

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

October 2022

TASKS COMPLETED

- Set up new postage system with help from Allied Business Solutions
- October billing
- Leak Letters
- Newsletters
- Payment processing
- Claims
- Filing
- Meeting Minutes
- Updating of Forms
- Notices / Flyers
- Move In / Move-Outs
- Compiling Water / Sewer Tests
- Ordinances / Resolution filing

PROJECTS IN PROGRESS

- Trunk or Treat – October 31
- Records Destruction List
- Christmas event & flyers
- Flyer for water estimates
- Researching address changes to remove “1/2” for new owner

CHALLENGES / ISSUES

- Internet connectivity
- Postal Returns
- E-bill confusion “current” vs “balance”
- Water estimate questions
- Research: meter decimal places
- 1 in 4 calls have been robocalls

COMMUNITY INPUT & COMMENTS

- Trunk-or-Treat a success – bring it back next year
- Vehicles causing sight obstructions at intersections
- What resources are available for homeless / vagrants?