

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

March 2024

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Load/unload meters for water meter reading
- Leak Letters
- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for CC and Parks & Recs meetings
- Public record requests

PROJECTS IN PROGRESS

- Multiple planning and zoning meetings
- Training and providing documentation for the Water Rate Study
- Meetings with City Engineer to discuss upcoming projects
- Meetings with funding agencies for closing out the water project & providing documentation
- Risk Assessment meeting and funding meeting for the Childcare Expansion Grant
-

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS