

- **From January – April, gathered all of the 2015 financial documents that make up our 2015 Basic Financial Report**
- **Prepared Ordinances for water, sewer and refuse rate increases**
- **Implemented Ohio Online Checkbook, where we post the City's expenditures monthly (There is also a link for this website on the front screen of the City's website)**

- Met with Robin Livesay, with Miami Valley Lighting (MVL) to discuss the new Street Lighting Agreement
- Signed an Addendum that allows MVL to switch all of the City's Mercury Vapor (2016) and High Pressure Sodium (2017) cobra head street lights out to LED cobra head street lights
- In January, we mailed out 2,382 utility bills for September – December 2015

- **Gary & I met, and continue to meet, with vendors on updating our IT, phone system and document management**
- **Filed our Public Employment Risk Reduction Program (PERRP)annual report (log of work related injuries in the prior year) with the BWC**
- **Attended the Mayor's Prayer Breakfast & Economic Development Breakfast**

- Submitted an ED/GE grant reimbursement request to the County for Green Tokai's Parker Project
- Sold the 2003 Chevy Trailblazer on GovDeals for \$4,554
- Attended two GOBA meetings
- Kim began working on the Spring City Newsletter

- Attended a Solid Waste Grant kick-off Meeting, this is a mandatory meeting if you wish to submit a grant
- Submitted a Keep Montgomery County Beautiful Grant on behalf of the Leaf & Blossom Garden Club. They were awarded an \$800 grant
- Started gathering information for the income tax credit reduction

- **Auditors were here the week of March 7**
- **Gary & I met with Brookville Baseball Club Board Members to review their 2016 season**
- **Staff met with Civic Plus regarding a new website for the City**
- **Prepared financial information for the March 24 Special Council Meeting for a new fire station**

- ✓ • Attended a BWC seminar
- Met with reps from the Dayton Development Coalition
- Met with bank representatives on Direct Deposit
- Met with Green Tokai reps and prepared a Montgomery County ED/GE Grant for Green Tokai
- Attended the Tax Incentive Review Commission (TIRC) Meeting at the County

- Prepared and submitted three Montgomery County Solid Waste District Recycling Incentive Grants
- Attended a Grant Writing and Health Care Innovation workshops
- The front office staff attended the Administrative Professionals luncheon at Brookhaven

- Met with our Risk Management representative to review policies and practices for all of our departments
- Attended the ED/GE Presentation for Green Tokai for the expansion of new manufacturing lines
- Participated with the Annual Community Park Cleanup
- In April, we mailed out 2,384 utility bills for December 2015 – March 2016

- Continued to gather financial information to present to Council on a new fire station and infrastructure costs
- Implemented mandatory Direct Deposit
- To date, we've completed two payrolls under Direct Deposit with a few glitches
- Prepared bid specs for the 2016 Sidewalk Improvements Project, ADA ramps

- Received approval for all three of the Recycling Incentive Grants submitted
- Kim began working on the Summer City Newsletter
- Reviewed and worked with City of Dayton reps and Law Director Stephan on the Second Amendment to the Water Service Agreement that extends are term with the City of Dayton for an additional 15 years

- Prepared and submitted two Community Development Block Grant applications to Montgomery County
- Auditors returned to test our 2015 BFS
- Resubmitted a NatureWorks Grant Application
- ✓ • Attended Parker Avenue Roadway Extension Project bid opening

- Attended meetings with OPWC, GOBA, ProSource, Document Solutions, Green Tokai, Advance Auto and sat in on a Civic Plus webinar
- Prepared Finance presentation for June 7 Council Meeting
- Worked with Staff on Green Tokai's Groundbreaking Ceremony
- Met with our Risk Insurance representative to review our 2016/2017 renewal

- Reviewed our health insurance, dental, life and vision insurance options for 2016/2017
- Attended a pre-construction meeting for the Parker Avenue Roadway Extension Project
- Gary, Rod and I met with Bond Counsel to discuss bond financing on a new fire station

- We have a meeting scheduled later this month with our Underwriter to discuss obtaining a bond rating and bond financing for a new fire station
- Complying with the Affordable Care Act
 - Monitoring all hours worked for our part-time employees (PT have to average less than 30 hours per week)
 - Complete and distribute ACA forms to employees and file with the IRS
- Implementing VIP, our new software for Finance and Payroll

- **The Finance and Administrative Department is responsible for collection of all revenue and recording of all expenditures of City funds**
 - Quarterly water, sewer and refuse billing
 - Bi-weekly Payroll for all departments
 - Maintain personnel records for all City employees
 - Issue Purchase Orders and process vendor checks 2x a month
 - Issue a variety of permits, Building, Zoning, Electrical, etc.

- **To date:**
 - Processed 13 payrolls
 - Issued 540 Purchase Orders
 - Processed 733 vendor checks
 - Issued 203 Park Permits
 - City wide, purchased \$33,184 in fuel =
16,176 gallons
- **We are a small staff of 5 full-time employees and 1 part-time employee that runs very efficiently**