

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

February 2026

TASKS COMPLETED

- | | |
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| <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• Agenda creation for City Council and Parks & Rec Meetings• Completed the FY 25 Audit with auditors.• Completed quarterly reports for childcare grant.• Helped Stepheny get started with logins, newsletter, flyers and cleaning out the old City Hall.• Sent out notices for upcoming public hearing on March 16th.• Put together all Youth Sports packets |
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PROJECTS IN PROGRESS

- Working on filling and putting away items that have been brought over from the Old City Hall.
- 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. / Fielding ROW permit requests from Ziplify fiber.

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS