

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: JULY 1, 2017

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Treasurer – Closed out May Treasurer Report. Monthly financial statements were handed out. Worked on getting separate cash drawers set up for each cashier per State Auditors request.
2. Payroll- Calculated Retro pays for Police Officers. Continue working with Genesis on payroll process.
3. Training – Attended a Transportation Improvement Board (TIB) class on grants, Attended a Department of Revenue class in Moses Lake. Ivan attended a Public Records class in Yakima. Marissa attended her first professional development class in Tacoma. Put together my university 101 training on the Clerk/Treasurer department for the July 3 Council meeting.
4. Utilities – Reviewed monthly utilities with Marissa. Working on getting old unclaimed property (credit balances older than one year) sent to Unclaimed Property.
5. Meetings- Held Finance Committee on June 19, 2017 to review the monthly financial statements.
6. Records Retention/Contracts- working with Marissa to get Interlocal agreements put on city website.
7. HR-working on updating Personnel Policy as some laws are changing.
8. Updating the Public Request Request Policy as laws are changing as of July 23, 2017
9. Volunteer Work-held swine tag day at the Columbia Basin Junior Livestock grounds and signed up approximately 248 swine exhibitors for September's livestock show.