



Weekly Report to Council Week ending May 22, 2020

Town Manager

The week began with the Governor announcing his approval of the Virginia Beach plan to open their beaches for recreational use. The VB plan was complex and resource intensive. The Governor stated that any other locality who wanted him to consider something similar, needed to develop their own plan using VB as the template. Since Cape Charles does not have the resources of VB, and due to many violations on our beach last weekend, we tighten up public notifications via new signage. We hope this will improve compliance for Memorial Day weekend.

The Mayor and I participated in a conference call with Secretary Strickler of the Governor's office regarding beaches. We expressed the challenges we face, especially with the loose wording of the executive orders creating loopholes. He indicated that there will not likely be a general re-opening of beaches, but rather a phased re-opening. This would allow some additional uses, but with continued restrictions. He could not elaborate on exactly what these uses/restrictions would be, or when this might occur. But it is probable something will happen in June.

Other business:

- Receive many comments/complaints regarding the cement plant, chiefly noise, but also air quality and visual impacts. Met with a group of ten residents to hear their concerns and ideas. I scheduled a meeting with the plant manager for next week. The Mayor will accompany me to that meeting to see how we can reach a happy medium.
- Authorized the harbormaster to work with Poseidon Watersports to determine if they could begin operations at the harbor renting jet skis and kayaks.
- Participated in a due diligence call with the Virginia Resource Authority, bond counsel, and our advisors regarding possible refinancing of the Town's debt.
- Met with the brewery and our water department about the golf cart path in that area
- Worked with our attorney and HR on two separate personnel issues
- Coordinated with CCMS to assist with the CARE Campaign
- Evaluating options for location and hookups for the new mobile restroom
- Besides the noise complaints, there were four Report a Concern contacts addressed

Town Clerk

- Meetings/Activities:
 - The May 18 department head meeting was held via Zoom.
 - May 20 – Libby attended a VRSA webinar regarding Communication Tactics and Strategies.
 - May 21 Town Council Public Hearing & Special Meeting was held via Zoom. Public comments were accepted in writing via email and by hard copy prior to the meeting and via voicemail during the public hearing. There were three public comments received via email.
 - The video is being processed and will be posted online when completed.
 - May 21 Town Council Executive Session was held via conference call. Mr. Andrew Follmer was approved to be appointed to the Town Council to complete former Councilwoman Cela Burge’s unexpired term which ends on June 30, 2020. Letters were sent to Mr. Follmer and Clerk of the Circuit Court Traci Johnson to make arrangements for him to take his oath of office.
 - Town offices closed for Memorial Day, Monday, May 25.
 - May 28 Town Council Special Meeting will be held via Zoom. The agenda was posted on the Town’s website as well as on Facebook. Additional agenda-related documents will be posted as they become available.
 - Staff is working on ways to continue broadcasting our meetings live of Facebook once we are able to meet with a majority of members physically at the Civic Center. The difficulty is regarding how to include some members remotely via Zoom and the others in person.
- The May 15, 2020 Weekly Report was posted online and linked to Facebook.
- Information regarding Shore Delivery Corps’ deliveries was posted on the website and on Facebook.
- Freedom of Information Act requests:
 - May 15 FOIA request – The response was sent to the requestor on May 18.
 - Another FOIA request was received on May 18 from the same individual as the one received on May 15. Fortunately, the subject property was outside the town’s limits. The requestor was referred to Northampton County.
- The wall in the clerk’s office has been put back together. It will be finished off and painted at a later date.
- Libby participated in a conference with the Virginia Municipal Clerks Association Institute Director from the Virginia Commonwealth University regarding virtual Athenian Leadership Dialogues and the upcoming VMCA Institute and Academy in October. The decision was made by the VMCA Executive Board to hold the institute and academy sessions virtually.
- Confirmation emails for the Tuesday, May 26, Zoom Department Head Meeting were sent to all department heads.

Police Chief

- Additional personnel assigned last weekend and over 50 people were removed from the beach on Saturday along with constant calls for service.
- Developed plan and scheduled to help control the beach for Memorial Day weekend.
- 17 calls for service, several speeding summons, and 1 drug arrest this week.

Public Works Manager

- Normal/brush/trash/daily duties
- Made repairs to clerk's office
- Continued work on fishing pier
- Put up multiple signs
- Put up temporary hand sanitizer bottles until permanent dispensers come in
- Cut grass

Utility Maintenance Manager

- 6 Miss utility tickets
- Staff finish reading water meter and the re-reads
- Working on vacuum sewer pits maintenance
- Staff help PW
- Met with the development manager of bay creek
- Met with a couple contractors about wastewater and water hookups
- Bob and I are working on quotes for electric , water and wastewater for the portable restroom
- 1 after hours call out at 112 Sunset Blvd for water leak

Wastewater Plant Manager

- Wastewater plant treated an average of 131,700 gallons a day last week.
- Wastewater plant ran normal and well this week.
- Dan did normal maintenance and upkeep of the plant this week.
- Ralph did Station maintenance and the daily checks for the lift stations this week.

Water Plant Manager

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- VDH Bacteria samples collected and delivered
- 900,000 gallons produced with approx. 97,500 used for processes

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

- Researched noise ordinances from other localities for town manager.
- Searched court records for deeds associated with Tazewell property easement and boundary adjustments.

Capital Projects Manager

- Contract for Mason Avenue Pump Station Odor Reduction project signed by contractor. Work to be completed in late June.
- Hosted committee meeting for evaluation of proposals for marina management services. Committee will prepare a recommendation for Council.
- Assisted Treasurer in reconciling Multi-Use Trail grant data required for annual Federal funds audit.
- At request of VDOT staff, provided update on current funding status of Phase 3 (construction) and Phase 4 (design) of the Multi-Use Trail project. Informed them that both projects are not included in the draft FY 2021 budget, and that Council will reevaluate in September. Possible that Phase 3 would be reinstated. Likely that Phase 4 will be deferred to FY 2022.
- Worked with Public Utilities Maintenance Manager to evaluate locations and develop estimates for the unbudgeted cost of installing the public restroom trailer. Estimates should be firmed up next week.
- Informed by Port Authority staff that we have been awarded the full \$88,850 Aid to Local Ports grant requested for next fiscal year. This would fund up to 75% of the Inner Harbor Rehabilitation Project, Phase 4, on the south side. Project is currently not included in the draft FY 2021 budget.

Code Official

- Staff performed 30 inspections this week.
- Town Council has rescinded short term rental ban, therefore we have been overwhelmed with rental inspection applications.
- Processed 10 rental inspection applications.
- Performed 5 rental inspections.
- Staff is scanning documents to make room for new projects.
- Tracy Outten delivered a memo to all restaurants about outdoor seating.
- Answered various questions regarding zoning regulations throughout town.
- Had correspondence with the chairman of Historic District Review Board on various topics.

Human Resources Manager

- This was a payroll week as well as a VRS contribution week.
- Two new seasonal harbor employees and two returning seasonal harbor employees were on-boarded and received orientation on Friday.
- Worked on on-going personnel matters with the Town Manager.
- Worked on a reconciliation project related to premium adjustments with the Treasurer.
- Invoices for the insurance carriers were reconciled and submitted to Accounts Payable.
- Other related benefits, finance and HR duties were carried out as normal.

Treasurer

- Participated in an application interview with Virginia Resources Authority for the loan application along with the town manager and Davenport staff. Six hours of research done for the application and credit review.
- Staff researched portable restroom purchase for FY2021 and participated in installation discussions for the one for this current fiscal year.
- Many businesses, especially contractors, are paying the business license taxes even though the deadline has been changed by Council this year to September 30th. Staff has spent much time assisting with calculations and forms.
- Completed a survey for the VA Commission for the Arts regarding projected FY2021 community grant requests.
- Completed the calendar year 2019 Enterprise Zone Cape Charles public investment report for the County.
- Sent out 2019 audit reports and other documentation required by the Town's debtors.
- Sat in on the Town's FY21 budget public hearing virtual council meeting.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

Library Manager

- This week we had 7 people to use the Computer Lab. Having the lab open at this time has given us some insight into potential problems that may occur when we open.
- We have been working on a plan for reopening and we are in the process of ordering needed supplies.
- Staff continues to check in books from the bookdrop 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. Patrons may put books on hold at any time through the online catalogue.
- Our online Summer Reading Program will be called **Imagine Your Story** and we will be using our imaginations to make our first online Summer Reading Program a success!
- Sharon Silvey listened to several webinars provided by the **Virginia Risk Sharing Association**.
- Listened to a webinar entitled **COVID-19 & Libraries**.

Harbormaster

- Phase 2 of Operations Plan continues, updating staff daily. As numbers have leveled or cases have decreased throughout the area, we are still expressing the need to social distancing and discussed minimizing contact, specially outside of workplace for personal protection. Weather this past week has been rainy and windy for working outside on harbor projects.
- This week we scheduled 1 person in the office to manage the phone and email due to number of boaters calling about Memorial Day. The Harbor has had many cancelations due to the pandemic and a few related to the weather. As of today, we have 28 transient boaters and if weather corporates we could be full.

- Harbor staff is busy working on harbor projects. Completed driving pins in concrete bumpers. Shanty parking area by the boardwalk side will be completed this weekend. Painting west and north side of the harbor buildings will again resume this week. (weather has been a factor this past week)
- Crabbers are working most every day. Crabs prices are high going into the holiday weekend.
- Prepping drums, cutting tops out, drain holes, handles for dumping, fixing heavy lids to minimize trash from spreading. Poles for cans, new harbor signs and fire extinguishers. (work in progress)
- Harbor office restrooms remain closed for staff. Bathhouse facility have coded lock reinstalled temporarily. Prepped bathhouse for transient boaters, sanitizing solutions and PPE are on hand to maintain facilities. Staff has set cleaning schedule placing signs for direction and hours of operation. No issues as of today.
- Memorial Day looks to be very busy! We have 4 part time staff, 2 from last year and 2 new younger gentlemen. They have completed school for the year, maintained excellent grades and have oriented by Jodi and Spencer and ready for work.
- The harbor has started 7 days a week starting Memorial Day weekend.
- Working with John Lockwood on hand sanitizer stations at the harbor.