

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

September 2022

TASKS COMPLETED

- * Payment processing
- * Deposits
- * Customer Service
- * Billing / Late Notices
- * Leak Letters
- * Agendas / Minutes
- * MV Monday
- * Meeting Take-Aways
- * Move in / Move-outs
- * Claims
- * Filing
- * Public Hearing Notices
- * Wellhouse Log Recordings
- * Billing Newsletter
- * Security Deposit Refunds
- * Ordinance Revisions
- * Flyers / Notices

PROJECTS IN PROGRESS

- * Postage Machine Return process / Set up of new account.
- * Trunk or Treat Coordination
- * Adding new meters IDs to Black Mountain, updating spreadsheet

CHALLENGES / ISSUES

- * Phones / Internet Connectivity

COMMUNITY INPUT & COMMENTS

- * Several complaints about high usage - will be solved as soon as new meters are installed.