



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	3/9-3/27	3/17	
Planning Commission	3/10		
Tree Friends/DRC/One Buchanan	3/11		
DDA	3/11		
BCCA	3/6		
Friends of the Trail Cemetery	3/17		
Resolutions	YTD	5	
Ordinances	YTD	4	

Elections

Nomination Petition packet prep and notice for upcoming election. Training plan and voter education campaigns were created.

Permits 1/1/2026- Present

Road Right of Way	6
Food Truck	3
Marihuana	8
Notary	9
FOIA	29
Bids	9

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- 4 plots sold

YTD- 7 burials

Administrative

The Clerk’s Office, including both the Clerk and Deputy Clerk, managed a high volume of administrative and statutory responsibilities throughout March, supporting City Commission, DDA, Planning Commission, BARB, Cemetery Board, and DRC meetings through agenda preparation, packets, minutes, and post-meeting documentation, while also advancing ordinance codification efforts. The office processed multiple FOIA requests (#20–29), maintained records and QVF election files, and coordinated election worker scheduling, training, and assignments. Staff prepared and issued required public notices, including budget notices and public hearing notices, ensuring full compliance with statutory requirements. The Clerk and Deputy also assisted with bid openings and RFP processes, permit and licensing updates, and worked collaboratively with the City Manager, Finance, IT, and on projects such as budget resolutions, infrastructure planning items, and facility upgrades. Additional responsibilities included cemetery administration (deeds, fee resolutions, and seasonal coordination), public transport, and social media updates.