

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

April 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

**PROJECTS IN PROGRESS**

- Working with Sonya and Training her on the Deputy Clerk position
- Working with Dana doing training on Treasurer duties
- 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: creating rosters, ordering t-shirts, and supplies.

**CHALLENGES / ISSUES****COMMUNITY INPUT & COMMENTS**