

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

December 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
- FY26 Signs Grant
- Annual Road & Street Report

PROJECTS IN PROGRESS

- Working on close-out of water project.
- Working on W-2's and 1099 Due Jan 31
- 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
- Annual Meadows Valley Round- Up Donation Letters

CHALLENGES / ISSUES

Understaffed – Need full-time help!

COMMUNITY INPUT & COMMENTS