Finance Department

November 2021 Department Report

- Attended numerous meetings with City Manager, Public Works Director, Deputy Clerk & Accounting Specialist to discuss grants and how to spend Junior House Bill Grant for Youth and Community Programs
- Scheduled time for Wireless Access Points to be installed throughout City Hall
- Set up new NMFA loan in accounting software
- Received $300,000 reimbursement for Fire Truck
- Received donation check from Bill Brown's Estate, set-up a new restricted fund specifically for this funding
- Attended kick-off meeting with Electrician for Electric Sign Project
- Electric Sign has shipped, should be received, and installed before Christmas
- Attended planning meeting for Voice over IP phone system. This will save the City $123/month. This system will allow us to cancel Verizon Service on Municipal Clerk, Deputy Clerk, Accounting Specialist and Treasurer cell phones. We will still have a landline at City Hall and the Fire Department for emergencies. This will include GoToMeeting seats for each employee rather than just the Municipal Clerk and Treasurer having a seat. Phones were received on 12/7/21. Employee training for phones is 12/14/21, Go live is 12/15/21. There was an invested of $4,000 for equipment, but monthly rate will save us $123/month.
- Stephanie and Angela attended Budget Conference virtually
- Conducted job interviews for Finance Clerk. We have offered the job to a candidate. Upon receiving the background check, candidate will start hopefully next week.
- Attended meetings with United Business Bank for investing and protecting the Cities money. We left $1,000,000 in the city checking account which has been changed to an interest bearing checking account with a rate of 0.20%. The remainder of the 2.4 million was moved to an ICS account which is not interest bearing, but is liquid and 100% FDIC insured.

- Attended meeting with Comcast about getting fiber at City Hall. We are still in discussions about the cost. Fiber would give the City its own pipe of internet that is not shared with anyone else. It would be active 99.9% of the time. Would give us faster upload and download speeds.