

# City of McCleary

## STAFF REPORT



|                    |                                |
|--------------------|--------------------------------|
| <b>To:</b>         | Mayor and Council              |
| <b>From:</b>       | Jenna Amsbury, Clerk-Treasurer |
| <b>Date:</b>       | October 3, 2024                |
| <b>Department:</b> | Finance & Administration       |

**Finance:**

The 2025 Budget is in draft form and budget hearings begin this month. Still for needed review for the 2025 budget is utility rates and property tax revenue information to come in from the County. There is a 2024 budget amendment for review by council to true up this year. The State Auditors have been onsite, and I am providing them with all the information I can before I leave. An entrance audit session will be schedule soon. I will be providing documentation on status of projects and to do lists for my successor. I will be completing payroll and quarterlies with Lindsay before I leave for cross training and providing documentation for future help.

**HR:**

Teamster negotiations are still underway. Vacant positions have been posted to the website and applications will be reviewed as received. We have temporary help through Express Personnel that is assisting throughout the transition period of staffing to maintain city functions.

**Public Records:**

There is currently two (2) open public records requests and 35 closed requests for 2024 for a total of 37 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 from committee/council |
| 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  |
|  |                                    |  |