



**Town of Bowling Green – Clerk/Treasurer’s  
Council Monthly Report/Project Update  
For August 2017**

Prepared By: Melissa Lewis

Date: 09/01/17

Additional and/or Support Materials Attached: Yes  No

**Ongoing:**

- Fulfilling numerous FOIA Request in timely manner.
- Responding to public in-person, telephone, and email inquiries regarding taxes, utilities, zoning, and other miscellaneous inquiries and complaints.
- Working with staff to train on Mobile311/Facility Dude for effective implementation.
- Entering Work Orders into Mobile 311.
- Working with CPA to reconcile and close out FY17 financial records.
- Preparing FY17 documents for Audit.
- Preparing delinquent BPOL and Meals Tax letters using letter templates supplied by the Town Attorney. I will be supplying the Town Attorney with a list of recipients and updating her on the statuses.
- Preparing and mailing zoning violation letters as determined by the zoning administrator.
- Preparing 2017 Real Estate, Tax District, and Personal Property Bills.
- Updating employee files, enrolling new employees in health insurance, VRS, etc.
- Completing final paperwork for terminated employees.
- Preparing July/ August Utility Bills.
- Assessing customer complaints on utility billing issuing adjustments on bills as necessary.
- Coordinating with Tara Delaney of the USDA to gather all documents and signatures needed for Police Car Grant.
- Coordinating with Tara Delaney of the USDA to gather all documents and signatures needed for Sewer Project Financing.
- Reviewing and posting Accounts Payable transactions prepared by the Accounts Clerk.
- Reviewing and posting Accounts Receivable transactions prepared by the Accounts Clerk.
- Reviewing and reconciling bank deposits prepared by the Accounts Clerk.
- Maintaining list of Agenda items for Town Council, Planning Commission, and EDA
- Preparing Packets for monthly Town Council, Planning Commission, and EDA

**Pending Actions:**

None.

**Decisions Needed:**

None.

## **Heads Up Items:**

- Currently reviewing the Town's Website to update items that are outdated or no longer correct.
- At the October meeting will present an ad to be run in the local paper for Council's approval informing residents that beginning January 1, 2018 all unpaid delinquent Personal Property, Real Estate, and 301 Tax District tax accounts will be turned over to a collections agency at which time they will owe an additional 20%.

*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

August 2017

<u>#USES</u>	<u>NAME OF USER</u>	<u>ACTIVITY</u>	<u>FEES</u>
24	Activities Program	Yoga/Pitaiyo	390.00
1	Joshua Griffin	Party	500.00
1	GWRC – Go Virginia	Meeting	N/C
1	Town Council	Meeting	N/C
1	Town Council	Special Meeting	N/C
1	Personnel Committee	Meeting	N/C
1	Caroline Remembers USO Dance	Meeting	N/C
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30	Total		\$890.00