

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

January 2023

TASKS COMPLETED

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Customer Service • Payment Processing • Claims • Code Enforcement Correspondence • Billing • MV Mondays | <ul style="list-style-type: none"> • Leak Letters • Dog Vaccination Clinic Details • Dog License Forms • Agendas • Meeting Minutes • Filing | <ul style="list-style-type: none"> • Billing news • Deposits • Alcohol Licensing • Move-In / Outs • Late Notices • Red Door Notices • Zoning Questions |
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PROJECTS IN PROGRESS

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| <ul style="list-style-type: none"> • Cleaning / Organizing • Mail-in Dog Licensing • Starting a new P&R • Records Destruction 2023 Resolution • Audit Reports (Billing) • Creating digital copies of paper files • Creating digital copies of resolutions | <ul style="list-style-type: none"> • Researching open burning • Researching dog chipping & processes of other cities |
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CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

- Dogs at large is a problem!
- Thank you for not approving Family Dollar Design Review.
- Hope to see Week of the Young Child
- What can we do about recycling?