MEMORANDUM
To: Honorable Mayor & City Council
From: Cassie McGuire, Utility Clerk, Toni Kunz, City Administrator
Date: October 19, 2026
Agenda item: 6A Staff Reports: FY26|Q4 Payroll, AP

Duty: Bi-Weekly Payroll Processing

Process bi-weekly payroll in coordination with the remote Treasurer. Responsibilities include entering holiday, sick, and vacation time; transferring time clock data into Tyler; updating employee records for new hires and terminations; and verifying payroll deductions, including medical insurance, TMRL, and child support. Ensure payroll is processed accurately and promptly.

Goal: Develop a thorough understanding of the payroll process and the systems involved to ensure accurate and efficient payroll processing.

Solution/Progress: Completed the Tyler Technologies payroll training course October 21–23 to gain a better understanding of the payroll system, procedures, and responsibilities.

Duty: Accounts Payable

Work with the remote Treasurer and department heads to enter and process payments. Responsibilities include reviewing invoices for accuracy, verifying appropriate approvals and working with department heads to ensure accurate account coding, entering invoices into the accounting system, and ensuring payments are prepared in a timely manner. Communicate with vendors, the remote Treasurer, and department heads to resolve issues as they arise. Maintain accurate records and meet payment deadlines.

Goal: Develop a strong understanding of governmental budgeting, account coding, and accounts payable procedures to ensure accurate and timely processing of invoices and payments.

Solution/Progress: Accounts payable has been a crash course in governmental budgeting and account codes. I continue to build my knowledge and understanding of these processes while working closely with the City Administrator to ensure payments are coded correctly, records are accurate, and deadlines are met.

Balancing Accounts Payable and payroll responsibilities alongside regular Utility Clerk duties, and serving as the office's primary point of contact, require effective coordination, planning, and time management. Prioritizing tasks and managing competing deadlines ensure that all responsibilities are handled accurately and efficiently while maintaining daily office operations and providing consistent customer service.