

City of McCleary

STAFF REPORT



To:	Mayor and Council
From:	Julie Pope, Clerk-Treasurer
Date:	7/6/2026
Department:	Finance

Mayor and Council,

It is hard to believe my first month is already in the books. It has been a fantastic experience, and I am really enjoying getting to know the City's incredible staff. I feel especially lucky to have Nakisha and Lori Ann on my team; they have both been amazing to work with.

Below are some of the things we have been working on:

Policy Updates

We are currently reviewing our Payroll, Cash Receipting, and Utility Billing policies. This review aligns our current practices with the State Auditor's best practices and internal control requirements to ensure operational checks and balances.

At the recent policy committee meeting, we discussed creating a new fund for the Community Center. All the rental monies received would go into this fund and would be used for maintenance and repairs.

Employee Benefits & Open Enrollment

We recently identified some employee benefits—such as AFLAC and the Nationwide 457 plan—that have not been consistently presented to new hires and may be underutilized by current staff. To address this, we are planning a benefits fair during this fall's open enrollment period. This event will feature a presentation detailing our current offerings and upcoming changes for the new plan year. We also intend to invite vendor representatives so employees can ask questions specific to them and their families.

DRS Audit

I would like to recognize and thank Deputy Clerk Nakisha Pryor for her hard work and dedication in completing the DRS Audit. The project is on track and is expected to be completed by the end of this month.

Excise Tax Amendments

We recently submitted amended Excise Tax Returns for 2022 and 2024 to the Department of Revenue. It was brought to our attention that credits had been reported incorrectly. Rather than reporting the actual monthly billing amounts, a consistent amount was entered each month. As a result of these corrections, we anticipate receiving approximately \$6,000 in tax credits.

Municode Software

Municode software is currently used to prepare and manage City Council meeting agendas. This software will reach its end-of-life on June 30, 2027. We have scheduled a meeting with CivicPlus on July 7 to discuss replacement agenda management software, as well as their public records management solution.

Comcast Internet and Equipment Review

I would like to recognize and thank Dalyn for meeting with Comcast to review the City's current internet services and equipment. Her efforts in evaluating our infrastructure and identifying opportunities to improve internet speeds have been invaluable and greatly appreciated.

Service Contracts Review

Staff are currently conducting a comprehensive review of all service contracts to determine which services are actively utilized and which may no longer be necessary. This review is intended to identify potential cost-saving opportunities for the City while ensuring essential services continue to be maintained.

Respectfully,

Julie Pope
Clerk-Treasurer