CITY OF AMITY

109 Maddox Avenue P.O. Box 159 Amity, OR 97101

Ph: (503) 835-3711



Monthly Report from City Recorder/Treasurer

April 2024 for May 2024

Respectfully Submitted by: Natasha Johnson

Regular Tasks:

- o Payroll- 2X (Prepared and paid liabilities, PERS Reports, per pay period, print checks, get signed, and distribute OR send to payroll center for direct deposit)
- o Reconciliations (LGIP Account, First Federal Account), Deposit Entries
- o Paid city bills
- Minutes for City Council Meetings
- o Council Packets, Council Meeting Follow-up ~ completed tasks as requested
- o Miscellaneous walk-in customers, response letters, etc.
- o Human Resource Items (set up new employees, update employee files, close out former employees, insurance claims, etc.)
- o Completed March billing for water/sewer and May newsletter

Other Items

- Worked on building & planning files
- o Completed 48's & Shutoffs
- Court
- Attended trainings for Website
- o Attended & help setup planning meeting
- Worked on preparing city budget

NEW Complaints Received

| | Subject | Resolution/Outcome | Copy to |
|----------|---------|------------------------------|---------|
| 04-09-24 | Pothole | PW put cold patch on pothole | PW |
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