

City of Monona
DEPARTMENT PROGRESS REPORT
City Clerk

Week Ending: March 12, 2010

ACCOMPLISHMENTS

Completed minutes of the March 1 City Council meeting.

Election duties: Completed GAB statistics report with copy to Dane County Clerk, completed entry of voters and registrations, prepared files for archives, re-organized supplies, set up April election on SVRS system, published necessary notice, prepared upcoming notices.

Fulfilled Stephanie Miller's 6 open records requests, waiting for response.

Compiled and mailed out licensing packets including 36 Alcohol, which includes cigarette and arcade licenses; 4 Secondhand Article Dealers; 9 for massage; and 17 Weights & Measures.

Prepared accounts payable files for 2010.

Served at Sr. Center St. Patrick's Day luncheon.

Status of ambulance backlog: Began entry of October 2009.

Basic duties: deposits, accounts payable, ambulance payment entry, ambulance issues, Operator's licenses, staff meetings.

MAJOR OBJECTIVES FOR THE COMING MONTH

Complete voter match repairs on SVRS system.

Prepare ambulance files for 2010.

Purge archive files.

Purge publication affidavit files, merging those pertaining to Ordinances into the Ordinance books.

Prepare new voter registration filing system to accommodate full-page forms.

Finalize Election Emergency Plan with input from PD and Engineer.

Update the records request procedure posting and implement changes to minutes and agendas based on information learned in Green Bay and the WMCA conference.

PUBLIC INFORMATION ITEMS, COMMITTEE REPORT, THINGS THAT NEED ATTENTION (City Administrator/City Council): None at this time.