



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: March 2024

- Compiled and Prepared the City Council Agenda and Packet
- Minutes: March Regular Meeting, Executive Session and Work Session
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (2) 2024-03 Private Sewer Lateral Program, 2024-04 Oregon Parks and Rec Grant
- Ordinances: (1) 3017 – LMC 2.04 Amendments
- Press Releases: (5) South Second Road Closures, Call for Photo Submissions, Unlock Your Potential, Notice of Construction Demolition, Notice of Construction 7th Street.
- Public Meeting Notices: (9)
Documents added to ORMS: NA
- Public Records Request: (1) Code Enforcement Violations
- Records Destruction Certification: (0)
- Liquor Licenses Processed: (1) Sams Place
- Contact Us Submissions: 7 (Permit for Tree Removal, Senior Center Dance, Eagles, Mark's Slough Trail, RV Cancellation, Joy and Dorothy Intersection, and Advertising Opportunities)
- Maintained the City's social media accounts and website updates
- 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: At the 2024 General Election on November 5th, the positions for Mayor and three City Councilors will appear on the ballot.

Mayor	Currently held by Ken Jackola	Two-Year Term
City Councilor – Ward 1	Currently held by Wayne Dykstra	Four-Year Term
City Councilor – Ward II	Currently held by Kim Ullfers	Four-Year Term
City Councilor – Ward III	Currently held by Jeremy Salvage	Four-Year Term

The City Recorder's office will have a complete candidate packet available by May 2024.