



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

Prepared By: Melissa Lewis

Date: 2/27/2018

Additional and/or Support Materials Attached: Yes  No

**Utility Billing:**

- Worked with Sensus to troubleshoot handheld meter reader issues.
- Loaded and prepared handheld meter reader for meter reading.
- Issued Utility Deposit refunds to closed accounts.
- Mailed cut off notices, negotiated payment plans, followed up on non-payment of negotiated dates and initiated disconnection of service for non-payment.
- Provided Dept. of Social Services requested paperwork to help customers obtain assistance with utility payments.
- Set up accounts for 8 new customers.
- Researched customer accounts based on customer-initiated inquiries to determine possible leaks, billing errors, etc.
- Made adjusting entries when necessary based on research of customer accounts.
- Entered 78 work orders into Mobile 311 for Public Works and Utilities.

**Payroll/Human Resources:**

- Requested, reviewed, and verified state and federal tax forms for new employee. Set up new employee in payroll system.
- Received and reviewed employee’s time cards for accuracy.
- Prepared bi-weekly payroll 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.
- 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.
- Researched Law Enforcement Supplemental Benefits through VRS to provide information to Town Manager
- Researched and provide information to Town Manager on VRS Hybrid Disability Insurance program.
- Provided Vacorp requested information to enroll in VRS Hybrid Disability Insurance program.

**Treasurer/Financial:**

- Worked extensively with CPA to provide documentation for 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.
- Prepared and provided numerous FY17 general ledger, accounts payable, cash receipts, payroll, asset, and tax reports to CPA that is preparing Financial Statements for audit.
- Researched and answered questions for CPA in his preparation of the Financial report.

- Realized and rectified error in BPOL mailing, redistributed 2018 BPOL applications.
- 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.
- Research and provided information to Town Manager for FY19 Budget Preparation.

### **Town Clerk:**

- Responded to 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 Town Council Meeting.
- Prepared minutes for Joint Committee Work Session.
- Updated the Town's website with current news items, meeting agendas and items, business license applications, Commission members.

### **Meeting attended:**

- February Town Council Meeting
- Joint Ordinances/ Policies and Facilities Committee meeting.
- Budget and Personnel meeting
- 4 weekly staff meetings
- Webinar – Accela Legislative Management
- Webinar – Civic Live Solutions
- Webinar – Tsys Credit Card Processing

### **Attachments:**

- Town Hall Rental Report

### **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.

*The employees of Bowling Green, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*

TOWN HALL RENTALS

March 1, 2018

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
20	Activities Program	Yoga/Pitaiyo	470.00
1	Finch, Carolyn	Birthday Party	675.00
1	Caroline Chapter OES	Dance	250.00
1	Rappahannock Electric	Holiday Party	675.00
1	Go VA Mortgage Meeting	Meeting	N/C
1	Farmer's Market	Meeting	N/C
1	Town Council Meeting	Meeting	N/C
1	Budget & Personnel Committee	Meeting	N/C
1	Ordinances & Policies	Meeting	N/C
1	Planning Commission	Meeting	N/C
1	Facilities	Meeting	N/C

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Total

\$2070.00