



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: December 2024

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for December 11, 2024 City Council meeting.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (1) Republic Services Rates
- Ordinances: (1) Tax Exemption for Non-Profit (tabled until January 2025)
- Press Releases (Listserv@civicplus): (4) Notice of Construction, New City Manager, Road Closures.
- Public Meeting Notices (Listserv@civicplus): (1) City Council
- Documents added to ORMS: 187
- Public Records Request: (3)
- Records Destruction Certification: (5) Police Department
- Liquor Licenses Processed: (1) Game Time Sports Bar
- Contact Us Submissions: (1) Leaf Pick Up Schedule
- Social media: (November 15 - December 14) Facebook followers = 4,469, new followers = 20, post reached = 8,616
- City Website: 8,328 Total Users (visited the website) with 23,439 Views from November 15 – December 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