



Department Report

Report Title: Finance and Administration Department – November 2025
Report Highlight: Open enrollment meetings held and employees registered.
Name and Title: Kimberly Stafford, Finance Manager

Recently Completed:

- Compilation of property and easement files complete/moving to database creation.
- Searchable Database for right-of-way documents available to staff.
- GIS will continue mapping our street ROW based on the work on the research project.
- KOYO Lift Station funds approved – awaiting contract docs from federal government.
- Open enrollment meeting scheduled & open enrollment period established.

Underway:

- Inventory module discovery for design and implementation; preliminary review at department.
- Internal audit of assets – 95% complete
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.
- Staff continue 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.