

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

August 2026

TASKS COMPLETED

- Claims
- Payroll
- Billing Newsletter & Billing
- Email Billing
- Ach Payments
- Process Payments
- Working on Meeting Minutes (catch up)
- IP Invoices
- Monthly & Quarterly Financials
- Update social media/mobile text alerts
- Agenda creation for City Council and Parks & Rec Meetings
- Creating public notices.
- Ordering office/youth center supplies
- Completed L2 and sent to County
- Completed Meadows Valley Days Parade Permit.
- Completed Public Records Request
- Sending annual USDA reports.

PROJECTS IN PROGRESS

- Getting access to the youth center to staff and Sheriff's deputies.
- Working on entering the budget for FY 26/27 into our BMS System
- Working on getting all information on the old City Hall to be ready for auction/ providing all auction details to interested parties.
- 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.
- Forwarding Digline requests to public works crew.

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**

I have received a ton of positive feedback on all of the events the City has put on and things that are coming up. People are excited to have something to do in town.