



MUNICIPAL BUILDING
655 Blacklick St.
Groveport, OH 43125
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To: Mayor, Members of City Council and Administrator

From: ^{JC} Jason Carr, CPA, Finance Director

Date: March 13, 2020

RE: Report – Committee of the Whole

The February 2020 financial report will be available at the March 23, 2020 Council meeting. The following are other projects/highlights for the previous week:

Human Resources

The process to hire a new accounting clerk has been completed and our candidate, Jason Cooper, is expected to start on Wednesday, March 18, 2020. The Finance Department has a development and training plan which includes our software provider, Civica CMI, coming on-site to the City to cover the utility software and related policies and procedures.

Utilities

The City accepts payments at the Municipal Building in the form of cash, check and credit card, our website, and finally payments processed through customers' bank accounts. We will be implementing another payment option, Automated Clearing House (ACH), which will allow customers to set a schedule for payments to be automatically withdrawn from their checking account. This new feature will be implemented for the July 1, 2020 billing cycle.

Other Items

- Renegotiated copier maintenance lease terms with GFC Leasing for Town Hall and also the Public Works Department;
- Drafting updates to the Code of Personnel Practices and Procedures, Section 6.05 *Uniforms, Taxable Income, and Reimbursements* for Administrator review and approval;
- Finalizing the pension audit being performed by the Auditor of State of Ohio.