

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

June 2024

## TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
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- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for CC and Parks & Recs meetings

## PROJECTS IN PROGRESS

- Multiple planning and zoning meetings & Building Permit Application Reviews
- Developers Agreement Meeting for Meadows Subdivision
- Childcare Advisory Committee meeting and planning for future meetings
- Working on multiple Public Hearings, Completing Notices, Mailers & Signs
- Working on Childcare Center planning, documents, Creating RFQ for General Contractor/posting notice and answering questions.
- Correspondence with Grae Harper –Keeping him updated on all City Projects and Status.
- Cross-Connection Plan Resolution, ERP and Vulnerability Assessment
- Correspondence with Airbridge for Internet at Well Sites
- Rezone and Address Ordinances
- 2025 FY Budget

## CHALLENGES / ISSUES

## COMMUNITY INPUT & COMMENTS