

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Diane Ellen Hunter

**DEPARTMENT**

City Hall-Admin

**MONTH**

September 2024

**TASKS COMPLETED**

- Closing batches weekly
- Keeping spreadsheets updated as necessary
- September billing completed
- Caught up on all MV round up journal vouchers for year end recordkeeping
- Processed September payments
- Pulled out 2023-2024 Claims and made box of old folders so we can start new fiscal year in that filing cabinet.
- Fixed all billing issues

**PROJECTS IN PROGRESS**

- Fielding calls from the public on different events / forms
- Went through meter spreadsheet, updated it with new meter change outs and gave to Jessie to work on new meter installs

**CHALLENGES / ISSUES**

- Move in/move outs (getting better)
- Old minutes need to be finished
- Old filing needs to be done

**COMMUNITY INPUT & COMMENTS**

- Community asking many questions about the ongoing construction projects in the area.
- Residents of Peterson Memorial Area concerned about potential noise and dust from ongoing and upcoming projects.