



## **Weekly Report to Council Week ending May 8, 2020**

### **Town Manager**

Though I needed to travel this week and work remotely, my trip was a complete success; I can now focus exclusively on Cape Charles! Business this week:

- Formally submitted an application to the Virginia Resource Authority to start the process of exploring possible debt refinancing options.
- Finalized public notice for the FY21 budget public hearing and submitted for publication
- Reviewed the proposals for potential harbor management services, review committee will meet soon to discuss
- Held several conversations with stakeholders regarding how to re-open Cape Charles
- Finalized a personnel related FIOA request
- Many discussions about the need to reopen restrooms, when is it safe to do so, and how to do that without putting the public or town staff at risk
- Confirmed that outside dining is in violation of the original version of EO 53
- Began review of the Governor's new Executive Order 61 issued on Friday. Reviewing implications with our attorney
- Ten Report a Concern contacts were addressed

### **Treasurer**

- Had a phone conference with Davenport staff to discuss the process of applying for a VRA and/or bank loans to refinance the 2010 VML VACO debt and take advantage of current interest rates. Per Council approval, they will proceed to bid the refinance out and will also send an application to VRA. Debbie will work with them this week to complete the application.
- Treasurer reviewed quotes for the server backup/cloud storage/server maintenance agreement and researched previous payment amounts.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

## **Town Clerk**

- Meetings/Activities:
  - The May 4 department head meeting was held via Zoom.
  - May 5 – The Planning Commission held a virtual public hearing followed by a special meeting, 6:00 p.m. Public comments were accepted in writing via email prior to the meeting and via voicemail during the public hearing. There were no public comments received.
    - The video was processed, and a link was placed on the website.
  - May 21 Town Council Public Hearing & Special Meeting. The public hearing advertisements for the proposed FY 2021 budget and a conditional use permit application were submitted to the newspaper, posted on the Town’s website and linked to Facebook.
- A number of anonymous tips from the Nixle system regarding short-term rentals and beachgoers were forwarded to Chief Pruitt over the weekend.
- The May 1, 2020 Weekly Report was posted online and linked to Facebook.
- Freedom of Information Act requests:
  - April 17 FOIA Request: The response was compiled and provided to the requestor on Monday, May 4.
  - April 29 FOIA Request: The response was compiled and provided to the requestor on Wednesday, May 6.
- The 2020 Cape Charles Town Council Candidate Forum information was added to the website on the calendar in under News & Announcements as well as on Facebook. The Candidate Forum is being sponsored by Cape Charles Main Street and the Cape Charles Rotary.
- A [notice](#) from the Eastern Shore Health District announcing free drive-through COVID-19 testing was posted on the website and Facebook.
- A press release was drafted announcing the 2020-2021 Virginia Municipal Clerks Association officers and submitted to the Virginia Municipal League, the Virginia Association of Counties, the International Municipal Clerks Association main headquarters and the IIMC Region II directors.
- Confirmation emails for the Monday, May 11, Zoom Department Head Meeting were sent to all department heads.
- The wall in the clerk’s office will be sealed and re-covered next week beginning on Tuesday, May 12.

## **Human Resources Manager**

- Payroll was run and corresponding reports were completed.
- Month end financials for April were booked.
- Soft skill training was set up for Library staff through VRSA.
- The Benefits & Payroll newsletter for May has been completed and distributed.
- Attended a free webinar series focusing on HR Competencies.
- HR, Benefits, Payroll and Finance duties have been attended to as usual.

**Police Chief**

- Setting up for police week, which runs 10th-16<sup>th</sup> memorial will be set up in the park. Stop by and drop a flower to show appreciation to the men and women who gave their lives in 2019 protecting their communities.
- 24 calls for service went out this week along with several traffic summons.
- We are continuing to help with the fishing pier when we have time.

**Public Works Manager**

- Normal brush/trash/daily duties. Extreme amount of brush.
- Continued work on the fishing pier. Making good progress
- Cutting grass
- Met with VDOT concerning trees obstructing stop signs. VDOT trimmed all of the trees in town that they thought obstructed stop signs. Also met with VDOT concerning the safety of the trees along the 300 block of Fig St. They will have an arborist evaluate.

**Utility Maintenance Manager**

- 14 Miss utility tickets
- Staff are working to fix the sewer jetter this week
- Met with a couple contractors
- Staff worked on water meter problem at 16 king bay dr.
- Staff call for low water pressure at 126 churchill downs.
- Staff worked on vacuum sewer leak

**Wastewater Plant Manager**

- Wastewater plant treated an average of 154,843 gallons a day last week.
- The wastewater plant had a total flow of 4.7353 million gallons
- 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 pumped out
- Monthly reports for VDH
- 825,000 gallons produced with approx. 85,000 used for processes

**Code Official**

- Issued 11 permits this week.
- Construction valuation was \$85,000 this week.
- Performed 28 inspections this week.
- Received plans for a new home in the Signature.
- Staff attended a virtual meeting for Planning Commission meeting.
- Staff answered various questions regarding zoning and HDRB.

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

- Finalizing revisions to Article VIII, Historic District Overlay and associated historic terms in Article II, Definitions.
- Re-reviewed approach to comprehensive plan update and scope of services for A-N PDC with Planning Commission chair and set up meeting with Town Manager to discuss results and approach in moving forward.
- Drafted staff report on a HDRB appeal for 301 Madison Avenue.
- Responded to an inquiry concerning conversion of a R-1 duplex into a condominium.
- Reviewed Article II, General Provisions, for town ordinance references to Virginia Code. Found reference changes needed for condominiums due to state code rewrites during 2019 session along with some typos.

**Capital Projects Manager**

- Prepared final Virginia Port Authority grant reimbursement request for the In-shore Breakwater project.
- Hurt & Proffitt team surveyed the route for the proposed wastewater force main along Old Cape Charles Road. Design and engineering to be completed. Construction is not included in the draft FY 2021 budget.
- Reviewed potential modifications to the Multi-Use Trail, Phase 3 plan with Land Studio. Will be finalized and presented to Council before submission to VDOT for re-bidding approval. Design and engineering to be completed. Construction is not included in the draft FY 2021 budget.
- Provided input to Town Manager on potential public restroom locations.
- One bid received for Mason Avenue Pump Station Odor Reduction project. Contract drafted and sent to Town Manager for signature.

**Library Manager**

- This week we had 3 people to use the Computer Lab.
- Staff continues to check in books. We continue to check the bookdrop 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.

- We continue to organize the supply room on the second floor and we are doing an inventory of supplies.
- We will be doing an online Summer Reading Program this summer with Eastern Shore Public Library. We are discussing ways to reach children without internet access.
- Ordering books for this fiscal year, to be completed by May 15.

### **Community Relations Manager**

- Soon we will need to have a conversation about July 4. If my calculations are correct according to Governor Northam's latest 3 phase plan to open up Virginia, the earliest we can consider an event over 50 people would be June 25. This is without any delays in Phase I, II and III. This gives us one week to play with and that is not a very comfortable time span.
- There will unfortunately be no Farmer's Market in Cape Charles this year. We only received two applications for interested vendors. A notice will be posted on Facebook at the end of the day on May 8.
- Received an email concerning the Tennis Courts being locked. The citizen feels that this is not a contact sport and one of the few forms of exercise that should still be open to the public. I informed him I would relay his concern.

### **Harbormaster**

- Phase 2 of Operations Plan continues, updating staff daily. With the numbers increasing throughout the area, expressing 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. Staffing and weather have been a factor this week for painting. Resume painting electrical pedestals, installing new tops. Painting west and north side of the harbor buildings will again resume this week.
- Public works repaired the Kubota tractor and started grading the inner harbor gravel lot, preparing for additional gravel to dress any areas that need lifting. Shanty lot will be graded, and curb stops install next week.
- 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. It arrived today.
- Great Lakes Dredging has arrived utilizing the Town Harbor for dockage and fuel.
- Received drums for the new trash receptacle stations throughout the inner harbor. Liter Grant funding utilized for much of the hardware. Prepping drums, cutting tops out, drain holes, handles for dumping, fixing heavy lids to minimize trash from spreading.