

City Hall March 2019 Monthly Report

Jennie Duncan

- Daily Work Orders for the Department of Public Works
- Vendors/ council packets
- Downtown Development Authority Vendors
- Monthly utility billing newsletter
- Equipment pool reports
- Payroll
- Monthly ordering
- Labor report to State of Michigan
- Miscellaneous Receivables – Invoices
- Coordinate monthly training for April – Effective Communication
- Monthly Grant Drawdowns – Pilot Grant & SAW Grant
- Research for coin acceptance policy
- Spectrum Internet new service agreement

Bridgette Miniear

- Completed Bank Reconciliation and Summary of Funds
- Calculated and mailed out monthly bills
- Completed Downtown Development Authority Bank Reconciliation
- Weekly payroll and monthly payroll invoices
- Completed monthly shut-off list
- Took minutes for Planning Commission Meeting
- Arranged training for Planning Commission
- Introduction to Public Finance Training in Lansing
- Met with Angela Hunter regarding the Farmer's Market finances
- Completed tax settlement for 2018 with county treasurer
- Revised Planning Commission Bylaws
- Completed water run sewer credits

Alyssa Rosebrugh

- Scheduled Department of Public Works Pre-Employment testing
- Scheduled Department of Public Works Interviews
- Updating all official Facebook pages to inform the public
- Parks and Recreation Committee work, brochures and meetings
- Creating flyers for Community Coffees Events
- Adding new purchases to the 2019 inventory list
- Bump-out Garden Policy – due April 30, 2019
- Department of Public Works Procedural Manual – Due April 30, 2019
- Safety Manual for city employees – Due May 1, 2019