



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: February 2024

- Compiled and Prepared the City Council Agenda and Packet
- Minutes: February Regular Meeting
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (1) 2024-02 Budget Adjustment
- Ordinances: 0
- Press Releases: 2
- Public Meeting Notices: 3
- Documents added to ORMS: 223 for a total of 20,788
- Public Records Request: 5
- Records Destruction Certification: 6
- Liquor Licenses Processed: 0
- Contact Us Submissions: 25
- 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.