



## Weekly Report to Town Council Week ending March 13, 2020

### Town Manager

My first official week is now in the books, and the first order of business has to be giving a huge shout out to Mayor “Smitty” Dize for all the time and extraordinary effort he gave to the Town over the past 5 months functioning as both mayor and interim manager. Thanks so much Smitty!!

It’s been great getting out to all the departments and meeting with as many folks as I could this week. Still a few stragglers, but I’ll get with them soon. I also spent a fair amount of time sorting through most of the paper files in my office; though I still have quite a lot of electronic files to peruse. Everyone has been incredibly helpful and welcoming. I’m really looking forward to working with all of you and feel very fortunate to have been given this great opportunity.

Other issues this week:

- Developed an Incident Operations Plan for the Town and implemented Phase 1 (increased vigilance) regarding the COVID-19 concern.
  - Attended the Virginia Department of Health Briefing at Northampton County
  - Developed and published public information and guidance
  - Developing plans for Town operations should the situation escalate (phase 2)
- Town Planner: We had a very disappointing response to our initial recruitment effort for this critical position, and therefore re-advertised with a broader reach. I can’t thank Councilman Paul Grossman enough for offering to step up and help cover some of the gap created by this vacancy. Jeb Brady, Tracy Outten and many others are also putting in the extra effort needed to help keep business moving. We’ve got a really great team here!
- Working with Paul to finalize a FOIA request regarding 2 Tazewell
- Working to finalize a short-term lease agreement for a golf cart path to the harbor
- Met with the developer of 209 Mason regarding a concern the HDRB had with conditions they placed on a Certificate of Appropriateness for the renovations of the Parson’s Building. The matter will be going back to the HDRB at their next meeting
- I have not been able to get to a couple of other contacts or “report a concern” that came in this week. Just ran out of time (I think we need to pass an ordinance adding a few more hours to the day 😊). I’ll get caught up with these next week

## **Town Clerk & FOIA Manager**

- Upcoming Meetings/Activities:
  - 3/17 – Historic District Review Board Meeting, 6PM.
    - The agenda packet was finalized on March 11 and posted online with a link to Facebook.
  - 3/19 – Town Council Executive Session, 5:30, at Town Hall.
    - The agenda was finalized posted online on March 13 with a link to Facebook.
  - 3/19 – Town Council Regular Meeting, 6:30 PM.
    - The agenda packet was finalized on March 13 and posted online with a link to Facebook.
- Agenda Packets:
  - There are currently no Council, Commission or Board meetings scheduled for the week of March 23-27.
  - 4/2 – Town Council Special Meeting. The agenda packet must be finalized by March 26 for posting by March 27. This will be the first meeting to review the proposed FY 2021 budget.
  - 4/7 – Planning Commission Public Hearing & Regular Meeting. Tracy drafted the necessary staff reports and submitted the public hearing advertisement to the local newspaper.
- FOIA:
  - On March 9, a letter was mailed to the requester of the large FOIA request received on March 3, denying his request of a fee waiver.
  - A FOIA request was received on March 9 asking for a copy of a resolution adopted by Town Council regarding the town's support of South Port Investors, LLC's acquisition of a parcel from Northampton County. The response was sent on March 9 with an excerpt of the Town Council meeting minutes dated September 7, 2017 along with a copy of a letter of support sent to Northampton County dated September 8, 2017. A resolution was not adopted by Council at that time.
- The March 6, 2020 Weekly Report was posted online and linked to Facebook.
- Staff met with Town Manager John Hozey regarding a number of items, including the implementation of an incident operations plan.
- A flyer was formatted to provide residents, business owners and staff some information from the Center for Disease Control regarding taking steps to protect themselves and others from coronavirus.
- The March 13 edition of the Cape Charles Gazette was finalized and posted online with a link to Facebook. A number of hard copies were printed and placed in the Town Hall foyer for pickup by walk-in customers.
- Tracy staffed the Historic District Review Board pre-application meeting for a certificate of appropriateness for 117 Mason Avenue.
- Tracy assisted new managers Bill Powell, Scottie Neville, and John Lockwood with their phones and miscellaneous forms.
- Tracy helped John Hozey set up his computer and printer, and ordered a number of supplies for his office, set up individual meetings with department heads.
- At the TM's request, Libby is researching possible methods to live-stream Council meetings.

## **Police Chief**

- My department had a meeting with the town manager on the 10th
- Worked on incident operations plan
- Attended a meeting with the health department in reference to corona virus
- I will be out of office next week for in service school along with LT. Potts and Officer Charlton

### **Code Official**

- Staff performed 46 inspections this week.
- Staff is scanning documents to make room for new projects.
- Staff issued a permit for a new home in Bayside Village.
- Staff executed a contract for 4<sup>th</sup> of July Fireworks Display.
- Staff reviewed and wrote staff reports for Historic District Review Board Meeting.
- Staff reviewed site plans, zoning clearances, etc.

### **Capital Projects Manager**

- Toured the Town Harbor facilities with representatives of a second company interested in responding to the RFP for management services. The first company has indicated that they will not be submitting a proposal. Proposals due April 20.
- Construction continuing on the in-shore breakwater west of the floating docks. More than half of the steel sheet piling is in place, and some of the batter & plumb piles.
- Harbor Parking Lot Turnaround has been opened to vehicular traffic. Delivery trucks are restricted until Monday.
- Harbor staff completed demolition of wood walkway around inner harbor. Contractor has set inboard forms and is leveling base.
- Town Manager has signed contract change order for engineering services for the wastewater force main along Old Cape Charles Road.
- Invitation for Bids prepared for the 13 lamp posts to be installed at the Town Harbor. Will be posted on Town website.

### **Planning & Zoning Administrator**

- Town Position currently vacant. Report provided by Councilman Grossman
- Meeting with applicant and Code Official on an accessory structure proposed on 301 Madison.
- Generated pre-application meeting minutes for 642 Randolph Ave
- Generated draft response for Town Manager to owner's questions on 2 Tazewell
- Majority of the week spent on generating draft response to FOIA request on 2 Tazewell
- Attendance at VHDA seminar in Hampton to review various grant funding mechanisms
- Meeting with town manager on various subjects

### **Water Plant Manager**

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Worked with Tracy to sort through emails and voicemails left for Dave Fauber and developed a plan for auto response to redirect future emails to appropriate dept heads
- Meeting with East Coast Valve reps for future work
- Worked on budget with other department heads.
- Submitted VDH monthly reports.

### **Utility Maintenance Manager**

- Sewer smoke testing
- 5 Miss Utility tickets
- 2 After hours callouts
- Repaired water main leak Palmer Dr

### **Human Resources Manager**

- Met with the new Town Manager as an orientation to the Human Resources Department.
- Benefit Enrollments have been on-going all week as the deadline for submittal of forms was the 11<sup>th</sup>.
- Payroll was run on the 11<sup>th</sup> with a pay date of 3/13/20
- Retirement reports and financial reports were handled as usual.
- Spoke with the Harbor on the Summer Seasonal employee hiring process. She has already on boarded one new employee for summer work.
- Recruiting has continued for the Planner and the Bookkeeper. Interviews have been set up for next week for the bookkeeper position.
- Met with the Town Manager, Clerk and Chief of Police on Thursday to discuss implementation of John's Incident Operation Plan for the corona virus

### **Community Relations Manager**

- Working out details for the Blessing of the Fleet. We have obtained an MC, booked the band and ordered the wreath.
- There was good attendance for the Cape Charles Day celebration despite the windy and cooler temperatures. Next year we need to work on getting more interest in residents cleaning up their yards and taking advantage of the extra Public Works pick up day.
- The Farmer's Market rules, regulations and application have been emailed to all who attended the round table. We have found a Market Manager to help with the workload and will meet with her this week.
- Tracy and Jen updated the refrigerator magnets for the upcoming season to be placed in rentals. Jeb Brady has volunteered to place a magnet in each rental as he does his inspections to ensure we get the information in each and every rental in Cape Charles.

### **Library Manager**

- Received notice from Free Comic Book Day that CCML was selected as a Free Comic Book Day library
- Created and submitted items to March issue of the Gazette.
- Created flyers and posted PR on social media (Poetry Day and Free Comic Book Day)
- The meeting room was used 3 times this week.
- The Photography and Book Making Workshop, Growing Up Rural will meet on Saturday, March 14 at 2:00 at Kiptopeke State Park.
- Sharon Silvey attended the Library Board meeting in place of Library Manager.
- Library Manager Ann Rutledge returned from vacation on March 12.

## **Treasurer**

- January treasurer's report was finalized.
- Staff is working on February month end close.
- A FOIA request for TOT data was answered.
- Office space was reorganized, phase I.
- Many good applications were received for the Bookkeeper position. Interviews will begin next week, but we will still be open to accepting applications and resumes. Job posting is open until filled.
- Treasurer completed a Weldon Cooper Statistical Abstract Questionnaire.
- Staff delivered applications for the real property tax credit for elderly or disabled citizens to several citizens known to apply or express an interest in the past and assisted one citizen to fill out an application.
- The department worked on resiliency planning in case access to the office is limited or there are absences in key positions in the department.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

## **The following reports will be covered next week:**

- Harbormaster
- Public Works Manager
- Wastewater Plant Manager