

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

June 2025

TASKS COMPLETED

- Claims
- Payroll
- Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes (catch up)
- 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 the baseball season with parties for all four teams we had this year.

PROJECTS IN PROGRESS

- Working on FY 25-26 Budget
- 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

We have received several comments on how beautiful the Depot building is and how nice it is to have City Hall here.