

City of McCleary
STAFF REPORT



To:	Mayor Brycen Huff and City Councilmembers
From:	Julie Pope, Clerk-Treasurer
Date:	06/10/2026
Department:	City Hall

Mayor and Council,

I am pleased to begin my new role as Clerk-Treasurer. I have been impressed by the dedication and professionalism of our staff, and I look forward to working together to accomplish our goals and continue serving the community effectively.

Below are some of the items currently underway:

Payroll Audit

We are conducting a comprehensive review of 2026 payroll records for all employees to ensure compensation is accurate and consistent. Moving forward, we plan to perform payroll audits twice annually as part of our internal controls and accountability measures.

Agenda and Public Records Software

Our current agenda management platform, Municode, is being discontinued. We are evaluating replacement options for agenda management software, as well as solutions to streamline the processing and tracking of public records requests. Our objective is to improve efficiency while maintaining compliance with all applicable state laws.

2027 Budget Preparation

Budget season is approaching quickly. I will be distributing a budget calendar in the near future and scheduling meetings with department heads to begin the budget development process.

DRS Audit

Nakisha is completing the corrective actions identified during the recent Department of Retirement Systems (DRS) audit and is working to ensure all necessary updates are finalized.

Business Licensing

Dalyn and I recently met with representatives from the Department of Revenue to discuss the State's business licensing service. Under this program, the State administers business licenses and collects associated fees on behalf of participating jurisdictions at no cost to the City. Should the City choose to implement a local business license requirement in the future, participation in this service would be required.

I appreciate the opportunity to serve in this position and look forward to keeping you informed on these and other important projects as they progress.

Respectfully,
Julie Pope
Clerk-Treasurer