



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	Subcommittees
City Commission	9/14 & 9/28		
Planning Commission	9/8		
Tree Friends/DRC/One Buchanan			
DDA	9/9		
Joint Water Sewer Board			
Friends of the Trail			
BARB	9/16		

Elections: September was heavily focused on preparation for the November General Election. A significant amount of time was spent preparing and processing the City's mass permanent absentee voter ballot mailing, including preparing ballot materials, organizing envelopes and voter information, and getting absentee ballots ready for mailing. The Clerk's Office also completed preliminary testing of election equipment in preparation for both Early Voting and Election Day. Additional work included continued election worker recruitment and training preparation, staffing coordination, voter assistance, and preparation of required election materials and notices. Planning also continued for the proposed consolidation of the City's two voting precincts beginning in 2027.

Permits & Other 1/1/2026- Present

Road Right of Way	16
Food Truck	10
Marihuana	16
Notary	27
FOIA	121
Bids	16

Cemetery

Work also continued on improving cemetery recordkeeping and procedures following the cemetery training attended in August. Staff continued exploring potential future improvements, including the proposed Memorial Garden for cremated remains.

YTD- 20 plots sold

YTD- 29 burials

Administrative

September included significant activity related to ordinances, public hearings, development projects, and board and commission support. The Clerk's Office prepared agendas, minutes, resolutions, ordinances, notices, and supporting documentation for the City Commission and other boards.

Several ordinance and development matters required coordination during the month, including the Workforce Housing PILOT ordinance, proposed zoning and Unified Development Code amendments, and the Plant Rehabilitation District request for L&L Air Trim. Public hearing notices, ordinance readings, resolutions, and required publication timelines were tracked as these matters moved through the approval process.

FOIA administration continued to require a substantial amount of staff time. Several large or complex requests involved extensive searches, coordination with multiple departments, preparation of good-faith cost estimates, extensions, review of responsive records, and formal grant or partial-denial responses.

The Clerk's Office also continued records management and electronic filing work, assisted other departments with administrative questions, coordinated board and commission records, and tracked upcoming appointments and reappointments.