



Department Report

Report Title: Administration – April 2026
Report Highlight: Housing Team Site Visit – Workforce Housing – Cleveland, GA
Name and Title: Allison Martin, City Manager

Recently Completed:

- Letter of Support – Peaks of Dahlonega – Senior phase.
- Zoning Ordinance next steps meeting.
- Utility Director 2nd interviews
- Draft of financial policies and procedures
- Preliminary work on training for planning commission/joint with Lumpkin County – host locally.

Underway:

- Intern is working on drafting revenue handbook and budget book
- Revenue compliance audits about 950% complete.
- 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:

- 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.