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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Bi-Weekly Administrator's Report**  
DATE: January 9, 2024

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I have the following short list of observations and information to share from the last update on December 12:

I attended the visitation for Eldon Johnson on January 2, 2024 on behalf of the City. Eldon's service on the Planning Commission was highly valued and his knowledge and observations will be truly missed. His memorial information is attached.

### **General Observations**

Staff has been working on the year-end/year-beginning tasks. Payroll transition: PTO, new tax tables, new pay rates; entering the approved budget into the finance system; preparing the summary budget for submission to the State.

### **Upcoming Meetings and Reminders:**

- January 15 – Martin Luther King Holiday; City Offices are closed
- January 15 – Fire Executive Board meets at 7:00 pm, Public Safety Building
- January 12 – 19 I will be out of the office, but available by email or phone as needed
- January 25 – City Council Meeting
- February 7 – Fire Advisory Board meets at 7:00 pm, City Council Chambers