

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

July 2024

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Scanned and filed all claims from Jan to present
- Finished Parade Permit for MV Days
- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for CC and Parks & Recs meetings
- Picked up Childcare building plans and delivered to Council
- Bulk Water Billing/Invoices
- Grass & Weeds Billing

PROJECTS IN PROGRESS

- FY 2024/2025 Budget & Appropriations Ordinance
- Childcare Advisory Committee meeting and planning for future meetings
- Working on Childcare Center planning, documents, Building Permit and contract for the Childcare Center Grant.
- 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

CHALLENGES / ISSUES

Empty box for reporting challenges or issues.

COMMUNITY INPUT & COMMENTS

Empty box for reporting community input and comments.