

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

November 2022

**TASKS COMPLETED**

Claims  
Payroll  
Email Billing  
Ach Payments  
Monthly NETDMR's  
Completed Building Permits for Water Project  
Coordinated C & N fixing lights in Park Restrooms

**PROJECTS IN PROGRESS**

All Seasons Plumbing took a look at the leak in the meat shop, there were multiple leaks and could take 1-2 days to fix leaks.  
I am currently writing a Construction Grant to LHTAC to repave a portion of S. Norris.  
I am working on the annual street report

**CHALLENGES / ISSUES**

We still have had issues with the internet.

We also have had a lot of returned mail

**COMMUNITY INPUT & COMMENTS**