

City of McCleary
STAFF REPORT



To:	Mayor Orffer and City Councilmembers
From:	Lindsay Blumberg, Deputy Clerk-Treasurer
Date:	September 1, 2021
Department:	Finance & Administration

With the vacant Clerk-Treasurer position, our front office team is working together to perform duties and provide coverage. As Deputy Clerk-Treasurer, I am taking the lead role in covering this position until our new Clerk-Treasurer starts on September 8, 2021.

We are still grateful to have the temporary help in the front office. She has been a huge asset while we have been short staffed.

During the month of August, we processed the monthly utility billing, payroll and two runs of accounts payable. We continue to work on significant Public Records Requests, we are finalizing the LTC Insurance program, preparing for our annual WCIA audit, along with our daily/monthly routine.

In that the moratorium on late fees and discontinuation of services for non-payment has been extended through September 30, 2021, our utility accounts manager continues to work with customers and households on any past due accounts. We have been providing information on how to access funds available through Coastal Community Action Program, and we have collected some applications from customers for help directly from the city utilizing American Rescue Plan funds. Those applications will be presented to council at the second September meeting. We are working toward a plan for any customers with past due balances when the moratorium ends to ensure our customers can maintain services and have access to necessary resources.

The front office continues to be open from 8 AM to 4 PM daily. We encourage customers to use the payment drop box, pay online at www.xpressbillpay.com, or use the automated phone system to make payments. As well, our front office staff and all visitors are required to wear masks at all times per the August 23 mask mandate enacted by Governor Inslee.