

*Municipal Corp. of  
Cape Charles*



Staff Weekly Report  
To Town Council  
Week Ending February 28, 2020

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## **Mayors Report to Council**

- Up and Coming Agenda Items
  - FY 20/21 Budget (Scheduled for discussion April 2<sup>nd</sup>)
  - FY 20/21 Budget (Scheduled for Final discussion May 7<sup>th</sup>)
  - FY 20/21 Budget (Scheduled for Public Hearing May 21<sup>st</sup>)
  - FY 20/21 Budget (Scheduled for Vote to adopt June 4<sup>th</sup>)
- Pending Litigation: Had several phone calls with our attorneys on pending litigation.
- Report a Concern: Several this week,
  - Sidewalk in front of New Roots Youth Garden: The concern was that the sidewalk on the Randolph Ave. side of New Roots youth garden was not edged or maintained. Check with PW Manager and it's in the lawn care contract to be maintained this year.
  - Grass Area between New Roots Youth Garden and Eastern Shore Custom Carts: The concern was this town owned lot is not maintained properly. Checked with PW Manager and it is also in the lawn care contract to be maintained this year.
  - Cart Path to the brewery: The Owner of one of the lots that the cart path to the brewery runs across was upset that the brewery placed signs on the path and no longer want carts crossing his property due to liability concerns. Spoke with brewery owners about the signs and some possible options.
  - Street Sweeping: A business on mason has concerns of leaves in the road and a concern that sweeping during a certain period would affect business. As of this time I have not got any information on when VDOT may sweep, PW Manager reached out to VDOT on March 2.
  - Beach Maintenance: Answered several concerns about the Beach condition and beach maintenance. Staff is following the Beach & Dunes management plan adopted by Council.
  - Sidewalks: Citizen tripped on a uneven piece of sidewalk at 219 Tazewll Ave causing a broken hand and a gash that needed 11 stitches. I responded and let the citizen know that the sidewalks are a priority and the sidewalk Ad-Hoc committee will be giving their findings to council on the 5<sup>th</sup>.
  - Recreational Vehicle Parking: received a concern about Campers and RV's beginning to park and stay overnight on our streets instead of the local campgrounds and that it should be included with the boat parking process. I responded assuring the citizen that we already have an ordinance in place that pertains to this issue 50-7.
- New TM: Continued bringing John into the mix and updating him with information.
- Other: Met with several business and citizens to hear the concerns about a various of topics.
- Mason Ave. Parking: it's looking like we are going to have to put the reverse the reverse on hold to FY22. This will be best for two reasons; one we can get it so it can be done when phase 3 of the community trail is being worked on and we may save some monies. Two, it wasn't budgeted for this FY and finding the funding would be tight.

## **Town Clerk & FOIA Managers Report to Council**

- Upcoming Meetings/Activities:
  - 2/29 – Town Council Public Input Session re: parking regulations for boats, trailers, RVs, etc. The agenda was finalized and posted for distribution on February 26.
  - 3/3 – Board of Zoning Appeals Public Hearing & Meeting, 10 AM.
  - 3/3 – Planning Commission Regular Meeting, 6 PM.
  - 3/5 – Town Council Special Meeting, 6:30 PM.
    - Updated and drafted several staff reports for inclusion with the March 5 agenda packet.
  - 3/7 – 2<sup>nd</sup> Annual Cape Charles Day. Community Clean-up 9 AM-Noon; Picnic in Central Park Noon-2 PM.
- Agenda Packets:
  - 3/11 – Library Board Meeting. The agenda packet must be posted by March 6.
- FOIA:
  - A FOIA request was received on February 24 asking for a spreadsheet consisting of all current and approved construction showing the addresses and building heights. The response was provided to the requester on February 25.
- As directed by Mayor Dize on February 24, the website has been updated removing the contact information of all department heads for Report a Concern emails. All Report a Concern emails will now go only to the town manager.
- The February 21, 2020 Weekly Report was posted online and linked to Facebook.
- Tracy staffed the Planning Commission Comprehensive Plan Work Session on Monday, February 24, at 3 PM.
- The contact information on the website was updated for all the recent staff changes.
- Completed Office Space Needs Surveys for the Town Clerk and Deputy Clerk offices and the Mail/Work Room.
- Printed the closing documents for the sale of the Madison Avenue lot for the mayor's signature. Scanned each document and emailed to the town's attorney and overnighted the original documents to the purchaser's attorney.
- Posted the Harbor Management Request for Proposals on the Town's website and Facebook. Contacted two industry publications (Association of Marina Industries, and Marina Dockage) regarding placement of the RFP advertisement in their magazines or on their websites. I am awaiting their responses.
- Tracy staffed the Wetlands & Coastal Dune Board Public Hearing & Meeting on February 25.
- Libby, Tracy, Debbie and Trevon attended a webinar/demo regarding email, social media and text archiving and security services. We are awaiting cost estimates for implementation to possibly be included in the FY 2021 budget.
- Libby was out of the office on Friday, February 28, attending the Virginia Municipal Clerks Association executive board meeting in Richmond.

## **Treasurers Report to Council**

- Staff is grateful for Jen Lewis' assistance with proofreading business licenses this Spring.
- Site work for the fiscal year 2019 audit occurred this week. Staff expects a good report card for processes and records from preliminary discussions with the audit team.
- The treasurer met with several staff members to begin budget review and training for new department heads, as well as to discuss procurement requirements.
- Treasurer met with Inversa Minds, the town clerk, and a sales rep to review a product that would make FOIA email searches simple and efficient.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.
- Assisted Patina Group Architecture Firm along with Jen Lewis' to measure and obtain data in order to determine necessary office space for municipal center employees.

### **Police Chiefs Report to Council**

- I have assigned Officer Diaz to the sexual assault response team which is one officer from each Northampton county department and commonwealth attorney's office. To respond and assist any sexual assaults in Northampton county.
- Insurance class Tuesday at 2:30 pm for my office.
- set up CPR and AED recert class
- Possibly in instructor school next week in Portsmouth

### **Capital Project Managers Report to Council**

- Finalized and published RFP for Harbor Management. Proposals due April 20.
- Marine Contracting Corporation on site to build the in-shore breakwater just west of the floating docks. Test piles successfully driven and construction is underway.
- Harbor Parking Lot Turnaround construction is underway. Should be completed early this week.
- Harbor staff making good progress on demolition of wood walkway around inner harbor. Awaiting return of signed contract for construction of concrete sidewalks.

### **Code Official's Report to Council**

- Staff performed 34 inspections this week.
- Staff is scanning wide format plans to the cloud to make room for new projects.
- Staff reviewed several small plans this week to include additions, alterations, and modifications throughout town.
- Staff has secured a site and a contractor for 4th of July Fireworks and will getting a contract signed next week.
- Staff reviewed 3 zoning clearances for zoning administrator to approve.
- Staff had multiple correspondence with homeowners/contractors regarding Historic District Review Board applications.
- Staff did a FOIA request on the heights of every home built in the last year.



**Planning & Zoning Administrators Report to Council**

- Town Position currently vacant. Report provided by Councilman Grossman
- Prepared February monthly staff report
- Issued final sidewalk committee report for TC agenda
- Responded to public request on short-term rental housing information
- Prepared review package for TC on 325 Mason HDRB appeal
- Preparing responses to owner of 2 Tazewell on historic review process questions concerning application denial by HDRB and Town Council
- Issued a request to DHR for additional process information re latest National Register update (approved 2019)
- Attended Wetland & Coastal Dunes Board meeting on Bay Creek Revetment

## **Human Resource Managers Report to Council**

- Worked with the annual audit on retirement and payroll
- Small group meetings for Benefit Enrollments Continued
- Jodi was out of the Office on Friday
- Training for new managers is being set up
- Assisted SHRM Forum members with excel benefit and payroll spreadsheet design
- Payroll, benefits and HR duties carried out as usual

### **Harbor Masters Report to Council**

- Inner harbor wood boardwalk demo has begun. Isolated all affected utilities and removed power units to rebuild for reinstallation. Demo should be complete by end of next week.
- Marine contractor has mobilized and has begun construction of wave break wall just west of A Dock.
- Working with the commercial waterman getting ready for the crab season, gear storage is going to be premium this spring due to the work in the inner harbor boardwalk. Addressing crab pot storage locations, loading areas, vender locations and bulkhead usage. Most are aware of the construction and will gladly comply.
- Working with Trevon of Inversa Minds for computer upgrades next Thursday.
- Notified all seasonal and annual slip holders, gathering info on renewals for next season. The marina's available slips are full with annual, seasonal and commercial waterman. (work in progress for the next month)
- Bath house combo locks have been removed and new lever handles have been installed.
- Harbor office, laundry facility and shop to be painted next week. Weather next week should cooperate.
- Harbor shrubs pruning in process.
- Shanty parking lot turn is concrete installation is underway.

Safety Committee: Safety Committee: Due to new reorganization we plan to meet with all new managers to address items such as new members and chair, meeting date and times, all current items and priority and staff wide training. Next meeting TBD.

### **Wastewater Plant Managers Report to Council**

- Hach came and did the routine maintenance on the D.O. and Nitrogen Probes at the wastewater plant.
- Smoke testing has been scheduled for the week of 3/9-13 and 3/23-27. ( Week in between will be used for water meter reading and for making repairs of located problems if possible).

### **Water Plant Managers Report to Council**

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Had annual plant inspection from VDH
- Received salt delivery
- Received first quote for back window from go glass. Waiting on additional quote(s) as advised
- Received quote for new ventilation fan
- Purchased 3 new pumps for use at the backwash waste pit.

### **Utility Maintenance Managers Report to Council**

- 6 Utility Ticket's
- Staff Fixed water meter box 615 Monroe Ave
- Staff hook up a Temp water meter 175 Sunset Blvd
- Staff hooked up Wastewater to new home 144 Heron Pointe Dr
- Staff hooked up Wastewater to new home 122 Sunset Blvd
- Answer a call about low water pressure 418 Washington Ave
- Answer a call about a water leak 5 Water Edge Dr
- Staff worked with public works on beach restrooms
- Talked with insurance adjuster for 701 Prestwick turn

### **Public Works Managers Report to Council**

- Normal brush/trash/daily duties
- Started repairs to the plumbing at beach bathrooms.
- Removing sand from the boardwalk. This will be done a block at a time. Started at north end
- Installed new swing at playground. Added mulch in the swing areas.
- Provided truck/driver and tractor to remove waste for harbor rehab
- Facilitated one vehicle inspection. We should start inspecting our own fleet soon. Waiting on VA State Police to finalize paperwork
- Repaired a pump for the harbor
- Repaired mini skid steer
- Mounted, balanced and installed four new rear tires for PW truck. Vehicle also serviced

### **Community Relations Managers Report to Council**

- Working on updating and requesting new quotes for portable public restrooms. Upon further research staff has found that companies may have older trailers in stock that are available and custom-built restrooms can take 8-10 weeks. Once all quotes are obtained staff will provide the Town Manager/Mayor with the completed information.
- We were not able to award either of the two bids that were obtained for cleaning contract services. Letters were sent from the clerk's office. The Town Manger/Mayor has decided to move this item back to Pubic Works as a town employee position. Jen will meet with Deb to get funding moved from Community Relations to Public Works for the remainder of this budget year.
- At the time of this report being submitted the Town has received 10 applications for funding. Summaries have been filled out and forwarded to the Treasurer and Mayor/Town Manager for consideration during the budget process.
- Staff is working to gather public information for Cape Charles Day. Volunteers are still needed to man information tables.
- Finalized the Farmer's Market application, rules and regulations. Jen will be available during Cape Charles Day for sign ups.



### **Library Managers Report to Council**

- We have been busy explaining our new circulation system and answering many questions. Reactions have been positive.
- Orientation for the *Photography and Book Making Workshop* will take place on Saturday, February 29 at 2:00.
- Staff met with Ranger Stan of Kiptopeke State Park to schedule programs and discuss possible collaborations for Summer 2020.
- Staff is researching/investigating ongoing programs for adults.
- An order for 28 books and CD's was sent to Eastern Shore Public Library to be purchased.
- Staff is providing a delivery service of items to a resident of Heritage Acres.
- Bobby Harman, Library Assistant, presented a program, *Who Was Thomas Nelson Baker?* on Friday to celebrate Black History Month.