



Department Report

Report Title: Finance and Administration Department – March 2023
Report Highlight: Successful meeting with GDOT regarding project funding
Name and Title: Allison Martin, Finance Director

Recently Completed:

- Website proposal review completed.
- Preliminary work on Park Street Grant with grant writers.
- Pre-planning for council retreat.
- Master Gardeners meeting and site visit.
- TSW preliminary discussions on ordinance work.

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.