

# Clerk Department- July 2025

## 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	7/14/2025 & 7/28/2025	
Planning Commission	7/8/2025	
Tree Friends/DRC/ One Buchanan		
DDA	7/9/2025	
Joint Water Sewer Board		
Friends of the Trail		
BCCA		
Resolutions	YTD	20
Ordinances	YTD	3

## Elections

July was focused on preparations for the special election scheduled for August 5, 2025. Even though it's a small election, we follow the same procedures as we do for a presidential election. We conducted training sessions with the County and updated the training materials at the City, as the election process is constantly evolving.

As of August 4, I have issued 484 absentee ballots, with 258 having been returned. The construction crews have been very helpful in ensuring access to Precinct 1 (City Hall). Additionally, Mike Baker assisted in getting signs made to guide traffic to the correct area. There will also be an November election for the entire County regarding LMC ballot proposals. One election is almost complete, and we are already preparing for the next. Voter registration and voter rolls are maintained daily in the lead-up to the election.

## FOIA Requests & Notary/Permits

YTD-27 FOIA requests

YTD- 12 Notary.

YTD- 9 Food Truck Permits

YTD- 8 ROW Permits

YTD- 5 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-15 sold plots

YTD- 21 burials

## Administrative

- ☐ Yearly goals finalized with Tony
- ☐ DDA Bylaws
- ☐ Bid Openings for CDGB
- ☐ Amendments to the Commission procedures
- ☐ Long-Term Rental Letters and process
- ☐ ST Rental Ordinance reviews and process
- ☐ Schedule of Fees updates

- ☐ Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.