

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
- Closed out Transpo Grant
- Alcoholic Beverage Permits
- Agenda creation for CC and Parks & Recs meetings
- Completed all W2, 1099's 1095

PROJECTS IN PROGRESS

- We recently started using Homebase for timesheets/ Working through troubleshooting setting up program
- BCOI – The Community Project Grant
- Energy Grant for City Hall
- Audit prep for our upcoming Audit on 2/12

CHALLENGES / ISSUES

- Being short staffed

COMMUNITY INPUT & COMMENTS