

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

September 2023

TASKS COMPLETED

Claims, Payroll, Email Billing, Ach Payments, Monthly invoices & Will serves and Grass and weed letters/ Invoices, Billing, Leak letters. Meadows Valley Monday Newsletter. Ordinances. L2 Completion.
Meeting prep for City Council & Parks and Rec
Helping with Candidate filing paperwork
Created Public Hearing notices for upcoming September 25th City Council meeting.
Coordinating the lighted cross walk and radar speed limit sign project with ITD and Contractor and the crosswalk paint and new parking spots at the City Park.

PROJECTS IN PROGRESS

Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings
Planning and Zoning meetings with potential developers/ Builders Setting public hearing dates
Working on the Workforce development childcare expansion grant
Assisting Brianna with any questions.
Researching LHTAC for a signs grant

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS