



# MEMORANDUM

City Recorder's Office

---

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

---

## CURRENT REPORT: August 2024

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for August 14, 2024 City Council meeting and Joint Planning Commission Work Session.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (1) 2024-22 Parking Restrictions on Elmore Street
- Ordinances: (1) #3023 LMC Chapter 3.04 Code Amendments
- Press Releases: (3) Natural Mitigation Plan Input Requested, Construction Notice
- Public Meeting Notices: (4) City Council Regular Meeting, Library Advisory Committee, Joint CC and PC Work Session, City Council Work Session
- Documents added to ORMS: 211 documents in the last 30 days.
- Public Records Request: (2) [lchatar@samrprocure.com](mailto:lchatar@samrprocure.com), [sgmiller@aeiconsultants.com](mailto:sgmiller@aeiconsultants.com)
- Records Destruction Certification: (5) Police Department, Court, City Recorder
- Liquor Licenses Processed: (1) Amazing Thai
- Contact Us Submissions: (4) The City Recorder's office responded to multiple requests from questions regarding parking, noise complaints, road striping and nuisance cats
- Social Media: City Facebook from July 15 – August 14  
Facebook Followers = 4,420  
Facebook New Followers = 21  
Facebook Post Reach = 2.335
- City Website: 8,600 Total Users (visited the website) with 7,700 Views from July 15- August 14  
Top Four Webpages Visited: Home Page, Library, Utility Payment, 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: The Electronic Voters' Pamphlet has been posted on the website and shared to social media.