



City of McCleary

STAFF REPORT

To:	Mayor and Council
From:	Julie Pope, Clerk-Treasurer
Date:	09/09/2026
Department:	Finance

Mayor and Council,

Council Workshop

A Council Workshop was originally scheduled for this week; however, it has been rescheduled to the October 7, 2026, Council meeting.

WCIA will provide a presentation titled "Council Do's and Don'ts," which will cover important information and best practices for serving as a City Councilmember.

Council Action

CivicPlus Software

The City needs to replace several aging systems and improve its ability to manage public information, records, and accessibility. CivicPlus provides a coordinated solution that addresses the following needs:

Website: At the last Council meeting, the Council approved a proposal from CivicPlus for the City's website. By combining the website with CivicPlus' other products, the City was able to reduce the overall annual cost.

Agenda Management: The City's current agenda management software will be retired in April 2027. CivicPlus will provide a supported replacement for Council agendas, packets, and meeting materials.

Public Records: The system will replace the City's manual spreadsheet tracking process with a centralized system and public portal. It will assist staff with tracking requests, redacting documents, and identifying applicable RCW exemptions.

Social Media Archiving: The system will automatically capture City social media posts, comments, edits, and deletions, supporting the City's public records retention responsibilities.

Document Accessibility: DocAccess will convert PDFs, scanned documents, and handwritten documents into accessible, screen-reader-ready formats.

Legal Requirements

The proposed purchase will assist the City in meeting its obligations under federal and Washington State law, including:

ADA: Title II requires equal access to City programs, services, and information. Federal requirements establish WCAG 2.1 Level A and AA standards for covered web content, with a compliance deadline of April 26, 2028, for local governments with populations under 50,000.

Public Records: Chapter 42.56 RCW requires timely responses to public records requests and appropriate disclosure, redaction, and identification of exemptions.

Records Retention: Chapter 40.14 RCW requires the City to properly retain and manage public records, including electronic records and social media content related to City business.

The CivicPlus solutions will provide staff with tools to help the City meet these requirements while improving efficiency, accessibility, transparency, and public access to City information.

Respectfully,

Julie Pope
Clerk-Treasurer