

Memo

To: Mayor, Council Members and Administrator Cox
From: Mary Nicol, Administrative Services Director/Treasurer
Subject: Administrative Services Department Report
Date: June 6, 2023

Budget, projection calculations, and capital improvement/equipment plan.

Strategic planning-Budget alignment.

Pay plan & salary projections for budget.

Unified Budget & Strategic Plan meeting.

Processed new employee paperwork.

Participate in interview process for Public Works & Liaison positions.

Safety committee meeting.

