

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: JANUARY 3, 2017

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Treasurer – Updating BARS numbers for 2016 and 2017 as prescribed by the State Auditors. Pre-working changes to payroll for the 2017. Working with Genesis and Marissa on the end of the year vouchers procedure. City has received the check for the museum purchase. All utilities and insurance has been cancelled through the city and put in the museum name.
2. Clerk -Working on an Ordinance to update for the Public Records Ordinance. Working on a cost allocation policy. Reviewed Personnel policy changes that have been proposed.
3. Utilities – Continue to work on keeping our city utility accounts paid per the City of Connell code.
4. Public Records Request – No records request for December
5. Business License --One new business licenses for December
6. Organized a nice Christmas gathering for employee, their families, and council. Thank to everyone that brought food to share.
7. Records Retention-Continue to work on record retention per Washington State Archives.
8. HR- Met with Colonial Life on optional employee benefits and working on a simple employee evaluation to do with employees in the Clerk/Treasurer office in January.

Giving Thanks

*Thank You to Marissa and Maria for covering for me at the December 19th meeting as I was under the weather

*Thank You to Council for passing the City of Connell Budget on time (some cities haven't)

*Thank You to the Mayor, Maria and Council for giving me the opportunity to be the City Clerk/Treasurer for the City of Connell

*Thank You to City employees that were able to help with Christmas gifts for a few needing families in our area
