

Memo

To: Mayor, Council Members and Administrator Cox
From: Mary Nicol, Administrative Services Director/Treasurer
Subject: Administrative Services Department Report
Date: October 6, 2022

Pay/benefit illustrations for employees prepared and distributed.

Annual F66 State Audit report prepared & submitted.

Bulk water accounts reviewed for inactivity & contracts needed.

Reviewed accounts for write offs.

Reviewed procedure for utility accounts that did not read. Implemented new process for customer notification.

Schedule city hall carpet cleaning.

Preparations for fiscal year end audit.

Attend UW career fair.

Utility Billing: 2,678 bills processed.

Accounts Receivable: 79 invoices processed.

Cash Receipting: Receipts processed: 2,316; Xpress bill pay receipts: 775 (this includes payments made thru us over the phone or in person; customer using online banking or customer using Xpress Bill Pay).

Xpress Bill Pay: Customer accounts activated: 19. Customer accounts active: 18.

Auto pay activated: 4. Paperless billing requested: 7. Paperless billing active: 160.