



# Department Report

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Report Title: Finance and Administration Department – May 2023  
Report Highlight: Virtual voicemail boxes were initiated to enhance customer service.  
Name and Title: Allison Martin, Finance Director

## Recently Completed:

- Budget review meetings with departments.
- Continued work on rate study materials and meetings.
- Began to plan the next GovDeals sale.
- Workers Compensation audit completed.
- Met with a firm to obtain proposal for real estate strategy for the City.

## Underway:

- Updated our investment ladder as instruments were coming to renewal.
- 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.