

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

May 2024

TASKS COMPLETED

- | | |
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| <ul style="list-style-type: none">• Claims• Payroll• Billing• Email Billing• Ach Payments• Process Payments• | <ul style="list-style-type: none">• Update social media/mobile text alerts• Meadows Valley Monday Newsletter• Agenda creation for CC and Parks & Recs meetings• Submitted Application for the Stibnite Grant |
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PROJECTS IN PROGRESS

- Multiple planning and zoning meetings & Building Permit Application Reviews
- Childcare Advisory Committee meeting and planning for future meetings
- Working on multiple Public Hearings, Completing Notices, Mailers & Signs
- Working on Childcare Center planning, documents, and review for upcoming meetings and public hearings
- Correspondence with the new City Engineering – Providing him with facility plans for water, sewer and transportation and current projects.
- Cross-Connection Plan Resolution, ERP and Vulnerability Assessment

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

- A community member mentioned that they would like an improved meter reading system that would notify them right a way if they have a leak.