

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

January 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Monthly IP Invoices
Monthly NETDMR's
Completed Annual Street Report
Completed Grant Application for Comp Plan, Annual Will serves

PROJECTS IN PROGRESS

Coordinating various water project meetings
Coordinating stakeholder meetings with Clearwater Financial
Updating recently passed ordinances into City Code
City website updates

CHALLENGES / ISSUES

Finding a solution for vehicles parked in the road during snow plowing hours.

COMMUNITY INPUT & COMMENTS