



MEMORANDUM

City Recorder's Office

TO: Mayor Jackola and City Council
FROM: Julie Fisher, City Recorder
ITEM TITLE: Department Report

CURRENT REPORT: September 2024

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for September 11th City Council meeting.
- Created materials, mailers, webpage and FB posts for City Services Fee
- Created webpage for upcoming drawdown of Green Peter Reservoir
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (1) 2024-25 N. Gateway Urban Renewal Plan Amendment
- Ordinances: (1) #3024 N. Gateway Urban Renewal Plan Amendment
- Press Releases (Listserv@civicplus): (7) Road Closures, Power Outage, Notice of Sole Source Procurement
- Public Meeting Notices (Listserv@civicplus): (2) City Council and Planning Commission
- Documents added to ORMS: 98 documents in the last 30 days.
- Public Records Request: (1) Nathan of KLCC News
- Records Destruction Certification: (2) City Recorder, Court
- Liquor Licenses Processed: (1) Amazing Thai
- Contact Us Submissions: (5) Speed sign on Oak, Home Improvement Grant, Construction concerns, and a Future Development Meeting Request.
We are looking at ways to make it easier for the public to contact the City and will be editing the website soon.
- Social media: (August 15 – September 14) Facebook followers = 4,443, new followers = 35, post reached = 10,956
- City Website: 9,1150 Total Users (visited the website) with 24,467 Views from August 15 – September 14. Top Four Webpages Visited: \ Home Page, Utility Payments, Library, Search
- Maintained the City boards/committee database, tracked terms, and archived minutes.
- Tracked all City agreements/contracts and sent out reminders about ones that are expiring.
- Tracked and archived deeds, easements, and rights of way
- Elections: October 15th is the deadline for new voter registration. Linn County Election's Office will begin mailing ballots October 16th.