




MUNICIPAL BUILDING
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To: Mayor, Members of City Council and Administrator


From: Jason Carr, CPA, Finance Director

Date: February 13, 2020

RE: Financial Report – Committee of the Whole

The January 2020 financial report will be available at the February 24, 2020 Council Meeting. The following are other projects/highlights for the previous week:

Human Resources

We have identified a candidate to fill the accounting clerk position in the Finance Department and are currently awaiting background check results. We hope to have this position filled by the end of February, if not sooner.

Utilities

We have requested quotes from Civica CMI, our utility software provider, for a specialized printer to generate receipts when payments are received in cash (rather than manual receipts) as well as the necessary software for ACH utility payments/automatic utility payments. When this information is available the costs will be shared with the Administrator and Council.

Purchasing

The Finance Department continues to meet its goal that invoices are paid within 30 days of receipt and would like to thank Jessica Reeves, Public Relations/Communications Coordinator for assisting with processing invoices, payments, and coordinating with other departments.

Debt Outlook and Ratings

A meeting was held with the City's underwriter, Andy Brossart, to discuss financing options for future projects, existing debt, and the City's debt rating. The Finance Department has been requested to respond to Moody's Investor Services annual update which is due by February 25, 2020.

Audit

- Met with Julian & Grube Inc. to discuss schedules and items needed for the preparation of the City's basic financial statements and audit.
- The Auditor of State of Ohio will perform an audit of the City's Ohio Public Employees Retirement System (OPERS) enrollment.
- Met with the Clerk of Council regarding the Auditor of State of Ohio's new rating system for Sunshine Laws and provided a checklist of items which will be subject to audit.
- Prepared a records retention policy/public records policy for the Groveport Community Improvement Corporation.