

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

November 2024

**TASKS COMPLETED**

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes
- Close Batches
- IP Invoices

- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for City Council, Parks & Rec and Road/Street Meetings
- Bulk Water Billing/Invoices
- Will Serves
- Alcohol Beverage License

**PROJECTS IN PROGRESS**

- LHTAC FY 26 Signs Grant
- Working on close-out of water project.
- Working on close out of source water protection plan grant
- Working on the Title IV plan for ITD for future federal funding grants
- Childcare Advisory Committee meeting and planning for future meetings
- Working on Childcare Center planning, documents, and contract for the Childcare Center Grant.
- Correspondence with Grae Harper –Keeping him updated on all City Projects and Status.
- Working on Emergency Response Plan & Resilience plan for the Drinking Water System
- Working with developers and answering daily planning and zoning questions
- FY 24 Annual Road and Streets Report

**CHALLENGES / ISSUES**

Currently understaffed

**COMMUNITY INPUT & COMMENTS**