

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

August 2024

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes
- Finished Parade Permit for MV Days
- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for CC and Parks & Recs meetings
- Bulk Water Billing/Invoices
- Grass & Weeds Billing
- Creating and sending out all notices for upcoming Public Hearings

PROJECTS IN PROGRESS

- Working on Park Use Ordinance and Forms
- Working on Developers Agreement for the proposed Meadows Subdivision
- Working on adding new FY budget into Black Mountain
- Childcare Advisory Committee meeting and planning for future meetings
- Working on Childcare Center planning, documents, and contract for the Childcare Center Grant.
- Correspondence with Grae Harper –Keeping him updated on all City Projects and Status.
- Rezone and Address Ordinances

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS