

**CITY CLERK/TREASURER**  
**Monthly Report**  
**Rose Courneya**

**DATE:** FEBRUARY 6, 2017

**TO:** MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

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1. Treasurer – Updating BARS numbers for 2016 and 2017 as prescribed by the State Auditors. All end of year reports were sent out, vendor 1099's and W-2's to employees. Closed out the City of Connell's financials for 2016. Working on Budget Book for 2017. Paid off Farm Bonds and Hardung water right.
2. Clerk -Working on a cost allocation policy.
3. Utilities –Continue to work on keeping our city utility accounts paid per the City of Connell code.
4. Public Records Request – Had two public records request for January.
5. Records Retention-Continue to work on record retention per Washington State Archives.

**Staff changes:**

A few changes have been made in the Clerk/Treasurer office. Marissa Canales is now doing the City utility bills. Genesis Bernal is doing accounts payable and Jeri Reinauer will be at the front desk window and continue to help out the police department as Police Chief Turner needs her. The city is now performing all city business in the Clerk/Treasurer office and cross training has begun.