

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Diane Ellen Hunter

**DEPARTMENT**

City Hall

**MONTH**

July 2024

**TASKS COMPLETED**

- Completed my Notary Commission process; 2 Notaries at City Hall now
- Completed backed up closed batch envelopes
- Completing batches and deposits as needed with few issues

**PROJECTS IN PROGRESS**

- Catching up with minutes
- Still doing meter work on new or changed meters

**CHALLENGES / ISSUES**

- Making time to do back work
- Keeping up with filing/scanning
- Still learning BMS billing software; still learning move in/move out process

**COMMUNITY INPUT & COMMENTS**

Positive feedback at City Hall; able to assist with resolving most issues that citizen's address at City Hall