

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

September 2024

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes
- Attended annual LHTAC meeting to learn about the upcoming grant season.

- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for CC and Parks & Recs meetings
- Bulk Water Billing/Invoices
- Grass & Weeds Billing
- Create all claims folders for new FY

PROJECTS IN PROGRESS

- Working on Park Use Ordinance and Forms
- Working on Developers Agreement for the proposed Meadows Subdivision & training for future developer's agreements
- 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.

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS