



## **Weekly Report to Council Week ending May 1, 2020**

### **Town Manager**

This was another busy budget week. In addition to fine tuning the FY21 budget documents and preparing for the budget presentation at the April 30 Special Council meeting, meetings were held to explore the possibility of refinancing the Town's debt, and with our auditor to confirm our interpretation of the most recent financial statements and the status of our current fund balances.

In other business:

- Met to discuss strategy to continue planning for the Town's Comprehensive Plan update
- Met with the Mayor and CCMS to discuss strategies for when current COVID-19 restrictions are relaxed
- Published another public update on the COVID-19 situation
- Researched a new FOIA request dealing with a personnel matter
- Assigned the review committee to evaluate the recently submitted proposals for harbor management
- Addressed five "Report a Concern" contacts

### **Town Clerk**

- Meetings/Activities:
  - The April 27 department head meeting was held via Zoom. Everyone was able to connect this week without any technical issues!
  - The Historic District Review Board (HDRB) met via Zoom on Thursday, April 30, to review two applications. The meeting was streamed live on Facebook.
    - The video of the meeting was processed and uploaded to YouTube with a link on the town's website.
  - A special electronic Town Council meeting was held on Thursday, April 30, 2020, beginning at 5:30 p.m. via Zoom, for Council review of the proposed FY 2021 budget. The meeting was streamed live on Facebook.

- A revised Summary of Proposed Capital Projects spreadsheet was received on April 28 and uploaded to the Town's website, placed in Dropbox and emailed to the Mayor and Council. Additional budget documents were uploaded to the Town's website, placed in Dropbox and emailed to the Mayor and Council on April 29.
    - The video of the meeting was processed and uploaded to YouTube with a link on the town's website.
  - May 5 – The Planning Commission will hold a virtual public hearing followed by a special meeting, 6:00 p.m. Agenda packets were finalized and distributed on Monday, April 27.
    - Libby researched a number of conference call systems to allow citizens to call in during the public hearing to provide their comments. She reached out to her Clerk Network to hear how other localities in Virginia were handling public hearings. She met with John Hozey regarding the solution to accepting public hearing comments during the meetings.
    - Citizens will also be encouraged to provide their written comments via email or by placing them in the exterior drop box at Town Hall prior to the meeting.
- The April 24, 2020 Weekly Report was posted online and linked to Facebook on Saturday, April 25.
- Tips are coming in regarding short-term rentals, vacationers and visitors to the town and our beach. Tips are being forwarded to the town manager and police chief. Tipsters are using Nixle and the Crime Report feature on the town's website.
- Libby had a conference call with the newly elected Virginia Municipal Clerks Association (VMCA) treasurer to discuss the transition of duties and training during the COVID-19 pandemic restrictions.
- Freedom of Information Act requests:
  - Work continued on the FOIA request received on April 17. The requested information was gathered by various staff, compiled and reviewed with Town Manager John Hozey and will be forwarded to the requester.
  - Another FOIA request was received on April 29. An extension letter was sent on April 30.
- An [Invitation for Bid for the Wastewater Pit Cover](#) was posted on the Town's website with a link to Facebook.
- Zoom was set up on Tracy's iPad and laptop in preparation for the upcoming HDRB and Planning Commission meetings. A test meeting was held to train Tracy on how to set up meetings and admit participants into the meetings. Tracy will also set up test meetings with the members of the boards prior to their meetings.
- The [FY 2019 audited financial report](#) was posted on the Town's website.
- Official Payments updated their link for customers to make online payments from the Town's website. They now have separate links for real estate tax, personal property tax and utility bill payments. The links have been updated on the website.
- Confirmation emails for the Monday, May 4, Zoom Department Head Meeting were sent to all department heads.
- Libby participated in a VMCA executive committee Webex meeting on Friday, May 1.
- Staff is continuing to disinfect doorknobs, counters, furniture, etc. in our work and common areas.

## **Police Chief**

- Several officers helped public works repairing the fishing pier Tuesday and Wednesday.
- We have had 63 calls for service so far this month, 28 traffic summons, and 4 arrests.
- Speeds are high a lot of 20 mph over speed limit, and arrests include DUI, Revoked for DUI, drunk in public, and possession of marijuana.

### April Statistics:

- Calls for service in Cape Charles: 65
- Calls for service outside of Cape Charles (assist): 5
- Felony arrests: 1
- Misdemeanor Arrests: 3
- Traffic Summons: 28
- Traffic Warnings: 20 (written& verbal):
- Parking tickets: 0
- Building Checks: 34
- Assisted Northampton County Sheriff's Office: 3
- Assisted Virginia State Police: 2
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 3
- Foot Patrol Hours: 38
- Bay creek patrol hours: 27

### April Activity:

- Officer Garrett sworn in and started work
- Firearm qualification for new officer

### April arrests:

- DUI (felony)
- Revoked license alcohol related
- Possession of Marijuana
- Drunk in public

## **Community Relations Manager**

- The Blessing of the Fleet had many challenges this year but went well as a Facebook Live event. Thank you to the Mayor, Heather and Nathan Travis, Father Michael Breslin, Chris Bannon, John Dempster and Phillip Spohn. The wreath made by Sea Grass can be seen on display at the Watermen's Memorial.
- Sent a link to all Funding Applicants to the budget information for the Council Meeting to be held on April 30. All applicants were provided how to provide their written comment.
- Assisted the Town Clerk at the Special Council Meeting on April 30, 2020.
- Have had many phone calls asking for clarification on restrictions to public facilities and rentals.

**Public Works Manager**

- Normal brush/trash/daily duties
- Began replacing deck boards on pier. Much thanks to PD, Utilities and Code departments for the help
- Service work on the sump pump at library
- Cut up and removed tree from fig street that fell in high winds
- Removed sand from handicap access at beach

**Utility Maintenance Manager**

- 2 Miss Utility Tickets
- Vacuum sewer Pit Maintenance
- Staff worked on sewer problem 541-543 Mason Ave
- Ralph is rebuilding controllers for vacuum sewer pits
- Staff did a couple more re-reads for the utility clerk
- Talked with the community manager of bay creek about foot washer on sunset Blvd beach access
- Talked with bluewater plumbing about water hook-up 728 Randolph ave
- 15 Miss utility tickets for the month
- 2 After hours call outs for the month
- Ongoing Project for the month maintenance on the vacuum pods

**Wastewater Plant Manager**

- Wastewater plant treated an average of 154,843 gallons a day last week.
- Plant and Lift Stations are operating as expected.
- Dan continued performing routine maintenance around the wastewater plant.
- Dan and Ralph assisted John and Public works on the Fishing Pier repair.

**Water Plant Manager**

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Backwash pit pump maintenance
- TMH and HAA5 control webinar
- Received chlorine and salt delivery
- 750,000 gallons produced with approx. 65,000 used for processes

### **Code Official**

- Issued 7 permits this week.
- Permit construction valuation totaled \$34,700
- Permit revenue was \$439.04
- Performed 28 inspections this week.
- Staff is scanning documents to make room for new projects.
- Answered various questions regarding zoning regulations throughout town.
- Staffed a virtual Historic District Review Board Meeting.
- Had correspondence with the chairman of Historic District Review Board on various topics.

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

- Held a teleconference with A-N PDC (Clara Vaughn, Elaine Meal), Town Manager and Planning Commission chair (Bill Stramm) to discuss past efforts required to update the 2016 comprehensive plan and possible avenues we could take on the 2021 plan. Current contract with A-N PDC put on hold. Spent time researching the 2009 plan history to determine why the reduction in the amount of content from previous plans. Have reached out to previous PC members for confirmation of what was found (i.e., essentially two documents were produced).
- Attended HDRB meeting
- Conversated with applicant post HDRB meeting on questions regarding the meeting.
- Conversated with applicant needing changes on previously approved HDRB application due to structural deficiencies discovered and discussed with Code Official.

### **Human Resources Manager**

- Several new applications were received this week for the Town Planner position which were forwarded to Town Manager for review.
- Worked with VRSA to train on the admin role for the on-line university training which will enable setting up employees for virtual training. Sent TM a template of training tracking for all departments.
- Assisted employees with on-going claims for insurance.
- Completed a 2019 year-end reconciliation for health insurance payables.
- Responded to a FOIA request.
- Performed payroll, benefits, HR and finance duties as usual.
- Did a complete weekend sanitization of Town Hall Office. Worked with TM on employee communication to continue best practices ensuring a healthy workplace.

## **Treasurer**

- Staff researched old contract end dates for clerk's office for retention documentation.
- A FOIA request response was sent to the Clerk's office.
- Budget worksheet preparation, review and packet preparation was completed.
- Treasurer sat in on phone conferences with both Davenport & Associates and with the town's auditor, along with the town manager.
- Treasurer worked on the Town's computer virus protection program renewal package which was previously handled through Chesapeake Bay Communications. The town must find a new "partner" to purchase the subscription through.
- Cash was transferred to the Facility Fee Reserve account to true up revenue received through March 31, 2020. The new balance is \$1,071,616 as of the end of April.
- Treasurer worked with the town manager to prepare for the Council's Thursday night budget presentation and then prepared the newspaper's public hearing budget ad.
- Two contingent laptops and associated work-from-home materials were prepared for contingent use in the event any town staff member is quarantined and they have tasks that they may do at home. The accounting software was loaded, and Inversa Minds set up VPN access in order to be able to do accounting functions remotely.
- Thanks are due to Jen Lewis, who pitched in with accounts payable tasks while the department is temporarily short-handed.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

## **Harbormaster**

- Phase 2 of Operations Plan continues, I address the new COVID cases with staff daily. Reiterating the need to social distancing and discussed minimizing contact, specially outside of workplace for personal protection. Working outside on harbor projects, scheduling 1 office person to manage phone, email and harbor business as needed.
- Harbor staff stays very busy working on harbor projects. Painting electrical pedestals and new tops once bolted to new concrete. "A" dock electrical has been postponed until farther notice, new plumbing to be installed after harbor painting complete. Painting harbor buildings will resume this week.
- Marine contractor constructing wave break wall off A is complete, punch list has been completed and move the barge from area.
- Crabbers are working most every day. Most out of town crabbers have headed back home.
- Ordered hand sanitizer 12-32 oz bottles preparing for reopening. To arrive today.
- I plan to grade Shanty lot and set bumper stops in place next week, waiting for tractor.
- Lots of interest in transient boat slips. Have turned down 25+ explaining our circumstances being very understandable. They will return!
- June 12-14 has book solid, hope it all works out!!!

**Capital Projects Manager**

- In-shore breakwater punch list completed. Final billing received from contractor.
- Inner Harbor Rehabilitation electric service installation completed.
- Prepared Invitation for Bids for Mason Avenue Pump Station Odor Reduction project. Advertisement posted to website.
- Evaluation plan for marina management services proposals approved by the Town Manager and distributed to evaluation panel.