



**Administrative Services Committee**

Meeting Date: August 27, 2024

Standard Operating Procedure (SOP) Project Update

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**Department:** Office of the Administrator  
**Presenter:** Kelli Walker, 311 Manager  
**Caption:** Provide a Standard Operating Procedure update.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

**Funds are** N/A  
**available in the**  
**following**  
**accounts:**

**REVIEWED AND** Takiyah Douse, Interim Administrator.

**APPROVED BY:**