



Weekly Report to Council Week ending April 24, 2020

Town Manager

This week was largely dominated with FY21 budget prep. The COVID-19 situation is having a significant negative impact on budget planning. Anticipated major revenue shortfalls have meant painstaking review of operational expenditures to help offset reduced resources. I also researched Town policies for strategic fiscal planning and found very little, this will need to be addressed. A detailed plan for the FY21 budget with recommendations was put together and distributed on Friday. A new budget development schedule was developed, beginning with a special Council meeting on Thursday, April 30.

In other business:

- Finalized a process to allow Boards and Commissions business to come forward under the emergency declarations currently in place. A Planning Commission meeting/public hearing is being scheduled for May 5, and a Historic District Review Board meeting for Thursday afternoon at 2 pm. Following these two meetings we should be current with all pending applications before the Town.
- Spent time reviewing land acquisition options with our attorney
- I interviewed for an article that will appear in the next Cape Charles Main Street newsletter
- Responded to a FOIA request regarding the short-term rental ordinance
- Received three Report a Concern contacts but none requested follow-up, providing comments/suggestions only

Police Chief

- We took patrol car to be repaired from the deer hit that happened two weeks ago
- Tuesday training (hidden contraband, handling process)
- We conducted knock and talk to over 20 homes (regarding short-term rental checks)
- Checked on several "report a concern issues"

Town Clerk

- Meetings/Activities:
 - A special electronic Town Council meeting has been scheduled for Thursday, April 30, 2020, beginning at 5:30 p.m. via Zoom, for Council review of the proposed FY 2021 budget. The agenda was posted online and linked to Facebook on April 24. It was also posted on the three bulletin boards at the Town Hall. Binders were made of the hard copies of the proposed budget and delivered to the Mayor and Council.
 - The April 20 department head meeting was held via Zoom. With the passing of each week, we have fewer connection issues.
 - April 30 – The Historic District Review Board will meet by video conference, 2:00 p.m. The agenda packet was finalized and posted on April 23.
 - May 5 – The Planning Commission will hold a virtual public hearing following by a special meeting, 6:00 p.m.
 - Libby is researching several conference call systems to allow citizens to call in during the public hearing to provide their comments. Citizens will also be encouraged to provide their written comments via email or by placing them in the exterior drop box at Town Hall.
- The April 17, 2020 Weekly Report was posted online and linked to Facebook.
- Freedom of Information Act requests:
 - The first request was received on the afternoon of April 17. Due to the volume of information requested, an extension letter was sent to the requestor as permitted under Code of Virginia § 2.2-3704, subsection B.4. The letter informed the requestor that the Town would be assessing a charge for staff time, as permitted by § 2.2-3704 subsection F, to research and compile the requested information.
 - The requestor asked for:
 - 1) All documents generated by town staff regarding short-term rentals and the COVID-19 / coronavirus pandemic.
 - 2) All communication between members of Council related to short-term rentals and the pandemic.
 - 3) All formal complaints and inspection records related to short-term rentals and the pandemic.
 - 4) Date range: January 15, 2020 to April 17, 2020.
 - A second request was received on April 21 asking for documentation regarding the funding agreement for Cape Charles Main Street and the names of the major stakeholders meeting about recovery after COVID-19, as mentioned in the April 17 Town Manager's Report. The requested information was provided on April 22.
- The video of the April 16, 2020 Town Council Special Meeting was processed and uploaded to YouTube with a link on the town's website.
- Ordinance 20200416 regarding short-term rentals was provided to Chief Pruitt for delivery to the Northampton County court.
- Libby participated in the Virginia Municipal Clerks Association (VMCA) annual business meeting on April 23 via Webex. She was elected and sworn in as 2nd Vice President for 2020-2021. She has served as the VMCA treasurer for three years. Although a new treasurer was elected, Libby will continue with the treasurer's duties until the COVID-19 pandemic travel and meeting restrictions have been lifted.
- The April 24 edition of the Gazette was finalized and posted.

Public Works Manager

- Normal brush/trash/daily duties.
- Worked on the logistics for several upcoming projects - library, clerk's office, fishing pier, fountain at park.
- Fixed several minor repair issues at the library.
- Filled and smoothed the holes left by contractors along Washington Ave.
- Cleaning and organizing PW compound.

Utility Maintenance Manager

- 6 Miss utility tickets
- Had roadway asphalt patches completed
- Re-Reads
- Staff help with water leak 127 Peach ST
- Vacuum sewer pit maintenance
- Staff had a after hour call out Arnies loop Saturday night

Wastewater Plant Manager

- Wastewater plant treated an average of 121,814gallons a day last week.
- Plant and Lift Stations are operating as expected. One call-out on Saturday night for a stuck open valve but was corrected and returned to normal operations quickly.
- Dan continued performing routine maintenance around the wastewater plant.
- Patrick with help from Dan worked on the project to create a cover to control odor at the Mason Ave pump station

Water Plant Manager

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Collected and delivered bacteria samples for VDH
- Pumped down backwash waste pit

Capital Projects Manager

- In-shore breakwater construction completed and inspected. A few minor items such as touch up of welding spots required before final payment.
- Contractor is on site installing Harbor electric service.
- Contract awarded for the benches to be installed around the Inner Harbor.
- Three proposals were received in response to the RFP for marina management services. Drafted an evaluation plan for the Town Manager.

Code Official

- Performed 40 inspections this week.
- Staff is still scanning older documents to the cloud.
- Issued a permit for a new home on Jefferson Avenue.
- Working on a FOIA request regarding short term rentals.
- Wrote reports for HDRB meeting on April 30.
- Staff has been preliminary reviewing some subdivision plays in the Fairways.

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

- Drafted revised scope for A-N PDC for support of Cape Charles comprehensive plan and held two teleconferences to review it with A-N PDC (Clara Vaughn) and Planning Commission chair (Bill Stramm). Met with Town Manager to review scope and approach.
- Finalized staff report for 209 Mason historic board appeal and attachments for Town Council.
- Reviewed Bay Creek Fairway's subdivision application for duplexes relative to zoning requirements with Code Official.
- With input from the Town's attorney, drafted a staff report for Town Council for introducing an ordinance to undo previously approved boundary adjustments that resulted in non-conforming conditions per zoning ordinance.
- Conversated with applicant scheduled for next HDRB meeting on questions regarding the meeting.

Human Resources Manager

- Payroll and all corresponding reports were run this week. The new Covid-19 tax refunds for FICA went into effect which has prompted research and collaboration with our payroll vendor.
- VRS (retirement) contributions were reconciled and submitted for the month of April.
- Assisted employees with troubleshooting of insurance issues and claim submittals.
- Began to research how training programs can be utilized for employee development during the staggering schedules and *work from home* arrangements.
- Continued the recruitment for Town Planner and have informally networked the position vacancy.
- Set aside some time at week's end to review new information that is coming out from the DOL on the new FFCRA laws. These are changing on a daily basis and up to many different interpretations.
- Payroll, benefits, finance and HR duties performed as usual.

Library Manager

- On Monday and Friday I had a Zoom meeting with the Management Team at the Eastern Shore Public Library. We talked about future library programs, future services, and we discussed precautions to take when we reopen.
- Staff continues to check in books but it has slowed down quite a bit. We continue to check the book drop daily and to wipe down all returned books.
- We continue to pull books that are on hold for patrons to be checked out when we reopen.
- I borrowed a Thinkpad from the Eastern Shore Public Library to better attend Zoom meetings.
- This is National Library Week, a yearly celebration of the importance of libraries. The new theme, developed after the virus outbreak is: **Libraries transform, because libraries bring people together even when we have to stay apart.**

Community Relations Manager

- Worked on a Virtual Blessing of the Fleet. Thank you to Heather Travis and Reverend Michael Breslin who have agreed to be a part of this event.
- Continuing to check in with organizations holding events. The Cape Charles Christian School is looking towards a Fall date for the Crabby Blues Festival. Experimental Film Virginia is still exploring options for their event.

Harbormaster

- Phase 2 of Operations Plan on-going. Addressed the new COVID cases with staff. Reiterated the need to social distancing and discussed minimizing contacts. All staff working outside on harbor projects, scheduling 1 office person to manage phone, email and harbor business as needed. We have not had bad weather to force shifting our schedule.
- Harbor staff very busy working on harbor projects, installation of the 7 electrical pedestals complete. Painting and new tops to be complete next week. Prepped and working on "A" dock electrical and plumbing install. Has rained early and late most afternoons this week which has halted painting harbor buildings, will resume this week.
- Marine contractor constructing wave break wall off A is complete.
- Crabbers are working most every day. Most out of town crabbers have headed back home.
- Installed new stainless-steel grab bars on fixed slips Center dock and Coast Guard dock complete.
- Ordered hand sanitizer 12-32 oz bottles preparing for reopening. Plan to install stations in all bathrooms, next to exits of both floating dock ramps and the office.
- Public works tractor broke down (alternator froze). John has ordered parts and as soon as they install bucket and remove mower attachment, I plan to grade Shanty lot and set bumper stops in place.