

City of McCleary  
**STAFF REPORT**



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|--------------------|--------------------------------|
| <b>To:</b>         | Mayor and Council              |
| <b>From:</b>       | Jenna Amsbury, Clerk-Treasurer |
| <b>Date:</b>       | July 2, 2024                   |
| <b>Department:</b> | Finance & Administration       |

**Finance:**

In July I worked on 2024 budget review, cost allocation reviews, contract negotiations with Teamsters, HR items and Risk Management updates with WCIA.

Lindsay continued work on AP's, payroll, agendas/minutes and back up customer service for office coverage.

Lori Ann has been working on the Department of Commerce Energy Grant spreadsheet for utility customers and working on getting the program set up.

Nellie's last day at the City was June 26, 2024 as she is moving, so she worked on closing out projects and creating training material on tasks she handles monthly.

**Public Records:**

There are currently eight (8) open public records requests and 19 closed requests for 2024 for a total of 27 received. These are administrative records only, as police requests are separate and handled by the PD Clerk.