



Clerk Department City Meetings

In addition to participating in the meeting itself, time is spent scheduling, drafting/publishing the agenda, contributing supporting documentation, recording/creating/publishing minutes, creating/certifying/ publishing resolutions and ordinances, and proclamations, etc.

Meeting	Regular Mtg	Special Mtg
City Commission	8/11/2025 & 8/25/2025	
Planning Commission		
Tree Friends/DRC/ One Buchanan		
DDA	8/13/2025	
Joint Water Sewer Board		
Friends of the Trail	8/11/2025	
BCCA		
Resolutions	YTD	20
Ordinances	YTD	3

Elections

The Special Election held on August 5 went smoothly, with lower voter turnout reported. The library has received their invoice for conducting the election. Preparations for the November election are underway, and the city will have 2 LMC proposals on the ballot, with no additional proposals. Ballots have been ordered and proofed for printing. Voter registration is processed weekly. Attended BOE training.

FOIA Requests & Notary/Permits

YTD-39 FOIA requests

YTD- 14 Notary.

YTD- 9 Food Truck Permits

YTD- 9 ROW Permits

YTD- 6 ST Rental Permits

Cemetery

Cemetery Sexton handles all aspects of the grounds and selling plots. The clerk's department handles the scheduling of burials, data entry, and cash handling for burials and plot purchases.

YTD-18 sold plots

YTD- 23 burials

Administrative

- FOIA responses have taken time and been managed.
- Reviewed Zoning Code Ordinance Process with Attorney Derby
- Public notices for Public Hearings on STR and Zoning Ordinance
- Backlogged Filing
- Election Retention
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.

