

Memo

To: Mayor, Council Members and Administrator Teichert
From: Mary Nicol, Administrative Services Director/Treasurer
Subject: Administrative Services Department Report
Date: June 10, 2021

Prepare budget summary for publication. Prepare budget documents for public hearing.

Utility rate table changes. New rates appear on May bill sent out in June.

Advertise and participate in interviews for Seasonal Maintenance Worker positions. Prepare documents for Investigator/Detective interviews. Participate in interviews for Patrol Officer.

Landfill software update assistance.

Utility Billing: 2,696 bills processed.

Xpress Bill Pay: Customer accounts activated: 244. Auto pay activated: 9.
Paperless billing requested: 6. Paperless billing active: 65.

Accounts Receivable: 83 invoices processed.

Accounts Payable: 455 invoices processed.

Cash Receipting: Receipts processed: 2,808; Xpress bill pay receipts: 564 (this includes payments made thru us over the phone or in person; customer using online banking or customer using Xpress Bill Pay).