



## 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.

