City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Nakisha Pryor, Deputy City Clerk
Date:	11/04/2026
Department:	Finance

Mayor and Council,

We are all looking forward to the upcoming holidays and the approaching New Year. Working with the new Administration we have all been busy with updating policies and processes, while learning and implementing additional tools that allow us to better serve our citizens.

Year-End Processes
Along with the 2027 Budget preparation we are beginning to start our year end processes for several items including; budget pay for utilities, year-end payouts to the fire department and police departments, calculating benefit increases for 2027, 1099 prep, W2 prep, and year-end records management.

New Software
The Civic Plus software that Council approved has started its implementation. DocAccess is now available through the City's website. All documents on the City's website can now be accessed by everyone, including people who use screen readers, read in another language, or are visually impaired.

Next Request, the public records request platform is currently in the training phase and is scheduled to go live before the end of the year.

Auditing Committee
As required by the SAO implementation of vouchers in the accounts payable process has begun. The voucher process provides transparency of payments that are issued by the City. These vouchers are attached to the invoice that is being paid and provide the expense(s) allocation for that payment. The voucher is then approved by the department head responsible for the expense. Lastly the vouchers are approved by the Auditing Committee.

Thank you all for the collaboration and opportunities that have been provided to the City.

Respectfully,

Nakisha Pryor
Deputy City Clerk