

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

DIANE ELLEN HUNTER

DEPARTMENT

CITY HALL

MONTH

August 2024

TASKS COMPLETED

- Monthly meter work and billing;
- Closing batches weekly as needed;
- Resolving meter issues as they arise;
- Assisting Parks & Rec with forms/posters as needed
- Notary obtained and notarizing documents when needed

PROJECTS IN PROGRESS

- Working on minutes; catching up;
- Scanning claims as able through days so there is not backlog;
- Filing back filing to clear office

CHALLENGES / ISSUES

- Move in / move outs continue to be a challenge but working on them one by one;
- Catching up with minutes difficult because of regular interruptions; will try to use Fridays to do this;

COMMUNITY INPUT & COMMENTS

Community members that come in City Hall are usually very happy with the assistance they receive!