

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

August 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, Parks & Rec and Road/Street Meetings
- Completed all election paperwork and noticing.
- Obtaining parade permit from ITD for Meadows Valley Days
- Creating Community Yard Map and flyers for Labor Day weekend

PROJECTS IN PROGRESS

- Working on getting caught up on monthly financials and bank reconciliation. For April, May, June, and July.
- Working on updating City's Website.
- 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.

COMMUNITY INPUT & COMMENTS