

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

June 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, Parks & Rec, and Road & Streets Meetings• Creating public notices.• Ordering office supplies• Sent out all annual backflow letters.• Created and posted all notices for Public Hearing. |
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PROJECTS IN PROGRESS

- Working on proposed budget for FY 26/27.
- Working on prepping the old City Hall to be ready for auction.
- 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 Ziply fiber and other companies. We currently have six requests for this summer. Two of the projects have been completed. Forwarding Digline requests to public works crew.
- Working on record destruction list and shredding all approved docs.

CHALLENGES / ISSUES

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COMMUNITY INPUT & COMMENTS

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