

**TO:** Mayor Gardner  
City Council Members

**FROM:** Jordan Keeler  
City Administrator

**DATE:** January 7, 2020

**SUBJ:** Monthly Report for January 2020



Here is a summary of activity in the past month:

- Went to the last day of the AEB's planning sessions as well as their December assembly meeting.
- Worked on the annexation petition, mostly on the boilerplate information, as well as reviewing the State's guideline and requirements for the petition.
- Spoke with two news outlets regarding the Trident plant shut down on the community this winter.
- Provided documentation and support to the auditors on a few items.
- Worked on some year-end wrap up items.
- Tinkered with the budget based on updated November information
- Paperwork here and there
- Took off some time, both planned and unplanned during the two holiday weeks.