

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

October 2024

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes
- Attended the Economic Summit
- 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

PROJECTS IN PROGRESS

- Working on closing out last FY and Opening the new FY
- 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 Water Rate Study
- Working on Emergency Response Plan & Resilience plan for the Drinking Water System
- Working with developers and answering daily planning and zoning questions

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS