



## **Weekly Report to Council Week ending April 17, 2020**

### **Town Manager**

Following the Town's declaration of local emergency on March 30, and the Mayors formal request the following day for all short-term rentals in Cape Charles to cease operations in light of the growing COVID-19 concern, a few irresponsible businesses continued to rent their facilities at the expense of public safety. So at Council's request, I worked with our attorney to develop an ordinance that would require all such businesses to comply, with a criminal penalty if they didn't. That ordinance was brought forward and adopted at a special Council meeting on Thursday. Following adoption, notices were sent to all short-term business owners and posted.

#### **In other business:**

- Began interviews for the vacant Town Planner position. We had a couple of possible prospects, but due to the very low response rate to our solicitation, due diligence requires that we go back out for another round of advertising.
- Published another public update on COVID-19 and the special Council meeting on April 16
- Finished budget recommendations for anticipated shortfalls in FY2020 resulting from the COVID-19 effect
- Conducted all the departmental reviews for their FY2021 budget proposals
- Participated in what will now be a recurring meeting with major stakeholders in Town to help prepare for recovery following COVID-19
- Signed the harbor electrical contract award
- Two Report a Concern contacts were addressed

### **Police Chief**

- Working on budget adjustments for current year and requests for upcoming year.
- Completed normal service on two patrol cars (oil, tire rotation)
- Approved by AXON and Virginia Sheriffs association for Covid-19 equipment for all officers.

## **Town Clerk**

- Meetings/Activities:
  - All Council, Commission and Board regular meetings have been canceled for the immediate future.
  - An electronic special Town Council meeting was held on Thursday, April 16, 2020, beginning at 6:30 p.m. via Zoom. The agenda was posted online and linked to Facebook. It was also posted on the three bulletin boards at the Town Hall.
  - The April 13 department head meeting was held via Zoom with only a few connection hiccups at the beginning.
  - Working with the town manager and treasurer to schedule a Town Council special meeting to review the proposed FY 2021 budget.
- In an effort to adhere to social distancing within the Town Hall, Libby and Jen Lewis began alternating days in the office effective April 13. This week, Libby worked from home on Monday, Wednesday and Friday.
- The April 10, 2020 Weekly Report was posted online and linked to Facebook.
- Libby continued researching streaming options from Zoom. An external speaker was ordered for the laptop to enhance the meeting audio for streaming. Unfortunately, the estimated delivery date isn't until April 28.
- A notice was posted on the town's website regarding VDOT street sweeping along Mason Avenue beginning at 6:00 a.m. on April 16. A Nixle advisory message was also published on April 14 and 15.
- Public Message #9 re: COVID-19 was formatted and posted on the town's website and Facebook. A Nixle advisory was also sent to subscribers.
- Libby worked with Trevon Mathew, the town's IT consultant, regarding the setup of a VPN to allow staff to access to the town's network when working from outside the office.
- Ordinance 20200416 re: Short Term Rentals was finalized and ready for printing for the Mayor's signature. It was posted on the town's website and linked to Facebook.
- Public Message #10 re: COVID-19 was formatted and posted on the town's website and Facebook. A Nixle advisory was also sent to subscribers. This notice was also sent to owners and managers of all short-term rental properties in Cape Charles.
- Confirmation emails for the Monday, April 20, Zoom Department Head Meeting were sent to all department heads.
- Staff is continuing to disinfect doorknobs, counters, etc. in our work and common areas.

## **Public Works Manager**

- Normal brush/trash/daily duties
- Started cutting grass
- Met with Town Manager and treasurer to discuss next year's budget request
- Ordered lumber to replace decking and railing on oldest section of fishing pier
- Assisted Harbor crew with manpower and equipment to clean up demolition debris from walkway project

### **Utility Maintenance Manager**

- 5 Miss utility tickets
- Staff reading water meter's
- Staff replace broken meter box
- Met with contractor about water and wastewater tap's 616 strawberry St
- 1 Sewer tap inspection 200 block Washington Ave
- 1 After hour's callout railroad property

### **Wastewater Plant Manager**

- Wastewater plant treated an average of 142,714 gallons a day last week.
- Plant and Lift Stations are operating as expected.
- Dan Dabinett performed oil changes on MLSS and Permeate pumps at the Wastewater plant.
- Worked on getting the Water meters read for the month.

### **Water Plant Manager**

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Compiled water usage data for three years
- Worked on quotes for new exhaust fans
- Staff read water meters

### **Treasurer**

- First week of alternating telework with accounts payable and accounting staff was accomplished. It has been a bit challenging, but we are adapting.
- Staff worked on getting the accounting system configured for remote purchase order approvals by dept heads thanks to Inversa Minds' work to establish a VPN login for remote access to the finance program.
- A debt service payment by wire was made on the VRA interest free wastewater plant loan.
- The monthly ACH utility draw was made.
- Treasurer sat in on dept head meetings with the town manager to document updates. Next phase of 2021 budget work is in process.
- Staff printed labels and stuffed letters to be sent to vacation rental, hotel, B&B, and harbor slip rental owners and managers.
- Debbie C, new bookkeeper, had online training with Southern Software, second session.
- Treasurer sat in on a very good webinar given by ICMA on Budgeting in Times of Crisis.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

### **Capital Projects Manager**

- In-shore breakwater construction is nearly completed. All sheet pile installed; one pair of timber piles to go. Final inspection scheduled for late next week.
- Kudos to Harbor and Public Works staff for removing remaining demolition debris from inner harbor rehabilitation.
- Contract awarded for installing Harbor electric service. Work should start next week.
- Working with Wastewater Plant Manager to prepare IFB for Mason Avenue Pump Station odor reduction.
- Continuing to work with Land Studio on value engineering the plans for Phase 3 of the Community Trail project in preparation for rebidding.

### **Code Official**

- Performed 25 inspections this week
- Staff is still scanning older documents to the cloud
- Received various phone calls about Rental Inspection procedures. Advised them that we would not be performing them until after the stay at home regulations were lifted
- Reviewed plans for a new home on Jefferson Avenue
- Had various phone calls and emails with Paul Grossman and applicants regarding upcoming Historic District Review Board Requirements

### **Community Relations Manager**

- ESVA Ukefest has cancelled their event for 2020.
- Working with the Mayor to have a Virtual Blessing of the Fleet April 24. The event has been posted to Facebook.
- Have contacted all event-based funding applications to check the status of their events for 2020. Will continue to check on each organization every week or two.
- Attended a budget review with the Treasurer and Town Manager.
- Assisted with the Town Council Special Meeting held on April 16, 2020.
- Received a thank you letter from the Food Bank. The Cookie Trail donated over 360 pounds of food which equals approximately 300 meals.

### **Harbormaster**

- Phase 2 of Operations Plan on-going with a couple of modifications. Created a fluid staff schedule to minimize close quarters interaction.
- Harbor staff very busy working on inner harbor projects, painting harbor buildings, and rebuilding electrical pedestals.
- Big thanks to public works and crew assisting the harbor in cleaning up the inner harbor debris!!!
- Marine contractor constructing wave break wall off A is close to completion.
- Crabbers are working most every day; weather has been a factor the last couple of weeks.

- Installed new stainless-steel grab bars on fixed slips with finger piers. Center dock complete, Coast Guard dock to be complete next week.

### **Library Manager**

- The Library remains closed with the Computer Lab being available for essential business. It was used twice this week. Staff are available from 10:00 to 2:00 for phone questions. Staff continues to alternate days and hours. Sharon is doing some work from home.
- We continue to check the book drop daily and to wipe down all returned books.
- Sharon watched a Webinar on the overview of *Beanstack*, an online reading program. We are considering doing an online reading program for our Summer Reading Program.
- We continue to pull books that are on hold for patrons to be checked out when we reopen.
- A book order of 38 titles was sent to ESPL to be ordered.
- Checked in over 200 books from the book drop on Thursday.
- The Computer Lab was open at 6:30 on Thursday night to make computers available to the public. No one attended.

### **Human Resources Manager**

- Three telephone interviews were held Monday and Tuesday for the Town Planner position. Before making any decisions, it was determined that the position would be re-advertised. The Town has joined the professional organization, *American Planners Association* so that the position could be listed on their Virginia Chapter Job Board, it has been posted other recruitment sites as well.
- Bank interest was completed and booked for the month of March.
- Attended the second virtual IPMA-HR roundtable on Covid-19 HR practices.
- Assisted the Treasurer with the distribution of the Audit packets to Council and Mayor.
- Staggered shifts began this week with a few employees telecommuting which has meant assisting employees to move to the usage of the cloud- based time tracking in payroll.
- Weekly HR, Payroll and Finance duties carried out as normal.
- Friday was spent in training for the HR certification course, which concludes at the end of May.