

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

April 2023

**TASKS COMPLETED**

Claims  
Payroll  
Email Billing  
Ach Payments  
Monthly NETDMR's  
Monthly invoices & Will serves.  
AARP- Pocket Park Grant, Community Project Grant- Youth Center  
Housing Trust, Leadership Academy, and Chamber Meetings

**PROJECTS IN PROGRESS**

Researching new timesheet programs  
Stibnite Grant- Street Lights  
Laura Moore Cunningham Foundation Grant- Youth Center  
Water Project Updates /Construction Meetings (Weekly)  
Working with Airbridge on new Broadband grant for Meadows Valley  
Planning and Zoning meetings with potential developers  
Annual SLFRF Report to treasury  
Organizing Plans and City Maps

**CHALLENGES / ISSUES**

We have had intermittent phone issues with dropped calls.

**COMMUNITY INPUT & COMMENTS**