

City of McCleary
STAFF REPORT



To:	Mayor Orffer and City Councilmembers
From:	Dani Smith, Clerk-Treasurer
Date:	October 13, 2021
Department:	Finance & Administration

The Finance Department is working at full staff, and everyone is healthy and mindfully following COVID protocols.

The moratorium on late fees and discontinuation of serves for non-payment was lifted September 30, 2021, and the Utility Accounts Manager has been busy processing financial assistance forms, ARP assistance payments, and deferred payment plan to those who qualify. Shut offs resumed today, along with the assessment of late fees.

I have been learning my way around my new position and am fortunate to have the Deputy Clerk assist me with processes and procedures. She has been a great help. We have been able to close out the months of July, August, and September.

We are working on numerous public information requests, and quarterly payroll reports
Processed monthly payroll and benefits.
Processed bi-monthly accounts payable.
Processed monthly utility billing.

The office is open from 8 AM to 4 PM daily. We continue to encourage customers to use the payment drop box, pay online at www.xpressbillpay.com, or use the automated phone system to make payments
