

MEMORANDUM

Date: 07.19.26
To: Mayor & Council
From: Scott Albert
Subject: Weekley Report for Week 07.18.26

The following report is not intended to be an all-inclusive summary of my activities for the week.

- **IT**
 - a) Spent Monday morning with IT staff setting up the I: drive on my computer to provide access to Incode and addressing other IT-related matters.
- **Ardurra Virtual Meeting**
 - a) Participated in a virtual meeting regarding ongoing projects and future project planning.
- **Downtown Street Lights**
 - a) Although the original downtown street lighting grant included funding for 50 street lights, the current project scope has been reduced to 30. Clarification is needed regarding the reason for this significant reduction in the number of lights to be installed.
- **Prosperity Bank Training**
 - a) Participated in online training to obtain access to the City's bank accounts.
- **TDEM**
 - a) Met with TDEM regarding grants for the Fire Station, Concession Stand, and Water Park projects.
 - b) Need to verify whether insurance proceeds were received for the Fire Station and Concession Stand.
 - c) Spent the majority of Friday morning coordinating with TML and the City's windstorm insurance broker. During this process, I learned that the City's windstorm insurance premium had not been paid.
 - d) In the afternoon, I focused on addressing the windstorm insurance payment requirements and becoming familiar with the associated processes.
- **Payroll**
 - a) Processed payroll for the week. Minor adjustments to the Incode payroll module remain and will be addressed this week.
 - b) Continued discussions with third-party vendors regarding outsourcing payroll services and anticipate presenting options to the City Council by August.

c) Participated in virtual SwipeClock training

- **TMRS**

- a) Submitted the June TMRS monthly contributions before the July 15 deadline.
- b) Unfortunately, the April and May TMRS contributions were not submitted by the required deadline, resulting in interest penalties.
- c) **Reminder:** TMRS monthly contribution reports must be submitted on or before the 15th of each month to avoid the assessment of interest charges.

- **John Whiting**

- a) Researched zoning and platting requirements and identified a potential path forward for Mr. Whiting regarding the construction of a residential home behind the Taft Blackland Museum.

- **City Council Meeting**

- a) Participated in the July 14 City Council meeting.

- **Public Engagements**

- a) Met with Pastor Ward and members of the First Baptist Church congregation on Sunday.
- b) Had dinner with the Fire Chief and several members of the Fire Department.
- c) Attended the Mayor and City Managers Dinner in Rockport.

- **AUDIT FOR YEAR-END 2024**

Started to upload data to the auditors online engagement below a list of a few items that I uploaded over the past few days:

- a) 100 bank statements for FY 23/24 before the auditor organizer would not allow me to upload any further documents since the maximum allowed document was reached. The auditor will need to adjustments this limitation because we have 168 statements for FY 23/24 (14 accounts x 12 months)
- b) 14 October 2024 checking bank statements were uploaded.
- c) 13 Monthly TMRS payments for FY 23/24 were uploaded.
- d) TMRS Member Service Credit report was uploaded.
- e) I started reconciling the 168 monthly bank statements but encountered a minor issue I need to address Monday. The beginning fund balance for the Prosperity General Fund Prosperity General Fund account was from 2016. Need to determine if the city has overlooked reconciling the bank accounts within Incode since 2016.

I am providing you with the following list of tasks that need to be completed for the audit to provide you with an understanding of the scope of work associated with an annual audit.

General Information for the Audit:

- a.) September 2024 bank and certificate statements and reconciliations.
- b.) October 2024 checking bank statement.
- c.) Investment policy.
- d.) Water pumpage (total water leaving the system) for the fiscal year.
- e.) Fiscal year 2024 tax rate ordinance (adopted in September 2023).
- f.) September 2024 monthly property tax collection reports from the tax collector.
- g.) Monthly TMRS payments for the fiscal year.
- h.) From the TMRS City Portal the listing of Member Service Credit report.
- i.) April 2024 ARPA filing.
- j.) Copies of any council approved budget amendments.
- k.) Copies of any ordinances changing the permit or utility fees since October 2022.

Incode Reports for the Audit:

- a.) Trail balance as of September 30, 2024.
- b.) Trail balance as of September 30, 2023.
- c.) Accounts payable open items report as of September 30, 2024.
- d.) Accounts payable history check report for the months October and November 2024.
- e.) Payroll leave request through September 30, 2024, by department with print liabilities checked.
- f.) General ledger detail listing for 2022-2023 with Vendor name.
- g.) General ledger detail listing for 2023-2024 with vendor name.
- h.) General ledger detail listing for 2024-2025 with vendor name.
- i.) Payroll register for the first pay period October 2024.
- j.) Payroll history report for the fiscal year.
- k.) Budget comparison report from report generator in general ledger module with current budget and original budget for FY 2024.

Utility Billing Reports for the Audit:

- a.) Monthly billing report for October 2024.
- b.) Monthly billing report for November 2024.
- c.) Account balance report with balance to print thru 09/20/24.
- d.) Account aging report as of 09/30/24.
- e.) Deposit listing as of 09/30/24.
- f.) Consumption ranking for water top 10 for the fiscal year.
- g.) Billed consumption report for the fiscal year.

