

## Weekly activity report (week ending August 10, 2018)

### Town Manager:

- Met with clerk's office staff about the town's "report a concern" system and how that system reports out comments and concerns received.
- Met with Curt Smith and Clara Vaughn of the A-N PDC on next spring's comp plan process, bike trail, update, facilitating Town Council strategic planning session.
- Met with resident/professional environmental consultant to discuss data related to swim advisories. Resident will to volunteer time and expertise moving forward. Advisory and testing process information and data attached.
- 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:
  - 8/14– Historic District Review Board Meeting, 6PM, at Civic Center.
    - The packet was finalized and posted in Dropbox, online and the agenda was posted on the various bulletin boards.
  - 8/15 – Mayor's Office Hours, 2PM – 4PM, at Town Hall.
  - 8/16 – Town Council Regular Meeting, 6:30 PM, at Civic Center.
    - Agenda and staff reports were finalized, and the packet was posted in Dropbox, online on 8/9 as well as being posted on the various bulletin boards.
- Town Manager Recruitment Update:
  - Legal counsel's comments regarding the employment agreement were received. The agreement was updated and emailed to Council for review prior to the 8/9 executive session.
- The August issue of the Gazette was finalized and distributed on 8/9.
- Tracy has been assisting Community Events Coordinator Jen Lewis with the weekly events flyers.
- Libby is attending the Virginia Municipal Clerks Association Region X meeting in Yorktown on 8/10.

### 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.
- Wrote two articles (accessory dwelling units, and WCDB application for the waterside development downtown) for the August edition of the Gazette.
- Staffed the August 6 BZA public hearing and meeting, and provided follow up as needed.
- Staffed the August 7 Planning Commission public hearings and regular meeting, and provided follow up as needed.

## Library:

- The odor was noticeable this week and we had several complaints.
- Attended Friends of the Library meeting, 8/6, 5:00.
- Attended Library Board meeting, 8/8, 5:00.
- This has been a very busy summer with over 2,000 people visiting the library in July. We also hosted 18 programs in July.
- We are short staffed until 8/13 when our new Library Assistant. Staff has been doing all of the checking in and shelving of books.
- The Knitting Group has resumed meeting in the library on Friday mornings.
- **Summer Reading Program, “Reading Takes You Everywhere”**
  - Summer Reading Program -Pirate Treasure Hunt with Pirate Stan, 8/7, 11:00, 27 attended
  - Summer Reading Program, - Turtle Tales with Virginia Living Museum, 8/8, 10:30 22 attended
  - Toddler Storytime – 8/9, 10:30, 13 attended

## Harbor:

Weather and winds were fair for the Cape Charles Cup Race. This week 63 transient boater reserved slips which hailed the Town Harbor for the race (Mon-Mon). This event is an annual one-night event that brings many repeat sailors back to town competing for bragging rights and a friendly gathering. Sailing, cruising and fishing boats used the facilities to visit this great Town of Cape Charles. The Town Harbor netted \$14,033.00 in sales, charges and payments transient floating slips that are full every weekend weather dependent.

- Prepared through the week for the event weekend. Installed code flag poles on the end of the floating docks to assist in identifying the appropriate pier.
- Limited staff during the week, 3 part time college students heading back to school. Full staff for Fri and Sat. for event weekend. Currently have 1 seasonal part time student and plan to hire 1 additional part time employee through Oct 2018.
- Crab season has picked up and prices are down. Approximately 10 crabbers working out of the Harbor boats ranging from 25 feet to large deadrises to 45 feet. 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. **(on going)**

## Finance:

- Numerous VRS adjustments for the new fiscal year salaries were completed.

- Staff is using online and street-side searches to uncover non-compliant vacation rental homes.

Utilities:

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Public works:

- Worked on Library front door and HVAC.
- Cleared hedgerows along RR ROW for golf cart path to museum and brewery.
- Repaired gazebo.

Building\Code:

- Staff Staff performed 24 inspections this week.
- Staff has met with 3 contractors for bids for demolition on the structure on Mason Avenue. A notice is posted on site and will run for two weeks in the paper exhausting every effort to get the owners to comply.
- Staff met with several different people regarding some commercial re-development and residential new construction.
- Staff will be sending out some grass letters and having some lawns mowed next week.

Recreation\events:

- Worked on weekly events flyer (w\Tracy Outten).
- Reviewed documents and paperwork ahead of shredding.
- Spoke with the Town Manager about end of summer season activity and events assessment.
- Discussed next month's "Kiss the Summer Goodbye" event.