

Weekly activity report (week ending July 20, 2018)

Town Manager:

- Reviewed agenda packet materials for July 26 Town Council work session and special meeting.
- Met with developer's engineer on water and sewer matters prior to a potential land purchase.
- Worked with Jen Lewis, and the master naturalists on the condition of the Melvin Dudley memorial tree in Central Park.
- Discussed a meals and lodging tax module for the finance department software package (w\treasurer).
- Met with, email, or called several residents and/or business owners on a variety of matters.
- Met with mayor on a variety of matters.

Town Clerk's office:

- Upcoming Meetings/Activities:
 - 7/24 – VDOT Public Meeting re: Route 13/Stone Road Safety Improvements, 4PM-6PM at Civic Center.
 - 7/26 – Joint Work Session for Town Council, Planning Commission, all town boards and staff re: ethics, meeting rules of order, overview of eminent domain, 6PM at Civic Center.
 - The agenda was posted in Dropbox, online and on the various bulletin boards on 7/20.
 - 7/26 – Town Council Special Meeting, immediately following work session.
 - The agenda packet was finalized and posted in Dropbox, online and on the various bulletin boards on 7/20.
- Town Manager Recruitment Update:
 - Offer letter and employment agreement were emailed to the candidate. A meeting has been scheduled with the candidate and Mayor Dize to review the agreement.
 - A number of town documents were provided to the candidate as requested: Personnel Policy, Town Charter, and Comprehensive Plan, along with links from www.capecharles.org for other planning documents and all other town documents.
- Work continues on the August issue of the Gazette.
- Tracy has been assisting Community Events Coordinator Jen Lewis with the weekly events flyers.
- Tracy assisted Jen Lewis with organizing old files and records retention documentation. Once completed, the files will be moved to the archives storage awaiting the next round records destruction.
- Tracy updated Finance Dept. information and forms on www.capecharles.org.

Town Planner:

- Corresponded with residents and developers about potential and impending residential\commercial development and/or zoning ordinance compliance.
- Continued on-going review of town code and zoning ordinance.

- Corresponded with Wetlands Board chair on next steps in developing beach plan draft.
- Participated in the trails committee meeting of the Eastern Shore Healthy Communities organization held Thursday July 19 at the Eastern Shore Chamber building in Melfa.
- Corresponded with VDOT staff ahead of the July 24 VDOT public hearing on proposed safety improvements at the Route 13\Stone Road intersection.
- Application received for waterfront development project at the Ferry Dock site. Town Wetlands and Coastal Dune Board will hold a public hearing and meeting on Tuesday August 28.

Library:

- Odor was noticeable in the front rest room and the lobby this week.
- Friends of the Library provided Computer Tutor for 1 person at Library.
- Received five applications for the Library Assistant position.
- **Summer Reading Program, “Reading Takes You Everywhere”**
 - Summer Reading Program Barefoot Puppet Theatre at Civic Center, 7/17, 11:00. 105 attended
 - Summer Reading Program Barefoot Puppets Puppet Workshop, 7/17, 12:00, 40 attended
 - Summer Reading Program -Stem Program for Migrant Children at Kiptopeke Elementary School, 7/16, 1:00
 - Toddler Storytime – 7/19, 19 attended

Harbor:

- Will be provided in the next few days.

Finance:

- Staff continues to work on month and year end.
- Utility consumption research is on-going. Staff worked with Southern Software to discover which reports are best suited for the data we need to collect.
- Ja’Quana and Debbie had an online review of the new Meals and Lodging module offered by Southern Software. Chincoteague has been using it, and we will reach out to them to see how it is serving them.
- The ACH agreement from the bank was received this week and is being reviewed. A notice will go out in the Gazette and on the July utility bills informing residents where they may get an application for automatic payments.

Utilities:

Public works:

- Started cleanup for new golf cart path
- Cut grass along easement for path
- Took down all the arts signs and banners. Put CC banners up
- Fountain has been up for 5 days now.

Building\Code:

- Staff performed 15 inspections this week.
- Staff is having 4 lawns mowed this week.
- Staff has been busy archiving 6+ year old files, scanning them to E-Bridge (Cloud Based System) and destroying them to make room for new files.

Recreation\events:

- Monday and Tuesday of this week were spent catching up from being off last week. Phone calls and emails were returned.
- Time was spent cleaning out file cabinets. Tracy Outten is assisting in making sure the proper paperwork is submitted to the Library of Virginia and files are stored or destroyed properly according to guidelines.
- Finished report to be submitted for the Town Manager transition book. This was a great opportunity for staff to suggest changes to be made to the job description and responsibilities as the position has changed somewhat in the past 8 years.
- Street closure submitted for the Shriner's Parade to be held on August 4. Request was also submitted to Coast Guard Cape Charles for a color guard for the event.
- Staff was not able to attend the council meeting for July but did watch the meeting online this week. I would like to address a couple of Councilwoman Holloway's comments. Nosie ordinance – 10 p.m. is a time that has been used as a guideline for events that are held where citizens or visitors may be impacted by the event. It has also been encouraged that if an event is held where homes are close to the event that the event coordinator make a visit to educate the home owners on the event. Visitors Info – All the information that Councilwoman Holloway mentioned during her remarks are found in the Town Map. Town Staff encourages all summer rentals and businesses to share with visitors. The local golf cart rental agent also has maps available to hand and staff will talk to them about how important it is to pass out to visitors.