

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

December 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
- Annual Road and streets report
- Annual Meeting schedules
- Annual Payroll Dates
- Created RFP for City Attorney and placed on website, newspaper and emailed to prospects.

PROJECTS IN PROGRESS

- Working on getting everything ready for completing W-2s and 1099's due in January.
- Working on preparation for upcoming FY25 Audit which will be February 18th.
- Working on Cleaning out old City Hall Building and filing all documents, creating records destruction list.
- Completing quarterly reports required for the grant.
- 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.

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS

Everyone is happy that we now have a dropbox at City Hall!