



# MEMORANDUM

City Recorder's Office

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

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## CURRENT REPORT: October 2024

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for October 9, 2023 City Council meeting and October 23, 2024 City Council Special Meeting.
- Distributed materials, mailers, webpage and FB posts for City Services Fee Town Halls October 10, 2024 and October 15, 2024
- Created webpage and Press Release for upcoming drawdown of Green Peter Reservoir
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (3) Provide Sewer Outside City Limits (2), State of Emergency - Drawdowns
- Ordinances: (1) Annexation – Eric Maddux
- Press Releases (Listserv@civicplus): (6) Road Closures, Curbside Leaf Pickup, Official Ballot Drop Sites, Avoid Phishing Scams, Tort Claim Notice
- Public Meeting Notices (Listserv@civicplus): (7) City Council, Town Halls, Park and Tree Committee, and Planning Commission
- Documents added to ORMS: 235
- Public Records Request: (2)
- Records Destruction Certification: (12) Police Department
- Liquor Licenses Processed: (0)
- Contact Us Submissions: (10) Zply Fiber concerns, Grant Street Billboard concern, Water Shut off, Albany Transport Services, Fence Permit, Municipal Court questions,  
We are looking at ways to make it easier for the public to contact the City and will be editing the website soon.
- Social media: (September 15 - October 14) Facebook followers = 4,453, new followers = 14, post reached = 6,041
- City Website: 9,663 Total Users (visited the website) with 25,402 Views from September 15 – October 14. Top Four Webpages Visited: Home Page, Utility Payments, Library, 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: November 5<sup>th</sup> is Election Day. Results will be on Linn County Website 8:00 PM on Election night at <https://www.linncountyor.gov/clerk>