

Memo

To: Eatonville Town Council

From: Chrystal McGlone, Town Clerk

CC: Mayor Raymond Harper and Administrator Doug Beagle

Date: 16 August 2011

Subject: Clerk/Treasurer Position

I have attached an email from Mark Rapozo from the State Auditor's Office and Fred Ward with Municipal Research. I have contacted these entities to get the facts straight. We are the only entity that still has an elected Treasurer position. This is because there are internal controls in place in Towns and Cities and we are all audited by qualified State Auditors to make sure we have these internal controls in place and that they are working. Eatonville's required financial and accountability audits cost around \$15,000 per audit. The Treasurer's position costs the Town \$11,128.80 yearly. I have elected to be audited annually instead of every other year. This will cut down on audit costs and assist us in being more efficient. The Treasurer position hasn't any "checks and balances" or any oversight. Every check and bank transfer completed by the Treasurer, must be duplicated by the Town Clerk in the BIAS "real time" accounting software. The banking accounts are reconciled monthly by the Town Clerk in BIAS. All of these records are subject to audit. Due to the state of the economy, the Town has looked at ways to eliminate waste and any unnecessary spending. Since the Treasurer's position is not audited and the duties and responsibilities are already being performed by the Town Clerk it does not make any sense to keep this elected position.

ORDINANCE 2011-6

AN ORDINANCE OF THE EATONVILLE TOWN COUNCIL, COMBINING THE OFFICES OF TOWN CLERK AND TOWN TREASURER, ADDING A NEW SECTION TO CHAPTER 2.08 OF THE EATONVILLE MUNICIPAL CODE, AMENDING EMC 2.08.010, AND REPEALING EMC 2.12.010 AND 2.12.020, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

Whereas, the offices of Town Clerk and Town Treasurer are currently separate positions (EMC codes 2.08 and 2.12) and

Whereas, the Town Council desires to combine the two offices of Town Clerk and Town Treasurer;

Whereas, RCW 35.27.180 allows the Town Council to provide that the office of the treasurer be combined with the office of the town clerk

Now, therefore,

THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1: A new section is added to chapter 2.08 of the Eatonville Municipal Code to read as follows:

2.08.005-Office of Treasurer Combined with Office of Clerk

The office of the treasurer is combined with the office of the town clerk as per RCW 35.27.180. As per RCW 35.27.190, the clerk shall exercise all the powers and perform all the duties required by statute or ordinance to be performed by the treasurer, and in the execution of any papers his or her designation as clerk shall be sufficient.

Section 2: Section 2 of Ordinance 92-12, codified at EMC 2.08.010, is hereby amended to read as follows:

2.08.010 Recordkeeping and account dDuties and compensation.

- A. The duties of the town clerk include the following
1. To comply with all duties required by statutes found in RCW Title 35 and other applicable laws, presently in effect or subsequently enacted, including those duties normally reserved for the office of the treasurer;
 2. To keep the records of the council and the accounts of the town in such books as may be prescribed by the town or as required by the State Auditor and state law;
 3. To make and certify to the town council all assessments and assessment rolls as required;
 4. To render to the council a monthly report of the records in the form and manner requested by the town;
 5. May administer oaths or affirmations and certify to them;
 6. May countersign warrants signed by the mayor for demands against the town;
 7. May accept service of all claims against the town;
 8. May make a monthly statement in writing showing the receipt and expenditures of the proceeding month and the amount remaining in the treasury;

9. At the end of every fiscal year, make a full and detailed statement of receipts and expenditures of the preceding year and assist the council in preparing a full statement of the financial condition of the town;

10. File and certify all original resolutions or ordinances passed by the town council;

11. Perform the financial administration of grants received by the town by properly accounting for monies received and spent.

12. Receive and safely keep by depositing in an account approved by the town, all money of the town;

13. Execute duplicate receipts for the same, and maintaining one in his/her capacity as town clerk;

14. Disburse money only on warrants/checks signed by the Mayor.

15. Invest excess or inactive LID funds in U.S. Government bonds, notes, bills, certificates of indebtedness, Local Government Investment Pool or interim financing warrants of a local improvement district which is within the protection of the local improvement guaranty fund law for the benefit of the general current expense fund.

16. Hold all sales of local improvement district lots, tracts, or parcels of land or other property, upon which a judgment of foreclosure and sale has been entered, if so ordered by a judge of the Superior Court;

17. Pay all warrants in the order of their number and date of issue whenever there are sufficient funds in the treasury applicable to the payment in accordance with RCW 35.21.320, 35.45.050 and 35.45.060;

18. When so instructed by a majority vote of the council to designate one or more banks in Pierce County as the depository of the money required to be kept by the treasurer in accordance with RCW 39.58.050;

19. Apply money placed in the "town assessment redemption fund" in payment of any unpaid assessment liens on any lands belonging to the town;

20. Pay all warrants in the order of their number and date of issue whenever there are sufficient funds in the treasury applicable to the payment in accordance with RCW 35.21.320, 35.45.050 and 35.45.060;

21. Collect all assessments for local improvements and keep them in a fund designated "local improvement fund, district No. _____";

22. Annually before August 15th, certify to the council the assessments according to the requirements of RCW 35.49.060;

23. Such further duties as may be required by law or by the town council.

B. Records to Be Kept. The clerk shall:

1. Keep a full and true account of all the proceedings of the council in a book marked "Minutes of the Council";

2. Keep accounting records of town accounts which include all revenue and expenses;

3. Keep records of all licenses issued, including the date thereof, to whom issued, for what, the time they expire, and the amount paid;

4. Keep and properly maintain the official town files;

5. In each of the foregoing records and files, maintain the records accurately and in order, to enable a person readily to ascertain matters contained therein;

6. Keep records of all invoices and warrants with written documentation of the number, date, and disposition of the warrant;

7. Keep a book marked "ordinances," which may be duplicated by electronic means, which shall contain all original town ordinances. The clerk shall in writing attest to the date and manner of publication of the ordinances, or a summary thereof as required by law, which document shall be placed in the ordinance book. True copies of all ordinances shall be forwarded for codification in the Eatonville Municipal Code by the clerk.

C. Compensation. The compensation for the town clerk shall be set by ordinance at the time of adoption of the annual budget, or by resolution of the town council.

Section 3: Section 5 of Ordinance 92-12 and Section 7 of Ordinance 78-8, codified at EMC 2.12.010 and EMC 2.12.020, are hereby repealed.

Section 4: If any clause, sentence, paragraph, section, or part of this ordinance of the application thereof to any person or circumstance shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not affect or invalidate the remainder of any parts thereof to any person or circumstances and to this end the provisions of each clause, sentence, paragraph, section or part of this law are hereby declared to be severable.

Section 5: This ordinance takes effect five days following the date of final adoption, PROVIDED that the date on which the office of the treasurer is deemed consolidated with the office of the town clerk shall be January 1, 2012, as such is required by RCW 35.27.180.

Section 6: In accordance with RCW 35.27.180, this ordinance does not become effective unless passed by a two-thirds majority of the town council at the first regular meeting after the meeting in which it is introduced.

READ and INTRODUCED on August 8, 2011.

PASSED by two-thirds of the Town Council and approved by the Mayor of the Town of Eatonville, Washington, at a regular meeting thereof this ___ day of September, 2011.

ATTEST:

Chrystal McGlone, Town Clerk

Ray Harper, Mayor

APPROVED AS TO FORM:

Patricia K. Buchanan, Town Attorney

Chrystal McGlone

From: Mark Rapozo [rapozom@sao.wa.gov]
Sent: Monday, August 15, 2011 2:44 PM
To: Chrystal McGlone
Cc: Doug Beagle; Ray Harper; Sandra Groshong; Regena Allen
Subject: RE: State Auditor's Office Opinion

Hello Chrystal, whether a town has an elected treasurer under RCW 35.27.170 or has combined the position with the town clerk under RCW 35.27.180, the town's internal controls must continue to ensure that no employee is in a position to commit an error or irregularity and then be able to conceal it without detection.

From: Chrystal McGlone [<mailto:Chrystal@eatonville-wa.gov>]
Sent: Monday, August 15, 2011 1:11 PM
To: Mark Rapozo
Cc: dbeagle@eatonville-wa.gov; Ray Harper; Sandra Groshong; Regena Allen
Subject: State Auditor's Office Opinion
Importance: High

Hello Mark, I would like to ask your "opinion" on something we are presenting to our Council. I am not asking for you to say if you agree or if what we are doing is best for the Town. I simply wish for your professional opinion on internal controls for an elected treasurer versus internal controls for Clerk/Treasurer. If you still feel this is inappropriate then I understand. I am simply trying to save the Town money while making sure we are in compliance. Thank You for your time. -Chrystal

Chrystal McGlone

Town Clerk
Town of Eatonville
cmcglone@eatonville-wa.gov
360-832-3361 x103

Chrystal McGlone

From: Fred Ward [fward@mrsc.org]
Sent: Monday, August 15, 2011 4:03 PM
To: Chrystal McGlone
Subject: Elected treasurers

Chrystal-

As far as we can tell, Eatonville is the only municipality with an elected treasurer. Please let us know if you have additional questions.

Fred Ward

MRSC

fward@mrsc.org

206-625-1300

Name: Chrystal McGlone

Title: Town Clerk

Phone: 360 832-3361

Email: cmcglone@eatonville-wa.gov

We have an elected Treasurer. Are there any other government entities (except for Counties) that have an elected treasurer?