

*Municipal Corp. of
Cape Charles*



Staff Weekly Report
To Town Council
Week Ending February 14, 2020

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Mayors Report to Council

- Up and Coming Agenda Items
 - Town Council Retreat February 22nd
 - All Non- Profit funds request due Feb 29th
 - Certain Vehicle parking work session (Scheduled for Feb. 29)
 - 5 year CIP (Scheduled for discussion March 5th)
 - FY 20/21 Budget (Scheduled for discussion March 5th)
 - FY 20/21 Budget (Scheduled for discussion April 2nd)
 - FY 20/21 Budget (Scheduled for Final discussion May 7th)
 - FY 20/21 Budget (Scheduled for Public Hearing May 21st)
 - FY 20/21 Budget (Scheduled for Vote to adopt June 4th)
- Pending Litigation: Had several phone calls with our attorneys on pending litigation.
- Report a Concern: We had two this week. The First was concerning the height of a new structure being built on Sunset Blvd. I met with the concerned citizens on 2/18/20. The second was concerning the wayfinding signs and why we need them. I answered the email and explained why. Follow up about an ongoing sewage issue in Bay Creek, Staff removed one large piece of concrete and one smaller piece of concrete from the sewer line on the customers side. We believe that this has been the problem the whole time.
- Farmers Market: The Consensus is that the Markey be located at Strawberry Street Plaza. It will be open on Wednesday evenings from 5:00 pm to 8:00 pm beginning Mid-May and continuing through October.
- Wastewater: This past week during the heavy rains the waste-water treatment plant was getting an unusual amount of storm water intrusion into the system. Patrick Christman, Waste-water plant manager and his staff manned the plant around the clock to ensure that the plant was at maximum processing. For over a 24-hour period, our plant processed over 600,000 gallons which was scary but impressive. DEQ was notified of the excessive amounts we where processing. Billy Powell, Utility Maintenance Manager, believes we may have found the issue on Monroe Ave. but we won't know for sure until we get the smoke tester. This is a high priority for staff to get this corrected as we are just getting into rainy season.
- Organization: This past week I made a few minor changes in staffing and the org. chart. As of February 18, 2020. Patrick Christman will become the waste-water plant manager, Scottie Neville will become the water plant manager, John Lockwood will become the Public Works Manager and Billy Powell will become the Utility Maintenance Manager. For normal issues regarding Public Works and Public Utilities we are encouraging residents to use the report a concern on the town website or email or call the Town Manager. For emergency issues, citizens can still use the emergency numbers provided on our website or listed on the phone directory.
I have also made Jodi Outland our Human Resource Manager. Jodi id currently finishing up her final class. This will coincide with what she already does which is payroll and insurance.

Town Clerk & FOIA Managers Report to Council

- Upcoming Meetings/Activities:
 - 2/17 – Town offices closed for Presidents’ Day.
 - 2/18 – Historic District Review Board Regular Meeting, 6PM, at the Civic Center. The agenda packet was posted on February 12.
 - 2/20 – Town Council Public Hearing & Regular Meeting, 6:30 PM, at the Civic Center. The agenda packet was posted on February 13.
 - 2/22 – Town Council Retreat, 11:00 AM, at The Pearl Event Center at The Oyster Farm. The agenda packet will be posted by Tuesday, February 19.
- Agenda Packets:
 - 2/24 – Planning Commission Comp Plan Work Session. The agenda packet must be posted by February 19.
 - 2/25 – Wetlands Board Public Hearing & Meeting. The agenda packet must be posted by February 20.
- Tracy was out of the office on Monday, February 10, and Tuesday, February 11.
- The February 7, 2020 Weekly Activity Report was posted online and linked to Facebook.
- Libby prepared a press release announcing the appointment of the new town manager. The press release was submitted to the newspaper, posted on the town’s website, Facebook, and also submitted to VML to be published in the March issue of their Virginia Town & City magazine.
 - The February 13 issue of the Gazette was also reformatted to include the announcement.
- Libby’s wall showed evidence of several active leaks after the heavy rains during the week. Dust and plaster particles from the wall still continue to fall throughout the day.
- The advertisement for the new police officer position was submitted to the newspaper and placed on the town’s website, with a link to Facebook. It was also added to the Gazette.
- Nixle alerts were set up for the upcoming water system flush. Notifications will go out on February 15, 17, 18 and 19.
- All electronic human resource-related files were transferred to Jodi Outland, the town’s new human resources manager.
- A FOIA request was received and responded to on February 13.
- A farewell breakfast was held on Thursday morning for Zach Ponds whose last day is scheduled for February 19. Tracy helped organize and set up the event with staff.
- Staff performed two notary service requests this week.
- Libby went through the documents, files and envelopes on the table in the town manager’s office to clean up the area. We found a number of contracts and miscellaneous legal correspondence which are now labeled and filed. Libby will be working on a laptop at the table in the office to be away from the dust and moisture, but where she will have access to any necessary files.
- Libby and Tracy were out of the office on Friday, February 14, attending a training class in Norfolk.



Treasurers Report to Council

- Staff is prepared for the annual audit.
- BPOL Application traffic has increased
- Jodi has been working on Open Enrollment
- Customer Service, accounts payable and receivable, payroll/benefits, tax account maintenance, utility billing and accounting functions were all performed as usual.

Police Chiefs Report to Council

- Working on budget
- Looking for new officer
- Inspecting our equipment for the upcoming season

Capital Project Managers Report to Council

- Conveyed to VDOT the decision to rebid construction of Phase 3 of the trail project. Arranged for expedited review of plan changes to incorporate cost savings measures. Still awaiting Land Studio fee proposal for plan review and rebidding services.
- Land Studio has completed coordination with surveyor and VDOT on revising proposed Mason Avenue parking plan. Should have fee proposal next week.
- Received proposal from Hurt & Proffitt to update plans and produce bid package for extension of wastewater service along Old Cape Charles Road. Will review and bring to Council for consideration in early March.
- Along with Harbormaster Farlow, presented FY 2021 Aid to Local Ports request to Virginia Port Authority for Phase 4 (south side) of Inner Harbor Rehabilitation project. On Council agenda for 2-20-2020.
- Drafted Request for Proposals for Harbor Management Company. On Council agenda for 2-2-2020.
- Opened bids for concrete paving for Harbor Parking Lot Turnaround and Inner Harbor Sidewalks. Coordinating with Shanty owner on acceptability of timing for the former. Both on Council agenda for 2-20-2020.

Code Official's Report to Council

- Staff performed 35 inspections this week.
- Staff has been scanning larger plans to the cloud to make room for new projects.
- Staff issued a permit for a new home in the colony.
- Staff received plans for a new home in the colony.
- Helped Bob Panek with some licensee lookup information on potential contractors for
- harbor turn around and harbor walkway improvements.

Planning & Zoning Administrators Report to Council

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Reviewed site plans for compliance with zoning ordinance.
- Prepared four staff reports for the Historic District Review Board meeting, which will be held on February 18.
- Prepared one staff report for the Wetlands Board meeting, which will be held on February 25.
- Prepared two staff reports for the Town Council regular meeting, which will be held on February 20.
- Staffed the sidewalk committee to discuss repair and replacement of sidewalks throughout the Old Town area.
- Chaired the Eastern Shore Livable Communities meeting on February 13, and attended the Eastern Shore Healthy Communities meeting afterward.

Human Resource Managers Report to Council

- New Position will have a report next week.

Harbor Masters Report to Council

- No report this week.

Wastewater Plant Managers Report to Council

- New Position will have a report next week.

Water Plant Managers Report to Council

- New Position will have a report next week.

Utility Maintenance Managers Report to Council

- New Position will have a report next week.

Public Works Managers Report to Council

- Normal brush/trash/cleanup
- Delivered new trash cans
- Assembled Library furniture
- Read water meters
- Cleaned storm drains
- Received new banner hangers for strawberry plaza
- Transitioned to new role

Community Relations Managers Report to Council

- Coordinating staff breakfast on February 13 as a farewell party to Zach Ponds.
- Met with Kim Southern from CBES regarding the Between the Waters Bike Tour. The tour would like to come through Cape Charles this year with a rest area being located at the LOVE sign. I provided her with a use of facility form and informed her that we would need to schedule a meeting with Chief Pruitt once the route was finalized.
- Met with CleanNet USA who visited all facilities to prepare a bid for the cleaning contract.
- Mayor Dize and Jen distributed candy bouquets to the residents of Heritage Acres. Chief Pruitt delivered candy bouquets to some residents in Town.
- Updated Facebook for Cape Charles Day.

Librarians Report to Council

- The meeting room was used 2 times this week.
- Storytime was held on Thursday.
- We have already scheduled 5 performances for the Summer Reading Program. The theme is ***Imagine Your Story***.
- Attended Eastern Shore Public Library Trustee meeting on Tuesday.
- Attended CCML Library Board meeting on Wednesday.
- Working with Rebecca Tilhou, an ODU doctoral candidate, on a children's book making and photography workshop. Tentative orientation meeting with participants and parents scheduled February 29th.
- Continue to visit kindergarten classes at KES, once a month.
- Valentine candy was put out for our patrons.
- We will be closed February 19 and 20 for staff training for the new circulation system.