



# Department Report

---

Report Title: Finance and Administration Department – July 2025  
Report Highlight: Our BS&A Employee Self Service Portal launched July 9<sup>th</sup>.  
Name and Title: Kimberly Stafford, Finance Manager

## Recently Completed:

- Compilation of property and easement files. Road files are nearing completion.
- GIS will continue mapping our street ROW based on the work on the research project.
- 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 Fall 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.