



Weekly Report to Council Week ending April 3, 2020

Town Manager

I was still in self isolation and working from home all week due to my out of state travel last week. I also moved out of my rental until and into my new home here in Cape Charles! I'm excited to be settling in, but it made for less than ideal working conditions this week, especially in light of the quickly escalating COVID-19 situation.

On Monday the Governor issued his stay-at-home order (EO-55). I consulted with our attorney regarding this new executive order, the declaration of emergency declared by Northampton County the Friday before, and our emergency declaration ordinance which was adopted at the special meeting Monday night.

I assisted the Mayor with his public statement on Tuesday, requesting visitors to re-schedule their trips to Cape Charles and for lodging facilities to stop taking reservations. I also developed a companion public update that was released later that same day. Town operations continue to function adequately under our phase 2 protocol of our Incident Operations Plan.

In an attempt to assist our businesses and residents during this difficult time, I've been working with our attorney to develop two new ordinances for Council's consideration. The first would delay the business, professional, and occupational tax without interest or penalty; the other would ease resident's payment dates and penalties with regard to utilities and golf cart registrations. These ordinances will be scheduled for consideration at a special Council meeting next week.

We have been experiencing difficulty with our finance software that has delayed data entry toward the development of our next budget. Therefore, I was not able to begin reviewing these documents until Friday. This delay, with my less than ideal working conditions, will push back the budget development schedule. I will outline a revised schedule next week.

Five Report a Concern contacts were addressed.

Town Clerk

- Upcoming Meetings/Activities:
 - All Council, Commission and Board regular meetings have been canceled for the immediate future.
 - Another electronic special Town Council meeting has been scheduled for Wednesday, April 8, 2020, beginning at 6:30 p.m.
 - We've signed up for a paid Zoom account and will be testing the system by holding our Monday morning department head meeting via video conference. If all goes well with that meeting, information will be provided to Council to get your iPads set up.
- Attended March 30 department head meeting.
- The March 27, 2020 Weekly Report was posted online and linked to Facebook.
- Tracy is still out on sick leave tending to her son who was diagnosed with Epstein Barr.
- The March 30, 2020 Town Council Special Meeting was held via teleconference and live streamed on Facebook. The regular video was process and uploaded to YouTube with a link to the website.
- Public Message #6 re: COVID-19 was finalized and posted on the town's website and Facebook. A Nixle alert was also sent to subscribers.
- A new Emergency Preparedness and Response Information page was created on www.capecharles.org, with a sub-page dedicated to Coronavirus (COVID-19). A link to the page was added to the home page in the Quick Links section.
- Libby attended two webinars on April 1. The first one was by the Virginia Risk Sharing Association (VRSA) regarding Crisis Communications and the second one was by the International Institute of Municipal Clerks (IIMC) regarding running virtual public meetings. Both webinars were very informative.
- The new police officer, Will Garrett, was sworn in on April 1.
- Libby contacted Northampton County Voter Registrar Terry Flynn regarding the upcoming Council election. Terry and his staff had initially arranged to come to the Central Park gazebo on Mondays and Wednesdays to provide citizens with the opportunity to vote by in-person absentee ballot. This had to be discontinued, with Governor Northam's Executive Order 55. Terry's office will be mailing absentee ballot applications to all residents in Cape Charles the early part of next week. Once the residents complete and return the applications, the ballots will be mailed to them so they can submit their votes. Terry will be contacting all candidates and current Council members via email to schedule a conference call to discuss the issue and current options available. Terry sent letters to the state regarding his concerns about the May 5 election trying to get it rescheduled. Other registrars around the state may have sent similar letters. Until official word is received from the state, we have to continue moving forward with the May 5 election date.
- Staff is continuing to disinfect doorknobs, counters, etc. in our work and common areas.

Police Chief

- Repairing several patrol cars this week (deer collision, brakes, inspections, AC problem)
- Assisting in town closures of beach, pier, park, tennis court.
- Continuing my citizen outreach program.
- New officer started 4/1, assigning equipment, and swearing in with clerk
- Qualifying new officer at the range 4/2 (firearms)

Utility Maintenance Manager

- 4 Miss Utility tickets
- Staff installed a temp water meter 113 sunset Blvd
- Started doing annual vacuum sewer valve pit maintenance
- Staff installed 10 new water meter Accounts 209 mason Ave
- Call out Saturday afternoon new quarter pump station for power loss and hung open sewer valve at coach house

Wastewater Plant Manager

- Wastewater plant treated an average of 220,086 gallons a day last week.
- Plant and Lift Stations are operating as expected.
- Staff begin to pull and service the Wastewater plants membranes, pulled second membrane and serviced
- Replaced the compressor at New Quarter pump station.
- Plants 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
- Downloaded Level Loggers
- Monthly and Quarterly Report work for VDH and DEQ
- Delivered 3 pumps to Xylem for repair

Public Works Manager

- Closed fishing pier, central park and beach per the Governor's EO
- Ordered and placed signs stating the closures and Gov's EO
- Worked on fishing pier estimate
- Worked on street sign estimate
- Prepping for work on the beach starting Monday
- Backhoe serviced
- Tractor serviced
- Grass cutter serviced
- Ordered parts for police cruiser AC
- Normal brush, trash and daily duties

Code Official

- Performed 32 inspections this week.
- Staff is scanning documents to make room for new projects.
- Reviewing plans for a new home on Jefferson Avenue.
- Reviewing plans for a new home on Strawberry Street.
- Statistics for the month of March 2020:
 - 37 Permits Issued
 - \$2,032,994 Construction Valuation
 - 130 New Construction/Substantial Improvement Inspection

Capital Projects Manager

- In-shore breakwater construction continuing. Progress was hampered by weather and tide conditions this week. Several more timber piles were installed, as well as upper timber walers. Better conditions are forecast for next week.
- Inner harbor sidewalk construction is progressing well. Concrete placement should be completed today or early next week.
- Two bids were received for 13 lamp posts at the Harbor. Contract award recommendation has been provided to the Town Manager.
- Invitation for Bids for installing electric service at the Harbor has been advertised and distributed to local contractors. Bids due April 14.
- Provided information to another firm interested in the Request for Proposals for marina management services. Proposals due April 20.
- Working with Bay Creek engineering firms on planning for water and wastewater systems.

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

- Starting general revision to Article VIII, Historic District Overlay
- Conversed with applicant on content of application submittal for HDRB review
- Responded to an applicant's question on siding specification
- Started staff report draft for a HDRB appeal to TC for 209 Mason Avenue

Community Relations Manager

- Stations of the Cross scheduled for April 10 has been cancelled.
- Tai Chi classes continue as scheduled on Friday mornings. I am staying in weekly contact with the instructor to ensure social distancing and limited numbers. Last week there were three in attendance.
- Clean the Bay has been cancelled for 2020. We will partner next year.
- The 13th Annual Blessing of the Fleet has been cancelled. Notification was made on Facebook along with information to donate to the Watermen's Memorial.
- Tai Chi in Central Park is cancelled this week due to the wind. They will resume next week.
- Voter registration at the Gazebo for in person absentee voting has been cancelled.

Human Resources Manager

- Two new employees joined the staff this week. They were both onboarded and enrolled in the benefits.
- There is a lot to learn about the Families First Coronavirus Response Act, and again a significant amount of time was spent learning how this affects payroll and our Town employees.
- All the benefit spreadsheets have been updated with the new plan year insurance premiums (employer and employee).
- Payroll has been completely updated for new deductions.
- We all continue to be vigilant about cleaning, sanitizing and washing hands.
- A first draft of the Payroll Newsletter has been written.
- Information as it pertains to the new laws, EAP, tele-med and ways health insurance is operating und Covid-19 was distributed to employees.
- Closing for March was started for finance department duties.
- Payroll and Benefits operated per usual.

Harbormaster

- Phase 2 of Operations plan on-going, no issues. Blocked out all dates to June 10th or until orders are lifted. Notifying all Yacht Clubs and scheduled guests during this time frame to inform and keep in touch through these troubling times. Office remains closed to public; utilization of service window is working out fine while collecting payments from the waterman. All current commercial waterman and other fuel card users have been using the fuel card system.
- Bath house sewage pumps fixed possible ban connection.
- Harbor staff demoed the wooden docks in front of the office to prepare for contractor, concrete pour to be finished poured this afternoon. Misc. items to address, light poles, finish plumbing and electrical next phase.
- Marine contractor constructing wave break wall off A Dock has had some issues with higher than normal tides. They are on schedule and has approximately 100+ lineal feet of sheeting installed with batter boards and support pilings.
- Commercial crabbers are working most every day, wind has been a factor the last couple of days. The market is down but holding on.
- Harbor office, laundry facility and shop to be painted next week by 4/8/2020. Weather and wind didn't cooperate. (waiting for 2 dry days)
- 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 4/10/20
- Worked countless hours on computers, first monthly billing since new computers installed, worked out few issues printing. Complete and mailed 4/3/2020.

Treasurer

- Our new bookkeeper started this week. Her name is Debbie Caton, and she is assimilating very well. We will miss Libby Luettinger very much, however.
- The detailed draft budget worksheet was finally completed after a lengthy software issue requiring it to be keyed in twice, some sections three times. A budget book was created for the town manager to work with.
- FY2020 general fund budget was reviewed and projected revenue and expenditures calculated in light of current economic events -forwarded to town manager for review.
- COVID-19 accommodations are changing daily it seems, with new ways of accomplishing tasks being worked through and plans are being made for the event of office closure for budget work and payroll continuity.
- Staff is cleaning the work area thoroughly and following recommended protection protocols.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.