



Department Report

Report Title: Administration – February 2026
Report Highlight: Completed staff work on Phase I of the Water/Sewer Master Plan.
Name and Title: Allison Martin, City Manager

Recently Completed:

- Hosted Leadership Lumpkin – Local Government Day afternoon session.
- Facilitated community meeting regarding traffic congestion improvement during large events on Morrison Moore.
- KOYO Lift Station funds approved – awaiting contract docs from federal government.

Underway:

- Intern is working on drafting new financial policies and procedures.
- Revenue compliance audits.
- Inventory module design and implementation planning.
- 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 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.