



# Department Report

---

Report Title: Finance and Administration Department – February 2023  
Report Highlight: Completed lease analysis for early implementation.  
Name and Title: Allison Martin, Finance Director

## Recently Completed:

- Held utility retreat.
- Obtained data for the lead and copper survey.
- Held planning meeting with staff on silt study for the reservoir.
- Assisted grant writers with the submission of two grants; lead and copper and lift station rehabilitation.
- Phase II of Debtbook software implementation completed.
- RFPs for the new website consultant is under review

## Underway:

- Intern working on asset review and data capture
- Internal audit of assets – 95% complete
- Administration of American Rescue Plan (ARP) grant
- Establish and set up Employee Portal on new software; implement and train employees on benefits and use.
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.

## Near Term:

- Update financial policies.
- Update purchasing policy to include a vendor preference provision.
- Develop and implement employee meetings to provide appropriate training and update HR forms; promote employee education related to City retirement plans.
- Review additional finance files in long-term storage to determine what should be destroyed per the retention schedule.
- Audit of Utility Billing address points against MSAG/E911/USPS data.