

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

April 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
- Creation of RFP for a new City Engineer

PROJECTS IN PROGRESS

- Multiple planning and zoning meetings
- Speaking to several Engineering Firms and answering questions about RFP.
- Childcare Advisory Committee meeting and planning for future meetings
- Meetings with funding agencies for closing out the water project & providing documentation.
- Service line survey
- Cross-Connection Plan & Letter
- Correspondence with Airbridge for Internet at Well Sites

CHALLENGES / ISSUES

Empty box for Challenges / Issues.

COMMUNITY INPUT & COMMENTS

Empty box for Community Input & Comments.