

## **MEMORANDUM**

## City Recorder's Office

TO: Mayor Jackola and City Council

FROM: Julie Fisher, City Recorder

ITEM TITLE: Department Report

|                         |                 |                           | <ul><li>Nov</li><li>2025</li></ul>          | • Oct 2025                                  |
|-------------------------|-----------------|---------------------------|---|---|
| Community<br>Engagement | Subscribers     | Agenda Center             | 603   | 603   |
|                         |                 | Alert Center              | 1181  | 1178  |
|                         |                 | Bid Postings              | 19  | 19  |
|                         |                 | Calendar                  | 205   | 204   |
|                         |                 | News Flash                | 3573  | 3568  |
|                         | Website         | Total Users               | 12.777                                      | 9,448                                       |
|                         |                 | Views                     | NA  | 24,717                                      |
|                         |                 | Top Four Searches         | Home<br>Library<br>UB<br>Payments<br>Search | Home<br>Library<br>UB<br>Payments<br>Search |
|                         | Social<br>Media | FB Followers              | 4,636                                       | 4,612                                       |
|                         |                 | New Followers             | 24  | 35  |
|                         |                 | Post Reach                | 17,626                                      | 11,548                                      |
|                         | YouTube         | Council Video Views       | 74  | 65  |
|                         | Submissions     | Contact Us                | 5   | 2   |
| Communication           | Outreach        | Press Releases            | 4   | 5   |
|                         |                 | Public Meeting<br>Notices | 5   | 7   |
|                         |                 | Social Media Posts        | 16  | 21  |
| Records                 | Legislative     | Ordinances                | 2   | 1   |
|                         |                 | Resolutions               | 1   | 4   |
|                         | Applications    | Committee<br>Applications | 0   | 0   |
|                         |                 | Liquor Licenses           | 3   | 3   |
|                         | Retention       | Record Destruction        | 47  | 37  |
|                         |                 | Records added to ORMS     | 324   | 346   |
|                         | Requests        | Public Records FOIA       | 6   | 5   |