



City Administrator's Report June 2022

City Administrator Search. Staff is working to provide timely information to SGR that will allow them to advance in the search process as efficiently as possible.

Annual Budget Preparation. Department heads are currently working on their initial planning in advance of next month's budget workshop. I'll be meeting with each of the departments in the coming weeks to discuss details.

Administrative Department updates:

- Utility Clerk staffing. Tyia Dixon has been hired as our new Utility Billing Clerk. She's been on board two weeks now and is training with Krysten who will transition to Building Permit Clerk full time once Tyia is done with training. This will bring staffing back up to two clerks in the front office. Stop by and meet her if you've not had the chance, we believe she will be an asset to the City and be an integral part of delivering exception service to residents.
- Records retention project. The City Secretary has scheduled a 3rd party review of City records in early September to ensure that we are compliant with retention requirements. This is part of a larger project to update our Records Management policies and procedures.