

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

June 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Monthly invoices & Will serves.
Housing Trust, Leadership Academy, DEQ little Salmon River WAG and Chamber Meetings, Council Meeting Prep
Completed Stibnite grant,

PROJECTS IN PROGRESS

Researching new timesheet programs
Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings
Planning and Zoning meetings with potential developers/ Builders
FY 24 Budget Prep
Website Updates
Scope of Work for Architect
Youth Center Grant Research

CHALLENGES / ISSUES

Empty box for Challenges / Issues

COMMUNITY INPUT & COMMENTS

Empty box for Community Input & Comments