

CLERK'S OFFICE GOALS AND OBJECTIVES FOR FY 2024/2025

Clerk/Elections

- Conduct possible elections November 2025, May & August 2026
- Post-Election Audits
- Election Inspectors – Status check, Recruitment, co-chair training, employment/emergency contact form updates
- Maintain voter registration records throughout the year in QVF Refresh and master card file (daily function)
- Organize South, Huron, & Center File Rooms
- Comply with recertification as now required every two years by statute
- Keep current on changes in election law – Monitor/Input on Legislation in consideration
- Educate public on new election laws. Newsletters/Website (updates)
- Equipment – HART Maintenance \$7704 (years 6-10)
- Fire Safe Records \$12,000
- Continued Education \$5000

FOIA Requests

- Process Freedom of Information Act (FOIA) requests and coordinate with Department Heads who provide requested records to ensure FOIA deadlines are met.

Publishing Legal Notices

- Continue to assist departments in getting hearings and other legal notices published in the Livingston Daily Press & Argus.

Cemeteries

- Assist Sexton whenever necessary/possible
- Training – Start crossover training again
- Signage and Fencing \$10,000 - \$20,000
- Contractual Services (A to Z) \$35,000
- Update/Care \$12,000
- Equipment \$5000

Parks & Recreation

- Continue working with Parks & Recreation Committee members and provide oversight for park usage
- Administer Trust Fund Grant
- West Park Construction Project - Funded

Senior/Community Center

- Increase Grade level for Julie Eddings
- Continue working closely with Julie and the Senior Advisory Board
- Seek grant funding for Complete engineering for building expansion and generator backup. \$200,000