

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

**DATE:** MARCH 6, 2017

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

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1. Treasurer – Budget Book Completed. Closed out January Treasurer Report. Financial reports were handed out to department heads and elected officials. Held a Finance Committee meeting on February 2.
2. Payroll-Update Firemen payroll. Changes were made to how the firemen get paid per advice from City Attorney. Firemen will be paid once a month on the 5<sup>th</sup> of each month.
3. Training - Marissa and Genesis attended a BAIS (which is the Cities software company) class in Spokane.
4. Utilities –Working with Marissa on Utility accounts. Continue to work on keeping our city utility accounts paid per the City of Connell code.
5. Public Records Request – Three Public Records request in February
6. Records Retention-Working on cleaning up records from the city storage room that was flooded. Continue to work on record retention per Washington State Archives.