



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	8/10 & 8/24		
Planning Commission	8/11		
Tree Friends/DRC/One Buchanan			
DDA	8/12		
Joint Water Sewer Board	8/17		
Friends of the Trail			
BARB			
Resolutions	YTD	13	
Ordinances	YTD	13	

Elections: August included significant election-related activity, including post-election record retention work, review of Receiving Board procedures, and updates to training materials to reflect the new electronic poll book. I also continued planning for the proposed consolidation of the City's voting precincts for 2027 and began preparing for the necessary Election Commission and ordinance steps. In addition, I continued monitoring State and federal developments affecting absentee and mail ballot procedures and provided election guidance and support to other local clerks as needed.

Permits & Other 1/1/2026- Present

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

Cemetery

Continued work on cemetery administration and implementation of the BS&A Cemetery module, including ongoing review and organization of cemetery records and processes. Shannon and I also attended a cemetery conference in August, which provided training and updates on cemetery operations, recordkeeping, best practices, and current issues affecting municipal cemeteries. Shannon has also taken the initiative to begin exploring the addition of a Memorial Garden, which would provide a designated area for families to scatter cremated remains. This concept is still in the early planning stages, and additional information and recommendations will be brought forward as the project develops.

YTD- 18 plots sold

YTD- 26 burials

Administrative

August included continued support for City Commission, Planning Commission, DDA, and other board and commission activities, including preparation of agendas, minutes, resolutions, ordinances, public hearing notices, and follow-up documentation. The Clerk's Office also continued records management and electronic filing work, assisted departments with administrative and statutory questions, and tracked ordinance publication, public hearing, and other legal notice requirements. FOIA administration remained a significant part of the monthly workload, with several large and complex requests requiring coordination across multiple departments, extensive record searches, review of responsive documents, fee calculations, extensions, and

preparation of formal responses. Additional time was spent reviewing upcoming board appointments and reappointments, coordinating records and meeting materials, and supporting several ongoing City projects.

Website & Accessibility

August included continued review of the City's website services and upcoming federal accessibility requirements. I reviewed the CivicPlus migration proposal, associated pricing, and the accessibility services being offered as part of the transition. One of the primary concerns is ensuring that any website platform selected by the City is capable of meeting the accessibility standards that will apply to municipalities, while also providing a cost-effective long-term solution. We are continuing to evaluate CivicPlus and other available options for website hosting, agenda management, codification, and accessibility compliance before determining the best path forward