

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

December 2022

**TASKS COMPLETED**

Claims  
Payroll  
Email Billing  
Ach Payments  
Monthly NETDMR's  
I finished and submitted the FY24 LHTAC Construction Grant

**PROJECTS IN PROGRESS**

On 12/6 I was able to attend the WCMHT board meeting and become a board member. The trust is focused on getting more housing in the area and currently has 13 properties 8 of which are located in New Meadows.

I have attended several other meetings with: Clearwater financial, IRWA (for our source water protection plan) Leadership Academy meetings (teaching the new cohort), McCall Chamber of commerce and a Leadership in the WCM talk.

I am working on the annual street and finance report that is due on 12/31

**CHALLENGES / ISSUES****COMMUNITY INPUT & COMMENTS**

I have heard that everyone loved the Community Christmas and night light parade that happened on Sunday.

Lots of comments on how nice the park looks with the lights and tree.