

City Clerk Staff Report April 11th 2022

What have I done:

Payment processing, bill pay, claims and payroll, monthly invoices, and monthly will serves.

I helped do preparation for the 2021 annual Audit. Audit was completed on April 4th.

Training with Black Mountain Software on Auto-Pay procedures and how to use that module. We currently have auto-pay forms at the front desk for anyone who would like to sign up.

DETERRA Update: Shannon Mcknight with the Youth Advocacy Coalition (YAC) has provided more DETERRA packs to City Hall. The DETERRA packs are for at home medication disposal. Community members can stop by City Hall to pick up a pack along with at home instructions for disposal. No medications will be dropped off at City Hall. We also have small medication safes available if someone needs to use one at home.

This last week we celebrated The Week of the Young Child here at City Hall. With snacks and art projects everyday afterschool and a special story time at the library with Mayor Good it was a huge success. We had a great turn out from our community's children and I think that they had a great time.