



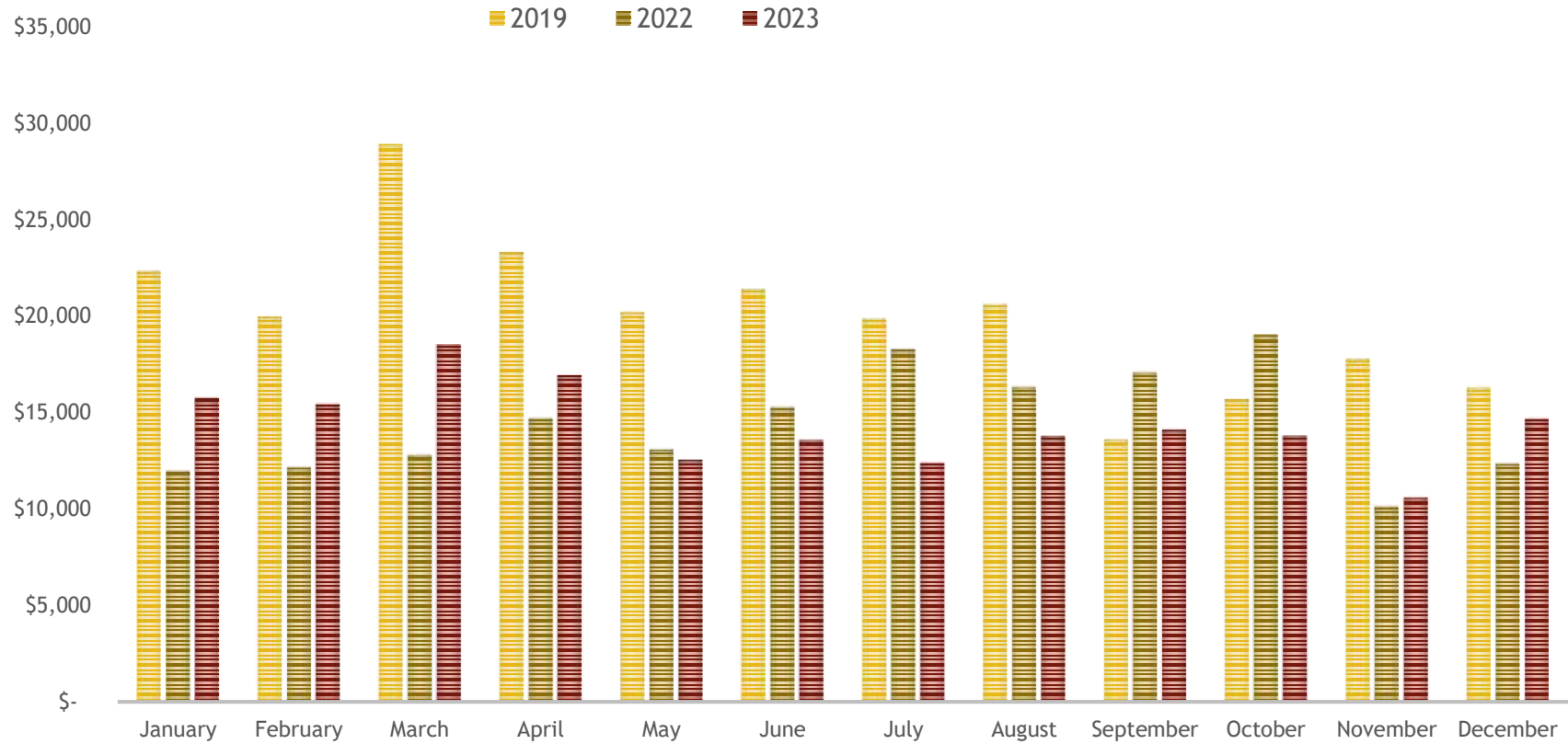
▶ Passport Clerk

Matt McLean

City Clerk/Municipal Services Manager

Passport income per month

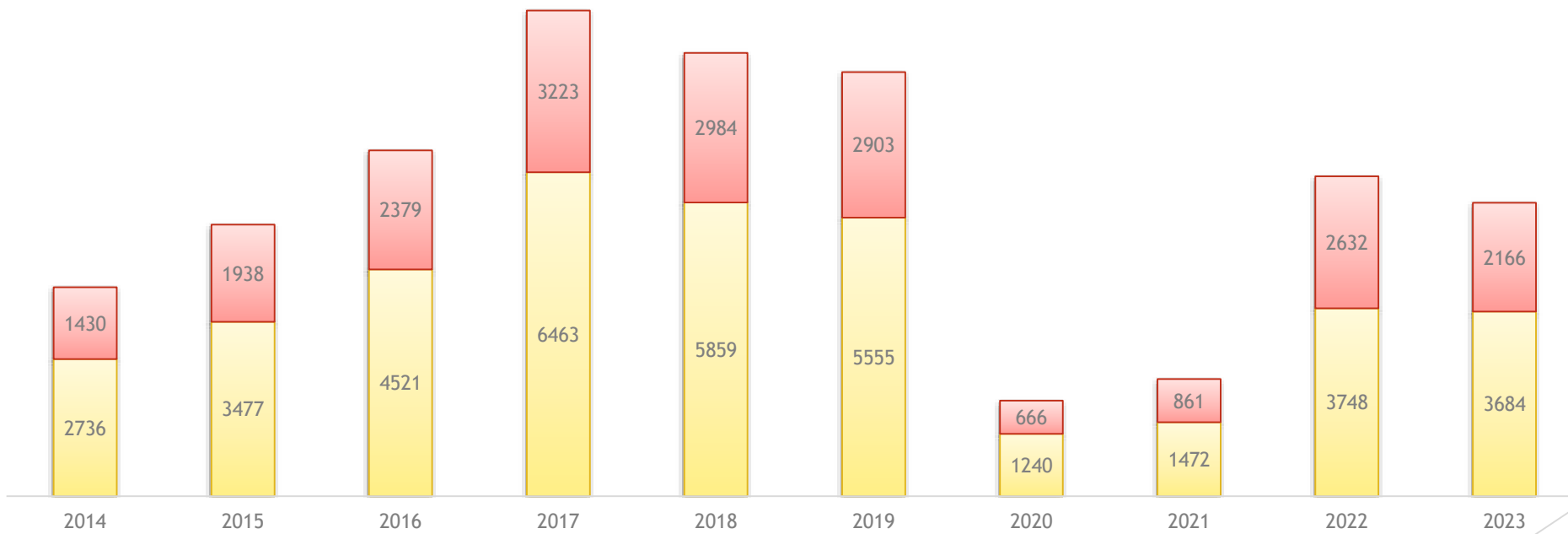
PASSPORT INCOME PER MONTH



Passports application processed vs. Photos

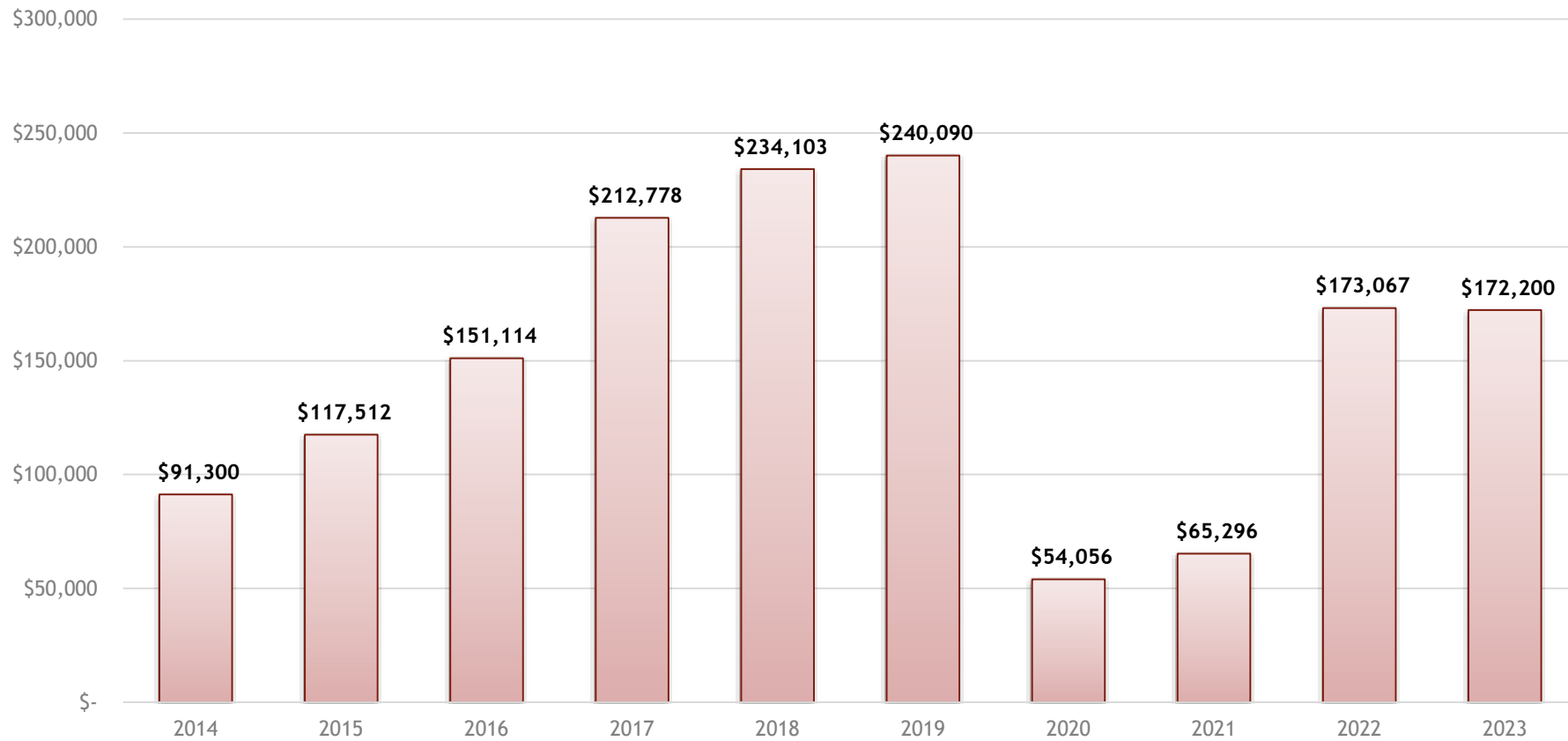
NUMBER OF PASSPORTS AND PHOTOS

Passports Photos



Annual Passport Revenues

PASSPORT INCOME PER ANNUM



Passport Clerk Costs vs. Revenues

	Weekly	3 month average	Year total
Salary	\$761.80	\$8,684.52	\$34,738.08
Earnings	\$2,240.00	\$27,825.00	\$111,300.00
Difference	\$1,478.20	\$19,140.48	\$76,561.92
Hours	20 /week	228	912
Salary w/Benefits	\$38.09 /hour	\$8,684.52	\$34,738.08
Weekly Salary w/Benefits	\$761.80		
Passport Applications	64 /week	795	3180
Passport Revenue	\$2,240	\$27,825.00	\$111,300.00
Yearly Anticipated	3168		
Anticipated Revenue	\$110,880.00		

Does the Committee want to add an additional part-time passport clerk?

- ▶ The benefits of adding it sooner
 - ▶ Collect additional revenues
 - ▶ Revenues will start as soon as it is staffed
 - ▶ Probably about a couple of weeks after Council approvals
 - ▶ The public will have greater access to book passport appointments
- ▶ Regular Budget discussion
 - ▶ Revenues won't be collected until next year
 - ▶ Revenues won't start until staffed after January 1
 - ▶ The public will have to wait until after January to have improved access