

City of McCleary

STAFF REPORT



To:	Mayor and Council
From:	Jamie Vinyard, Clerk-Treasurer
Date:	May 14, 2025
Department:	Finance & Administration

Finance & Administration:

We would like to share the following metrics on increased public records requests. The City's Clerk-Treasurer, and Deputy Clerk are spending an increased amount of time managing and responding to public records requests. We have also been in direct communication with the Attorney General's Office and are in the process of coordinating additional training and resources for staff to bring the city into compliance with and understanding the complex laws and regulations surrounding the Public Records Act.

Public Records Metrics	PRR RECEIVED	PRR COMPLETED	PRR OUTSTANDING	EXTENSIONS	TOTAL TIME LOGGED
JAN 2025	1	0	1		0
FEB 2025	5	1	5		2 hours
MAR 2025	4	4	5		6 hours
APR 2025	4	7	2		7 hours
MAY 2025	6	2	6		5 hours
JUN 2025	2	2	6	4	13.25 hours
JULY 2025	3	6	3	0	9.75 hours
AUG 2025	6	3	6	1	10 hours
SEPT 2025	12	8	10	1	36.5 hours
OCT 2025	4	0	14		3 hours
NOV 2025					
DEC 2025					
TOTALS	47	33	13		136.5
As of 10.06.25 Averages		As of 10.06.25 Highest			
Average Hours per PRR	4.14	Highest Hours per PRR	18.50		
Average Cost per Hour	\$ 36.76	Average Cost per Hour	\$ 36.76		
Average PRR Cost	\$ 152.05	Highest PRR Cost	\$ 680.06		
Average PRR per year	70.5	Average PRR per year	52.5		
Average Hours per year	291.61	Average Hours per year	971.25		
Average Cost per year	\$ 10,719.72	Average Cost per year	\$ 35,703.15		

Work on the development of the 2026 annual budget is continuous with a focus on the preliminary budget to be presented at the upcoming 10/22/25 council meeting.

October 31st is the 2025 3rd quarter due date, so we are working on taxes and payroll reporting to meet this filing deadline.

We have been busy with RFP & RFQ advertisements, as well as grant reimbursement invoicing, contractor/vendor progress payments and contract closeouts.

If there are any questions you have from our department, please feel free to reach out.

We look forward to seeing everyone at the Merchant-Trick-or-Treat on October 24th, and we wish everyone a safe and exciting Halloween!

Jamie Vinyard
Clerk-Treasurer