

August 29, 2013 Safety & Licensing Committee

City Clerk Report:

1. **Special Election Update:** Last week Tuesday, Aug. 20th was the Special Election to fill the vacated seat for Aldermanic District 1. Alderperson elect Tim Trauger was issued his Certificate of Election and took his Oath of Office in a private ceremony this morning at 9 a.m. The public Swearing-in Ceremony will take place at the next Council meeting on Wednesday, Sept. 4th. Election results for the Special Primary and Special Election to fill this vacancy are listed below. The total cost for the two elections was \$16,107.18.

July 23, 2013 Special Primary Election

207 Total Voters = 9.3% Voter Turnout *2,194 Registered Voters
207 voters divided by \$8,633.91 cost = \$41.71 cost per voter

August 20, 2013 Special Election

169 Total Voters = 7.89% Voter Turnout *2,117 Registered Voters
169 voters divided by \$7,473.27 cost = \$44.22 cost per voter

*Difference in Registered Voters from July to August is inactivating 77 voters due to undeliverable returned postcards after sending out the Change in Polling Place Mailing.

The cost covers publication fees, polling place rental, postcard mailing for change in polling place, absentee mailing, labor, polling place set-up/take down, ballots, programming layout/coding and memory devices.

2. **City Clerk's Office Staffing:** The Deputy City Clerk position has been filled effective Monday, August 19. My new Deputy is Wendy Helgeson. Wendy brings five years of experience to the City Clerk's Team and is a very energetic and creative individual. She pays attention to detail and is sensitive to confidential information. The City Clerk's Team is excited to welcome Wendy as the Appleton Deputy City Clerk.

The request to fill the vacant Administrative Clerk III/Mail Copy Coordinator position was approved this past Tuesday and will be advertised this weekend with a deadline of September 15th.

3. **Granicus/Legistar Update:** Stephanie Delsignore from Granicus informed me they just welcomed Waukesha County to the family and they just got received a thumbs up from Dane County – so they will soon be welcoming another member to the Granicus/Wisconsin Family. They are also in conversation with the City of Manitowoc and the Village of Waterford.

Following the Aug. 9th Granicus upgrade, yesterday I updated the instructions for departmental staff covering the changes to the 3 Step process for: 1) exporting committee agendas to Live Manager; 2) steps drafters take the day following committee meetings; and 3) steps to

complete the minutes in Legistar. I drafted these instructions with the assistance of the Director of Training at Granicus to provide a nice step by step process walking us through from start to finish what needs to be done. Since we do not work on agendas and minutes every day but once every two weeks, the learning and retention curve will take a bit longer and these instructions have been very helpful.

Also, this Friday, Aug. 30th, Granicus will be doing an upgrade remotely to the Vote Cast Tablets. This upgrade should fix the cursor jumping issue that has been occurring at the Council meetings. When an amendment is being offered and it is being typed in the system, other alderpersons may be selecting their “call” speaker button to speak. When this happens, the cursor jumps out of the box where the amendment is being typed and “moves” to the “mover” box above showing who made the motion and continues typing there instead. This will also hopefully fix the amendments not showing up on the screen all the time and the call speaker button not working all the time. The upgrade should resolve Case #125694.

Since my last report, the following two cases have been resolved by Granicus and closed:

- 1) Case #124961- the consent vote selection for completing the last Council minutes for approving multiple files together is now working.
- 2) Case #125110 - File ID issue with three files recommended for denial. Two of the three files did not carry forward when the Council agenda was generated should now be working.

Unresolved – being worked on:

- 3) Case #124957 - votes on Council agenda defaulting to “absent” instead of “excused” when an alderperson should be excused remains open and is still being worked on.

Respectfully submitted,

Char Peterson, CMC/WCMC
City Clerk