

Memo

To: Mayor, Council Members and Administrator Cox
From: Mary Nicol, Administrative Services Director/Treasurer
Subject: Administrative Services Department Report
Date: August 10, 2023

Process final batch of payables for fiscal year 2023.

Notify auditors of selection. Initial meeting to review process.

Assign activity numbers to KPI's for expense tracking from Caselle.

Implement monthly landfill free pass process. Review other options for entry and tracking.

Year End preparation continued.

