

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor and Council
<b>From:</b>	Lindsay Blumberg, Deputy Clerk-Treasurer
<b>Date:</b>	November 27, 2024
<b>Department:</b>	Finance & Administration

**Finance:**

I have been working with the State Auditors, gathering all the documents that they need to complete the 2022/2023 Audit. The audit should be wrapping up within the next couple of weeks. I processed the Accounts Payable from November 1<sup>st</sup> through November 25<sup>th</sup>. I have been processing payroll and benefits, adding new employees, getting ready for the 2025 rate increases, open enrollment and getting ready to process the Police Holiday Comp Buyout. The Department of Revenue Excise Tax has been filed for November. We currently have 5 open public records requests bringing that to a total of 43 requests year to date.

Lori Ann has been working on the 2025 Budget Pay Contracts, which were completed this week. She has also been working with Comcast on getting our phone system up to date.

Our new Public Works Planning Assistant, Dalyn Davis, has been doing a great job and has great customer service. She started with the City on November 12<sup>th</sup> and joins us from DOT. She has been training with our Building Official, Larry, on building codes, permitting and has been working with Lori Ann on our Conservation Program. Dalyn is creating an onboarding process that fits the needs of the Building Department.

We currently have a temporary office clerk, Lora, from Express Personnel that has been helping us out in the front office with customer service, meeting minutes and many other daily tasks to help the City out. Thank you Lora!