

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor Orffer and City Councilmembers
<b>From:</b>	Lindsay Blumberg, Deputy Clerk-Treasurer
<b>Date:</b>	August 3, 2021
<b>Department:</b>	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 a new individual joins our team. We have scheduled interviews for Friday, August 6. The position will remain open until filled.

To support the front office team, we have engaged temporary help. The individual working with us is outstanding, and we are grateful for the support she is providing.

During the month of July, we processed the monthly utility billing, payroll, and two runs of accounts payable. We continue to work on a significant Public Records Request 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 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 office is open from 8 AM to 4 PM daily. We continue to encourage customers to use the payment drop box, pay online at [www.xpressbillpay.com](http://www.xpressbillpay.com), or use the automated phone system to make payments.