

MANAGER'S COVID-19 COUNCIL UPDATE REPORT #1
03-17-2020

Steps the Manager and Department Heads have or are taking:

1. Have created a link in the scroll on the City web-site to provide COVID-19 information to the public, for public assess/updates to learn “what the City is doing” and to provide what advice/insight we can with regard to this crisis. This includes updates on City Response and Frequently Asked Questions (FAQs) as well as provide links to the Vermont Department of Health and the Centers for Disease Control and Prevention (CDC) for Community Mitigation Strategy and Infection Control Recommendations.
2. The Manager is holding **COVID-19 conference call “meetings”** with Department Heads acting as an Advisory Task Force on Monday, Wednesday, and Friday, at 8:00 a.m.
3. The Advisory Task Force is preparing an Incident Action Plan assessing mission critical functions and incorporating City-wide Departmental Continuity of Operations Plans (COOP).
4. Updates from the briefings will be provided at City Council meetings. The City Manager will also keep the Council posted as developments warrant during the course of each week.
5. Have designated Fire Chief Doug Brent and Deputy Fire Chief Joe Aldsworth as the lead contacts and advisors regarding COVID19 medical related response internal to the City of Barre.
6. City Manager Steve Mackenzie will be the point of Contact (POC) for public inquiries. He will deal generally with administrative questions, and where appropriate, refer to Deputy Fire Chief Aldsworth for virus specific questions/issues.
7. Regarding City Buildings, staff are developing protocols and alternatives for public access, and are discouraging public access to City buildings.
8. All Volunteer Committee and Board meetings have been cancelled until further notice.

9. We anticipate the virus will eventually reach City staff and are proactively planning for staff absences and shift changes as needed.
10. We also anticipate a drop in revenues, which will only exacerbate the projected FY20 year-end deficit.

Additional Steps the Manager and Department Heads have taken:

The City Clerk has expanded the “Make Online Payments” feature on the city website to accept credit card payments for water/sewer bills (current & delinquent), property taxes (current & delinquent), dog licenses, parking tickets and permit fees to minimize public traffic in City Hall.

Code Enforcement staff will be putting all discretionary inspections on hold for at least 3 weeks. Complaints and emergency inspections will still be completed.

Interior building inspections, including Water Meter Readings and Assessing Inspections are on hold indefinitely.

Until Further notice, the Fire Chief has suspended burning in the City of Barre and will not be issuing burn permits.

All buildings at the Civic Center have been closed. (Auditorium, Alumni Hall, BOR).

We are organizing a Barre City COVID-19 Telephone Town Hall Meeting on Thursday, March 19th, 6:00 p.m. The panel will be comprised of key City Emergency Response Personnel and CVMC personnel, the Mayor, City Manager and Key City Staff to provide information on the COVID-19 respond and to answer questions. The Town Hall will be broadcast on CVTV and Facebook Live, and will provide for call-in questions. Details and mechanics still to be worked out. Watch the City website for more details tomorrow.

As City Manager, my current priorities are:

1. The well-being of City staff.

2. Planning for and maintaining Continuity of Municipal Operations in the face of the onset of the COVID virus.
3. Maintaining essential municipal services to our residents, taxpayers and public.
4. To the extent we can, maintain normal city business and priorities.

Remember to check on your neighbors, and especially your elderly neighbors.