

City of McCleary  
**STAFF REPORT**



<b>To:</b>	Mayor Orffer and City Councilmembers
<b>From:</b>	Wendy Collins, Clerk-Treasurer
<b>Date:</b>	May 12, 2021
<b>Department:</b>	Finance & Administration

The Finance Department continues working at full staff and everyone is healthy, with one employee continuing to work from home one day a week.

Things to highlight that the Finance Department has been working on:

- The annual financial report
- Municode Website
- Image Source software
- Cost allocation plan
- Quarterly reports
- Completion of the LOCAL Loan documents for submission
- Multiple public information requests
- Provided information to the newly appointed Civil Service Commission members
- Responded to Department of Retirement requests dating back to 2005
- Advertised for two summer help positions and began accepting applications
- Completed public information requests
- Provided information to employees regarding the collection of the new Long Term Care Trust Act payroll premium (tax) beginning January 2022. We are researching multiple options for employees to consider.

The office continues to have a steady customer base making payments, reporting concerns, and needing building department assistance.

The office is open 8 am to 4:00 pm. We continue to encourage customers to use the payment drop box, pay online at [www.xpressbillpay.com](http://www.xpressbillpay.com) , or use the phone system to make payments in lieu of dropping off in person.