

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

July 2026

TASKS COMPLETED

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| <ul style="list-style-type: none">• Claims• Payroll• Billing• Email Billing• Ach Payments• Process Payments• Working on Meeting Minutes (catch up)• IP Invoices• Monthly & Quarterly Financials | <ul style="list-style-type: none">• Update social media/mobile text alerts• Agenda creation for City Council and Parks & Rec Meetings• Creating public notices.• Ordering office supplies• Created a City Event spreadsheet with all expenditures and revenues for Stepheny.• Attended Childcare grant meeting. |
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PROJECTS IN PROGRESS

- Working on the Meadows Valley Days Parade Permit.
- Working on entering the proposed budget for FY 26/27 into our BMS System
- Working on prepping the old City Hall to be ready for auction.
- Working with developers and answering daily planning and zoning questions. Reviewing applications that have been submitted. Answering questions on Building Permits and submitting them to Adams County.
- Fielding ROW permit requests from Ziply Fiber, IIG & Idaho Power. We currently have six requests for this summer. Two of the projects have been completed. Forwarding Digline requests to public works crew.

CHALLENGES / ISSUES

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COMMUNITY INPUT & COMMENTS

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