

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Diane Ellen Hunter

DEPARTMENT

City Hall

MONTH

March 2024

TASKS COMPLETED

- Entered first round of water bills with Kyla's assistance
- Handled all of the dog licensing that came through in March
- Commenced Youth Sports registrations for T-ball and Baseball teams
- Attended Parks and Rec Meeting to be better informed on City Hall's assistance to this Committee; assisted with Youth Sports rosters to show registration statuses for teams
- Closed batches and did first solo bank deposits
- Trained with Kyla and Angie as needed

PROJECTS IN PROGRESS

- Still working on logs and spreadsheets that were behind
- Started receiving Burn Permits for the season
- Preparing for summer AIC conference
- Getting familiar with standard procedures
- Still learning how to change meters out and fix meter reading issues as necessary

CHALLENGES / ISSUES

- Learning how to correct my own errors without assistance
- Handling residents' questions and concerns on my own
- Still learning how to do move-outs and move-ins as they arise

COMMUNITY INPUT & COMMENTS

- Still fielding road issues as they arise