

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: JANUARY 2, 2018

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Treasurer – Closed out Novembers Treasurer Report. Monthly financial statements were handed out. Working with Franklin County PUD to review all City accounts. Held phone conference with the Washington State Department of Revenue on how to implement the new Proposition No.1 Sales and Use Tax for Transportation Improvements approved by voters. (New tax rate takes effect April 1, 2018)
2. Training –Attended an AWC Elected Officials workshop. I completed a webinar on the new sick leave rules from the Washington State Department of Labor & Industry
3. Reviewed monthly utilities-Marissa updated water and sewer rates for 2018
4. Pre worked Payroll for New Year updates
5. Christmas Families-Staff worked on getting presents together for 3 families for Christmas and did a fabulous job.