

# City of McCleary

## STAFF REPORT



<b>To:</b>	Mayor and Council
<b>From:</b>	Jenna Amsbury, Clerk-Treasurer
<b>Date:</b>	September 5, 2023
<b>Department:</b>	Finance and Admin.

My first full day in the office was August 28, 2023, I am well underway with training and reviewing City processes and programs. I have a project board started in my office to track updates needed and program goals. I have started 2024 budget files and that will be a priority in the coming weeks. I appreciate Lindsay assisting with training and getting me set up with City access and accounts.

The State Auditor's Office has completed the 2020-2021 accountability and financial audit for the City, it is now posted online on the State Auditor website. I attended the exit conference on August 21, 2023 and I have a few policies that will need to be drafted and reviewed/approved by council for compliance.

Nellie is assisting with Resolution and Ordinance organization and getting newly adopted copies digitized for better access.

### Public Records:

On August 28, 2023 there were 11 record requests open. One new request was received last week as well. Staff members were a great help in providing records that were responsive and we were able to use new IT tools to complete some of the requests. I am continuing to search for records in response to the remaining requests.

As of September 5, 2023 of the 12 total requests that were open:

Completed – 5

Pending pickup/closure - 1

Open - 6

### Updates from staff:

Utility Billing – Lori Ann worked with CCAP on connecting residents for payment assistance. CCAP opened their water assistance program and she worked to get City residents help. Closing out their program, CCAP has been able to help at least ten of our customers, totaling **\$13,182.47** in assistance payments. Their next program should be available in October/November.