

# City of McCleary

## STAFF REPORT



<b>To:</b>	Mayor and Council
<b>From:</b>	Jamie Vinyard, Clerk-Treasurer
<b>Date:</b>	October 30, 2025
<b>Department:</b>	Finance & Administration

### Finance & Administration:

We are staying busy with on-going annual budget items, union negotiation details and the regular day-to-day operations in finance and administration.

In the month of October, we recovered nearly 10k in labor and permit fees that were outstanding from 2023 & 2024.

Budget billing calculations are underway with true-ups due by 12/15/25 for customers who utilize this method for their utility accounts.

Below are updated metrics on Public Records Requests:

	A	B	C	D	E	F
	Public Records Metrics	PRR RECEIVED	PRR COMPLETE	PRR OUTSTANDING	EXTENSIONS	TOTAL TIME LOGGED
1						
2	JAN 2025	1	0	1		0
3	FEB 2025	5	1	5		2 hours
4	MAR 2025	4	4	5		6 hours
5	APR 2025	4	7	2		7 hours
6	MAY 2025	6	2	6		5 hours
7	JUN 2025	2	2	6	4	13.25 hours
8	JULY 2025	3	6	3	0	9.75 hours
9	AUG 2025	6	3	6	1	10 hours
10	SEPT 2025	12	8	10	1	36.5 hours
11	OCT 2025	6	10	6	1	21.75 hours
12	NOV 2025					
13	DEC 2025					
14						
15	TOTALS	49	43	6		125.25
16						
17						
18						
19	As of 10.28.25 Averages		As of 10.28.25 Highest			
20						
21	Average Hours per PRR	2.91	Highest Hours per PRR	24.00		
22	Average Cost per Hour	\$ 38.50	Average Cost per Hour	\$ 38.50		
23	Average PRR Cost	\$ 112.14	Highest PRR Cost	\$ 924.00		
24	Average PRR per year	64	Average PRR per year	64		
25	Average Hours per year	186.42	Average Highest Hours per year	1536.00		
26	Average Cost per year	\$ 7,177.12	Average Highest Cost per year	\$ 59,136.00		
27						

We handed out candy at the trick or treat event last week and enjoyed an amazing turn out and such fun costumes.

As November is upon us, we will begin to archive files and records in preparation for the new year.

Please reach out with any questions.

Jamie Vinyard  
Clerk-Treasurer