



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	4/13/2026 & 4/27/2026		
Planning Commission	4/14/2026		
Tree Friends/DRC/One Buchanan	4/9/2026		
DDA	4/8/2026		
Joint Water Sewer Board			
Friends of the Trail			
BARB	4/15/2026		
Resolutions	YTD	7	
Ordinances	YTD	4	

Elections

included commissioner filings, petition packets, QVF inbox review, election preparation, candidate filing follow-up, and appointment-related work.

Permits 1/1/2026- Present

Road Right of Way	6
Food Truck	5
Marihuana	9
Notary	12
FOIA	48
Bids	10

Cemetery

Work on the BSA Cemetery kickoff, Cemetery Transfer Farhat, BSA Cemetery extraction, burial input, and cemetery deeds. Additional cemetery-related records and burial work also continued. The BS&A cemetery module is planned to go live on June 11.

YTD- 8 plots sold

YTD- 8 burials

Administrative

Work included Dial-A-Ride proposal and agreement coordination, FOIA processing and related follow-up, ordinance notices, DDA plan amendment work, RFP and procurement coordination, bid-related items, budget postings, website updates, public communications, notary services, and support for community projects and events. These efforts supported public records management, procurement and compliance requirements, city communications, and ongoing project coordination. Ongoing training for Boards and committees. Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.