

CLERK'S DEPARTMENT

Tina Barton, City Clerk

Leanne Scott, Deputy Clerk

Laura Douglas, Records Clerk

Doug Evans, Cemetery Laborer

Sharon Horgan, Elections 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



PASSPORTS



Dear Acceptance Facility Supervisor:

I would like to congratulate you on your facility's stellar review on the AFO Report for the audit conducted at your facility on **June 1, 2015**. As an Acceptance Facility, you play an essential role in helping American citizens obtain their passports and we are proud to work with such a great team of people who help provide the public with quality service and information. On behalf of the United States Department of State, we thank you for your hard work and dedication to serving American citizens.

The Detroit Passport Agency is committed to providing you with ongoing support to make your participation in the Passport Application Acceptance Program successful. Please do not hesitate to contact us at DetroitCS@state.gov or 313-442-5633 if you have any questions or need additional information.

Sincerely,

Deepak Dashairya
Customer Service Manager
Detroit Passport Agency
211 W. Fort Street, Suite 200
Detroit, MI 48226



CEMETERY MANAGEMENT

September 17, 2015 Open House

Reflecting on the Past

Discussing the Present

Sharing Our Vision for the Future



CEMETERY MANAGEMENT



Granite Section Markers Installed



Created a Facebook Account

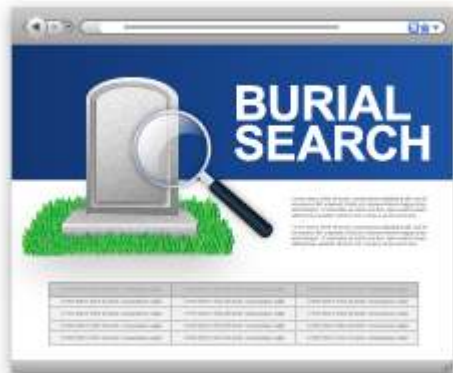


CEMETERY MANAGEMENT



At the core of Pontem's Cemetery Management System is a powerful data manager that allows users to track all information about gravesites, owners, and occupants.

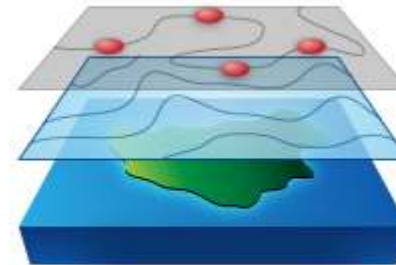
Pontem Cemetery Data Manager



Online Services



Image/Document Management



GIS or Standard Mapping



ELECTION DIVISION

May 2015 State Reimbursement -
\$61,122.27



Four Elections
Nov 2015 – Nov 2016



- Approximately 65,000 ballots cast
- More than 900 workers assigned
- Over 100 hours of training





YOUTH COUNCIL COUNCIL

\$15,000 for Blessings in a Backpack



2015 PROFESSIONAL ACCOMPLISHMENTS

Christine Wissbrun

- Completed college courses towards degree

Sharon Horgan

- Election Accreditation Course

Laura Douglas

- Election Accreditation Course

Mary Jo Pachla

- Completed year #2 of the 3-year MAMC Clerk's Institute.



Charnele Sanders

- Completed a second Master's Degree from UDM in Intelligence Analysis

Leanne Scott

- Secretary of the Oakland County Clerks' Association
- Completed over 50 hours of education credits towards MMC certification
- Guest Speaker at MAMC Institute

Tina Barton

- Leadership Oakland Graduate
- Guest Speaker at MAMC Institute
- Guest Speaker at IPSI Institute
- Customs & Border Protection Citizen Academy Inaugural Class Graduate



QUESTIONS

