

# Town Manager Report - April 2020

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The month of April continued to be a challenging month due the COVID-19 virus restrictions. All Town Hall business is being conducted by appointment only during the normal operating hours. The Town successfully held two virtual public meetings, the Finance Committee Meeting and the Monthly Town Council Meeting with a Public Hearing. At the time of this report, it looks like May's Town Meetings will be held in the same manner.

The Town has a new website that I encourage all residents to refer to regularly. This will be the primary way to communicate to all interested Town residents any updates, upcoming meetings and Town information.

This month, I had meetings with the Clay County Emergency Operations Center (CCEOC) by phone three times a week, as well as phone conferences with the County Manager, on the same days. The Town Hall is notified daily with Clay County Updates on COVID-19, seven days a week. So far, all of the Town Hall employees are all doing well with no positive cases.

Early in the month, there was a water line break, due to a crack in a fitting, at Wilbank Avenue & Dwight Street which was repaired. The master lift station generator had to be repaired after a storm. A pump had to be pulled out of the car wash lift station to unclog. All of the Town's backflow preventers have had their annual inspections done and no repairs were needed.

In addition to their normal duties, the front office staff have been preparing for the Town's Annual Audit. This year the audit will be held remotely at the auditor's office in Lake City and electronic copies of all records will be required. In addition, the Town's quarterly reporting and invoicing was accomplished by the mandatory deadlines.

BY: David Cooper  
Town Manager