

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

February 2024

### TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Load/unload meters for water meter reading
- Leak Letters
- Update social media
- Meadows Valley Monday Newsletter
- Agenda creation for CC and Parks & Recs meetings
- Completed 2023 Audit

### PROJECTS IN PROGRESS

- Helping Diane get settled into her position with training.
- Catching up on filing
- Updating the website
- Planning and Zoning meetings

### CHALLENGES / ISSUES

### COMMUNITY INPUT & COMMENTS