



OFFICE OF THE CITY CLERK AND TREASURER

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February 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.
- Have received in total 3 Public Record requests and completed as of the end of February.
- Attended a Wellness Committee Meeting, February 11.
Held an all-city staff Wellness Program Kickoff Meeting, February 18.
- City Treasurer Bernal has closed out and finalized the 2019 Year End Financial Treasurer Report.
- On February 12, the Hotel/Motel Committee met and reviewed all applications submitted.
- Accounting Clerk Barragan attended the BIAS Rally Week Training in Spokane during the week of February 18-20.
- Accounting Clerk Alvarado in progress of completing the 2020 Budget Book.
- 10 active business license applications submitted for February 2020, including 1 home-based business occupation.
- The lease purchase application for 3 new police vehicles is complete and has been approved, they are expected to be delivered very soon.
- 2020 Dog License renewals issued pursuant to City Code 8.08.130.