



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: June 2024

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for June 12th City Council and Executive Session meetings.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (9) 2024-12 State Revenue Sharing, 2024-13 Marijuana Compliance, 2024-14 City Budget Adoption, 2024-15 City Budget Levying Taxes, 2024-16 URD Budget Adoption, 2024-17 URD Budget Levying Taxes, 2024-18 CDBG, 2024-19 Fee Schedule Update, 2024-20 URD Budget Adjustments, 2024-21 Appropriation Transfer
- Ordinances: (2) #3019 Psilocybin #3021 Annexation
- Press Releases: (6) Cheadle Lake Trail Closure, Summer Reading Program, Library Decrease in Hours, Ballot Title Receipt, Candidate Filing Period, Construction Notice
- Public Meeting Notices: (3) City Council and Planning Commission
- Documents added to ORMS: 87 documents in the last 30 days.
- Public Records Request: (1) ERI Economic Research Institute
- Records Destruction Certification: (2) Police Department, Court
- Liquor Licenses Processed: (0)
- Contact Us Submissions: (9) The City Recorder's office responded to multiple requests from questions regarding liens, illegal parking, parades, and court fines.
- Social Media: City Facebook from May 15-June 14
Facebook Followers = 4,388
Facebook New Followers = 12
Facebook Post Reach = 2,950
- City Website: 13,820 Total Users (visited the website) with 31,066 Views from May 15-June 14
Top Four Webpages Visited: News, Home Page, Library, Utility Payments
- 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: Filing Period for November 5, 2024 Election is now open! (July 8 – July 31).