

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: NOVEMBER 7, 2016

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Attended a South Central Washington Municipal Clerk's Association meeting.
2. Attended a Washington State Auditor's meeting on Accounting Coding (BARS)
3. Auditing was going on in the Month of October. Spent lots of time gathering information and answering questions for the state auditors.
4. Clerk – Marissa Canales now updating website, doing agenda packets, and more of the clerking duties. Plan on sending Marissa to Pd1 class in June to work on her Certified Municipal Clerk Certification.
5. Treasurer– Working on Budget, Treasurer Reports, and Payroll. Learning Bonds revenues and Bond expenditures. Reviewed expenditures for the month for correct coding. Taxes paid for both the Department of Revenue and Payroll quarterly taxes. Working with the Department of Revenue and Business Licenses services.
6. Utilities – Staff has been working on getting the utility accounts caught up and working on updating utility procedures. Held a meeting with staff and Public works to go over monthly procedures of utility billing.
7. Public Records Request – Had a few new records request in the month of October. Some requests were for police information and some requests were for city information.
8. Business License -For the Month of October, the city had 5 business license applications.
9. Records Management – Staff is currently working on records management.
10. Training-Training continues to go on each day in city hall.

2016 HOLIDAY SCHEDULE

Thanksgiving-City Hall will be closed November 23th at 2pm and be closed November 24^h and 25th for the Thanksgiving Holiday.

Christmas-City Hall will be closed Friday December 23 at 2pm and Monday December 26th for Christmas.

New Years-The City Hall will be closed Friday December 30 at 2pm and January 2, 2017 for the New Year's Holiday.

Emergency personnel will be working or on call.