



Department Report

Report Title: Finance and Administration Department – January 2026

Report Highlight: City servers are now virtualized.

Name and Title: Kimberly Stafford, Finance Manager

Recently Completed:

- Compilation of property and easement files complete/moving to database creation continues.
- Searchable Database for right-of-way documents available to staff.
- Phase I of the Master Plan update for Water and Sewer is wrapping up.
- KOYO Lift Station funds approved – awaiting contract docs from federal government.

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. – We have an intern starting in February to work on this project.
- 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.