



Department Report

Report Title: Administration – May 2026
Report Highlight: EPA approved the Koyo project – 45 days away from documents and our grant writers got that in writing!
Name and Title: Allison Martin, City Manager

Recently Completed:

- Zoning Ordinance work continued looking at potential revisions and maps.
- Utility Director extended job offer.
- Draft of financial policies and procedures – first review completed
- Preliminary work on training for planning commission/joint with Lumpkin County – host locally.

Underway:

- Revenue compliance audits are about 95% 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.