

## City Clerk – Treasurer Department Report – November 1, 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.

- **Clerk's Office** – Barbara Conly and Meredith Hudson have been working diligently on getting minutes created and completed. I or Dana then edit the minutes for format and minor corrections as necessary. On average, for every hour of meeting there is about four hours of minute creating and editing. It is very important that motions are clear and concise so the minutes may be correct and created the first time, so we do not have to re-listen to the portions again (we do just to make sure they are correct).
- **Treasurer's Office** –
  - **Treasurer's Monthly Report** – I have attached to the packet the September financials.
  - **Chart of Accounts** - I am in the process of adding the budget with the new chart of accounts recommended by the State Controllers Office. This will help with end of year reporting for transparency purposes to their office. The books may look a bit different to what you are used to but will provide broader accuracy, accountability and transparency.
  - **FY 20/21 Audit** – we are still working with the auditor on gathering the necessary information that was not collected during the onsite audit. I am hoping to have an audit report presentation in December.
  - **FY 21/22 Audit** – we will be scheduling our audit for the most recent fiscal year soon. It will be easier as the processes we utilized in BMS are more streamlined.
- **Human Resources** – We are implementing a new time management software solution that will tie into our payroll and accounting software. We are hoping to 'go live' with this software at the end of November. This should reduce the amount of time spent on payroll significantly with better accuracy and accountability for the employee and department heads. This process normally takes up to six months and we are hoping to have it completed in as little as 6 weeks. The vendor has required I spend at least 90 minutes per week during the development of our implementation. Barb C and Meredith are assisting as they have time.
- **Projects** –
  - **The Telephone System** – Barbara Conly has taken the phone system (auto attendant) and helped to make it more streamlined. This will allow for those that need to receive calls are automatically forwarded to the correct department or individual. It was a huge undertaking, and I am happy to report there were few hiccups.
  - **Policies in Process** – We are working on several policy updates: Personnel Policy; Records Retention Policy; Social Media Policy; File Creation Policy; Committee Management Policy Handbook; Event / Sport / Program Sponsorship Policy
  - **Procedures in Process** – We are also working on several procedures. They will simply be putting the current procedures in writing so that if someone new is hired, they can pickup where another left off. Some procedures also need to be created to follow some Best Management Practices. ie: Purchasing, Contract Management, Onboarding/Offloading, Data Entry, Dog Licensing, Vendor Licensing, Alcoholic Beverage Licensing, Background Check
- **Training** – ICRMP has been providing training on several topics. These trainings help to keep us out of trouble. Many of our staff have received training on Agendas, Public Records, Human Resource Management, Open Meetings, Roles & Responsibilities, etc. The training is free, and we will soon be able to open it up to our committees (I do forward to some of the committees as warranted).

Respectfully submitted - jmac