

TBD-2023

AN ORDINANCE ESTABLISHING A PASSPORT ACCEPTANCE FACILITY CHAPTER WITHIN THE CITY OF STAR MUNICIPAL CODE TITLE 1; CREATING DEFINITIONS, DESIGNATING THE PUBLIC SECTOR OFFICE, ALLOWING FOR OTHER TRAVEL RELATED SERVICES, CREATING A TRUST ACCOUNT, CREATING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

NOW THEREFORE, be it ordained by the Mayor and the City Council of the City of Star in Ada and Canyon Counties within the State of Idaho as follows:

SECTION 1 – “PASSPORT ACCEPTANCE FACILITY” Creating Chapter 13 within Title 1 of the City of Star Municipal Code is hereby created.

SECTION 2 – “DEFINITIONS” 1-13-1 is hereby created with the following definitions:

PASSPORT ACCEPTANCE AGENT – A permanent full-time or part-time employee of the City of Star that is also a United States Citizen or US National over the age of 18, who is not on parole or probation related to any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude, and are not currently under indictment for any federal, state or local felony or misdemeanor related to breach of trust or moral turpitude and has completed the required training of the US State Department Passport Acceptance Program.

PASSPORT ACCEPTANCE FACILITY – A Public Sector Office that is designated to accept and execute passport applications on the United States State Department’s behalf, for the purposes of this code shall mean the City Clerk’s Office of the City of Star Idaho within in Ada and Canyon Counties.

PASSPORT APPLICATION – An official document to apply for a Passport Book or Passport Card which establishes identity for travel completed by the applicant.

PASSPORT BOOK / PASSPORT CARD – An official document issued by the US Department of State.

PASSPORT PHOTOGRAPHY – An official photograph taken by the City Clerk’s Office for the purpose of issuing a passport.

PASSPORT TRUST ACCOUNT – An account established by City Clerk/Treasurer’s Office at an approved financial institution (Title 1, Chapter 12-1 of the Star Municipal Code) to hold amounts of money in trust for the US Department of State plus any revenues retained by the City which may be transferred to and from the General Funds of the City of Star from time to time to ensure the continued success of the Passport Acceptance Facility.

PASSPORT EXECUTION RETAINAGE – A fee allowed by agreement with the US Department of State to be retained for the acceptance of each Passport Application(s).

SECTION 3 – “PUBLIC SECTOR OFFICE” 1-13-2 is hereby created:

1-13-2-a Designates the City Clerk / Treasurer’s Office as the Public Sector Office to accept and execute passport applications including any associated fees.

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1-13-2-b Designates the hours of operation are designated by the City Clerk – Treasurer’s Office in compliance with the US Department of State’s requirements and shall only be accepted, processed and transmitted onsite.

1-13-2-c Designates only those who meet the criteria of the US Department of State as Passport Acceptance Agents and ensuring the City of Star has sufficient staff to meet the criteria and need to accept passport applications.

1-13-3-d Requires the City of Star City Clerk – Treasurer’s Office to maintain sufficient security of documents, guides and related documents for the processing of Passport and Travel Services provided. Breach of security shall be immediately relayed to the appropriate authorities as per agreement, law, policy or procedure.

SECTION 4 – “OTHER SERVICES” 1-13-3 is hereby created:

1-13-3a Allows for the City of Star to offer other Passport and Travel Services provided by the US Department of State and other Federal Departments as allowed by law or agreement.

1-13-3b Allows for the charge of Passport Photographs which may be changed by City of Star Resolution from time to time after appropriate public notice and hearing.

SECTION 5 – “TRUST ACCOUNT” 1-13-4 is hereby created:

1-13-4 Allows for the City Clerk-Treasurer’s Office to create a Trust Account for the purpose of Passport Processing and related services under this code. The account will be included in the audit process from time to time as required by agreement, law, policy or procedure.

SECTION 6 – SEVERABILITY CLAUSE Should any part or provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the valid of the Ordinance a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 7 – EFFECTIVE DATE This ordinance shall be in full force and effective from the date of passage, publication and signature of the Mayor according to law.

Passed and adopted by the City of Star Mayor and City Council _____, 2023

Trevor A Chadwick, Mayor

ATTEST: _____

Jacob M Qualls, City Clerk - Treasurer