

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

January 2024

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Load/unload meters for water meter reading
- Leak Letters
- Update social media
- Mobile Text Alerts
- Update Website
- Ordinances/ Resolutions
- Notary
- Annual Street Report
- Agenda creation for CC and Parks & Recs meetings

PROJECTS IN PROGRESS

- Closing out our Transportation Plan grant
- Doing grant research for FY24
- Working on Lien paperwork for December accounts
- Alcoholic Beverage Permits for FY24
- Updating all accounts with new card information
- Working on a new staff timesheet program

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS