



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: AUGUST 22, 2023

**DATE:** Tuesday, August 8, 2023

**TO:** Board of County Commissioners

**FROM:** Jan Galassini, Washoe County Clerk  
784-7287, [jgalassini@washoecounty.gov](mailto:jgalassini@washoecounty.gov)

**THROUGH:** Jan Galassini, Washoe County Clerk

**SUBJECT:** Recommendation to approve Resolution R23-126 which amends the Washoe County Clerk Fee Schedule to include fees associated with the Clerk's provision of passport application services, with an effective date retroactive to July 1, 2023; and authorize the Chair to sign the Resolution. (All Commission Districts.)

### SUMMARY

The County Clerk brings forth a recommendation to approve Resolution R23-126 amending the Clerk's Fee Schedule to include the following amounts for passport application services:

|                                        |         |
|----------------------------------------|---------|
| * Passport: Photo                      | \$15.00 |
| ** Passport: Execution Fee             | \$35.00 |
| ***Passport: Expedited Postage         | \$24.90 |
| ***Passport: Renewal Postage           | \$8.05  |
| ***Passport: Renewal Expedited Postage | \$24.90 |

\*Fee determined by the Clerk's Office, commensurate with other local agencies.

\*\*Mandated passport agency fee set by the U.S. Department of State.

\*\*\*Passport postage fees are based on actual postage costs and subject to federal rate changes.

All other fees associated with this service will be sent directly to the U.S. Department of State and will not affect the Washoe County budget. Thus, those fees are not included on the Clerk's Fee Schedule.

**Washoe County Strategic Objective supported by this item:** Regional and Community Leadership.

### PREVIOUS ACTION

None.

AGENDA ITEM # \_\_\_\_\_

**BACKGROUND**

In response to a growing need in the community, the Clerk's Office sought and received certification to operate as a passport agency on May 2, 2023. In a soft launch approach, passport services were offered to Washoe County employees only during the month of July 2023. On July 1, 2023, the general public was invited to schedule appointments for passport services which began August 1, 2023.

**FISCAL IMPACT**

Startup fees of approximately \$2,500 and on-going annual costs of approximately \$14,800 for equipment, software, supplies, and postage are being absorbed by the Clerk's Office budget. Staffing levels will not be affected. It is estimated that all revenues from the fees listed in the above summary will impact the Washoe County general fund by an estimated increase of \$150,750 for the first year, as reflected in the FY24 approved budget.

**RECOMMENDATION**

It is recommended that the Board:

Approve Resolution R23-126 which amends the Washoe County Clerk Fee Schedule to include fees associated with the Clerk's provision of passport application services, with an effective date retroactive to July 1, 2023; and authorize the Chair to sign the Resolution.

**POSSIBLE MOTION**

Should the Board agree with the recommendation, a possible motion would be:

"Move to approve Resolution R23-126 which amends the Washoe County Clerk Fee Schedule to include fees associated with the Clerk's provision of passport application services, with an effective date retroactive to July 1, 2023; and authorize the Chair to sign the Resolution."