

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor and Council
<b>From:</b>	Jenna Amsbury, Clerk-Treasurer
<b>Date:</b>	March 6, 2024
<b>Department:</b>	Finance & Administration

February is a catch-up month after a very busy January.

Updates:

- The City Safety Committee was formed and will meet in March. Meetings will be held monthly.
- Application for the State Archives Record Management Program was completed. I requested \$20,000 for an Organize the File Room project. This project, if approved, would provide for two part time employees to organize records, prepare them for scanning, destruction or sending to state archives for retention. This is a needed next step to get organized and assist with public records and records management ongoing.
- I attended numerous training courses in February for personnel/HR, public records and finance through WCIA and Springbrook.
- Beginning preparations for the annual report and gathering necessary documents.
- Public Records – nine total requests received so far this year. Five are currently open. Two requests from 2023 are pending closure.