

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Diane Ellen Hunter

DEPARTMENT

Deputy Clerk, City Hall

MONTH

May 2024

TASKS COMPLETED

---Completed first set of water bills on my own and corrected any and all errors from readings! Felt very proud! Kyla trained me well!
---Organized office a bit more; moving file cabinets and old boxes to improve office functionality and get my bearings and feel more comfortable in front office

PROJECTS IN PROGRESS

---Reviewing City Council Minutes and preparing Minutes of past minutes and printing off ones not in book; was done in part while completing an intense FOIA request and catching up with my work tasks
---Assisting with Parks and Recs tasks for T-ball/Softball recordkeeping/requests
---Assisting City Attorney with legal documents as necessary
---Trying to help Kyla as much as I can with new tasks/projects; don't know much yet but getting there.

CHALLENGES / ISSUES

---Still learning but trying to keep caught up with workload
---Trying to remain organized at all times.
---Learning as much as possible about Building permit issues/fees/processing

COMMUNITY INPUT & COMMENTS

---Feel our FOIA request fees should be raised as a suggestion
---Public interactions at City Hall seem to be increasing as summer swings in; pretty much everyone is very friendly!