

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

August 2023

TASKS COMPLETED

Claims, Payroll, Email Billing, Ach Payments, Monthly invoices & Will serves and Grass and weed letters/ Invoices.
Meeting prep for City Council & Parks and Rec
FY 24 Budget finalization, appropriations ordinance creation and Re-opening FY23 Budget documents.
Created Public Hearing notices for upcoming August 28th City Council meeting.
Coordinating the lighted cross walk and radar speed limit sign project with ITD and Contractor.

PROJECTS IN PROGRESS

Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings
Planning and Zoning meetings with potential developers/ Builders Setting public hearing dates
Working on the Workforce development childcare expansion grant
Training with Angie so that I can cover her job/train new employee when hired.

CHALLENGES / ISSUES

Neptune had an update that did not translate to Black Mountain and created a lot more work for utility billing this month- Issue has been resolved.

COMMUNITY INPUT & COMMENTS