

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

March 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 and closed out the Source Water Protection Grant & Funding

PROJECTS IN PROGRESS

- Working with Sonya and Training her on the Deputy Clerk position
- Working on FY 25-26 Budget
- Creating Reimbursement applications for Youth Center Project (monthly)
- Working on the Title IV plan for ITD for future federal funding grants
- Childcare Advisory Committee meeting and planning for future meetings (weekly meetings and walk throughs)
- 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 helping Parks & Rec with the Youth Sports T-Ball & Baseball program

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**