

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Diane Ellen Hunter

DEPARTMENT

City Hall

MONTH

October 2024

TASKS COMPLETED

- Billing for the month of October and thereafter billing corrections as necessary ;
- Completing weekly financial spreadsheets as required and making weekly deposits as needed;
- Doing Journal Vouchers as necessary for Meadows Valley Round Up and updating MV Round up spreadsheet as necessary
- Resolving new meter issues/billing issues for new complex at 504-508 Virginia Avenue
- Resolving rate code issue with Black Mountain Software

PROJECTS IN PROGRESS

- Organization of front office space as has been ongoing
- Closing out claims for the FY 23-24
- Copying, handing out and accepting Applications for Energy Assistance Program via WICAP for processing for residents

CHALLENGES / ISSUES

- Catching up with filing and scanning claims as needed

COMMUNITY INPUT & COMMENTS

I have submitted my resignation due to my family returning to NYS. My last day will be 11-18-2024. It has been my extreme pleasure to serve the people of the City of New Meadows and get to know many of you. Best wishes to you all!