



Small, Serene, Simply Garnett.

City Clerk's Office Report
January 9, 2018

Dear Commissioner's Gwin, Cole, and Brecheisen-Huss,

This is a busy time of year in trying to get all of our year-end tasks completed. Staff is working hard on getting the new meter reader books completed for 2018. Sale of pet licenses began January 2nd and staff has been very busy with new pet licenses.

We have not started the process of hiring a replacement for Jodie yet, so that has made it much more difficult for the staff and myself to manage taking care of our customers and completing our year end tasks.

I continue to work on setting up our 2018 budget to entered into the system. With the many changes to our budget and funds, this is taking some time to complete. Incode built our previous budget when we converted to the new software, so this will take some time to get the new budget built into the system since it is more cumbersome to set up new funds than on our old system.

Until the 2018 budget has been built in the system, the finance reports will still show 2017 budget numbers until the new budget year has been entered. The monthly total will be correct with actual revenue and expenses for the current month, but the starting balance, remaining budget amount and other totals will not be accurate.

Sincerely,

Kristina Kinney
City Clerk/Finance Director