



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	1/12/2026 & 1/26/2026		
Planning Commission	1/13/2026		
TreeFriends/DRC/One Bucchanan			
DDA			
Joint Water Sewer Board			
Friends of the Trail			
Election Commission			
Resolutions	YTD	1	
Ordinances	YTD	3	

Elections

Draft Early Voting agreement and budgets processed.

Voter Registration is updated weekly.

Permits 1/1/2026- Present

Road Right of Way	3
Food Truck	0
Marihuana	3
Notary	4
FOIA	11
Bids	3

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- 4 burials

Administrative

- Ordinance reviews and publications
- Codification sent and supplements should be supplied soon
- Drafted Public Hearing Notices
- Cleaning agreement created and signed
- Budget and Capital improvement plan created and talked over with the finance department
- City Manager Evaluation
- Training for boards on OMA
- Fine Arts Council MOA
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.