



## **City Clerk's Office Quarterly Update for the Common Council Organizational Committee June 1, 2010**

### **Council**

- At the request of Ald. Clear, the Clerk's Office is conducting a survey at each Common Council meeting to determine how attendees found out about the meeting. Adam sends the survey results to Common Council members after each meeting.
- The Clerk's Office has increased its level of staffing at the beginning of each Common Council meeting so the organization of registration forms does not interfere with the recording of votes.
- Elena will continue to staff the Common Council meetings, even after our two vacancies are filled later this month.

### **Licensing**

- The Clerk's Office is processing renewals for approximately 9,000 city and county licenses. Renewals were mailed using the old licensing system rather than Accela so we would not need to manually record payments for each individual license.
- The entire Clerk's Office is now involved in the preparation and follow-through for each Alcohol License Review Committee meeting, similar to manner in which we prepare for and follow-up on each Common Council meeting. Please be aware that notification of new license applications in your district could come from anyone in the Clerk's Office.
- With the upcoming departure of the Alcohol Policy Coordinator, the Clerk's Office is putting extra emphasis on cross-training relative to alcohol regulations and procedures.

### **Elections**

- Thirty-one city employees worked at the polls on city time for the April 6 Spring Election.
- The City of Madison passed a federal audit on election equipment documentation and security in March.
- The Government Accountability Board is making several improvements to the Statewide Voter Registration System based on our feedback. The most noticeable change for voters will be the ability to check the status of their absentee ballot applications online.
- Jean in the Clerk's Office is preparing a presentation on the election process that will be offered to interested voters this August.

### **Other Business**

- Deb and Adam are working to streamline our website and make it more user-friendly. They will be adding Frequently Asked Questions to the website this summer.
- Once a week, the Clerk's Office invites a "mystery guest" to make an appearance at one of our daily 8 a.m. meetings. Twenty-three mystery guests have appeared since October. It appears that the program has helped improve our inter-agency relations.
- The office recently reassessed its use of space to improve daily efficiencies.