

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

March 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Monthly NETDMR's
Monthly invoices & Will serves.
Audit Prep/Annual Audit
Housing Trust, Leadership Academy, III-A, and LSRW Meetings

PROJECTS IN PROGRESS

Researching new timesheet programs
AARP Grant
Water Project Updates (Monthly)
Working with Airbridge on new Broadband grant for Meadows Valley
Website Updates
Planning and Zoning meetings with potential developers

CHALLENGES / ISSUES

Our domain expired. The city website and email accounts were down for 1 week but are now fixed.

COMMUNITY INPUT & COMMENTS