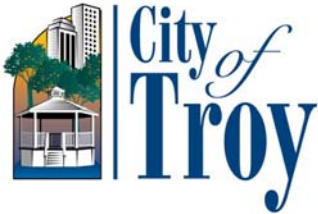


2009/10  
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CITY CLERK'S OFFICE/ELECTIONS

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



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Budget

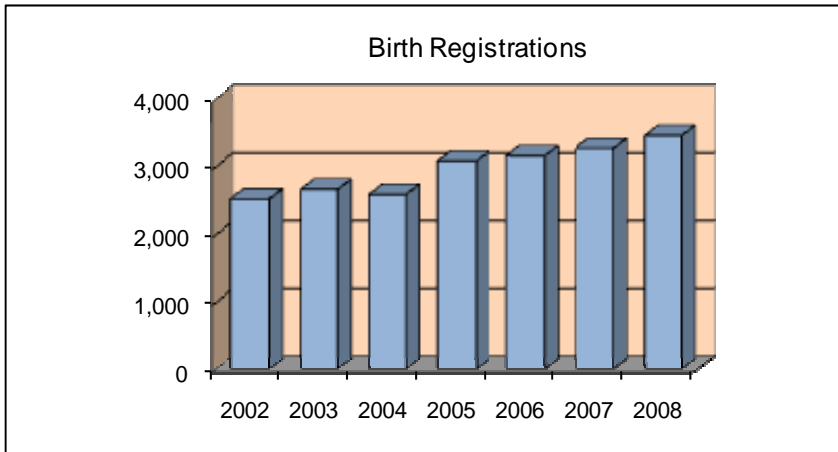
CITY CLERK'S OFFICE/ELECTIONS

DEPARTMENT AT A GLANCE

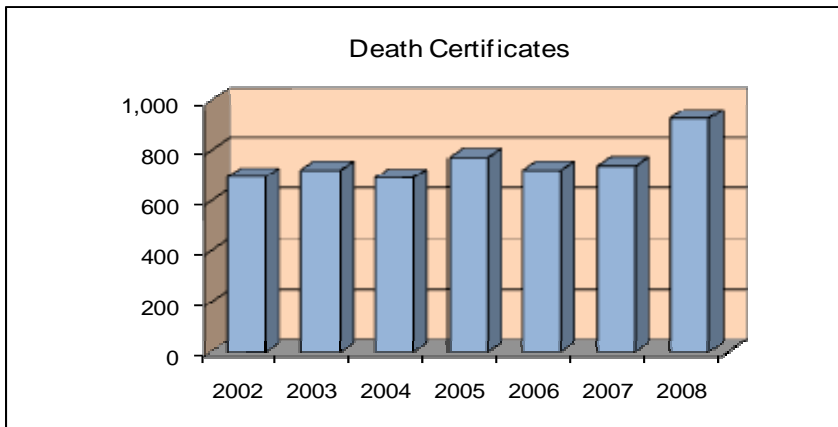
Funding Level Summary	2006/07		2007/08		Estimated 2008/09		2009/10	% Of Change
	Actual	Actual	Budget	Budget	Budget	Budget		
City Clerk's Office	\$443,385	\$506,562	\$467,960	\$483,500	\$495,410		2%	
Elections	248,689	232,223	303,200	327,760	215,450		-34%	
<b>Total Department</b>	<b>\$692,074</b>	<b>\$738,785</b>	<b>\$771,160</b>	<b>\$811,260</b>	<b>\$710,860</b>		<b>-12%</b>	
Personal Services	\$596,598	\$620,468	\$628,130	\$639,620	\$569,680		-11%	
Supplies	34,614	51,189	37,600	60,490	35,000		-42%	
Other Services/ Charges	60,862	67,128	105,430	111,150	106,180		-4%	
<b>Total Department</b>	<b>\$692,074</b>	<b>\$738,785</b>	<b>\$771,160</b>	<b>\$811,260</b>	<b>\$710,860</b>		<b>-12%</b>	

Personnel Summary	2006/07		2007/08		2008/09		2009/10	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
City Clerk's Office	6	2	6	2	6	2	5	2
<b>Total Department</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>2</b>

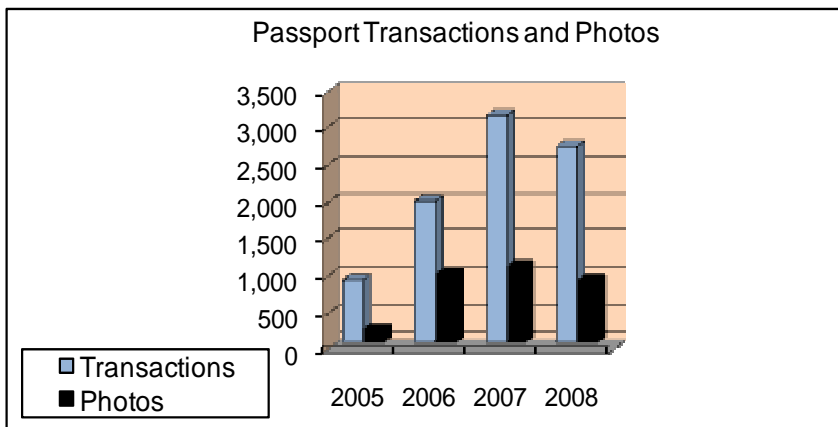
KEY DEPARTMENTAL TRENDS



Birth registrations remain stable due to an average increase in birth rates.

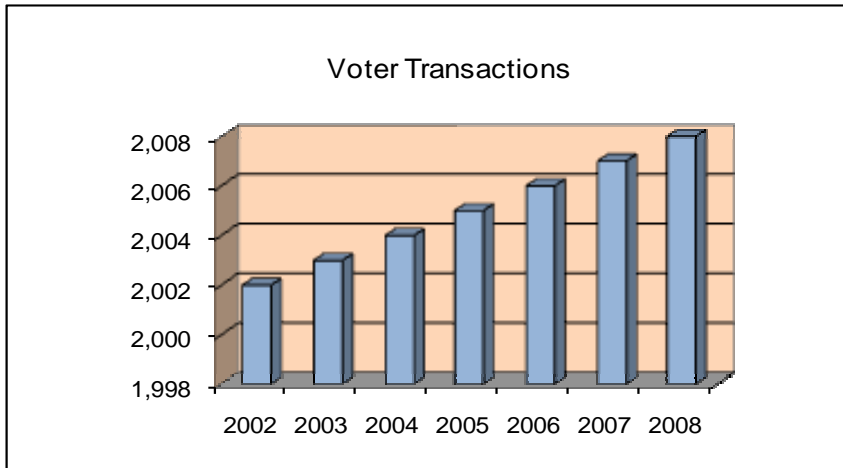


Death registrations in 2009/10 will stay consistent with trends of previous years.

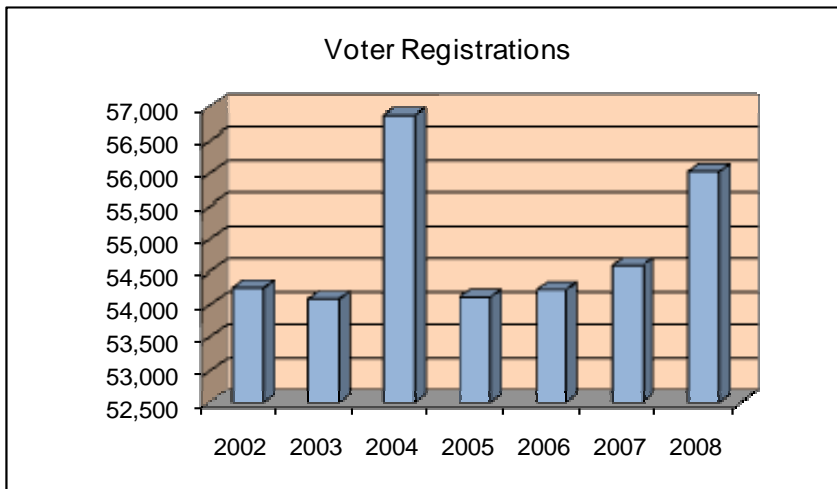


The new Western Hemisphere Initiative caused an influx in Passport Applications in early 2008. Completion of the 2<sup>nd</sup> phase of the Initiative and the new Driver's License will have a negative impact on the passport transactions.

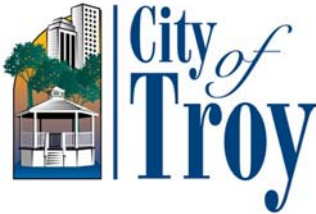
KEY DEPARTMENTAL TRENDS, CONTINUED



Voter transactions are directly affected by election cycle. Dramatic spikes in activity are seen during presidential election years such as 2009. 2010 will experience a dramatic reduction in voter transactions.



Voter registrations generally maintain consistent numbers throughout most years with notable increases seen only during presidential election cycles. State economic conditions may cause a reduction in total number of registered voters.



## 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 committees 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 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.

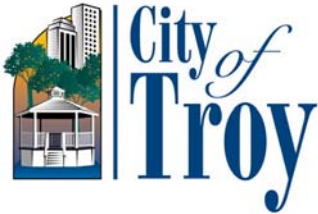
Arrangements for burial in City-maintained cemeteries are scheduled through the City Clerk's Office. Burial lots are sold to citizens on a waiting list maintained by the department.

The City Clerk's Office processes licenses for the following: dogs; going-out-of-business sales; temporary merchant businesses; amusement places and devices; car washes; taxicabs and drivers; limousines and drivers; massage facilities and employees of massage facilities; pet shops; peddlers; special events; and adult use businesses. 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?***

- ✓ As a continued implementation of Election Consolidation Legislation, 2010 Troy School District elections will be held for the first time in November. Troy, Birmingham, Royal Oak and Avondale School Board Members will be elected alongside Troy City Council Members. Additionally, the City Clerk's Office also administers Bloomfield, Lamphere and Warren Consolidated School Districts' Elections on alternate dates throughout the year.



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CITY CLERK'S OFFICE/ELECTIONS

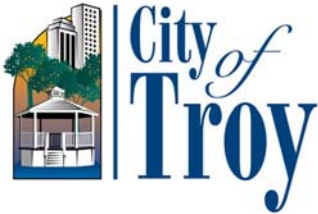
**PERFORMANCE OBJECTIVES**

**Outputs**

- ✓ Continue to meet increased demand for service to Canada border-state passport customers as the *Western Hemisphere Initiative* completes its 2<sup>nd</sup> phase nationally. **(Output T)**
- ✓ Anticipate and implement new procedures with respect to the Federal REAL ID Act which regulates the acceptance of applications for passports and vital records. **(Output N)**

\*See the list of outputs as ranked by City Council in the [CITY-WIDE ACTION PLAN](#) on pages 16 and 17.

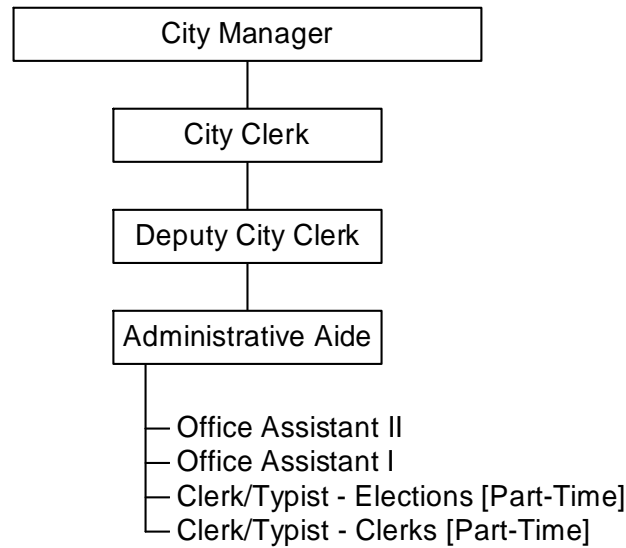
Performance		2007/08	2008/09	2008/09	2009/10
Indicators		Actual	Projected	Budget	Budget
Output	✓ Birth Certificate Requests Processed	3,346	3,200	3,500	3,400
	✓ Death Certificate Requests Processed	603	716	800	800
	✓ Registered Voters	56,030	56,000	57,000	56,000
	✓ Voter Transactions	13,514	17,840	17,000	14,000
	✓ Dog Licenses Issued	679	646	700	650
	✓ Business Licenses Issued	196	196	145	200
	✓ Passport Applications Received	2,755	1,426	3,000	1,300
	✓ Passport Photos	957	494	1,200	450
	✓ Duplicating Room - Copies Made	712,360	800,000	800,000	600,000
	✓ Business Cards Printed	283	244	300	250
	✓ Code Amendments Processed	31	40	20	40
Efficiency	✓ % of Staff Time and Supplies Saved by Implementing Liberty Net			20%	20%



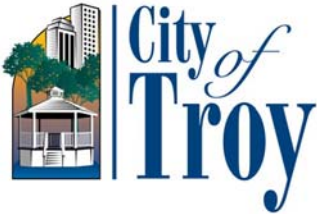
2009/10  
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CITY CLERK'S OFFICE/ELECTIONS

ORGANIZATIONAL CHART



Staff	Approved 2007/08	Approved 2008/09	Recommended 2009/10
<b>Summary</b>			
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Administrative Aide	1	1	1
Clerk/Typist – Elections [Part-Time]	1	1	1
Clerk/Typist – Clerks [Part-Time]	1	1	1
Office Assistant I	2	2	1
Office Assistant II	1	1	1
<b>Total Department</b>	<b>8</b>	<b>8</b>	<b>7</b>



2009/10  
Budget

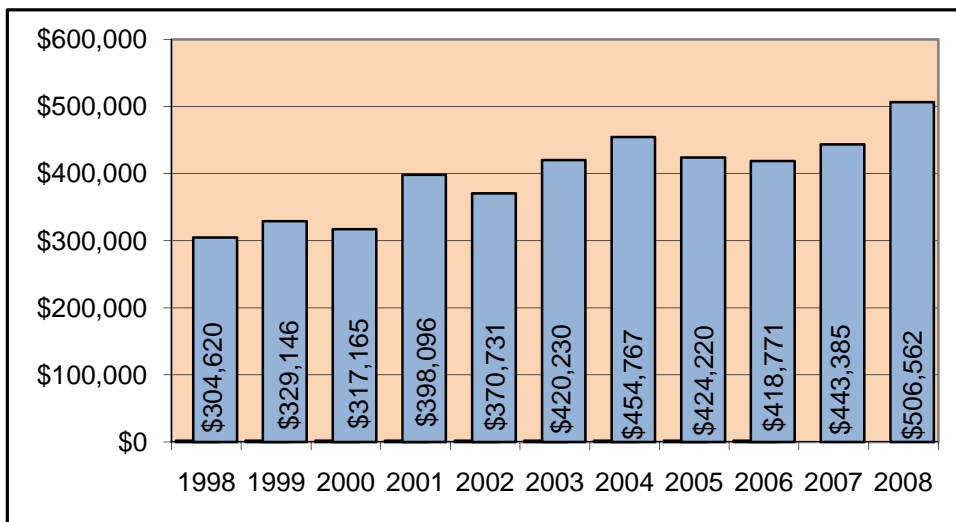
CITY CLERK'S OFFICE/ELECTIONS

**SUMMARY OF BUDGET CHANGES**

- Significant Notes – 2009/10 Budget Compared To 2008/09 Budget**

The slow election cycle of 2009/10 caused a decrease in the budget amount needed for election inspector wages; a 75% decrease (\$61,000) is anticipated.

- Operating Budget History - City Clerk's Office**



- Operating Budget History - Elections**

