



CITY CLERK REPORT

Reporting Period: April 8, 2022 – May 8, 2022

Prepared By: Monique Baker, City Clerk

Date: May 8, 2022

COVID-19

Assist with travel and other COVID related matters when needed.

PERSONNEL

Reviewing applicants and setting up interviews for Accounting Clerk and Accounting Supervisor.

Reviewing employee evaluations and following up with employees that have not completed theirs.

I will be setting up New Employee Orientation soon for all the new employees.

HOUSING

Updating housing leases for a few employees. The Maintenance and Operations Department are almost finished with renovating apartment 163a.

COMMUNITY

The special election deadline is June 11, 2022. The mail out ballots were sent out beginning April 26th. I will be available to aid anyone who may need help voting or mailing in their ballot.

Beginning preparations for the Fourth of July, it is already around the corner!

