



Department Report

Report Title: Finance and Administration Department – June 2023
Report Highlight: Bond rating review call with S&P.
Name and Title: Allison Martin, City Manager

Recently Completed:

- Budget preparation for our meetings and preliminary presentation.
- Continued work on rate study materials and meetings.
- Continued work on the next GovDeals sale.
- Updates to the investment ladder completed.

Underway:

- Review of our GIS data by a third party.
- Inventory module discovery for design and implementation.
- GASB 96 – subscription management - collection work on agreements started.
- 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.