

# 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 18<sup>th</sup>.
- 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

Empty box for Challenges / Issues.

### COMMUNITY INPUT & COMMENTS

Empty box for Community Input & Comments.