

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Office

MONTH

November 2022

TASKS COMPLETED

- November billing
- Newsletters
- Leak Letters
- Payment Processing
- Claims
- Flyers – Christmas events

- Filing
- Meeting Minutes
- Snow Shoveling – City Hall
- Move-in / Move Outs
- Building Permit Records
- Ordinances filing & Summaries

PROJECTS IN PROGRESS

- Christmas event, parade permit, coordination with fire/sheriff/community/school
- Christmas lights / park decoration
- Records Destruction List
- Filing of old documents / Re-labeling and color-coding

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**

- Public has noticed increased community involvement
- Downtown lights are amazing
- Christmas event was great
- No complaints this month!