

City Clerk – Treasurer Department Report – September 6, 2022

Mayor, Council & Colleagues –

I am attempting to do a written Staff Report for my department which should highlight the important items of the previous month.

- **Human Resources –**

- **Recreation Department** - I have had the pleasure of onboarding three new employees, all are ultra-part-time in the Recreation Department for the After / Before School Program (**Lisa Bishop, Stephanie Cooper & Nykiah Baisden**). These three along with others already onboarded will help Annie, Ron and Kim with the program to help students at Star Elementary. I am also off-loading (terminating) several camp counselors as the camps have ended and the counselors have returned to school
- **Clerk's Office** – Welcome **Barbara Conly** to the team. She will help me with day-to-day City Clerk operations.
- **Buildings & Grounds Department** – I am in the process of off-loading (terminating) one seasonal employee. His season has ended school has started.
- **Time Clock Issues** – This summer has proven to be difficult as we had implemented a time clock mobile interface. In short, the software as a service was not as intuitive as promised. I have found another solution and will bring forward an agreement to migrate to a new software-as-service once I have verified a few facts. I anticipate this will help to alleviate a lot of my time processing payroll and still allow employees to have the agility to record time electronically. Implementation of this new SAS could take a few months to get on board.

- **Clerk's Office –**

- Your agenda has several sets of **meeting minutes** for your review and approval. If you see any errors, please let me know immediately and we can attempt to get them corrected prior to the meeting time. Thanks to Barbara Conly and Meredith Hudson for working diligently on these the last few weeks.
- The **UDC** was codified and is live on the website.
- I have begun to update or create several **policies and procedures** for the city. Many have never been created but are necessary to provide transparency, accountability, and streamline processes. This includes a Committee Handbook, Employee Manual and internal processes and Best Management Practices.

- **Treasurer's Office –**

- We are still gathering documents for the **Audit** of FY20/21. Certain days the auditor sends 12 emails a day asking for varying documents. Some I can locate while other documents we are unable to locate or may not have been created by my predecessor. We are currently creating processes and procedures that will help in the future with record retention.
- Idaho State Controller's Office is in the process of identifying certain **Charts of Accounts** for transparency reporting they want all Idaho Cities to migrate to in the next few years. Star is a pilot city with this program. We attempted when we converted to Black Mountain Software out of Quickbooks.
- The **FY22/23 Budget** will be entered into the BMS System in the following days/weeks. Corrections (Journal Entries) to the current Fiscal Year are also being completed to give an accurate picture of the financial health of the city. With the extra help in the Clerk/Treasurers
- The **2022 ICCTFOA Conference** is the third week of September. Meredith, Barbara Conly and I will be attending this professional / personal development conference in Coeur d'Alene. We fly out on Tuesday evening the 20th and return Friday evening.

Respectfully submitted - jmac