

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: J. Cherilynn Tallman, City Clerk

SUBJECT: Council Appointee Report – City Clerk

SUMMARY & BACKGROUND:

2009 Goals

- Using web-based technology and working in conjunction with the Cable Department, introduce integrated, searchable software for broadcasting, indexing, storing and retrieving Council agendas, packets, meeting videos and minutes, with ability to add modules in the future for full electronic document management.

We began the training process for the Granicus system with a “Needs Analysis Call” last week. The Deputy Clerk and I will be “attending” on-line training on December 2 and 8. The December 14 City Council meeting will be a “practice” meeting with Granicus personnel helping us with the recording and indexing functions, in preparation for going “solo” on December 28. At the end of January more training is scheduled to implement the minutes and records archiving portion of the software.

- Develop a succession plan for the Clerk’s office.

The new Deputy Clerk began work in August. She is proving to be a tremendous asset to the department, and will begin work on the Certified Municipal Clerk program in March by attending the week-long Clerks Institute held in collaboration with Central Michigan University and the Michigan Association of Municipal Clerks.

- Revise ordinances for compliance with new laws, to update and/or simplify processes or to provide a standard process for events, such as block parties, not currently addressed specifically: Special Events, Massage, Block Party, Amusement Devices, Billiards Rooms and Bowling Alleys.

The massage ordinance is still on hold pending the State’s promulgation of rules for the legislation which removed licensing duties for individual massage therapists from local jurisdiction.

The valet parking licensing ordinance was amended to address issues occurring in the downtown area over the summer.

Significant revisions to the special events ordinance, policy and procedures have been drafted. The next step will be to meet with the Special Events Committee to review the revisions and seek a recommendation to Council for adoption.

- Update boards and commission pages of the website to provide more complete information about their functions and responsibilities and membership rosters.

Boards and commission pages of the website have been updated to provide more complete information about functions and responsibilities of each board and commission. A roster of members has been added, and a standard procedure has

been set for contacting members through the City Clerk's Office. Additionally, we are now periodically checking the website for out-of-date information and broken links.

- Reconfigure facilities: 1) Find storage space for the M-100 election tabulators to free up office space for City Hall; 2) Install storage shelving and work tables in election work room to maximize space and create a functional workroom; 3) Install storage shelving in election storage unit and organize election material still in its retention period; and 4) Reconfigure work space in outer office to afford employees more room and separation to aid concentration. This will include new recycled furniture, changes the state computer to combine it with a regular workstation, and replacing the defunct voter master card filing cabinet, with an eye toward a high-tech, high density unit that will allow us to get rid of most of our filing cabinets.
 - 1) *Done.*
 - 2) *After completing item 3) on this list (purging files for which the retention period had expired, cleaning and reorganizing our off-site storage facility which houses our voter assist terminals and election materials still in the retention period), we were able to eliminate the need for two shelving units which we moved to our election work room at City Hall.*
 - 3) *Done.*
 - 4) *Quality used workspaces were located on Craigslist, purchased and installed under budget.*

COUNCIL AGENDA DATE:

November 9, 2009
