



Department Report

Report Title: Finance and Administration Department – October 2023
Report Highlight: GIS Field Maps launched for Distribution/Collection Staff
Name and Title: Allison Martin, City Manager

Recently Completed:

- Go Live date for the ServLine program
- GMRC and staff continued work on Zoning Map updates.
- Orientation with CPL and set up for on-site office space.
- Notification of formal grant award of \$66,000 lead and copper service line inventory.
- Stormwater Level of Service preliminary to legal for review/comment.
- Continued meetings with Lumpkin County Water Authority.
- Reservoir Dredging Grant submissions based on reviewer's comments.
- 2024 Open enrollment completed.
- Audit field work, initial testing, completed.

Underway:

- Onsite social security representative 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 the 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 the 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.