

City of McCleary

STAFF REPORT



To:	Mayor Brycen Huff and City Councilmembers
From:	Deputy City Clerk Nakisha Pryor
Date:	05.13.2026
Department:	Finance

I am happy to report that we are continuing to make progress on goals and projects that streamline the work being done in City Hall.

The first quarter employment tax payments for 2026 were processed and paid prior to the April 30th due date.

The 2024 DRS audit is due May 25th, while we have been working with the assigned Employer Support Specialist on the Certificate of Corrections, we will be requesting a 30-day extension as some of the required corrections are entries dating back to 2017. On the positive side, this process is highlighting procedures that are being incorporated to reduce the need for future corrections.

Toni Aubuchon has submitted ordinances to Municode that were missing from the City's website. Originally it was thought that ordinances were missing only going back to August of 2024. However, Toni discovered that out of 899 ordinances, only 11 ordinances were uploaded to the website! To catch up we have decided to start from the most recent ordinances and submit based on the years they were enacted. So far she has submitted 2025 through 2017 and regularly works on submitting additional years. The ordinances have not yet been made available on the website; however, we will continue to monitor and confirm once they are posted.

I have had the opportunity to meet with the Policy Committee and we have made progress on updating several policies to mirror current practices. In addition, there are several policies that are in the process of being updated and a presentation will be put together to present the details to Council in the coming weeks.

Also, to comply with the Open Public Meetings Act (OPMA) committee meeting times, agendas, and minutes will be posted on the City website.

The office staff is also excited about the potential City Clerk Treasurer and City Administrator positions that are on the horizon to fill as we believe the candidates have the skills and background needed to guide City staff as they make concerted efforts to continually improve the services provided to McCleary citizens.

Thank you for your continued support and assistance with all the above items, your efforts are greatly appreciated!