

Accomplishments FY20

To briefly summarize the FY20 accomplishments: positive citizen engagement was enhanced, revenue increased, technology boosted and processes improved while reducing expenditures. Even through a pandemic, no late fees were imposed or external reporting late.

1. Administration Office Furniture – Designed, purchased and assembled in house under budget.
2. Conference Room Commissioner’s Desk – Built in house to accommodate laptops and electronic meeting capabilities.
3. iPhone 8 (2) purchased for W/WW Staff – E-mail access, payroll timekeeping enabled and records updated.
4. Carbonite – Backups for all computers routinely enabled with enhanced restoration capabilities for files and software.
5. Filing – Scanned and shredded 700 lbs.
6. Plan Racks – Purchased, assembled and utilized for most frequent plats.
7. Electronic Payroll – Enhanced support for app timekeeping, record keeping/reporting payment with State and Federal agencies.
8. Vendor records – Vendor information sheets, record of insurance, State and Federal 1099 tax forms updated.
9. Accufund – Better defined accounts payable; permits, utility and tax billing; invoicing and report creation.
10. Revenue increased.
11. Permit process spreadsheet available electronically.
12. Renter’s List created and identified in Accufund.
13. Office Cleaning - \$1320/year saved and security enhanced with cleaning done in house.
14. Petty Cash – Discontinued and Cash Box implemented so collections, change given, etc. is reconciled with invoices and bank statements rather on a reimbursement check basis.
15. Telephone – Office supplier changed from Verizon/AT&T to Comcast. AT&T long distance discontinued saving \$200+/month.
16. Printers – Streamlined removing two from front office and increasing printing capability to Bluetooth directly from cell phones in color.
17. Certification – Mindy received designation as Accredited Payables Specialist from the Institute of Financial Management
18. Notary – Mindy received her Maryland Notary designation.
19. Wastewater Operator 1 – Clyde completed test prep course at DelTech.
20. Wastewater Vent Pipe – Repair completed reducing pressure reading issues.
21. Water Tower Alarm – SCADA monitoring system installed to avoid water levels dropping to levels of no water service town-wide.