

Ryan Waller

From: Tom Gaffigan
Sent: Wednesday, November 7, 2018 12:17 PM
To: Ryan Waller
Subject: IMU Admin Move Items

Ryan:

Below is a List of Job Duties related to City of Indianola operations that we feel do not fall within the mission of Indianola Municipal Utilities; particularly with the responsibilities we have assumed following the launch of our Telecommunications Utility.

We've also included eight other Topic Items for discussion related to our move such as; Postage Machine, Letter Opener, etc.

You are welcome to share this information with your team members in preparation for our meeting this Friday at 11 a.m. See you then.

Thanks,

Tom

Duties	Percentage of work
Fire Department Bills	3%
Ambulance Bills	2%
Parking Tags (parking passes) for Simpson etc. (tag allowing parking)	1%
Street Department AR bills	1%
Sewer Department AR bills, I & I	2%
Petty Cash	3%
Receipting in AR payments from other departments (police fire etc.)	20%
Brush Facility (start up cash, daily deposits etc.)	8%
Checking bank statements for deposits & checking that other entities have paid us	8%
Ordering Park & Rec deposits slips for their pool deposits	1%
Receipting in Cobra insurance (monthly)	1%
Department deliveries like ups, Fed Ex and all mail	50%
Phone calls and routing/receptionist work	
Directing people where to go & educate who does what and where they are located	

Other Topic Items
Postage Machine
Letter Opener
PO Box for billing

Billing Logos
Map/Flyer for customers
Move Files from City to IMU Drive
Mail
Office Furniture