

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

December 2023

TASKS COMPLETED

- | | |
|---|---|
| <ul style="list-style-type: none">• Claims• Payroll• Billing• Email Billing• Ach Payments• Load/unload meters for water meter reading• Leak Letters | <ul style="list-style-type: none">• Update social media• Mobile Text Alerts• Update Website• Ordinances/ Resolutions• Notary• Help with Community Christmas Coordination/ Night Light Parade• Agenda Creation |
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PROJECTS IN PROGRESS

- Closing out our Children Pedestrian Safety Grant
- Closing out our Transportation Plan grant
- Doing grant research for FY24
- Working on Lien paperwork per our new Billing policy
- Research for a new timesheet program
- Annual Street Report Due Dec. 31st
- Alcoholic Beverage Permits for FY24

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS