

TO: Glenn Steckman, City Manager
From: Dan Grimmer, City Clerk
Subject: City Clerks Office Quarterly Report (Feb-Mar)

February

- **Hiring of New City Clerk Dan Grimmer**
- **Implementation of Cross Training Exercises with Clerk Staff**
- **Monthly Clerk Meetings implemented and ongoing**
- **Delegation of Council and Committee Meetings made**
- **MARS training attended by City Clerk to Learn system**

March

- **Personal and Real Property Taxes mailed to public**
- **Scheduled attendance for City Clerk and Deputy Clerk to go the Northwest Municipal Clerks Association Seminar for training.**
- **Casselle Training with office staff done to help familiarize staff with application usage and additional functions.**
- **Municode Training attended by City Clerk and Deputy Clerk Jacobson on advanced user functions.**