

City of McCleary
STAFF REPORT



To:	Mayor Miller and City Council Members
From:	Ann-Marie Zuniga, Clerk-Treasurer
Date:	January 11, 2023
Department:	Finance and Administration

Happy New Year!

The Finance Department is going full steam ahead to complete 2022 year-end tasks and is working on the the final steps of setting up the new year for both finance and payroll.

For 2022 there were a total of 84 Public Records requests of which only 6 are still pending or being completed in segments.

The two-year audit by the State Auditor is still ongoing. The goal is that the gathering of information and balancing out the accounts will be completed soon.

December utility bills were the second month of using the new folder/stuffer that was purchased and we have a time savings of over 1.5 day a month in prepping the bills for mailing!

Supplies have been ordered for the change in dog licensing and now rather than hand making the tags we will have pre-made lifetime and 3-year tags. The supply of blank tags will be used for the licenses that are one year. This also will result in a time savings for the town staff.

Nellie Peden has joined the City Hall staff as an Office Clerk full time effective 11/29/2022. Currently does a large portion of the payment receipting processes and assists in covering the phone. This has freed up some of Lori-Ann's time so that she can get many "house" cleaning duties accomplished along with working on some of the new duties that she has. Lindsay is staring to show her basics of AP processing so that there is a backup. Nellie has also been valuable in assisting with special projects.

All-in-all 2022 was a good year with a lot being accomplished to keep the city on track and in compliance!

