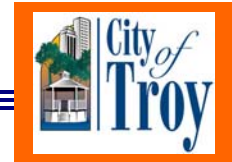




City Clerk ..... ***Tonni L. Bartholomew***





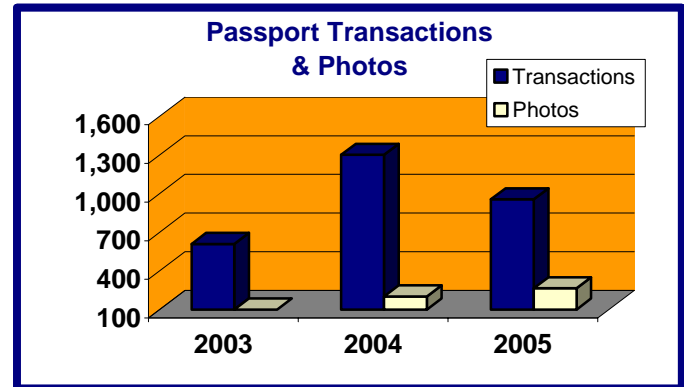
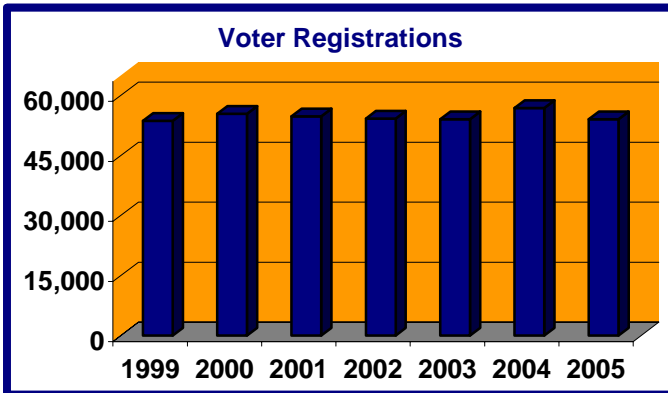
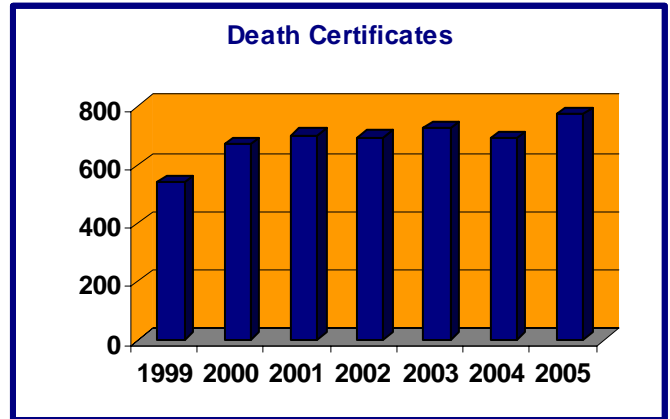
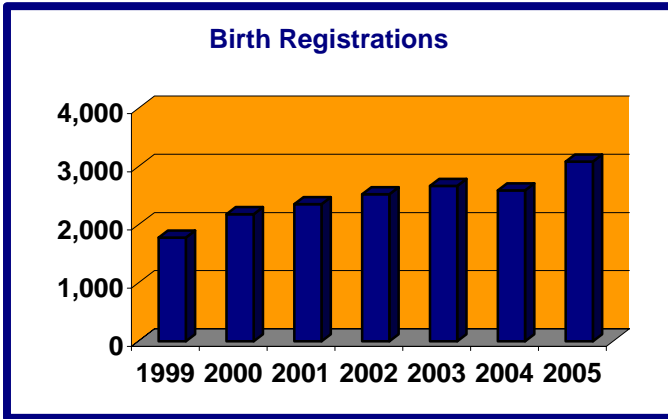
**Department at a Glance**

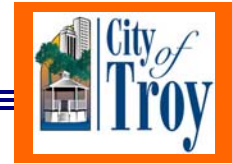
Funding Level Summary	2003/04	2004/05	Estimated	2005/06	2006/07	% of Change
	Actual	Actual	2005/06 Budget	2005/06 Budget	Budget	
City Clerk's Office	\$454,767	\$424,220	\$419,300	\$411,840	\$429,190	4.2%
Elections	136,315	229,344	208,630	215,460	279,620	29.8
<b>Total Department</b>	<b>\$591,082</b>	<b>\$653,564</b>	<b>\$627,930</b>	<b>\$627,300</b>	<b>\$708,810</b>	<b>13.0%</b>
Personal Services	\$493,311	\$553,019	\$509,210	\$520,960	\$582,130	11.7%
Supplies	33,632	31,201	36,490	30,450	34,990	14.0
Other Services/Charges	64,139	69,344	82,230	75,890	91,690	20.8
<b>Total Department</b>	<b>\$591,082</b>	<b>\$653,564</b>	<b>\$627,930</b>	<b>\$627,300</b>	<b>\$708,810</b>	<b>13.0%</b>

Personnel Summary	2003/04		2004/05		2005/06		2006/07	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
City Clerk's Office	7	2	6	2	6	2	6	2
<b>Total Department</b>	<b>7</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>2</b>



## Key Departmental Trends





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## Mission and Service Statements

### Mission Statement

**The mission of the City Clerk's Office is to expeditiously provide accurate and courteous response to all requests for service or information, and to be sensitive to the individual needs of citizens.**

### Service Statement

The City Clerk's Office prepares electronic agendas and records minutes for regular City Council meetings. As the official custodian of the records the City Clerk's Office archives original minutes of all City Council meetings and their boards and committees, as well as preserves the City's official documents and permanent records such as the City's Code of Ordinances and City Charter.

The City Clerk's Office accepts applications from citizens who are interested in serving on boards and commissions on behalf of City Council and maintains an updated roster of applicants. The department reports all vacancies as they occur to City Council in accordance with strict guidelines established by state statutes, the City Charter and/or City Code, or Council resolution.

The City Clerk's Office administers all elections in the City of Troy to ensure that the integrity of the election process is upheld and that election procedure complies with state and federal election laws and guidelines.

The City Clerk's Office receives, processes, and files permanent birth and death records for all events occurring within the boundaries of Troy. Arrangements for burial in City-maintained cemeteries are scheduled through the City Clerk's Office. Burial lots are sold to citizens on a waiting list maintained by the department.

Licenses, for dogs, going-out-of-business, Christmas tree lots, amusement places and devices, taxicabs and limousines, massage, pet shops, peddlers, special events, sidewalk sales, and transient merchants are processed by the City Clerk's Office. Petitions, lawsuits, subpoenas, and requests filed under the Freedom of Information Act (FOIA) are received and processed by the City Clerk's Office.

The City Clerk's Office accepts passport applications in addition to offering passport photo services. All completed applications, with the appropriate documentation and fees, are forwarded to the Chicago Passport Agency for issuance.

### Did You Know ...?

- There are 3 elections scheduled during the 2006/07 budget year: August primary on Tuesday, August 8, 2006; November general election on Tuesday, November 7, 2006, and City regular election on Tuesday, May 8, 2007.
- There are currently 401 citizens serving as election inspectors in Troy.



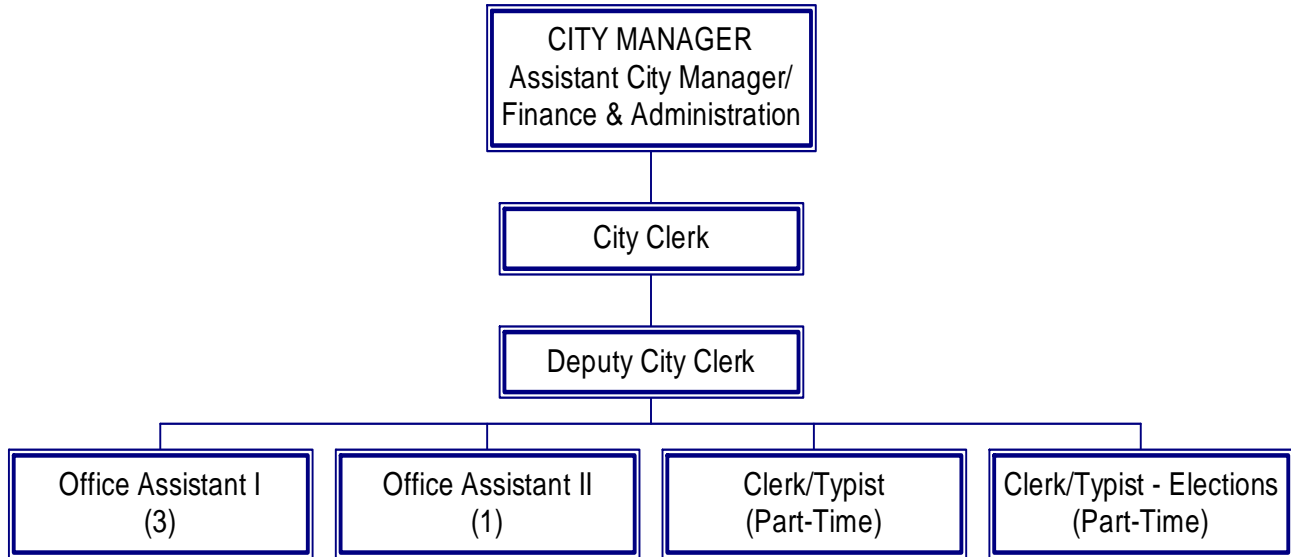
## Performance Objectives

- Expand the implementation of document imaging for City Council minutes and agenda packets, birth and death records, and all public records currently preserved by the City Clerk's Office (Goal 1, 3)
- Evaluate current polling locations and relocate and/or merge precincts to provide locations that better services City of Troy electors while effectively decreasing per voter cost (Goal 1)
- Vigorously promote the convenient and efficient passport services offered in the City Clerk's Office to U.S. citizens in anticipation of the expected increase of passport transactions due to the travel initiative requirements mandated by the U.S. Department of State (Goal 3)

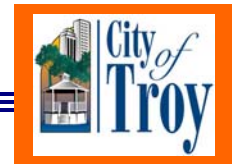
<b>Performance Indicators</b>		<b>2004/05 Actual</b>	<b>2005/06 Projected</b>	<b>2005/06 Budget</b>	<b>2006/07 Budget</b>	
Birth Certificates		3,084	3,508	3,500	3,500	
Death Certificates		775	700	760	760	
<u>Voter Registration</u>						
<b>Output</b>	• Registered Voters	54,860	53,840	59,700	55,000	
	• Voter Transactions	26,875	16,126	20,000	25,000	
	Dog Licenses		2,330	1,690	1,700	1,700
	Taxi Cab Licenses		56	68	100	100
	Miscellaneous Licenses		125	138	220	220
	Passport Applications		957	984	2,000	1,500
	Passport Photos		266	484	500	800
	Duplication - # of Copies		797,664	600,000	600,000	600,000
	Business Card Requests		241	148	148	150
	Imaged Files		0	75,000	75,000	100,000
	Code Amendments Processed		18	24	24	30
	Board & Committee Appointments		95	108	108	120
	Oaths of Office		93	86	86	90
	<b>Efficiency</b>	% of Registered Voters Voting (November)	77%	25%	25%	25%
		% of Precincts Consolidated	25%	100%	100%	25%
% of Absent Voter Turnout		10%	6%	6%	12%	
% of Reduced Copies-Duplicating		25%	25%	25%	25%	



**Organizational Chart**



<b>Staff Summary</b>	<b>Approved 2004/05</b>	<b>Approved 2005/06</b>	<b>Recommended 2006/07</b>
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Clerk/Typist	4	0	0
Clerk/Typist – Elections (Part-Time)	1	1	1
Clerk/Typist (Part-Time)	1	1	1
Office Assistant I	0	3	3
Office Assistant II	0	1	1
<b>Total Department</b>	<b>8</b>	<b>8</b>	<b>8</b>

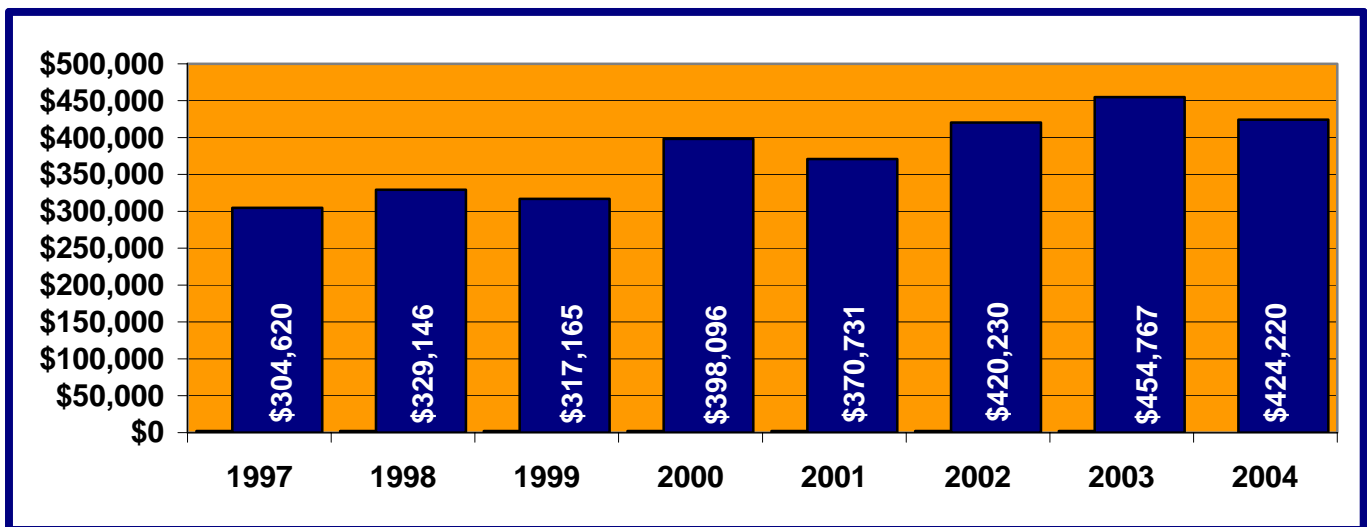


## Summary of Budget Changes

### Significant Notes – 2006/07 Budget Compared To 2005/06 Budget

The City Clerk's Office will conduct 3 elections in fiscal year 2006/07. This fund routinely increases in even years due to the election cycle requiring a minimum of 3 elections versus an odd year cycle where 2 elections are anticipated. The November 2006 election is expected to have a very high voter turnout due to the governor's contest and the state proposal question regarding affirmative action. Supplies and precinct staffing have been increased to accommodate the anticipated high volume.

### 8-Year Operating Budget History - City Clerk's Office



### 8-Year Operating Budget History - Elections

