



Department Report

Report Title: Finance and Administration Department – November 2023
Report Highlight: Confirmation of Social Security 101 Class for Employees
Name and Title: Allison Martin, City Manager

Recently Completed:

- ServLine implementation complete and transitioned into the monthly reporting phase
- GMRC and staff continued work on Zoning Map updates.
- CPL is on-site weekly and conducts meetings with developers and staff.
- Approval 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.
- Audit entries and prep work for more fieldwork.

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.