

**CITY CLERK/TREASURER**  
**Monthly Report**  
**Rose Courneya**

**DATE:** APRIL 3, 2017

**TO:** MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

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1. Treasurer – Closed out February Treasurer Report. Financial reports were handed out to department heads and elected officials. Started working on Annual reports that are due in May.
2. Payroll- Worked on updating budget numbers for a part-time clerk position.
3. Training – Attended the Washington Municipal Clerks Conference in Union City the week of March 20-24. Attended webinars through BIAS March 13-17 on completing the Annual Reports to the Washington State Auditor’s office by May. I’m working with the new accounting clerk.
4. HR- Hired a new accounting clerk. Completed staff evaluations for the Clerk/Treasurer office.
5. Utilities –Working with Marissa on Utility accounts. Continue to work on keeping our city utility accounts paid per the City of Connell code. Investigated Mrs. Moon’s concerns that were presented at the March 6, 2017 council meeting. Met with Mrs. Moon on March 9<sup>th</sup> to discuss her utility billing concerns, shut off procedures, and Xpress bill pay concerns.
6. Public Records Request – One Public Records request in March
7. Records Retention-Working on cleaning up records from the city storage room that was flooded. Continue to work on record retention per Washington State Archives.
8. Water Right have been of and the Escrow has been done. I had Larry Turner make sure with the department of Ecology that the water rights were put into the City’s name.
9. Working on Dog Licenses for 2017