



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	06/22/2022	<b>Department</b>	City Council
<b>Agenda Item</b>	5.a) City Manager Report		
<b>Est. Cost</b>			

<b>Background Information</b>			
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<b>Requested Action</b>	No action needed.		
<b>City Manager and/or Finance Review</b>			
<b>Council Vote/ Action Taken</b>			
<b>Departmental Follow-Up</b>			

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

# City Manager Monthly Report

## June 22, 2022 City Council Meeting

First of all it is fantastic to be working in the City of Gardiner. As of the writing of this report I have only been “on the job” for ten days and yet it is already starting to feel like home. Everyone I have met has been fantastic and the City is truly blessed with some amazing employees.

I need to take a moment and thank Anne Davis for the time she spent with me working on transition. She has been a valuable resource for me as I transition into this new position. Furthermore, I am happy to say Anne has agreed to stay on for the time being to support the City as the IT Coordinator. Anne will be in weekly to support City staff with their technology needs.

As part of the agenda you will notice that I am asking for your consent to hire Denise Brown as the Finance Manager for the City of Gardiner. I am so excited to have Denise return to the City full time. As leaders the best thing we can do for the organization in which we lead is hire the best possible candidate for every position. There is no question that this is the case with Denise. She brings a wealth of knowledge of Municipal Finance and Human Resources to the team on top of her historical knowledge of the City of Gardiner.

Also on tonight’s agenda we have the second read of the FY23 budget. While I was not employed in the City during the bulk of the budget process I did participate some. What I was impressed with was the Department Head’s willingness to be creative to try and keep things as reasonable for the tax payer as possible. While I cannot predict what future budgets might look like this budget is a win for all of us. Thank you for your support during this process and I look forward to being involved in the process fully next year.

While things have been quite the whirl-wind of my first two weeks here are some highlights:

-I have been spending time with Department Heads with a Department Head Meetings and the beginning of my bi-weekly individual meetings with them. Thank you to The Mayor, Doug Clark, Chief Toman, and Kris McNeil for the tours of the City. In the coming weeks I will be doing the same with the other Department Heads.

-On June 9, 2022 I attended a New Managers Workshop at MMA which gave me valuable insight into the services that MMA offers.

-Thank you to the election staff for a very well run and clean election process. Alisha Ballard and her team did a fantastic job. While voter turnout was lower than I would have liked the election process is always fun to see. I was able to visit the polls in the Morning and it was a well-oiled machine at Gardiner High School. Also, a big thank you to MSAD #11 for their willingness to allow us to use space in their facility to hold the election.

-As you may know the City had requested from the Kennebec County Commissioners some ARPA funding to purchase some non-budgeted items. I am pleased to report that Kennebec County has informed us that they will be funding the purchase of a new Ambulance for the City of Gardiner and some desperately needed upgrades to our communication capabilities for Public Safety. Thank you to the County for this needed funding!

-Denise Brown and I met with our new Auditing Firm RHR Smith this past week to begin the work on the FY22 Audit. While RHR Smith is new to the City their reputation precedes them and just from our initial meeting I can see that they will be a valuable partner in this work.

Finally, I will be reaching out to all of you in the coming weeks to hopefully schedule some time individually to meet with you as part of my entry into the City of Gardiner. I look forward to this opportunity to have conversation regarding where you see Gardiner is today and what your hopes and dreams are for Gardiner moving forward.

Respectfully Submitted,



Andrew R Carlton  
City Manager