

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor and Council
<b>From:</b>	Jenna Amsbury, Clerk-Treasurer
<b>Date:</b>	June 4, 2024
<b>Department:</b>	Finance & Administration

**Finance:**

In May I worked heavily on reporting. The Annual report was submitted to the State Auditor on May 23, 2024. The Annual Report also included the Annual Street Report for WSDOT. I also completed and submitted the Annual JLARC reporting for Lodging Tax funds. Lindsay and I completed the annual tax performance report and submitted it to Department of Revenue.

Lori Ann met with the Department of Commerce on the Energy Grant for utility customers and worked with them on getting a contract for review by council. She also worked on updates needed to old hardware for utility meter reading and new software security.

Nellie continued with records management and customer service.

**Risk Management:**

Lindsay and I met with Washington Cities Insurance Authority (WCIA) for the Annual Audit and Review. This review includes going over the prior year, compact requirements, and claims/lawsuit history.

Safety Committee has their monthly meeting, there was training on heat related illness awareness and prevention and a mobile hearing testing van was onsite for annual testing.

**HR:**

Set up Supervisor training, labor management meeting, preparations for upcoming labor negotiations and attended a training session from WCIA.

**Public Records:**

There are currently seven (7) open public records requests and 14 closed requests for 2024. These are administrative records only, as police requests are separate and handled by the PD Clerk.