



Department Report

Report Title: Finance and Administration Department – August 2025
Report Highlight: Submission of Census Data for annual pension calculation to GMA.
Name and Title: Kimberly Stafford, Finance Manager

Recently Completed:

- Compilation of property and easement files continues.
- 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.
- Application for dredging grant funds.

Underway:

- Inventory module discovery for design and implementation; preliminary review at department and purchasing level to be completed by early September.
- Internal audit of assets – 95% complete
- Employee Benefits packet review for calendar year 2026.
- 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.