



## **Weekly Report to Council Week ending March 27, 2020**

### **Town Manager**

I was out of town much of the week on a pre-arranged trip to pack up my household belongings and have them shipped to Cape Charles. Unfortunately, the coronavirus restrictions escalated while I was gone and my movers were rescheduled to early May. Upon my return to Cape Charles, in light of heightened concern over traveling through major transportation hubs, I felt it prudent to avoid contact with others for a while and began working from home starting on Thursday.

While traveling, I worked with our attorney to develop an emergency ordinance relating to the COVID-19 situation for the Town Council's consideration. Following completion of the ordinance, an emergency/special Council meeting was scheduled for March 30. New procedures were developed for this meeting to minimize potential exposure to the Mayor, Council, public, and staff.

Another public update on the COVID-19 situation and information regarding the emergency Council meeting was developed and posted on Friday afternoon.

Final application for the Cape Charles Main Street Designation was signed.

### **Police Chief**

- I have temporarily changed the SOP for my officers at this time.
- I am making daily calls to check up on some of our citizens to see how they are doing or if they may need anything.
- All officers completed training exercise on building searches & clearing safety
- Completing some vehicle repairs and summer maintenance on equipment

## **Town Clerk**

- Upcoming Meetings/Activities:
  - All Council, Commission, and Board meetings have been canceled through the end of March.
  - A Town Council Special Meeting has been scheduled for Monday, March 30, to adopt an emergency declaration ordinance. It will be held by electronic communications and live-streamed on Facebook as well as being video-taped for posting to the town's website. The agenda packet was finalized and posted online with a link to Facebook.
    - Invitations were sent to the Mayor, Council and Town Manager to participate in the meeting via conference call.
    - Public message #5 was drafted for review and publication after the March 30 special meeting.
- On Saturday, March 21, worked with Mayor Dize to formalize Message #4 to the Public re: COVID-19 and posted online with a link to Facebook. The message was also distributed via Nixle.
- The March 20, 2020 Weekly Report was posted online and linked to Facebook on Saturday, March 21.
- Tracy left early on Tuesday, March 24, to work from home as her son is home alone and was out sick on Wednesday, March 25.
- Much time was spent on March 25 cleaning up the town manager's laptop to set it up for use by John Hozey. All files from the former town manager were copied onto an external hard drive. Unfortunately, it was determined by our IT consultant that it could not be upgraded to Windows 10. A new laptop will need to be ordered.
- Tracy will be on extended sick leave beginning March 26, as her son has been diagnosed with an adenovirus infection.
- Libby worked with the VMCA Executive Committee to refund the registration fees for the canceled VMCA Annual Conference. The association is hopeful that the Athenian Leadership Dialogue could be rescheduled for later this year. The annual business meeting will be held electronically so the new officers could be elected and sworn in and the FY 2021 budget could be adopted.
- The outgoing phone message was updated. Callers can now bypass the recorded message if they know their party's extension.
- Public Message #5 re: COVID-19 was finalized and posted on the town's website and Facebook.
- Staff is continuing to disinfect doorknobs, counters, etc. in our work and common areas.

## **Utility Maintenance Manager**

- 7 Miss Utility Tickets
- Staff Fixed a water meter and the box
- Staff turned on water to 17 kings ct

### **Wastewater Plant Manager**

- Wastewater plant treated an average of 202,000 gallons a day last week.
- Plant and Lift Stations are operating as expected.
- Staff began to pull and service the Wastewater plants membranes, will continue next couple of weeks as weather allows.
- Plant's Covid-19 measures are going smoothly and luckily having little impact on plant operations at this time.

### **Water Plant Manager**

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Installed new pump and discharge lines at backwash pit
- Collected quarterly monitoring well samples for lab
- Collected and delivered monthly bacteria samples for VDH

### **Public Works Manager**

- Completed replacement of decking at the end of fishing pier
- Closed public bathrooms at beach and park amid virus concerns.
- Boarded up entrance to the playground
- Moved soccer goals to playground
- Continuing normal functions with exception of the bathrooms at park and beach
- Normal duties, brush, trash, etc.

### **Code Official**

- Performed 28 inspections this week.
- Staff is scanning documents to make room for new projects.
- Issued a permit for a new home on Randolph Avenue
- Issued a permit for a new home in the Colony.
- Issued 7 permits this week with a construction valuation of \$721,411.
- Staff helped with zoning clearances, questions, emails.

**Planning & Zoning Administrator** (Town Position currently vacant. Report provided by Councilman Grossman)

- Reviewed the original and amended Cape Charles National Registers in order to access the degree of changes between them and potential impacts if adopting the amended version.
- Completed chronology of events surrounding the adoption of National Registers, Preservation Plan, Comprehensive Plans, Article VIII and Historic Design guidelines for an understanding of the adequacy of public participation during development these historic related documents.

**Community Relations Manager**

- CPR class for April 7 will be postponed until further notice.
- The Mayor has had quite a few requests from citizens who want to volunteer and help their fellow neighbors. Staff posted a call for volunteers on Facebook. A list of volunteers, any special skills and phone numbers will be kept. Staff will match up any needs that should come through with a volunteer.
- Spent some time this week going through old files and emails.
- Assisted Finance by reviewing Business License before they are mailed out.

**Library Manager**

- Beginning on Friday, March 20, the Library is closed except for the Computer Lab and curbside service for patrons with books on hold.
- As of Wednesday, March 25 we have reduced our Computer Lab and curbside hours to 10:00 to 2:00.
- Bobby Harman (15 hours, no benefits) has chosen to take this time off and is across the Bay with his family.
- Sharon and I are alternating days at this time. We have had an average of 2 patrons using the computer and 2 patrons picking up books each day.
- All of the returned books are being wiped down with disinfectant and allowed to sit 3 days before being shelving.
- All surfaces in the Computer Lab and the open restroom are sanitized after being used.
- Wi-fi has been made available outside of the building at all times.
- The Photography and Book Making Workshop, Growing Up Rural, Free Comic Book Day, and Poetry Night have been canceled.

## Capital Projects Manager

- In-shore breakwater construction continuing. About 80% of the steel sheet piling and 60% of the timber piles are in place.
- Contractor completed installing most of the permanent outboard timbers for the inner harbor sidewalks. Concrete placement started Friday.
- Bids due March 31 for 13 lamp posts at the Harbor. Two firms have expressed interest.
- Invitation for Bids prepared for installing electric service at the Harbor. Will be posted and distributed to local contractors next week.
- Engineering services proposal received from Hurt & Proffit for the proposed water service extension to the R-3 zoned property on Old Cape Charles Road. Will be addressed as a FY 2021 capital budget item, or earlier if the current emergency situation abates in time.

## Treasurer

- Reference calls for the Bookkeeper position were made, and a well-qualified candidate was selected.
- A significant amount of time was spent studying the new COVID19 legislation and planning for the possibility of the office closing and some employees must work from home. Budget adjustment considerations for potential reduced revenue were noted.
- Researched questions about the utility fund financials for Aqua Virginia, Inc.
- There were a few more frustrating problems with the budgeting software that prevented further data entry from being entered until late Thursday. There is still one department that is not functional. This should be fixed by Monday, but it has already delayed the review process to some extent.
- Finance and utility billing staff cleaned several offices and disinfected common areas and personal spaces several times this week.
- Testing for the migration of the Official Payments payment platform was completed.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

## Human Resources Manager

- A significant amount of time was spent this week learning about the new *Families First Coronavirus Response Act* (FFCRA) law and how it pertains to our organization. Debbie Pocock and I attended a Zoom Webinar on Wednesday hosted by the IPMA-HR which was a valuable learning tool. The law goes into effect on 4/1/2020.
- This was a payroll week as well as a VRS contribution week.
- The finance department concluded telephonic interviews on Monday for the Bookkeeper position and an offer was made and accepted on Tuesday.

- HR met with the new Police Officer and the new Bookkeeper regarding on-boarding. We were able to successfully handle this from 8 feet apart.
- Friday, Jodi was able to upload all the new deductions into the payroll system for the new benefit year.
- HR washed hands 489 times this week.
- Other related finance and HR duties were carried out as normal.

## **Harbormaster**

- Phase 2 of Operations plan implemented no issues, office closed to public, utilization of service window is working out fine. We closed the public restrooms due to exposure to staff and users from the unknown, all current commercial waterman and other fuel card users have been using the fuel card system.
- Bath house sewage pumps have failed Thursday the 26th, working with public utilities to resolve the issue. Restrooms are closed to public for above reasons.
- Inner harbor wood boardwalk concrete pour underway, we installed 1 electrical and 2 plumbing water control valves to complete the utility rough in.
- Marine contractor is making good progress on construction of wave break wall just west of A Dock. Has approximately 100 lineal feet of sheeting installed.
- Commercial crabbers are working most every day, the market is holding on so far. They are working around the construction as best as they can.
- Harbor office, laundry facility and shop to be painted next week by 4/3/2020. Weather next week should cooperate. (waiting for 2 dry days)
- Harbor BMP transplanting of grasses complete.
- Shanty parking lot grading and setting the concrete bumper blocks next week.
- Bob Panek on grant projects throughout week. (work in progress)
- Wi-Fi antenna masts for all docks complete. To be installed by 4/3/20
- Maintaining positive interaction with public and staff. Working outside when possible and keeping contacts to a minimum. (On Going)

Safety Committee: Due to new reorganization we plan to meet with all new managers to address items such as new members and chair, meeting date and times, all current items and priority and staff wide training. Next meeting TBD.