

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

Clerk/Elections

- Conduct 2024 August Primary & November Elections w/ 9 days of early voting **\$200,000**
- Post-Election Retention, Cleanup, Audits
- Redistricting Education
- 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)
- 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 **\$11,000**
- Continued Education (CERA, CMC) **\$8000**
- Vehicle **\$25,000**

FOIA Requests

- Process Freedom of Information Act (FOIA) requests and coordinate with Department Heads who provide requested records to ensure FOIA deadlines are met.
- Software **\$5000**

Publishing Legal Notices

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

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 **\$15,000**
- Equipment **\$5000**
- Sexton **\$12,000**
- Part-time Wages **\$7000**
- Sundry **\$1000**

Parks & Recreation

- Continue working with Parks & Recreation Committee members and provide oversight for park usage
- Administer Trust Fund Grant
- West Park Construction Project - **Funded**
- Continue repairs/improvements in Park
Same funding as last year

Senior/Community Center

- Continue working closely with Julie and the Senior Advisory Board