



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: June 5, 2024

To: Robert J. Bruner, Acting City Manager

From: Meg Schubert, Assistant City Manager
M. Aileen Dickson, City Clerk

Subject: Request for Approval of Satellite Clerk's Office and Other Election Services – August 6, 2024 Primary Election

City Management is requesting approval of additional times for the City Clerk's Office to offer election services to Troy voters. Michigan Election Law (MCL 168.761b) requires local clerks to obtain approval from the governing body at least 30 days in advance of the election date for additional times or places that certain election services are offered. Also, clerks are required to notify the Bureau of Elections of those times or places, and post the times and places in a public notice. The City Clerk's Office will publicize these times and the address for the Troy Community Center, Troy Public Library and City Hall on an official public notice, but also on social media, on the City website, and other forms of media.

With the help of the Kayla McKaig, Marketing Coordinator in the City Manager's Office, we have created "Vote YOUR Way" posters to be placed prominently in the Community Center, Library and City Hall in multiple locations. These posters provide the dates and times for early voting, but also provide the elections website for voters who may need more information about absentee voting or precinct voting. "Vote YOUR Way" is our messaging theme that Ms. McKaig designed for us that began with the early voting postcard "More Ways to Vote" mailed in the fall of 2023. The message of "Vote YOUR Way" is that early, precinct and absentee voting are all equally legal, secure, and valid options for voters.

The Troy City Clerk's Office is planning another Satellite Office at the Troy Community Center during the weekend hours of early voting prior to the August election. The Satellite Office will offer in-person voter registration, and other election-related services such as absentee ballot issuing and receiving, to Troy voters in a meeting room directly across the hall from the Early Voting Center. Troy voters will be able to register to vote at the Satellite Office, then have the convenience of early voting right across the hall. Michigan Election Law requires that City Council approve the establishment of the Satellite Office at least 30 days in advance. The dates and times of the proposed Satellite Office are:

Troy City Clerk Satellite Office
Location: Room 302, Troy Community Center
Saturday, July 27, 2024: 8:30AM-4:30PM
Sunday, July 28, 2024: 8:30AM-4:30PM
Saturday, August 3, 2024: 8:30AM-4:30PM
Sunday, August 4, 2024: 8:30AM-4:30PM



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Other extended hours and important dates and times to note for the August 6, 2024 Primary:

There will be a Drive-thru Clerk's Office on Thursday, August 1, 2024 from 5:00PM-8:00PM at the east entrance of City Hall. The City Clerk's Office will offer in-person voter registration, absentee ballot services, and other election-related services, while voters remain comfortably in their vehicles. (Our drive-thru at City Hall takes place during the same late hours as early voting at the Community Center.)

The City Clerk's Office (2nd floor of City Hall) will be open for election-related services on Saturday, August 3, 2024 from 8:00AM-4:00PM. Michigan Election Law requires that all city and township clerks' offices be open for election services a total of 8 hours during the weekend prior to each election day. Troy's required pre-election weekend hours are always on that Saturday, from 8:00AM-4:00PM. (The Satellite Clerk's Office in the Community Center will also be open during this time.)

On/before June 22 – Ballots must be sent to any military/overseas voters with FPCA already on file
Beginning June 27 – Absentee ballots available to voters arriving in-person at City Clerk's Office
Week of June 24 – Clerk's Office conducts preliminary testing of ballots and tabulators
July 1 – Clerk's Office begins mailing absentee ballots to voters
July 1-August 2 – Absentee ballots available by mail or in-person
July 22 – Last day to register to vote by mail or online and be eligible to vote August 6th
July 23-August 6th – Voters wishing to vote August 6th must register in-person at the City Clerk's Office
July 27-August 4th – Early Voting available at Troy Community Center, rooms 304-305
July 27,28, August 3,4 – City Clerk's Satellite Office open at Troy Community Center, room 302
July 25, 10:00AM – Clerk's Office conducts public accuracy test in City Hall
August 1, 2024, 5:00-8:00PM – Drive-thru Clerk's Office at City Hall east entrance
August 5, 8:00AM-4:00PM – Last time to obtain absentee ballot
Election Day: Tuesday, August 6, 2024 – polls open 7:00AM-8:00PM

Financial

There is no additional financial impact for the City of Troy to offer these services to Troy residents and voters.

Recommendation

City Management requests City Council approve the establishment of the City Clerk's Satellite Office hours for the August 6, 2024 Primary Election, as required by Michigan Election Law.