

CLERK'S DEPARTMENT

Tina Barton, City Clerk
Leanne Scott, Deputy Clerk

John Carney, Cemetery Laborer
Laura Douglas, Records Clerk
Calvin Leach, Cemetery Sexton
Mary Jo Pachla, Administrative Assistant
Lisa Sage, Vital Statistics Clerk
Charnele Sanders, Youth Council Liaison
Christian Sprunger, Cemetery Seasonal
Christine Wissbrun, Administrative Aide

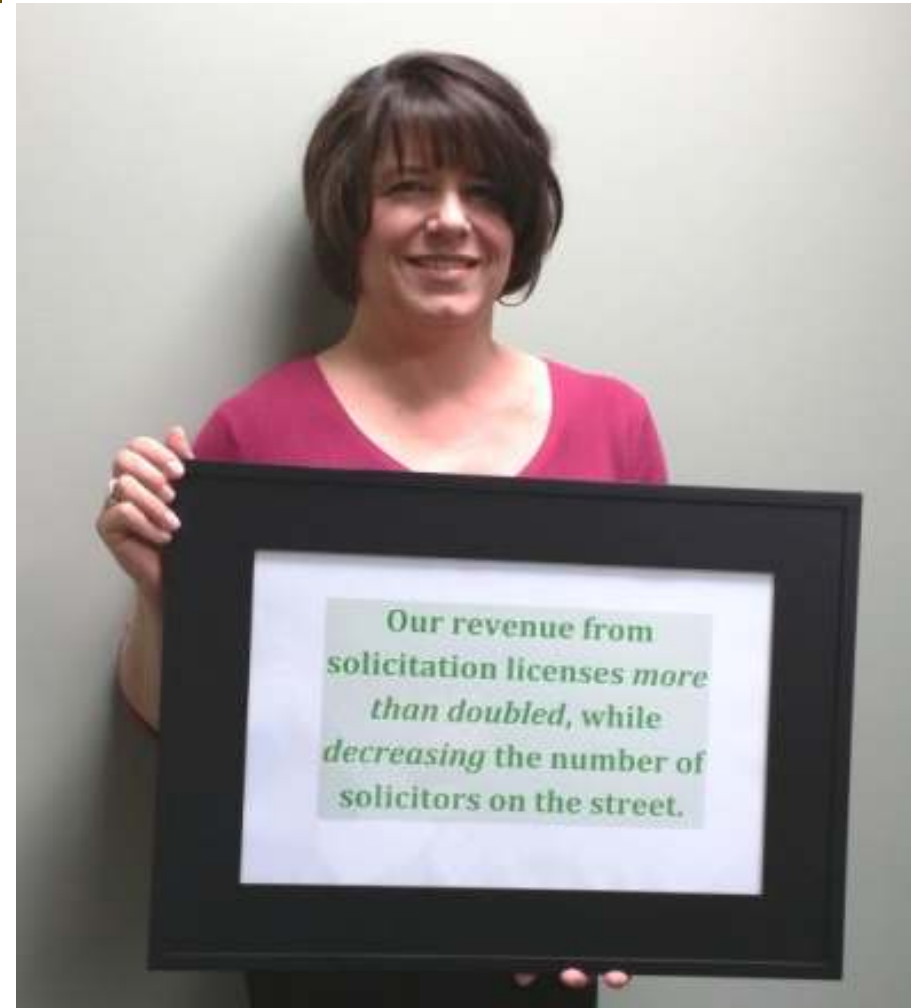


Mary, Marge & Ellen



RECORDS MANAGEMENT

- More than doubled our revenue from Solicitation Licenses, decreased the number of solicitors on the street
- Denied nine solicitors under the new ordinance – all for drug or theft related convictions
- Process over 60,000 pieces of mail each year





VITAL STATISTICS

- Process over 14,000 birth and death related documents each year
- Record new liens, discharges of liens, agreements and easements



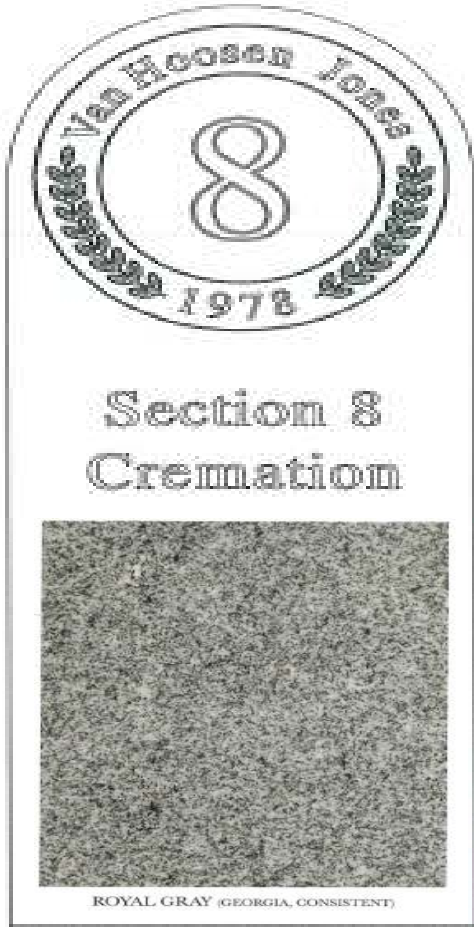
CEMETERY



Columbarium proposed



CEMETERY



Granite section markers proposed



ELECTIONS

- Received a 100% on November 2013 audit – only the 3rd Oakland County Community out of 42 audited to achieve a perfect score.
- Invest over 70 hours in training election workers



PASSPORTS

- Received a 100% score on two audits
- Process approximately 1,400 passport applications
- Revenues have more than doubled the last two years

100%



BOARDS, COMMISSIONS, & COUNCIL SUPPORT



- Produce notices, agendas, and minutes for approximately 130 meetings per year
- Provide support for 13 boards and commissions, in addition to City Council



YOUTH COUNCIL



YOUTH COUNCIL



2014 PROFESSIONAL ACCOMPLISHMENTS

- *Laura Douglas*

- Began ARMA certification classes.
- Graduated in May from Leadership Rochester.

- *Mary Jo Pachla*

- Completed the 1st year of the 3-year MAMC Clerk's Institute.



- *Leanne Scott*

- Certified Municipal Clerk
- Certified Michigan Municipal Clerk

- *Tina Barton*

- Master Municipal Clerk
- Certified Michigan Municipal Clerk





QUESTIONS





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