

## Weekly activity report (week ending July 27, 2018)

### Town Manager:

- Most of this week was devoted to personnel matters and preparation for participation in the July 27 visit by the Governor.
- Attended the July 24 VDOT public hearing on proposed safety improvements at the Route 13\Stone Road intersection.
- Met with Jen Lewis and Shelly Gorman on July 26.
- Attended the July 25 wind energy public meeting at Christopher Newport University campus (with Councilman Grossman).
- Corresponded with production staff ahead of another visit by HGTV's "Beachfront Bargain Hunt" television show.
- 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:
  - 8/2 – Town Council Executive Session for Board Interviews, 6:30 PM, at Town Hall.
    - 8 candidates have been scheduled for interviews to fill current vacancies on the Board of Zoning Appeals and Planning Commission. We have an upcoming vacancy on the Historic District Review Board as one of the members will be moving outside the town limits.
    - The agenda was posted in Dropbox, online and on the various bulletin boards on Thursday, 7/26.
- Resolution 20180726A Changing the Time of Cape Charles Town Council Regular Meetings which was adopted by Council at the 7/26 Special Meeting has been submitted to the Eastern Shore for publication in the 8/3 issue as required by § 15.2-1416 of the Code of Virginia. The Resolution will also be posted on the Civic Center door, along with the various bulletin boards, by 8/9.
- Town Manager Recruitment Update:
  - A counter employment agreement was received from Ms. Leidich on Monday, 7/23. Mayor Dize met with her on Tuesday, 7/24, to review the town's offer and modified agreement.
    - The clerk compared the various versions of the agreement to ensure compliance with the town's personnel policy, VRS and health insurance requirements.
    - The final draft of the employment agreement was typed up and referred to the attorney on 7/26 for a legal review prior to finalization.
    - An executive session has been scheduled for Thursday, 8/9, for Council review of the employment agreement.

- Staff attended the 7/24 VDOT Public Meeting regarding the Route 13 Improvements at Stone Road. A link to VDOT's program page was added to the town's homepage news feed.
- 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 Cape Charles Main Street with printing of schedules, maps, and other information in preparation of the 7/27 Governor's visit.

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.
- Met with Wetlands Board chair on draft outline for developing beach plan and circulated same to Board members.
- Completed writing staff reports and agenda materials for the August 6 BZA public hearing and meeting (posted July 30).
- Began writing staff reports and agenda materials for the August 7 Planning Commission public hearings and regular meeting.
- Participated in 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.
- Conducted 3 interviews for the Library Assistant position. One more applicant to be interviewed.
- The library was closed on Wednesday, July 25 for staff training. All of the library staff from the four Eastern Shore libraries met for a day of training.
- Participated in the Eastern Shore Rural Health Migrant Health Fair. 7/26. 6:00
- **Summer Reading Program, "Reading Takes You Everywhere"**
  - Summer Reading Program -Stem Program for Migrant Children at Kiptopeke Elementary School, 7/16, 9:00 & 1:00
  - Summer Reading Program, Bird Migration with Ranger Stan of Kiptopeke State Park, 7/24, 11:00, 30 attended
  - Tween Night! 7/24, 6:30, 15 attended
  - Toddler Storytime – 7/19, 10:30, 25 attended
  - Preschool Art for Curious Kids – 7/17,11:00, 20 attended
  - Wild Minds! Imagine & Create- 7/26, 2:30, 5 attended

## Harbor:

Weather and winds took effect this week causing many cancelations. This week 43 transient boater reserved slips which hailed the Town Harbor. (Mon-Mon). Sailing, cruising and fishing boats used the facilities to visit this great Town of Cape Charles. The Town Harbor is currently full other than 3 20' or transient floating slips that are full every weekend weather dependent.

- Weather still a factor throughout the week causing boaters to change plans due to evening storms and wind direction.
- Crab season has picked up and prices are maintaining. Approximately 15 workboats were here for summer crab season, several large inner harbor slips are booked for time frame.
- The Eastern Shore Marlin Club based out of Wachapreague has joined the Town Harbor as the southern location for a weight station during their events. This promotes Cape Charles Harbor as an offshore fishing destination which is as close as Rudee Inlet, Lynnhaven Inlet and other marina locations to the offshore fishing grounds.
- Laundry facility is complete, waiting for Chapmans Electric to do final installation of fixtures.

### Maintenance/Repairs:

- The harbor staff is currently working on dock/facility maintenance projects. Focusing on future projects to present to the Harbor Focus Group meeting to be set this week for the first week in August.
- General maintenance being performed on all docks.

### Last week

- Weather and winds took effect this week causing many cancelations. This week 55 transient boater reserved slips up to 120' due to heavy weather we docked 24 vessels which hailed the Town Harbor. (Mon-Mon). Sailing, cruising and fishing boats used the facilities to visit this great Town of Cape Charles.
- Weather came in to play to accomplish projects, working on projects such as stone for the Shanty parking lot and storage area.
- All seasonal helpers are working 40 hours weekly. We will lose college students mid-august. Possible short-term spots on weekends which we plan to advertise and carry into next season if interested once vacancies occur.

- Crab season has picked up and prices are maintaining. Approximately 15 workboats were here for summer crab season, several large inner harbor slips are booked for time frame.

#### Maintenance/Repairs:

- The harbor staff is currently working on dock/facility maintenance projects. Focusing on new projects for physical year.
- The staff is currently working to complete the laundry facility, Waiting for electrician to install fixtures, wall heater and complete final phase.
- General maintenance being performed on all docks.

#### Finance:

- Staff continues to work on year and month end close. Audit books were received and will be delivered by Monday, 7/30/18.
- BPOL collections efforts continue.

#### Utilities:

- Staff responded to major water main break in Bay Creek July 26.
- Communicated with Virginia Department of Health on the consumer confidence report

#### Public works:

- Continued cleanup for new golf cart path
- General clean up for Governor's visit
- Followed up with landscaper on the Melvin Dudley memorial tree situation.

#### Building\Code:

- Staff performed 25 inspections this week.
- Staff met with an engineer to draw up a demolition plan to be put out to bid on an ongoing enforcement case of a derelict building on Mason Avenue. Staff will begin getting bids next week.
- Staff sent out a letter regarding some fire code violations on a house on Randolph Avenue.
- Staff is continuing to work on an ongoing enforcement cast of a derelict building on Jefferson Avenue.
- Staff has been working with Fireworks contractor to resolve some issues with the 4<sup>th</sup> of July show. The Town will be receiving a \$5,000 refund.

#### Recreation\events:

- July 23 – Meeting with Hank and Bill from CCP about budgeting for Summer Concerts. During the last budget session the concert series funding was moved to the Community Events/Recreation Budget with no direction for this decision. Jen, Larry, Hank and Bill

had a very good meeting to discuss how funding would be disbursed and how we would move forward with scheduling and funding.

- July 24 – Meeting with Carol Evans to discuss the Kiss the Summer Goodbye Event sponsored by the Main Street Events Committee. Provided Carol with a use of facility form and discussed requirements from the Town. Provided information and offered services for the event.
- July 26 - Meeting with Main Street, CCBA and Town of Cape Charles to finalize last minute details for the Governor's visit.
- Meeting with Larry and Shelly to help with the transition of Main Street from the Town of Cape Charles. Items discussed were space in the Chesapeake Bay Bridge Tunnel Welcome Center, presence in other welcome centers, Town Map, assistance with programs such as Festive Fridays and budgeting issues such as Christmas decorations. Some additional research will be done by all and Larry, Shelly and Jen will continue to meet until each party is comfortable with the transition of each item. Some items will need to be sorted out as we experience certain events and/or situations but it is felt that this can be accomplished with time.