



# Department Report

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Report Title: Finance and Administration Department – August 2023  
Report Highlight: ServLine Leak Protection Rollout & Training  
Name and Title: Allison Martin, City Manager

## Recently Completed:

- Implementation of GIS recommendations.
- IT and cybersecurity meeting.
- Lead and Copper Inventory GIS map app creation underway
- Stormwater Level of Service preliminary document drafted.
- Continued meetings with Lumpkin County Water Authority.
- Meeting with Public Housing Authority and completion of reports.
- Reservoir Dredging Grant submitted for review.

## Underway:

- ServLine Leak Protection utility billing setup.
- Preparation for 2024 open enrollment and retirement meeting for employees.
- 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.