

*Municipal Corp. of
Cape Charles*



Staff Weekly Report
To Town Council
Week Ending March 06, 2020

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Mayors Report to Council

- Up and Coming Agenda Items
 - 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: One this week,
 - Staff: A citizen reached out to voice gratitude to all staff and especially recognized the Public Works crew for the job they do.
- Town Manager: John was in and out this week and we spent some time together getting him up to speed. He officially starts Monday.
- Other: Met with several business and citizens to hear the concerns about a various of topics.
- Cape Charles Day: I just want to thank all Council Members and Staff that participated in celebrating Cape Charles Birthday.
- Other Part 2: This will be my last report. I just want to say thanks for all the patience from everyone. I especially want to thank all our staff for stepping up, these last 5 months could not have gone as smooth as it has without everyone doing an outstanding job. I want to thank council for being patient as I know we placed some things on the back burner, now that John is here, I believe we will pick back up on those items. There where some changes within the organization, these changes will be better for the organization moving forward, will it go without any bumps in the road, I doubt it. But the town will run as a well oiled machine once all the rusty hinges are worked out.

Town Clerk & FOIA Managers Report to Council

- Upcoming Meetings/Activities:
 - 3/7 – 2nd Annual Cape Charles Day. Community Clean-up 9 AM-Noon; Picnic in Central Park Noon-2 PM. Shredder truck at Central Park 10 AM – 2 PM.
 - 3/11 – Library Board Meeting, 5PM, at the Cape Charles Memorial Library.
- Agenda Packets:
 - 3/17 – Historic District Review Board Meeting. The agenda packet must be posted by March 12.
 - 3/19 – Town Council Regular Meeting. The agenda packet must be finalized by March 12 for posting by March 13.
- FOIA:
 - A FOIA request was received on March 3 asking for quite a bit of information/documentation regarding the National Registry of Historic Places for Cape Charles, as well as permitting, plans and approvals for several properties in town. The requester also asked for a waiver of all fees related to researching and completing this request. The request was forwarded to Councilman Grossman (acting Planner), Mayor Dize, Code Official Jeb Brady and Treasurer Deborah Pocock. An extension letter, as permitted under Code of Virginia § 2.2-3704, subsection B.4, was sent to the requester. The deadline for responding is now March 19, 2020.
- On March 3, Tracy staffed the Board of Zoning Appeals Public Hearing & Meeting at 10:00 a.m., and the Planning Commission Regular Meeting at 6:00 p.m.
- Libby attended a Leadership, Management and Coaching class on Monday, March 3, in Virginia Beach.
- Staff assisted Community Relations Manager Jen Lewis with preparations for the 2nd Annual Cape Charles Day.
- Completed the processing of the video from the February 29 Town Council Public Input Session and uploaded it to the website.
- The employment advertisement for the Bookkeeper position was submitted to the newspaper and placed on the town's website and Facebook.
- The February 28, 2020 Weekly Report was posted online and linked to Facebook.
- The FY 2020/2021 budget requests were input into Southern Software for the Clerk, Legislative and preliminary Town Manager budgets.
 - Awaiting the new evaluation forms before moving forward with the personnel requests for FY 2020/2021.
- The town manager contact information on the website has been updated.
- The video from the March 5 Town Council Special Meeting was processed and posted online.

Treasurers Report to Council

- Staff sent remaining requested documentation to auditors.
- The final lease agreement with Neubeam for the Water tower antennas was reviewed for signature by new town manager next week.
- Treasurer met with several department heads to discuss initial 2021 budget requests.
- Staff provided information needed for a grant application.
- A CC Main Street FOIA request for updated info on TOT and Meals tax was provided.
- BPOL data on new businesses in town was provided per request from Northampton County COR office.
- Staff began preparing and packing for office space reorganization.
- An employment ad for a bookkeeper was submitted to HR. The position will be vacant 4/1/2020.
- 184 BPOL applications have been received to date. At this same time in 2019, the office had received 55. Applications were mailed out earlier this year than last year.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

Police Chiefs Report to Council

- Officer Spencer completed general instructor school in Portsmouth this week.
- A certified officer accepted the towns offer for police officer and will start March 31st
- Sent thank you letters to other applicants who applied
- Purchasing items needed for the new officer.

Capital Project Managers Report to Council

- Toured the Town Harbor facilities with representatives of one company interested in responding to the RFP for management services. Harbormaster provided a good overview of operations. Proposals due April 20.
- Construction continuing on the in-shore breakwater west of the floating docks. About half of the steel sheet piling is in place. Will be followed by the batter & plumb piles.
- Harbor Parking Lot Turnaround construction was successfully completed. Now open to pedestrians. Will be opened to vehicular traffic next Friday.
- Harbor staff continuing demolition of wood walkway around inner harbor. Received signed contract for the concrete sidewalks. Contractor should be on site early next week.
- Informed Hurt and Proffit that Council authorized execution of the contract change order for engineering services for the wastewater force main along Old Cape Charles Road.

Code Official's Report to Council

- Staff performed 40 inspections this week.
- Staff is scanning documents to make room for new projects.
- Staff reviewed plans for a new home in Bayside Village.
- Staff reviewed plans for a new home in the Colony.
- Staff handled 3 zoning clearances and a vacation of a lot line.

Planning & Zoning Administrators Report to Council

- Town position currently vacant. Report provided by Councilman Grossman.
- Researched Virginia Code and correspondence regarding the 2019 Cape Charles Historic District National Register update to support response to FIOA request.
- Attended March 3 BZA meeting for Lots 169D and 172D Plum Street side yard setbacks.
- Attended HDRB pre-application meeting March 4 on 301 Madison and generated meeting minutes.
- Meeting held with chair of HDRB to discuss ongoing activities.
- Attendance at Eastern Shore Regional Housing Coalition meeting in Onancock on March 6.
- Provided notification to town manager of potential misstep for HDRB review of open items on 209 Mason.
- Provided census data to the Main Street organization regarding Community Demographic Information.

Human Resource Managers Report to Council

- The Open Enrollment Benefit Fair was held on March 4th. This was a big success with almost 100% employee participation. Assistance from Tracy Outten and Jen Lewis was greatly appreciated in manning tables and assisting employees.
- Benefit changes are being updated with insurance carriers.
- Active recruiting and on-boarding new employees continues.
- HR assisted employees with claim submittals.
- Payroll, Benefits and HR duties performed as usual.

Harbor Masters Report to Council

- Inner harbor wood boardwalk demo is ongoing. Demo should be complete by Tuesday the 10th. Staffing and weather was a factor, well ahead of schedule.
- Ace Concrete was here Thursday afternoon. Discussed project and timeline. Will be here the next couple of days staging equipment and to start backfilling and prepping site to pour concrete.
- Marine contractor has begun construction of wave break wall just west of A Dock. Has approximately 40 lineal feet of sheeting installed.
- 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. (work in progress)
- Worked with Trevon of Inversa Minds for computer upgrades this week. Install complete, tidying up loose ends, everything went smooth and working as planned.
- Harbor office, laundry facility and shop to be painted next week. Weather next week should cooperate.
- Harbor shrubs pruning complete, transplanting some grasses in the BMP next week.
- Shanty parking lot turn is concrete installation is complete. Ordered 60 concrete bumper blocks will be here midweek. Will grade and install blocks once the concrete turn has set and opened for traffic. This will allow us to close the temporary turn and reset traffic to normal.
- Working with Deb on budget, attended health care seminar put on by Jodi (GREAT), meet with Bob Panek on grant projects throughout week.

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

- Wastewater plant treated an average of .1539 gallons a day last week.
- Plant and Lift Stations are operating as expected.
- Door Hangers for the first week of Smoke testing have been distributed to the service area effected. Information about the smoke test was also place on the website and Facebook page by Libby Hume.
- FY2021 budget has been finished and turned in, Capital Projects will be turned in early next week.

Water Plant Managers Report to Council

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Received second quote for back window from go Atlantic Glass. Accepted first quote.
- Installed 2 new circulation pumps in backwash waste pit and hardwired a dewatering pump.
- Pumped out backwash waste pit.
- Worked on budget with other department heads.
- Completed VDH monthly reports.

Utility Maintenance Managers Report to Council

- 4 Utility Tickets
- Staff installed 2 new meters at 325 mason Ave
- Inspection on water main tap and wastewater tap at 325 mason Ave
- Met with a couple property owners about high water usage 2 heron Ct,
- Staff worked on low water pressure at 205 mason Ave upstairs apartment
- Staff worked with builder/contractor to find sewer tap 332 Madison ave
- Working on quote for automatic read water meters
- Staff Raise water meter box in the concrete at 245 mason Ave and Randolph Ave and pine that were trip hazard's

Public Works Managers Report to Council

- No Report given this week

Community Relations Managers Report to Council

- Met with the treasurer and completed the budget for the Community Relations Department for FY20/21.
- Ordered, picked up and set out signs for Cape Charles Day throughout Cape Charles.
- Ordered 6 propane heaters for Cape Charles Day.
- Signed and returned an agreement for Clean the Bay Day. Currently contacting some local waterman to see if they would like to get involved. This year we will focus on the beach and harbor.
- Bob Panek researched pricing for a zip line for Central Park. Went online and researched two other options and submitted to Town Manager/Mayor and Treasurer for consideration in the FY20/21 budget year. Shared information with Public Works as they may have some ideas or plans to share.
- Worked the FSA table during the Benefits Fair on March 4, 2020.
- Contacted several organizations who have not picked up banners from events this summer to hopefully have them picked up shortly.
- Invited funding applicants to talk for five minutes at the April 2 meeting regarding their non-profit.
- Met with Kimb Denny to discuss responsibilities of the Farmer's Market. Staff wants to ensure we follow all regulations and where there are lenient regulations the Town may consider implementing their own policy for safety reasons. Kimb was very helpful and has offered to be available for upcoming questions.
- Spent Friday at shopping for Cape Charles Day. If you see Barb Grossman, please give her a big thank you as she has been baking desserts all week for the event!
- Completed some last minutes questions from the Finance Department concerning portable restrooms for a possible grant to help fund.

Library Managers Report to Council

- Staff attended a meeting at Eastern Shore Public Library to discuss some ongoing problems with our new online catalog, ShoreCat. We continue to learn this new system.
- Statistics compiled for the Town of CC, Library Board, and Eastern Shore Public Library.
- Orientation for the Photography and Book Making Workshop took place on Saturday, February 29 at 2:00 and 28 people attended. The project will be called ***Growing Up Rural***.
- Staff is working on an upcoming adult program about journalism.
- On Wednesday afternoon we had a staffing shortage due to sickness and Library Board member Roger Moyer volunteered several hours to cover the desk.
- Library Manager Ann Rutledge will be on vacation from March 6-March 11. Library Assistant Sharon Silvey will be in charge while she is away.