



Department Report

Report Title: Finance and Administration Department – May 2025
Report Highlight: Completed review of Utility accounts receivable and outstanding debt placement with Penn Credit.
Name and Title: Kimberly Stafford, Finance Manager

Recently Completed:

- Compilation of property and easement files.
- GIS mapping of 80% of our right-of-way
- Completed annual GOMI report (government management indicators).
- Water/Sewer masterplan population and growth projection line chosen.
- Continued conversations with grant writers and congressional representatives regarding KOYO Lift Station funds.
- Civic Plus Meeting and Agenda software setup ongoing for new platform. Estimate go live is July 2025.

Underway:

- Inventory module discovery for design and implementation.
- Internal audit of assets – 95% complete
- 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 continues to review forms for needed updates.

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.