

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

City Clerk, Admin

**MONTH**

October

**TASKS COMPLETED**

- Payroll
- Claims/Paying Claims
- Submitting Monthly DMR to DEQ
- Added new budget lines to Black Mountain and opened new year
- Email Bill
- ACH payments and processing
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**PROJECTS IN PROGRESS**

We have set up our mobile text alerts program. So far we have 55 users signed up to receive City texts. Please help spread the word. Anyone who wants to sign-up can through a link on our City Website.

I have been working with Mountain Water Works and other funding agencies to ensure all documents are completed and everything is up to date for the water project.

I got a quote from Curtis Clean Sweep for the radar speed limit signs and for the crosswalk system. I also got a quote from YMC for a new heating system at City Hall.

I received the energy audit results that were completed by the U of I.

**CHALLENGES / ISSUES**

City Hall is still having some phone issues. We have been working closely with IT and 8x8 to try and get them resolved.

**COMMUNITY INPUT & COMMENTS**