

September 26, 2013 Safety & Licensing Committee

City Clerk Report:

1. **City Clerk's Office Staffing:** The deadline to accept applications for my vacant Administrative Clerk III/Mail Copy Coordinator position was September 15<sup>th</sup>. We are in the process of review 419 applications that were received. We are hoping to finalize the review early next week and set up interviews tentatively for second or third week in October.
2. **Granicus/Legistar Update:** Today, we received a \$500 credit from Granicus because I referred them to the City of Manitowoc and they just purchased a Granicus solution. I have also referred several other entities and hopefully we will receive a few more credits.

This past week I have been working on a solution that would notify us when the encoder goes off-line to prevent a surprise from occurring such as what we experienced earlier this week with the City Plan Commission meeting not showing up in the "golden folder". I have worked out a group email notification that will be sent to the Help Desk, myself and my deputy to ensure someone will be notified.

Earlier this week, I received notification that this Friday, Sept. 27th, Granicus will be doing a maintenance upgrade that contains several new features and bug fixes for the versions of MediaManager, LiveManager and Legistar that were released as part of the August "E" Release. That concludes my report.

Respectfully submitted,

*Char Peterson*

Char Peterson, CMC/WCMC  
City Clerk