

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

November 2023

TASKS COMPLETED

Claims, Payroll, Email Billing, Ach Payments, Monthly invoices & Will serves, Invoices, Billing, Leak letters. Meadows Valley Monday Newsletter. Ordinances.
Meeting prep for City Council & Parks and Recreation
Completed Source Water Protection Plan Grant Training

PROJECTS IN PROGRESS

Closing out of the water project/ documentation and meetings
Providing docs for water rate study to clearwater financial
Finishing Planning & Zoning Docs.
Assisting Brianna with any questions.
Researching multiple grant opportunities for FY24
Looking into new time-sheet program

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**

- Have you noticed that the "Welcome to New Meadows" signs are missing, they are currently having the rust removed and repaired and will return in the spring.