

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

July 2023

TASKS COMPLETED

- Customer Service
- Payment Processing
- Claims
- Billing
- MV Mondays
- E-payment transaction logs
- Meeting Take-Aways
- Leak Letters
- Well Log Records
- Rabies Vacc. updates
- Agendas
- Meeting Minutes
- Filing
- Billing news
- Deposits
- Flyers
- Move-In / Outs
- Late Notices
- Red Door Notices
- Calendar updates

PROJECTS IN PROGRESS

- Updating / Amending resolutions and ordinances for Council Meetings
- Filing and scanning of old documents
- Water Meter Account updates
- Parks projects: fundraisers, bike-a-thon, softball tournament
- Utility Application scanning/filing
- Creating training documents
- Baseball Team Photos
- Parks & Rec Committee
- Updating well log records
- Filing of sewer test reports
- Building Permits taken to building department

CHALLENGES / ISSUES

- Neptune system updates caused problems with meter readings. Ivan had to hand-enter the readings, and we had to adjust the readings by hand. Black Mountain was able to update the system, which fixed the issue for next month hopefully!

COMMUNITY INPUT & COMMENTS

- A BIG THANK YOU to Council Member Parnett for washing windows and dusting at City Hall!
- Several requests for an end of summer cleanup day.