



City Clerk Report

Reporting Period: January 17, 2020 – March 6, 2020

Prepared By: Monique Baker, City Clerk

Date: March 6, 2020

Council

Prepared Council meeting packets and agenda items for Council meeting.
Set up training with Jed Cox, LGA with the DCRA.

Housing

Working with the maintenance department to order materials for both of the 4 plex's and house 25 for the repairs needed.

Personnel

Maintaining and updating Personnel Files and Medical files as needed. Created new files for all new employees.
Completing and finalizing annual employee evaluations.

Community Events

Preparing for the 3 elections that will be held this year.

