



## OFFICE OF THE CITY CLERK AND TREASURER

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### August 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.
- Received 1 Public Record request for the month of August, continue to fulfill an in-progress request.
- 13 active business license applications submitted for August 2020.
- Accounting Clerk Alvarado continues to actively order supplies for prevention measures from COVID-19.
- The City pool officially opened for lap swim this month; staff obeyed all COVID-19 guidelines.
- Forwarded Department Head staff the budget dates timeline for developing the 2021 FY Budget.
- Connected to MRSC training webinar events.
- Staff joined and wished Ivan Barragan farewell; we wished him well on his new endeavors.
- Announced employment for a permanent full-time position of Accounting Clerk.
- City Staff remains working on addressing both the everyday operations during this health emergency and the future after the pandemic.