

January 9, 2014 Safety & Licensing Committee

City Clerk Report

2013 in Review for the City Clerk's Office.

- ❖ June 26, 2013 retirement of long standing Deputy City Clerk Mary Wendell with thirty years of service.
- ❖ Hired replacement Deputy City Clerk on 8/19/13. The Deputy City Clerk is Wendy Helgeson bringing five years of experience to the City Clerk's Team. She previously worked in the position of Administrative Clerk III/Mail Copy Coordinator within the office.
- ❖ Hired replacement Administrative Clerk III/Mail Copy Coordinator on 10/30/13. The Administrative Clerk III/Mail Copy Coordinator is Cathy Bolwerk. She previously worked full-time in our office from 2008 through 2010 and helped us as our Extra Hire person during our busy Election cycles the past two years.
- ❖ Received, processed & issued 250 Liquor/Beer/Special B licenses.
- ❖ Worked with bringing the Festival Foods Turkey Trot Special Event to the City of Appleton for a second year, which was another success bringing 9,850 participants. It is now the largest participant event in the Fox Valley. There was record charity distributions to the Y and the Boys and Girls Club and 2,000 pies donated to the Salvation Army at the Appleton location.
- ❖ Received, processed and issued 72 Special Event licenses.
- ❖ Received, processed and issued 381 miscellaneous licenses including amusement devices, CBD street vendor, charitable solicitation, Christmas tree, cigarette, close-out sale, commercial solicitor, farm market, fireworks, pet-store/kennel, salvage dealer, secondhand article, secondhand jewelry, taxi cab, and taxi cab drivers.
- ❖ Received & processed 151 Bidder's Proof of Responsibility.
- ❖ Received & processed 50 Alarm Permits.

- ❖ Processed copy projects totaling 808,354 copies made for city departments in 2013 and includes the annual budget book project and annual personal property assessments.
- ❖ Implemented Granicus/Legistar Document Management System & Vote Cast Tablet Voting System in the Council Chambers for Council and committee meetings; Administrator for this new system providing training, education and administrative assistance to all city departments.
- ❖ Implemented a new Premisys Licensing Software Program for operator licenses and a variety of identification badges.
- ❖ Promoted the City Clerk's Office with Public Service Announcements, public speaking engagements and events throughout the area.
- ❖ Promoted on-going office staff team building throughout the year to maintain/evaluate office efficiencies and great working relations.
- ❖ Coordinated the Board of Review encompassing 11 parcels for property owners who appealed their property assessments.
- ❖ Held four elections: two scheduled in February/April; and two special elections in July/August to fill vacant Aldermanic District 1.
- ❖ Updated the Election Contingency & Disaster Plan with various entities throughout the City as required, which includes nine alternate polling place locations resulting in a cooperative joint effort.

Respectfully submitted,

Charlene M. Peterson, City Clerk