

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

January 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 1099's, W2's and 1095's.

**PROJECTS IN PROGRESS**

- Working on gathering all documentation for the upcoming FY24 Audit
- 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.
- Working on filing all documents and preparing for new Deputy Clerk

**CHALLENGES / ISSUES**

Empty box for Challenges / Issues.

**COMMUNITY INPUT & COMMENTS**

Empty box for Community Input & Comments.