

## Memo

**To:** Mayor, Council Members and Administrator Teichert  
**From:** Mary Nicol, Administrative Services Director/Treasurer  
**Subject:** Administrative Services Department Report  
**Date:** September 9, 2021

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Advertising for patrol officer. Prepare information for interviews.

Reviewed fiscal year 2021 financial for necessary budget amendments and prepared resolution.

Prepared and distributed pay & benefit illustrations to all employees.

Enrolled interested employees in optional payroll deduction information for MASA (Medical Air Services Association) Medical Transport Solutions.

Review ARPA funding guidelines and requirements, prepare calculations regarding income replacement & participate in WAM webinars.

Utility Billing: 2,713 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: 83 invoices processed.

Cash Receipting: Receipts processed: 2,334; Xpress bill pay receipts: 645 (this includes payments made thru us over the phone or in person; customer using online banking or customer using Xpress Bill Pay).