



Department Report

Report Title: Finance and Administration Department – January 2025
Report Highlight: Met all federal and state reporting requirements for payroll & AP.
Name and Title: Kimberly Stafford, Finance Manager

Recently Completed:

- Water/Sewer masterplan update kickoff meeting and data work underway.
- Annual Water Audit pre-work underway.
- Onboarded new city clerk and she is already making a positive impact to work flow processes and compliance matters.
- Lead and Copper grant submissions completed thru draw #5. We've requested over \$35,000 in reimbursements for the program for work completed on behalf of the city.
- FY24 audit work is underway.
- Zoning map headed to final approval.
- CPL is on-site weekly and conducts meetings with developers and staff.
- Continued meetings with Lumpkin County Water Authority. Comments received from authority, in review by legal.

Underway:

- Inventory module discovery for design and implementation.
- 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.
- Staff are updating forms for standardization.

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;
- 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.