



OFFICE OF THE CITY CLERK AND TREASURER

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September 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 4 Public Record request for the month of September, continue to complete an in-progress request.
- 5 active business license applications submitted for September 2020.
- We continue to proactively reach out to customers with utility accounts in arrears to encourage them to enter payment arrangements.
- The scheduled City Council Meeting was canceled on September 8, 2020.
- The City pool officially closed for the swim season on September 11, 2020.
- Budget Season is underway, a proposed budget for the upcoming FY 2021 is being prepared to present to City Council.
- Completed a webinar training on Verbal Skills, De-escalation during the COVID-19 challenges with the Public/Customers.
- Joined a two-part Washington Webinar series – Financial Recovery from COVID-19 & Customer Assistance Programs for Small Water Systems.
- Employment applications for the Accounting Clerk position in progress for review.
- Providing training to Accounting Clerk Alvarado in Utility Billing procedures.
- City staff continues to do their part to ensure safety during the pandemic with minimal business interruption.