

Administrator/Finance Director Report 2/8/2022

ARPA Funds

1. Watched webinar regarding final rule
2. Slide deck from webinar attached under agenda item 7

Audit

1. Representatives from WIPFLI will be at City Hall February 28-March 4 to conduct final fieldwork
2. Staff is working on closing year end and uploading documents to provide to the auditor in advance of the on-site visit

Elections

1. There will be a Primary on February 15 for School Board race only
2. Ballots were picked up from County on January 24
3. 146 absentee ballots have been issued as of 2/3/2022
4. SVDs visited nursing home and care facilities on February 2 & 3
5. The Elections Commission will be requiring Clerks to use a .gov email address for communications with them in the near future. Jennifer is working on securing a .gov domain

Human Resources

1. Recruitment for the Aquatic Manager and Lifeguards have been posted on NeoGov, the City's website and at the high school
2. We have received one application for the Aquatic Manager and an inquiry from another interested candidate for either manager or lifeguard

Miscellaneous

1. Leadership met with CVMIC on February 3 to review the work plan for 2022 among other items we discussed employee training in 2022 including Anti-harassment and Inclusion
2. Jennifer and I are working with other staff on a transition from TAS to Columbia County dispatch for after hour emergency phone services

Property Taxes

1. Property tax collection wrapped up Monday, February 7
2. A total of \$5,519,927.73 was collected by the City which is approximately 77% of the total taxes due
3. Fifteen (15) payments were collected online