

Administrator's Report
December 14, 2020
Reporting on November

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. The office is trying hard to reconcile the budget with actual spending so we don't end up with any money that didn't go to a good use.

The flooring in the City Hall offices is almost complete. We are waiting on more materials to finish the Grant and Accounting offices.

The CARES Act grant assistant job title will end December 31. Roxann Byron has submitted her intent to retire in February. I believe the best way to handle this is to hire a part time Finance Clerk with finance background and split the Office Manager position into 2 part-time positions. Crystal will take over the duties of Office Manager. The Finance Clerk will be posted as per our personnel manual.

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

Seaport lighting is finished. The power gate is up. The pin pad should be completed soon,

I have been in the office on a more regular schedule again. Lily is home schooling from the office.

The door to door food cards were successful and OVS is giving the City another disbursement for food cards.

Coats for Kids offered coats for free curtesy of Cape Fox. Roxann did a lot on this project to make is a success.

Thank you for your time.

Respectfully,

Lori Richmond

City Administrator/City Clerk