

Administrator's Report
November 17, 2020
Reporting on October

City Council:

These are unprecedented times. The office has been in and out of Level 3 plan and it can change from day to day. At level 3 the public is not exposed to City Hall, telework is strongly suggested, and there should only be 50% of the employees in the office. At times we have made sure that we were all distanced at 6 feet when we all had to be present in the office.

CARES Act spending continues. There is a steady income of applications and the Office Manager and Grant department are doing a great job of staying ahead of it. The residents often get their grant checks within a week.

The flooring in the City Hall offices will be the next to be replaced.

The CARES Act grant assistant is doing a great job and I have decided to start training her to do Deputy Clerk tasks. We are hoping to be able to keep her on after December 30 to train in the Finance Officer tasks and various City Clerk tasks.

We continue to look for opportunity to increase revenue and save dollars.

The Seaport Gate is in and the next step in the electricity for the pin pad. The Seaport lighting is ready to be installed and is only waiting on appropriate weather.

I am attempting to work from home during part of my day to comply with the EOCs request for 50% staffing. School is also not on a normal schedule and working from home allows me to care for my school aged child. I am always available by cell phone.

We are doing very well in our collection rate for the Water/Sewer account indicating that the utility grant is helpful in assisting residents with their bills during this period of no tourism and restraint closings.

Please see the Grants Manager's report for an in-dept report of CARES Act spending.

Thank you for your time.

Respectfully,

Lori Richmond

City Administrator/City Clerk