

**RESOLUTION NO. 2018-36**

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AUTHORIZING AND DIRECTING THE VILLAGE CLERK TO FORMALLY SUBMIT WRITTEN NOTIFICATION TO THE UNITED STATES DEPARTMENT OF STATE, OFFICE OF PASSPORT SERVICES, REGARDING A PASSPORT ACCEPTANCE FACILITY IN THE VILLAGE OF PALMETTO BAY; AND PROVIDING FOR AN EFFECTIVE DATE. (Sponsored by Mayor Eugene Flinn)**

**WHEREAS**, the demand for more authorized passport acceptance facilities exist ever since the United States Department of State-Office of Passport Services instituted a policy change from walk-in service to an automated appointment system for passports; and

**WHEREAS**, the nearest municipal Passport Acceptance Facility near the community of Palmetto Bay is in the City of Coral Gables causing those who live in Florida City, Homestead, Cutler Bay, Palmetto Bay, and Pinecrest to drive a distance for passport services; and

**WHEREAS**, a Passport Acceptance Facility in the Village will provide a centrally located easy to find and customer friendly walk-in location for the residents of Palmetto Bay, including those near and establish revenue sources for the Office of the Village Clerk to generate funds to partially sustain its offices without causing a cost to the taxpayers; and

**WHEREAS**, the services to be provided shall include: review of passport applications to ensure that all information is accurate and legible, including verification of citizenship, photography and fees, recording of the type of document used on the application, administration of the oath affirming truthfulness of answers provided by the customer, and stamping of a seal on same; and

**WHEREAS**, a twelve dollar (\$12.00) photographic fee and a thirty-five (\$35.00) execution fee shall be collected for each passport application accepted; said fees shall be retained by the Village of Palmetto Bay and serve as a recurring revenue source; and

1           **NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND**  
2           **THE VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY,**  
3           **FLORIDA,**

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5           **Section 1.** The recitals and findings contained in this Resolution  
6 are hereby adopted by reference thereto and incorporated herein as if  
7 fully set forth.

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9           **Section 2.** The Village Clerk is hereby authorized and directed to  
10 formally submit written notification to the United States Department of  
11 State, Office of Passport Services, regarding the Village’s intent to  
12 facilitate a Passport Acceptance Facility in the Village of Palmetto Bay.

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14           **Section 3.** If the Village of Palmetto Bay is granted authorization  
15 from the United States Department of State for a Passport Acceptance  
16 Facility, the Village Clerk shall provide report back to the Village Council.

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18           **Section 4.** If the Village of Palmetto Bay is granted authorization  
19 from the United States Department of State for a Passport Acceptance  
20 Facility, the Village Manager is hereby authorized to accept all revenues  
21 derived as a result of the Village Clerk’s office service as a U.S. Passport  
22 Acceptance Facility, and is hereby directed that said revenues generated  
23 by used exclusively to fund the administrative costs of the Office of the  
24 Village Clerk, in furtherance of said project.

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26           **Section 3. Effective Date.** This Resolution shall take effect  
27 immediately upon adoption.

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29           **PASSED AND ADOPTED** this 2<sup>nd</sup> day of April, 2018.

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33           Attest:

34           DocuSigned by:  
35           Missy Arocha  
36           6EDC211E5E8C48C...  
37           Missy Arocha  
38           Village Clerk

39           DocuSigned by:  
40           Eugene Flinn  
41           3B8854AD569F494...

1 APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE  
2 USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY ONLY:

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4  
5 DocuSigned by:  
6 *Dexter W. Lehtinen*  
7 Dexter W. Lehtinen  
8 Village Attorney  
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17 **FINAL VOTE AT ADOPTION:**

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19 Council Member Karyn Cunningham YES  
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21 Council Member David Singer YES  
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23 Council Member Larissa Siegel Lara YES  
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25 Vice-Mayor John DuBois YES  
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27 Mayor Eugene Flinn YES



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To: Charter Officers & Members of the Village Council

Date: February 5, 2018

From: Mayor Eugene Flinn

Re: Authorizing and Directing the Village Clerk to Formally Submit Written Notification to the US Dept. of State, Office of Passport Services, regarding Passport Acceptance Facility

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**PURPOSE OF THE PROPOSED ACTION:**

The formal request of the Village Council authorizing and directing the Village Clerk to formally submit written notification to the United States Department of State, Office of Passport Services, regarding the Village of Palmetto Bay's interest in becoming an authorized Passport Acceptance Facility.

The proposed Passport Acceptance Facility in the Village of Palmetto Bay will provide would be travelers in the South-Dade community with a centrally located easy to find and customer friendly walk-in location at which to apply for a passport. The services to be provided shall include: review of passport applications to ensure that all information is accurate and legible, including verification of citizenship, photography and fees, recording of the type of document used on the application, administration of the oath affirming truthfulness of answers provided by the customer, and stamping of a seal on same. An execution fee of \$30 per each application reviewed, represents revenue directly to the Village of Palmetto Bay for the service provided, and is set pursuant to federal policy and administered through the Regional Passport Office. The Village Clerk's Office intends to offer photographic passport services for \$12.00 (per two 2x2 prints), if needed.

**MAJOR POINTS/REASONS FOR THE PROPOSED ACTION:**

The demand for more authorized passport acceptance facilities exists ever since the United States Department of State-Office of Passport Services instituted a policy change from walk-in service to an automated appointment system for passports. Today, the nearest municipal Passport Acceptance Facility near Palmetto Bay is located in the City of Coral Gables-City Clerk's Office. The Coral Gables Clerk's Office location causes those South-Dade customers residing in Florida City, Cutler Bay, Palmetto Bay, and South Miami often travel to all the way to Coral Gables for passport services. The implementation of this program will: 1) provide a centrally located easy to

find and customer friendly walk-in location for the residents of Palmetto Bay, including those near; 2) establish revenue sources for the Office of the Village Clerk to generate funds to partially sustain its offices without causing a cost to the tax-payers.

**PRELIMINARY ESTIMATE OF THE COST OF IMPLEMENTATION:**

If the proposed action is approved, the Village Clerk will formally submit written notification to the United States Department of State, Office of Passport Services expressing the Village's interest in becoming an established Passport Acceptance Facility for the convenience of the residents of the South-Dade community.

If the Village is granted the authorization from the United States Department of State, the Village Clerk shall provide the Village Council a preliminary estimate of the cost/source of revenue for the implementation of the program.

**SOURCE OF FUNDS TO PAY SUCH COSTS:**

To be determined based on the outcome of the proposed action received by the United States Department of State, Office of Passport Services.