

Memo

To: Mayor, Council Members and Administrator Teichert
From: Mary Nicol, Administrative Services Director/Treasurer
Subject: Administrative Services Department Report
Date: July 8, 2021

Request for proposal for audit prepared and distributed.

New hire processing for seasonal maintenance workers and patrol officers.

Budget documents prepared & distributed.

Begin preparations for fiscal year end.

Grant reimbursements processed. Final reimbursements submitted for Springline grant.

Utility Billing: 2,671 bills processed.

Xpress Bill Pay: Customer accounts activated: 32. Customer accounts active: 329.
Auto pay activated: 7.
Paperless billing requested: 9. Paperless billing active: 73.

Accounts Receivable: 68 invoices processed.

Accounts Payable: 383 invoices processed.

Cash Receipting: Receipts processed: 1,754; Xpress bill pay receipts: 611 (this includes payments made thru us over the phone or in person; customer using online banking or customer using Xpress Bill Pay).