

# EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Kyla Gardner

**DEPARTMENT**

Admin, City Clerk

**MONTH**

April 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
- Closing out previous grants.
- Processing reimbursement requests for the WWFP project.

### PROJECTS IN PROGRESS

- Starting work on potential 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 Zipli fiber they currently have three requests for this summer. Forwarding Digline requests to public works crew.
- Helping get everything set up for youth sports. Insurance/ ordering equipment.
- Working on record destruction list and shredding all approved docs.

### CHALLENGES / ISSUES

### COMMUNITY INPUT & COMMENTS