

CITY CLERK/TREASURER
Monthly Report
Rose Courneya

DATE: DECEMBER 5, 2016

TO: MAYOR, COUNCILMEMBERS, AND CITY ADMINISTRATOR

1. Had exit conference with State Auditors for years 2013-2015. No findings
 2. Clerk – Marissa working clerk Agenda and Minutes. Doing a great job.
 3. Treasurer– Continue to review the 2017 Budget, Treasurer Reports, and Payroll. Held Finance meeting.
 4. Utilities – Continue to work on keeping our city utility accounts paid per the City of Connell code.
 5. Public Records Request – One public records request this month.
 6. Business License –No new business licenses for November
 7. Records Management – Did record destruction of 2007/2008 financial records
 8. Training- Looked into training for staff for 2017
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