

Memo

To: Mayor, Council Members and Administrator Cox
From: Mary Nicol, Administrative Services Director/Treasurer
Subject: Administrative Services Department Report
Date: June 7, 2022

Budget review & preparation. Review budget with Council. Prepare additional changes and public hearing notice for newspaper.

Receive applications for Patrol Officer, and Seasonal Maintenance Worker and forward. Contact candidates and schedule interviews. Participate in interviews for Police Officer, and Seasonal Maintenance Worker.

Process paperwork for new employees.

