

City of McCleary

STAFF REPORT



To:	Mayor and Council
From:	Jenna Amsbury, Clerk-Treasurer
Date:	August 6, 2024
Department:	Finance & Administration

Finance:

In July I worked on 2024 budget review, creation of 2025 Budget Call letters and set up, cost allocation reviews, contract negotiations with Teamsters and HR items. I also had meetings regarding software systems, LEAN presentation for WFOA, and prepared and submitted quarterly reports.

Lindsay continued work on AP's, payroll, agendas/minutes, excise tax and back up customer service for office coverage and completed the WCIA Annual Liability Exposure Report.

Lori Ann has been working on the Department of Commerce Energy Grant for utility customers. To date \$47,000 of the \$52,086.56 has been expended, assisting 235 City residents. She has also assisted with audit documentation, reports, and lead for customer service.

Public Records:

There are currently eight (8) open public records requests and 25 closed requests for 2024 for a total of 33 received. These are administrative records only, as police requests are separate and handled by the PD Clerk.

Policies:

<u>Policy</u>	<u>Policy Committee Status</u>	<u>Current Status</u>
Camera Policy	Reviewed Sent to Council	Approved on 7-24-24
Public Records Ord. Update	Reviewed Sent to Council	Not approved by Council – needs revisions or comments
Social Media Policy	Draft and research emailed	Needs committee review and recommendation
Dog Ordinance	Updates and staff comments emailed	Needs committee review and recommendation
Asset Management Policy		Needs drafted
Fee Schedule Resolution		Needs updated
Employee Handbook		Review for updates and law changes needed
Employee Technology Use Policy/ Cell Phone Use		Needs drafted
Purchasing Policy		Needs reviewed and new draft created
Small works roster		May need updates due to new RCW
Park Rules Ordinance		Request to review dogs in park