



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	2/9 & 2/23		
Planning Commission	2/10		
Tree Friends/DRC/One Buchanan	2/4 & 2/11		
DDA	2/11		
Joint Water Sewer Board	2/2		
Friends of the Trail			
Election Commission			
Resolutions	YTD	2	
Ordinances	YTD	3	

Elections

Workers Contacted about election dates and training.

Petition Packets

Voter Registration is updated weekly.

Permits 1/1/2026- Present

Road Right of Way	4
Food Truck	1
Marihuana	4
Notary	6
FOIA	20
Bids	5

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- 3 plots sold

YTD- 7 burials

Administrative

- Ordinance publications and codification
- Budget Submission Deadlines
- ROW Permit Organization
- Cemetery setup conversion
- Ballot proposal for Dial-a Ride
- Training for boards on OMA
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.