

# Memo

To: Mayor Samuelson  
Cc: Kathleen Landel  
From: Debbie Mahler  
Date: 2/3/2011  
Re: 2011 Department Work Plan

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The top priorities and goals for the Finance and Records Department for 2011 are as follows:

- Finance Committee – I would like to rotate Council membership on the Finance Committee either quarterly or semi-annually. I will be putting out a schedule of meetings for the finance committee and also plan to do a comprehensive quarterly budget review after each quarter this year instead of just one mid-year review.
- Accounting software report training – Our accounting software has numerous capabilities for financial reporting that we are not yet using. I would like the staff and I to attend Vision Software reporting training this year so that we can take advantage of those capabilities.
- Our new utility billing software should be in place by May/June of this year and all staff in the department will be trained on its use.
- We will be hiring and training a new employee for the front desk position. Annette will be leaving the City in August. We will need to schedule the hiring process on a schedule that will give adequate time for training the new employee before Annette leaves.
- We plan to implement automated direct payroll deposit for employees and look into the possibility of accepting debit/credit card payments for city charges and possible on-line payment for utilities. If we can do this in a cost effective way, it would be very convenient for our residents.
- I will be working with Thomas Gill to get the up to date version of the Municipal Code online at the City's website. The website is the place most people go to read the code, yet it is very out of date. Internally, the code is very up to date, the version on the web should match.
- Public records training for both staff and City Council. We need to put together and electronic records management program that both staff and the Council can use. This will make public disclosure requests easier, faster, and more accurate.