

# EMPLOYEE MONTHLY STATUS REPORT

## EMPLOYEE

Kyla Gardner

## DEPARTMENT

Admin, City Clerk

## MONTH

July 2025

### TASKS COMPLETED

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Claims</li> <li>• Payroll</li> <li>• Billing</li> <li>• Email Billing</li> <li>• Ach Payments</li> <li>• Process Payments</li> <li>• Working on Meeting Minutes (catch up)</li> <li>• IP Invoices</li> </ul> | <ul style="list-style-type: none"> <li>• Update social media/mobile text alerts</li> <li>• Meadows Valley Monday Newsletter</li> <li>• Agenda creation for City Council, Parks &amp; Rec and Road/Street Meetings</li> <li>• Finished FY 25/26 Budget and Ordinance</li> </ul> |
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### PROJECTS IN PROGRESS

- Working on getting caught up on monthly financials and bank reconciliation.
- Working on Cleaning out old City Hall Building and filing all documents, creating records destruction list.
- 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 in providing his team will all documents needed for the Wastewater Facility Plan.
- 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. Trying to find someone who can create and install a new one that works for the Depot location.

### COMMUNITY INPUT & COMMENTS

The grand opening for City Hall at the Depot went really well. We received so many positive comments.