

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

February 2025

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes
- Close Batches
- IP Invoices
- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for City Council, Parks & Rec and Road/Street Meetings
- Finished FY 24 Annual Audit.

PROJECTS IN PROGRESS

- Working with Sonya and Training her on the Deputy Clerk position
- Creating Reimbursement application for Youth Center Project
- Working on the Title IV plan for ITD for future federal funding grants
- Childcare Advisory Committee meeting and planning for future meetings
- Correspondence with Grae Harper –Keeping him updated on all City Projects and Status.
- Working with developers and answering daily planning and zoning questions
- Working on scanning and filing all claims.

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**