



OFFICE OF THE CITY CLERK AND TREASURER

Marissa Ortiz, City Clerk

(509) 234-2701 ext. 1232 ♦ Fax: (509) 234-2704 ♦ mortiz@connellwa.org

April Monthly Report

This monthly report will emphasize some of the key functions that have been completed by this office.

- Prepared, published, and posted City Council Meeting Agendas/Notices.
- Continued to work on an ongoing Public Record request.
- Our City Website has been transitioned to a modern Responsive Web Design, meeting ADA/accessibility requirements. Check it out!
- In response to COVID-19 Pandemic, City Hall department staff continues to alternate work schedules weekly between the office and teleworking from home.
- City Treasurer Bernal processed new seasonal hires in the Public Works Department and a new volunteer in the Fire Department.
- In the Utility Department we continue to temporarily waive late fees while the Proclamation remains in effect.
- Accounting Clerk Barragan mailed out notices to all utility customers who were 60 days past due and included resources for assistance aimed at those impacted by COVID-19.
- 4 active business license applications submitted for April 2020.
- Staff participated in several webinars related to COVID-19.