

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

City Clerk, Admin

MONTH

September

TASKS COMPLETED

Payroll, Claims, Paying Claims, Email Billing, Auto-pay payments, Monthly DMR submission to DEQ, I submitted extension letters for our transportation plan grant and the Heigho Street project. I fully closed out 2 previous LHRIP grants for Peterson Memorial.

PROJECTS IN PROGRESS

I am currently researching companies to come and install our crosswalk system and install our radar speed limit signs.

I am doing research on a company to use a mass alert system for the City.

CHALLENGES / ISSUES

We are still having issues with our phones and the internet connection has been having small issues.

COMMUNITY INPUT & COMMENTS

The trees in the park are blocking the school reader board.