

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Kyla Gardner

DEPARTMENT

Admin, City Clerk

MONTH

May 2023

TASKS COMPLETED

Claims
Payroll
Email Billing
Ach Payments
Monthly invoices & Will serves.
Annual EDU Report, Annual ARPA Funds reporting,
Housing Trust, Leadership Academy, and Chamber Meetings

PROJECTS IN PROGRESS

Researching new timesheet programs
Stibnite Grant- Street Lights/ Power Source possibilities
Laura Moore Cunningham Foundation Grant- Youth Center
Water Project Updates /Construction Meetings (Weekly)
Water Project Budget Meetings
Planning and Zoning meetings with potential developers/ Builders
FY 24 Budget Prep
Meeting with BCIFH for grant and funding opputunities

CHALLENGES / ISSUES

UPS went out and we were without phone and internet for 1 hour. It was fixed by 4CC.

COMMUNITY INPUT & COMMENTS