

BUDGET OVERVIEW

CITY COUNCIL, ELECTIONS, CLERKS, CEMETERY



CLERK'S DEPARTMENT



(Left) Christine, Mary Jo, Lisa, Melanie, Leanne, Tina, Laura, & Charnele



Calvin



DEPARTMENT REORGANIZATION

Elimination of the City Council Coordinator Position

Redistribution of Job Responsibilities

- **Allowed Growth and Opportunity for Staff**

Physically Relocated Staff Members

- **Promotes Unity and Teamwork in the Office**

Added a Part-Time Youth Council Liaison



ELECTIONS DIVISION

Elections Analyst, Melanie Nickel



Voter Registration

QVF Maintenance

Election Administration

Election Commission

VITAL STATISTICS

Vital Statistics Clerk, Lisa Sage



Birth & Death Records - Over 7,000

**Birth & Death Related Documents
Processed This Year**

**Records New Liens, Discharge of
Liens, Agreements & Easements**



RECORDS MANAGEMENT

Records Clerk, Laura Douglas

**Storage and Maintenance of
Records**

**Cemetery Record
Administration**

Solicitation License

FOIA



CEMETERY

Sexton, Calvin Leach

Maintain Cemetery

Monument Sales



BOARDS, COMMISSIONS & COUNCIL SUPPORT

Administrative Secretary, Mary Jo Pachla

Administrative Aide, Christine Wissbrun

City Council

**Deer Management Advisory
Committee**

**Police and Road Funding
Technical Review
Committee**

**Rochester Hills Government
Youth Council**

Building Authority

**Cemetery Citizen Advisory
Committee**

HR Technical Review Committee

**Board of Trustees to the Retiree
Healthcare Trust**

Sister City – Auburn Hills

Sister City – Rochester

Strategic Planning and Policy Review

**Water and Sewer Technical Review
Committee**

Board of Trustees to the Van Hoosen

Jones Stoney Creek Cemetery

Perpetual Care Trust Fund



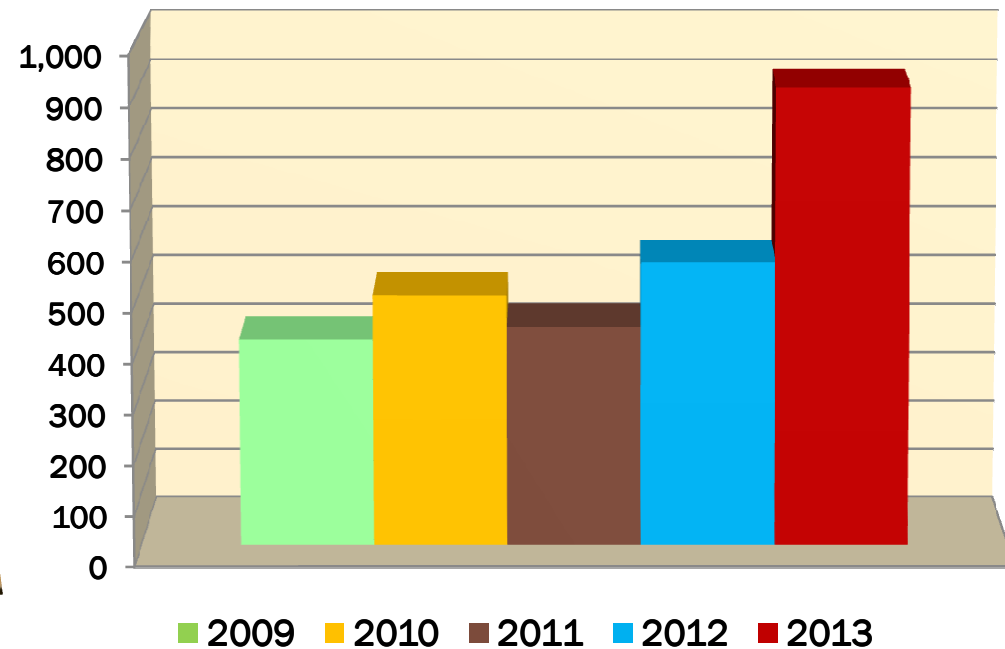
PASSPORTS

Mary Jo Pachla, Christine Wissbrun & Charnele Sanders

Accept Passport Applications

- Processed Over 1,000 Passport Applications
- Resulted in Over \$30,000 in Revenue

Provide Photo Service



YOUTH COUNCIL

Youth Council Liaison, Charnele Sanders

Coordinate Youth Council
Activities

Communicate with Youth
Council Members



QUESTIONS?

