



MEMORANDUM

City Recorder's Office

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

CURRENT REPORT: February 2025

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for February 12, 2025 City Council meeting.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (0)
- Ordinances: (0)
- Press Releases (Listserv@civicplus): (6) Delayed Start, Facilities Closed, Porter Park Garden Rental, Utility Public Hearing, Notice of Construction
- Public Meeting Notices (Listserv@civicplus): (6) City Council, Park and Tree Committee, Planning Commission, Library Advisory Committee
- Documents added to ORMS: 174
- Public Records Request: (5)
- Records Destruction Certification: (2) Police Department
- Liquor Licenses Processed: (0)
- Contact Us Submissions: (4) Low income assistance, Pioneer Cemetery Cleanup, Event Volunteers, Sinkhole on Hiatt Street
- Social media: (January 15 – February 14) Facebook followers = 4,477, new followers = 23, post reached = 5,831
- City Website: 8,212 Total Users (visited the website) with 23,659 Views from January 15 – February 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