



## OFFICE OF THE CITY CLERK AND TREASURER

**Marissa Ortiz, City Clerk**

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

### July 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.
- City Offices were closed to observe Independence Day on July 3, 2020.
- Received 1 Public Record request for the month of July, in progress of completing a current request.
- 11 active business license applications submitted for July 2020, including 1 home-based business.
- City Staff participated in distributing more Free Masks during a Free drive-through COVID-19 testing, held at Connell Pioneer Park on July 16.
- City of Connell partook in a weekly observational masking survey at Lep-re-kon Harvest Foods, counting both those who are masked and those who are not masked.
- On July 20<sup>th</sup> joined a refresher webinar course on MRSC Rosters for Public Agency Members.
- Working together with Accounting Clerk Barragan on managing customer utility billing accounts during the COVID-19 pandemic.
- City Staff continues to work to address both the everyday operations during this health emergency and the future after the pandemic. Thank you for ALL your help!