

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

December 2022

TASKS COMPLETED

- Payment Processing
- Claims
- 2023 Claim Folders
- MV Mondays
- Billing
- Billing Newsletter
- MV Roundup Statements
- Parade permit
- Thank you's for Christmas volunteers
- Well Logs & Filing
- Claims Filing & Scanning
- Meeting Minutes
- Agenda
- Flyers/signs for Christmas event

PROJECTS IN PROGRESS

- The new copier has been installed.
- Continued work on Records Destruction Resolution
- Continued filing and scanning of old documents
- Continued work on a procedures manual for front desk

CHALLENGES / ISSUES

- Black Mountain software continually freezes/crashes. 4 Corners is working on the issue.
- All phone issues seem to have been resolved.

COMMUNITY INPUT & COMMENTS

Continued inquiries into high water usage. Ivan & Hunter doing a fantastic job data logging meters and providing tips on where to check for leaks.

Several inquiries about RV Use in the city limits – especially on bare lots and for summer employment.