



OFFICE OF THE CITY CLERK AND TREASURER

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May 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 requests for the month of May.
- To help lessen challenges to city business, I have added new online city forms onto our website to ensure efficiency during this difficult time.
- City Treasurer Bernal held a remote Finance Meeting with the Finance Committee, reviewing the Treasurer's Report for April.
- Accounting Clerk Alvarado has been actively online ordering disinfectant cleaning supplies for prevention measures from COVID-19.
- 13 active business license applications submitted for May 2020.
- 2 City employees have been targeted for fraudulent unemployment claims for benefits.
- City staff brainstormed together to develop plans and prepare for a safe reopening of City Hall.
- Staff continues to participate in several webinars related to the COVID-19 Pandemic.
- Thank you to Public Works crew & city staff for the cleanup done following a heavy rainstorm.
- Congratulations to the graduating class of 2020 and to the recipient of the Anderson Perry & Associates Scholarship Award.