

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

October 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.
Meeting prep for City Council & Parks and Rec
Created Public Hearing notices for upcoming October 23rd City Council meeting.
Completed Workforce Development Childcare Expansion Grant

PROJECTS IN PROGRESS

Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings- Grant application
Planning and Zoning meetings with potential developers/ Builders Setting public hearing dates.
Assisting Brianna with any questions.
Researching multiple grant opportunities for FY24
Looking into new time-sheet program

CHALLENGES / ISSUES

Blue Laptop has been down/Brianna has been unable to use for meeting minutes for CC and P&R meetings- David from 4 corners looked at it and the hard drive is bad.

COMMUNITY INPUT & COMMENTS