



# 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: July 2024

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for July 10<sup>th</sup> City Council and Executive Session meetings and July 22<sup>nd</sup> Work Session.
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (0)
- Ordinances: (1) #3022 Psilocybin Time Place and Manner
- Press Releases: (18) Road Closures, City Council Filing Period, 100 Libraries, Cooling Center, Summer Reading Program, Road Closures
- Public Meeting Notices: (3) City Council, Tree Commission, and Planning Commission
- Documents added to ORMS: 105 documents in the last 30 days.
- Public Records Request: (2) kparker@aeiconsultants.com, Laurallarouque@gmail.com
- Records Destruction Certification: (1) Finance Department
- Liquor Licenses Processed: (0)
- Contact Us Submissions: There was an issue with the Contact Us Submissions during the new website changeover. The issue has been resolved. (2) Curb Painting for Parking, Noise Complaint.
- Social media: (June 15 – July 14) Facebook followers = 4,396, new followers = 19, post reached = 3,154
- City Website: 12,142 Total Users (visited the website) with 31,311 Views from June 15-July 14  
Top Four Webpages Visited: News, Home Page, Library, Gill's Landing
- 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 closed July 31<sup>st</sup>. Candidates are listed on the City's website and an electronic Voter's Pamphlet will be sent out in August.