

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

November 2025

### TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes (catch up)
- IP Invoices
- Monthly Financials
- Update social media/mobile text alerts
- Meadows Valley Monday Newsletter
- Agenda creation for City Council and Parks & Rec Meetings
- Completed FY 27 LHTAC signs Grant

### PROJECTS IN PROGRESS

- Working on the Annual Road & Streets Report Due Dec 31<sup>st</sup>
- Working on preparation for upcoming FY25 Audit
- Working on Cleaning out old City Hall Building and filing all documents, creating records destruction list.
- Creating Reimbursement applications for Youth Center Project and completing quarterly reports required for the grant. (monthly)
- Correspondence with Justin Walker –Keeping him updated on all City Projects and Status/ Working in providing his team will all documents needed for the Wastewater Facility Plan. (Working weekly on reimbursement requests)
- Working with developers and answering daily planning and zoning questions (there have been a lot of Right of Way permit requests, building permits and digline requests.)

### CHALLENGES / ISSUES

Not having a dropbox at the Depot.

### COMMUNITY INPUT & COMMENTS