

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

March 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
 - Agenda creation for City Council, Parks & Rec, and Road & Streets Meetings
 - Got training on the new PERSInxt reporting system and got the city enrolled in the new system.
 - Attended Black Mountain training on 941 submission and new processes in the system.
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PROJECTS IN PROGRESS

- Completing quarterly reports required for the childcare grant quarterly (they will continue for the next 2 years).
- Correspondence with Kaitlin Thomas –coordinating future meetings with Keller Staff.
- Working with developers and answering daily planning and zoning questions.
- Fielding ROW permit requests from Ziplly fiber they currently have two requests for this summer.
- Helping get everything set up for youth sports. Getting insurance set up for field use.
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CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS