



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: January 2025

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for January 8, 2025 City Council meeting.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (0)
- Ordinances: (1) Comp Plan Map and Zoning Map Amendment
- Press Releases (Listserv@civicplus): (3) Notice of Construction, Phone Lines Down of City of Lebanon, Warming Center Open
- Public Meeting Notices (Listserv@civicplus): (3) City Council, Park and Tree Committee, Senior & Disabled Services Advisory Committee,
- Documents added to ORMS: 32
- Public Records Request: (2)
- Records Destruction Certification: (2) Police Department
- Liquor Licenses Processed: (0)
- Contact Us Submissions: (7) Ziplly Fiber (2), Fence Info, Park Rental, Business Info, Property Boundaries, Unlocked City Gate
- Social media: (November 15 - December 14) Facebook followers = 4,479, new followers = 16, post reached = 10,153
- City Website: 7,894 Total Users (visited the website) with 22,592 Views from December 15 – January 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