

# City of McCleary

## STAFF REPORT



<b>To:</b>	Mayor and Council
<b>From:</b>	Jenna Amsbury, Clerk-Treasurer
<b>Date:</b>	September 4, 2024
<b>Department:</b>	Finance & Administration

**Finance:**

In August I worked the 2025 Budget set up, contract negotiations, union meetings and HR items. I also worked on Springbrook updates, L&I hearing, minutes and setting up outlook calendars for rentals and leave authorizations.

Lindsay continued work on AP's, payroll, agendas/minutes and customer service for office coverage.

Lori Ann has been finalizing the Department of Commerce Energy Grant for utility customers, customer service, accounts receivables and purchasing for city departments.

**Public Records:**

There is currently one (1) open public records requests and 34 closed requests for 2024 for a total of 35 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
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