



## Department Report

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Report Title: Finance and Administration Department – September 2025  
Report Highlight: Write-off of uncollectable accounts.  
Name and Title: Kimberly Stafford, Finance Manager

### Recently Completed:

- Compilation of property and easement files complete/moving to database creation.
- ISO work to aid fire department with community survey.
- 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.
- Completed review of employee benefits package. To council for final decision.

### 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
- 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.