



**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	6/8 & 6/22		
Planning Commission	6/9		
Tree Friends/DRC/One Buchanan			
DDA	6/10		
Election Commission	6/24		
Friends of the Trail			
BARB			
Resolutions	YTD	13	
Ordinances	YTD	9	

Elections:

Elections are here, and July will be a busy month for the Clerk’s Department. Absentee ballots were sent out on June 29. Although ballots arrived fairly quickly, programming was delayed and received later than expected. We were able to conduct the preliminary testing on June 29th, and because the ballots were already prepared and only needed postage, they were mailed out once the preliminary test came back successfully. We also held the Election Commission meeting and appointed election inspectors. We have a good mix of experienced veteran workers along with several new inspectors, which will be helpful as we move through the election cycle. This week, we will be conducting testing for early voting equipment. In June, Emma and I also attended election training. Emma attended the first two days on her own for Clerking 101, which covered the responsibilities of the Clerk’s office. I joined her for the remaining three days of additional classes, including the training required to maintain my Election Administration accreditation, which is current and in good standing.

There will also be three Election Inspector Training sessions held throughout the County. This will be a long and busy month for the Clerk’s Department. Over the past ten years of running elections, it seems they have become more and more time-consuming. I am grateful to have help this year to assist with both regular Clerk’s Office responsibilities and election-related duties.

Permits 1/1/2026- Present

Road Right of Way	9
Food Truck	10
Marihuana	11
Notary	16
FOIA	78
Bids	11

Cemetery

BS&A went live with very few issues. The system is now up and running and has already made the administration of cemetery records much more efficient and effective.

YTD- 15 plots sold

YTD- 20 burials

Administrative

FOIA, Legal, Ordinance