

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

February 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Industrial Park Invoices
Monthly Will Serves
Monthly NETDMR's
Signed Staff up for Diamond Maps access, getting items for public hearing. W2's & 1099

PROJECTS IN PROGRESS

Making updates to City's website, Answering multiple planning and zoning questions, Annual report for ICRMP, Doing research on grants available to our community for future projects, Working on the emergency response plan, Source Water Protection Plan, Getting items ready for the Audit on February 28th, Communication with clearwater financial on next steps, and communication with Mountain Water Works on water project updates.

CHALLENGES / ISSUES

Intermittent internet and phone issues

COMMUNITY INPUT & COMMENTS

We need a gym/recreation center in town.