

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

May 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
- Creating flyers and public notices.
- Ordering office supplies
- Submitted quarterly childcare center progress report.
- Assisted Kirk getting everything ready for Drinking Water Sanitary Survey Inspection.

PROJECTS IN PROGRESS

- Working on proposed budget for FY 26/27.
- Working with developers and answering daily planning and zoning questions. Reviewing applications that have been submitted. Answering questions on Building Permits and submitting them to Adams County.
- Fielding ROW permit requests from Ziplly fiber and other companies. We currently have five requests for this summer. Forwarding Digline requests to public works crew.
- Working on record destruction list and shredding all approved docs.

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS