

TOWN CLERK

As a Charter Officer of the Town, Laura Aldrich has filled the town clerk's traditional role of providing administrative functions that are necessary for the Town's elected officials, town manager and the community since 2005. She has been a Certified Municipal Clerk since 2001, and is pursuing her Master Municipal Clerk designation. As your Town Clerk, Laura's main duties include:

- Provide administrative support to elected officials, the Town Manager, committees and employees;
- Provide notice, record and produce minutes of all Town Council and certain boards or committee meetings;
- Maintain the Town's Municipal Code and Charter;
- Coordinate Town elections – Chair the Canvassing Board;
- Provide Notary service;
- Manage the Community Center's rental, use and maintenance;
- Oversee the Town's records management program for compliance with State regulations;
- Maintain and improve the Website content; and
- Affix the Town seal, provide attestation, and maintain all official Town documents.



Laura Aldrich, CMC
Town Clerk

Laura is dedicated to meeting the needs of the residents of Indian River Shores. Please feel free to call or e-mail her at townclerk@irshores.com.

ELECTION INFORMATION

WHEN: 2ND Tuesday in March of each odd-numbered year

WHERE: Town Community Center



The next Town of Indian River Shores' election is in March 2009. Councilwoman Frances Atchison has determined to run for reelection, and two other seats are open due to term limitations being reached for Mayor Thomas Cadden and Councilman David Becker. Visit the Town Clerk or our website, www.irshores.com, for up-to-date election information.

Voter's Information. Absentee Ballot Request Forms and Voter's Registration forms are available in the Town Clerk's office or the Supervisor of Election's Office. The Voter's Registration form is also used to change your address, party affiliation or name; or to secure a replacement card.

LEGAL CHANGES

The following ordinances were adopted since the last report:

Ordinance 495 – Comp Plan Amendment, School Concurrency

Ordinance 496 – Flood Damage Prevention

Ordinance 497 – Adopting Entire Florida Building Code

Five resolutions were passed by the Town Council since the last report on the following: Town Investment Policy, Building Citizenship in the Community, Public Participation in Meetings, Reconnect South Florida Water Management District and the St. Johns River Water Management District, and to Withdraw from the Interlocal Boundary Service Agreement.

