

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

January 2026

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
 - Completed all W-2's and 1099's put them in the mail and got appropriate reports submitted to IRS and SSA.

PROJECTS IN PROGRESS

- 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 childcare grant.
- Correspondence with Kaitlin Thomas —coordinating future meetings with Keller Staff.
- Working with developers and answering daily planning and zoning questions. (Meeting with Meredith from Adams County Planning & Zoning to talk about potential future developments)

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**