



## CLERK-TREASURER DEPARTMENT – CITY COUNCIL UPDATE

February 24, 2014

Mari Ripp, Clerk-Treasurer

### Projects/Work Completed this month & last month:

1. January 31, 2014 claims and payroll and February 15, 2014 claims
2. Minutes of January 27, February 3, 10, 18, 2014
3. Police Chief Interview panel, candidate Meet & Greet, set up, refreshments, etc.
4. Council Retreat January 25, 2014, prep, bills, consultant meeting, agenda, minutes, etc.
5. Resolution 636-Policy and Procedure for Surplus
6. Resolution 639-Declaring Surplus and sale of items; items marked, sold, receipted, picked up
7. AWC Well City grant submitted
8. CWCOG Wellness Mini Grant application and report out for 2013
9. Chamber Ambassador Committee meeting
10. Archives-Document review and prep for destruction at storage unit; meetings with Fire Dept. on facilities and storage at Fire Station
11. 2014 Fireworks Permits – awarded 3 permits and processed paperwork
12. 2014 Business license billing and receipts
13. Utility billing for 2/21/2014
14. Final paperwork and exit for Chief Rob Stephenson
15. New VISA accounts for Gillaspie, Lipp, etc.
16. Verizon Wireless plan and equipment review (new Gov rep)
17. Claims for Damages 1) Police Car 2) PW truck 3) Storage Units flooded 4)WWTP gate
18. HR: Employee leave share paperwork for Medical Leave of Absence
19. HR: Employee Light Duty paperwork for medical issue
20. HR: Review of Clerk on maternity leave
21. HR: Timesheet approval; Time off slips/vacation requests 2014 from CT dept.
22. HR: HR/Gov Committee Agenda and Packet for Feb 21<sup>st</sup>
23. Gambling Tax return and correspondence: Oak Tree/Lucky 21
24. Public Records Requests
25. Bid Opening Ranney Well Improvement Project
26. Bid Opening Public Works Shop
27. Scott Hill Road water services
28. February 10, 2014 Workshop on Affordable Care Act by Corey Balkan, Interwest Benefits and Joint Planning Commission meeting
29. Vision Municipal Solutions (VMS) – software review for permits, licensing, utilities, etc.

### Projects/Work in Progress:

1. 2014 Budget prep for final report for distribution
2. 2014 Goals & Priorities
3. iCompass – Agenda management and packets and Civicweb training; Phase 2 implementation
4. Final LID Billing
5. SDC billing for special final assessment for CERB loans
6. CIAW Scholarship reimbursement
7. 2014 Training plan for CT Dept.



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8. Paper supplies-inventory containers and return to old contractor
9. 2014 computer and software upgrades, replacement planning
10. AV and IT for new council chambers
11. Sonitrol Security updates
12. WPOA Mediation
13. Assisting in IAFF Arbitration and ULP meetings
14. Teamsters-Public Works and Teamsters-Clerical negotiations
15. 2015 & 2015 Healthcare insurance
16. Prep for 2013 Annual Report and Audit; Training 2/26 for CT & DCT
17. Current Grant monitoring and processing
18. Online payments and accessing Utility ebills with Invoice Cloud
19. Storage / Archives – Fire Dept. files to review and determine archival value
20. Boards & Commissions prepare for upcoming 2014 expiration of terms
21. 2014 Business Licenses-processing late notices
22. WQCC After Hours, Nov. 13<sup>th</sup> planning with Port & School
23. 2013/2014 Exempt Salary Survey
24. Personnel Policy updates, Priorities #1 for 1/27 Council workshop and 2/21 HR Comm meeting
25. Tenant interest for 300 E. Scott Avenue; Review of current rentals, rent, utilities, etc.; notice to tenants for rentals
26. HR: Post Clerk III job for internal ad
27. WMCA Scholarship Committee application review
28. City ID/Photos
29. Shred service-review current contractor and get bids for new contract
30. Public Records Requests

### Projects/Work in need of Council direction:

1. Personnel Policy changes (referred to HR/Gov Committee on 1/27/2014; met 2/21/2014; will report on 2/24 and review on 3/24 Council Workshop)

### Projects/Work set for Council Agenda next meeting/month:

1. 3/3/2014 Council meeting: Special Events
  - a. June 19-22, 2014 Planter's Days by Planter's Day Committee at various city facilities
  - b. June 19-22, 2014 Planter's Days Carnival and BBQ by Woodland Fire Association at Horseshoe Lake Park
  - c. August 9, 2014 Antique Fire Truck show and Community Safety Fair
2. 3/3/2014 Council meeting: Ord/Res for Garbage and Recycling rate increase
3. 3/3/2014 Council meeting – December 31, 2013 Preliminary Financial Reports
4. 3/3/2014 Council meeting – Ord 1294 Interfund Loan 422 to 427 CERB-Sewer
5. 3/3/2014 Council meeting – Ord for misuse of 911
6. 3/3/2014 Council meeting – Ord relating to Humane Society, fines/dangerous dogs
7. 3/3/2014 Council meeting – City Attorney Contract renewal

### Reports and Information Attached:

1. Liquor license renewal-Antony's Pizzeria & Eatery, 1421 Pacific Avenue