

AN ORDINANCE 2010-05-20-0451

**AUTHORIZING THE OFFICE OF THE CITY CLERK TO SERVE AS
A U.S. DEPARTMENT OF STATE PASSPORT ACCEPTANCE
FACILITY (PAF).**

* * * * *

WHEREAS, the Western Hemisphere Travel Initiative (WHTI) requires all persons traveling outside of the United States to present a passport to re-enter the United States;

WHEREAS, there are a limited number of Passport Acceptance Facilities (PAF) locations in Bexar County and citizens have expressed concerns regarding accessibility, parking, long lines, limited days and hours in accepting applications, and limited access to other services such as photo processing and certified copies of birth certificates;

WHEREAS, the Municipal Records Facility at 719 South Santa Rosa is ADA accessible, offers free parking and photo services, and is also located next to the Vital Statistics Office, which can provide certified copies of birth certificates; the facility would be open on Saturdays by appointment to process applications;

WHEREAS, the City Clerk identified an opportunity for the City to provide passport processing service to citizens and to increase revenues;

WHEREAS, the U.S. Department of State has granted approval for the Office of the City Clerk to become a designated Passport Acceptance Facility; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1: The City Council hereby authorizes the Municipal Archives and Records Facility located at 719 South Santa Rosa and the Office of the City Clerk at 100 Military Plaza to serve as Passport Acceptance Facilities (PAF);

SECTION 2: Funds generated by this ordinance will be deposited contingent upon coordination between City Clerk Department and Finance Department in order to set up Fund, Internal Order(s) and General Ledger(s);

SECTION 3: The financial allocations in this Ordinance are subject to approval by the Chief Financial Officer (CFO), City of San Antonio. The CFO may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

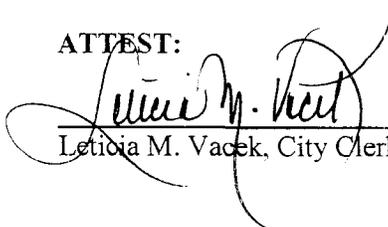
SECTION 4: This ordinance shall be effective immediately upon passage by eight affirmative votes; otherwise it shall be effective on the tenth day after passage.

PASSED and APPROVED this 20th day of May, 2010.



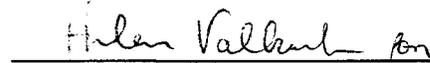
M A Y O R
Julián Castro

ATTEST:



Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:



Michael Bernard, City Attorney



Request for
**COUNCIL
 ACTION**

City of San Antonio

Agenda Voting Results - 20

Name:	20						
Date:	05/20/2010						
Time:	10:33:17 AM						
Vote Type:	Motion to Approve						
Description:	An Ordinance authorizing the Office of the City Clerk to be designated as a U.S. Department of State Passport Acceptance Facility (PAF). [Leticia M. Vacek, City Clerk]						
Result:	Passed						
Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Julián Castro	Mayor		x				
Mary Alice P. Cisneros	District 1		x				
Ivy R. Taylor	District 2		x				
Jennifer V. Ramos	District 3		x				
Philip A. Cortez	District 4		x			x	
David Medina Jr.	District 5		x				
Ray Lopez	District 6		x				
Justin Rodriguez	District 7		x				
W. Reed Williams	District 8		x				x
Elisa Chan	District 9		x				
John G. Clamp	District 10		x				

Passport Acceptance Facility

Office of the City Clerk
Leticia M. Vacek, TRMC/CMC
City Clerk
May 20, 2010
Item 20

1

Metropolitan Statistical Areas (MSA)

- San Antonio-New Braunfels, Texas
2009 Population 2,072,128
2000 Population 1,711,703
+ 21.06% change
- McAllen-Edinburg-Mission, Texas
2009 Population 741,152
2000 Population 569,463
+30.15% change

http://en.m.wikipedia.org/wiki/Table_of_United_States_Metropolitan_Statistical_Areas?wasRedirected=True

2

San Antonio Express News Article May 15, 2010

Border crossings

New documentation requirement for U.S. citizens took effect June 1, 2009, and car arrivals dipped at the eight land ports from Brownsville to Del Rio that year and into the next.

Fiscal Year:	2008	2009	2010 (Oct-March)
Private Cars	26.9 million	24.8 million	11.4 million
Car passenger	59.4 million	53.1 million	24.4 million
Pedestrians	11.1 million	11.3 million	5.5 million

Source: Department of Homeland Security

San Antonio Express News Article May 15, 2010 (continued)

- 2009 – 12 million Passports processed
- 2008 – 15.5 million Passports processed
- 2007 – 18.3 million Passports processed

Note: FY 2007-2008 U.S. Post Offices generated \$10 Million in revenue (source Houston U.S. Department of State).

Locations

- The Municipal Archives & Records (MAR) located at 719 S. Santa Rosa will serve as the main processing center for the Office of the City Clerk
 - Hours of operation Monday – Friday 8-5
 - Saturdays by appointment beginning June 5, 2010
- Office of the City Clerk – City Hall
 - Hours of operation Monday – Friday 8-5

5

Convenience

- Municipal Archives & Records is ADA accessible, offers free parking, processes required photos, and will be open on Saturday by appointment.
- As an added benefit, the facility is conveniently located next to the Vital Statistics Office should individuals require a certified copy of their birth certificate.

6

Municipalities Processing Passports

- City of McAllen
 - Passports Processed FY 2009
 $13,615 \times \$25.00 = \$340,375.00$
 - Photos Processed FY 2009
 $7,800 \times \$15.00 = \$117,000.00$

- City of San Marcos
 - Passports Processed FY 2009
 $1,900 \times \$25.00 = \$47,500.00$

7

City of San Antonio Projected Revenue

- Passport Application fee \$25.00 per application.
 - Projected to process 7,500 applications annually
 - Resulting in \$187,500 new revenue
- Photos fee \$15.00 for two 2x2 passport photos
 - Projected to process 3,500 photos annually
 - Resulting in \$52,500 new revenue
- Total projected new revenue \$240,000 annually

8

Conclusion

- This Ordinance authorizes the Office of the City Clerk to be designated as a U.S. Department of State Passport Acceptance Facility (PAF) and to charge associated processing fees.
- Staff recommends approval.