



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: May 2024

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for May 8th City Council and Executive Session meetings.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (3) 2024-09 Fluoridation of the Public Water Supply, 2024-10 Calling an Election – Psilocybin, 2024-11 Building Fees
- Ordinances: (2) #3019 Psilocybin #3020 Comprehensive Plan Amendment
- Press Releases: (6) 2024 Summer Reading Program, Friends of the Library Donation, Receipt of Ballot Title for Nov. 5th Election (Fluoride), Notice of Limited Land Use Action, South Main and Crowfoot Roads.
- Public Meeting Notices: (3) City Council and Planning Commission
- Documents added to ORMS: 87 documents in the last 30 days.
- Public Records Request: (1) SmartProcure
- Records Destruction Certification: (1) Police Department
- Liquor Licenses Processed: (0)
- Contact Us Submissions: (20) The City Recorder's office responded to multiple requests from questions regarding marriage license, park usage, historical information, lost pets, tall grass and weeds and more.
- Social Media: (April 15-May 14) Facebook followers = 4,383, new followers = 7, post reached = 4,469
- City Website: 11,555 Total Users (visited the website) with 27,918 Views from April 15-May 14
Top Four Webpages Visited: News, Home Page, Utility Payments, Library.
- 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 July 8 – July 31.