



**Town of Bowling Green – Clerk/Treasurer’s  
Council Monthly Report/Project Update  
For April 2018**

Prepared By: Melissa Lewis

Date: 4/30/2018

Additional and/or Support Materials Attached: Yes  No

**Utility Billing:**

- Mailed cut off notices, negotiated payment plans, followed up on non-payment of negotiated dates and initiated disconnection of service for non-payment.
- Set up accounts for 17 new customers.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Issued work orders for replacement of meters for customers with chronic usage issues.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered 51 work orders into Mobile 311 for Public Works and Utilities.
- Worked with customers to understand the proposed new rate structure.
- Loaded and prepared handheld meter reader for meter reading.
- Troubleshoot issues with handheld meter reader, remedied problem, and created step by step directions for Public Works Staff to avoid future complications.

**Payroll/Human Resources:**

- Received and reviewed employee’s time cards for accuracy.
- Prepared 2 bi-weekly payrolls to include: initiating of bank file for Direct Deposit payments, independent tracking of leave, preparation and distribution of direct deposit and leave statements to staff.
- Reported and paid State and Federal Withholding, Social Security, and Medicare following each payroll.
- Reconciled and reported quarterly Federal and State tax withholding.
- Prepared, reconciled, and submitted payment to ICMA-RC for VRS Hybrid Retirement Employees following each payroll.
- Prepared, reconciled, and submitted a monthly report and payment to Virginia Retirement System.
- Met with Public Works and Utilities Superintendent and staff member regarding a personnel issue.
- Converted employees leave and updated accrual based on Personnel Manual changes.
- Reformatted leave tracking spreadsheets to reflect updated accrual rates and converted PTO leave.
- Submitted termination of full time status for two employees to update VRS, ICMA-RC, Nationwide, and VACORP benefits.
- Received inventory and reconciled missing uniforms for terminated employee. Made adjusting entries to employee’s paycheck to cover cost of missing uniforms.
- Submitted new fulltime status for one employee to update VRS.
- Secured quote for insurance benefits for new full-time employee.
- Scheduled meeting with Nationwide Representative to speak to staff about 457 differed comp benefits.
- Received and distributed updated VML workers comp information and materials.

**Treasurer/Financial:**

- Scheduled audit of FY17 financial records with Davis and Associates.
- Worked extensively with former CPA, Sheila Minor, to provide documentation for discrepancy of carry over fund amounts from FY17 into FY18.
- Worked with current CPA, John Montoro, to complete monthly bank reconciliations for July 1, 2017 to December 31, 2017.
- Responded to USDA's request for financial statements to proceed with grant for Public Works and Utilities trucks.
- Entered numerous Adjusting Entries as identified by former CPA, Lance Wolf, in his preparation of the Financial report.
- Reviewed and posted Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewed and posted Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewed and reconciled bank deposits prepared by the Accounts Clerk.
- Entered and reconciled tax and utility payment made online.
- Provided Department Heads with updated budget summary.

**Town Clerk:**

- Responded to more than 800 public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Assisted Town Manager, Police Chief, and Public Works and Utilities staff in researching information pertaining to Town Code, policy, accounts payable transactions, and customer usage.
- Maintained a list of Agenda items for Town Council, Planning Commission, and EDA
- Prepared Packets for monthly Town Council, Planning Commission, and EDA
- Prepared Meeting Minutes for 2 Town Council Meetings.
- Updated the Town's website with current news items, meeting agendas and items, Minutes from December 2016 – current.
- Followed up on insurance claim with VML regarding a claim that was denied in August of 2017.
- Organized kitchen store room to prepare it for use as our immediate storage area. Zoning records will be kept in the area for ease of access, allowing the stage storage area to remain for long term storage.
- Spoke with ServiceMaster about cleaning contract for Business Office and Police Office.
- Met with contractor about set up of Town Hall events and complaints received from rental customers.
- Received and remedied complaints from customers renting Town Hall.
- Currently working on detailed list of expectations for contractor setting up and cleaning Town Hall before and after events.

**Meeting attended:**

- April 5 Town Council Meeting
- April 23 Work session
- 4 weekly staff meetings
- Numerous meetings via phone with TSYS to initiate credit card processing.

**Attachments:**

- Town Hall Rental Report
- Tax collection summary

**Heads Up Items:**

The night of the meeting an Expense Summary report will be placed on the table. The report is to inform Council of our current Budget status and will be produced monthly the day of the Council Meeting to give the most up to date figures.

Current and Delinquent Tax Collection  
as of 05/01/2018

Tax Year	Due at time of billing	Paid since billing	Total outstanding	% collected
<b>Personal Property</b>				
Delinquent	32137.01	2,412.36	29,724.65	7.51%
2017	63576.71	57,905.20	5,671.51	91.08%
<b>Real Estate</b>				
Delinquent	16811.22	2,343.39	14,467.83	13.94%
2017	139069.07	135,161.69	3,907.38	97.19%
<b>Tax District</b>				
Delinquent	10910.76	6,248.52	4,662.24	57.27%
2017	19777.68	17,708.60	2,069.08	89.54%
<b>Totals</b>	<b>282282.45</b>	<b>221779.76</b>	<b>60,502.69</b>	<b>78.57%</b>

TOWN HALL RENTALS

April 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
20	Activities Program	Yoga/Pitaiyo	600.00
1	Wilson Cindy	Birthday Party	575.00
1	Diamond, Nikki	Wedding & Rec	675.00
1	Hero's Dinner	Dinner	FREE
1	Donald, Casandra	Reception	675.00
1	Town Council Meeting	Meeting	N/C
1	TC Special Meeting	Meeting	N/C
1	Ordinances & Policies	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	EDA	Meeting	N/C
1	U.S. Census	Meeting	N/C
1	A. P. Hill	Meeting	N/C
1	Personnel Committee	Meeting	N/C

FUND #--100

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING \$
12110	**COUNCIL AND ADMINISTRATOR EXPENSES	195,640.00	199,804.00	166,892.63	166,892.63	.00	32,911.37	16.47
12410	**PRAIRIER'S EXPENSES***	171,620.00	174,588.90	147,039.19	147,039.19	.00	27,549.71	15.77
12500	**OUTSIDE AGENCY/ COMM DONATION***	4,500.00	3,367.10	3,367.10	3,367.10	.00	.00	.00
31100	**POLICE DEPT. EXPENSES***	78,700.00	78,700.00	68,843.41	68,843.41	.00	9,856.59	12.52
32100	**DONATIONS - STATE FUNDS***	10,000.00	11,000.00	11,000.00	11,000.00	.00	.00	.00
32200	**BG/VPD DONATION***	1,000.00	1,000.00	1,000.00	1,000.00	.00	.00	.00
32300	**BG/VPD DONATION***	1,000.00	1,000.00	1,000.00	1,000.00	.00	.00	.00
41000	**STREET/SIDEWALKS***	31,500.00	34,000.00	32,143.73	32,143.73	.00	1,856.27	5.45
42300	**REFUSE COLLECTION EXPENSES***	89,500.00	89,500.00	67,649.95	67,649.95	.00	21,850.05	24.41
43100	**PUBLIC WORKS***	124,820.00	130,820.00	116,303.08	116,303.08	.00	14,516.92	11.09
71310	**TOWN HALL EXPENSES***	33,000.00	30,500.00	25,035.89	25,035.89	.00	5,464.11	17.91
72000	**ACTIVITY PROGRAM***	7,500.00	7,500.00	7,420.00	7,420.00	.00	80.00	1.06
73000	**ECONOMIC DEVELOPMENT & TOURISM**	20,000.00	20,000.00	16,072.46	16,072.46	.00	3,927.54	19.63
81000	**ECONOMIC DEVELOPMENT***	5,000.00	5,000.00	1,350.00	1,350.00	.00	3,650.00	73.00
410501	**TRANSPORTS OUT***	275,689.00	483,689.00	351,689.00	351,689.00	.00	132,000.00	27.29
	-- FUND TOTAL--	1,049,469.00	1,270,469.00	1,016,806.44	1,016,806.44	.00	253,662.56	19.96

FUND #--300

300100	**CAPITAL PROJECTS FUND(GP)***	6,490,000.00	6,558,000.00	247,362.22	247,362.22	.00	6,310,637.78	96.22
	-- FUND TOTAL--	6,490,000.00	6,558,000.00	247,362.22	247,362.22	.00	6,310,637.78	96.22

FUND #--400

71100	**HARVEST FESTIVAL***	23,500.00	23,500.00	22,209.35	22,209.35	.00	1,290.65	5.49
	-- FUND TOTAL--	23,500.00	23,500.00	22,209.35	22,209.35	.00	1,290.65	5.49

FUND #--420

500400	**DEBT SERVICES***	78,075.00	78,075.00	78,167.50	78,167.50	.00	92.50-	.11-
	-- FUND TOTAL--	78,075.00	78,075.00	78,167.50	78,167.50	.00	92.50-	.11-

FUND #--500

500100	**WATER OPERATIONS***	210,081.33	280,262.33	233,795.75	233,795.75	.00	46,466.58	16.57
500500	**WATER CIP***	20,181.00	.00	.00	.00	.00	.00	.00
	-- FUND TOTAL--	230,262.33	280,262.33	233,795.75	233,795.75	.00	46,466.58	16.57

FUND #--520

500100	**SEWER OPERATIONS***	409,700.00	430,200.00	356,464.93	356,464.93	.00	73,735.07	17.13
500500	**SEWER CIP***	20,500.00	.00	.00	.00	.00	.00	.00
	-- FUND TOTAL--	430,200.00	430,200.00	356,464.93	356,464.93	.00	73,735.07	17.13

-- FINAL TOTAL--

8,301,506.33 8,640,506.33 1,954,806.19 1,954,806.19 .00 6,685,700.14 77.37