

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: JUNE 1, 2017

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Treasurer – Closed out April Treasurer Report. Monthly financial statements handed out. Completed WSDOT Annual Street Report. Completed the State Auditors Annual Report and submitted to the Washington State Auditor’s office online.
2. Payroll- set up payroll for new police clerk and started training Genesis on payroll system.
3. Training – Mark from BIAS (our software) came to the City of Connell and worked with us on utility billing and reviewed our current system. Marissa and I attended WAPRO training on public records.
4. Utilities – Reviewed monthly utilities with Marissa
5. Meetings- Hosted a South Central Washington Municipal Clerks meeting in Connell. I held a Finance Committee on May 22, 2017 to review the annual report. Met with Franklin PUD on May 25, 2017. The Department of Health met with us on the replacement of Well #6 project and loan.
6. Records Retention/Contracts-Working on getting contracts on website. I worked with Ivan Barragan on a records retention project.
7. HR- held an all employee (non-union) meeting on April 4, 2017 with employees to discuss medical insurance changes for 2018. Karissa from AWC was here to provide information to our employees and answered any questions they had. I held a short informal staff meeting to discuss: pool, wood chipping program, park pavilion rental and to create a mission statement for the Clerk/Treasurers office.
8. One public records request for May 2017

Clerk/Treasurer Department mission statement

Providing exceptional service with Integrity, efficiency and professionalism