

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

September 2025

TASKS COMPLETED

- | | |
|---|---|
| <ul style="list-style-type: none"> • Claims • Payroll • Billing • Email Billing • Ach Payments • Process Payments • Working on Meeting Minutes (catch up) • IP Invoices • Monthly Financials | <ul style="list-style-type: none"> • Update social media/mobile text alerts • Meadows Valley Monday Newsletter • Agenda creation for City Council, Parks & Rec and Road/Street Meetings • Completed monthly financials • Added new FY budget in budget Prep so that the new FY budget was ready on Oct. 1. • I was able to attend Planning and Zoning training that was very informative. |
|---|---|

PROJECTS IN PROGRESS

- Attended PAWG meeting Working on new FY LHTAC Grants.
- 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)
- Childcare Advisory Committee meeting and planning for future meetings (weekly meetings and walk throughs)
- 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