

Weekly activity report (week ending August 17, 2018)

Town Manager:

- Had discussion with Jon Richardson of the Eastern Shore Health District as follow up to the late July swim advisory. Advance water sample testing showed presence of a “human signature” in the contaminated water sample.
- Visited several town facilities to look at maintenance and operational matters.
- Attended the Main Street design committee branding meeting on August 15.
- Staffed the August 16 Town Council regular meeting and provided follow up as needed.
- With department heads beginning the process to assess the summer service levels (meeting in late September, report to Council in October).
- 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:
 - 8/22 – Mayor’s Office Hours, 2PM – 4PM, at Town Hall.
 - No night meetings scheduled the week of 8/20 – 8/24.
- The August Town Council Regular Meeting was held on 8/16. The video of the meeting was processed, uploaded to the internet and linked to www.capecharles.org for viewing by the public.
- Town Manager Recruitment Update:
 - Heard back from the last Council member on 8/13 at 7AM. Employment agreement finalized with all changes and emailed to candidate Monday morning.
 - Candidate emailed response which was reviewed by Council at their 8/16 Executive Session.
 - Additional revisions made to employment agreement as a result of the 8/16 Council Executive Session and forwarded to Mayor Dize.
- 8/14 – Tracy attended a RAFT Workshop at the ES Community College with Larry DiRe.
- Additional paperwork processed and mailed relating to the FY2019 Virginia Fire Programs Grant.
- Tracy has been assisting Community Events Coordinator Jen Lewis with the weekly events flyers.
- Tracy will be on vacation from 8/17 through 8/24.

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.
- Discussed pending demolition of Mason Avenue commercial property with building official.
- Staffed the August 14 Historic District Review Board meeting, and provided follow up as needed.

- Attended the RAFT workshop on Tuesday August 14 with Deputy Clerk Outten, Councilman Grossman, and Karen Jolly Davis.

Library:

- The odor was noticeable this week and we had several complaints.
- Our new employee, Bobby Harmon began working on Tuesday.
- The air conditioning unit in the lobby is still leaking.
- One of our displays for August features books about Legos, both fiction and nonfiction. We 're put out a box of Legos and it has proved to be popular with the older kids.
- This is the last week of our Summer Reading Program. We had 102 children to participate. All of the participants that read for 200 minutes are being entered into a drawing for some great prizes provided by the Friends of the Library.
- **Summer Reading Program, "Reading Takes You Everywhere"**
 - Toddler Storytime – 8/16, 10:30, 16 attended
 - Owl Prowl with Ranger Bill of Kiptopeke State Park, 8/17,7:30

Harbor:

- **Full report later this week.**

Finance:

- Jodi and Debbie attended a VRS (VA retirement system) roundtable at the Chamber of Commerce office with other Eastern Shore political subdivision VRS benefit managers.
- The new admin (formerly police) car seems to be working fine. Its use should really cut down on travel costs since it is fully depreciated and in fairly good condition.
- One of the most evasive BPOL and Short term admissions tax business owners finally came in and submitted required forms and payments.
- Staff is working on reconciling and closing the month of August and also FY2018.
- Two new part time employees were on-boarded for payroll and their limited benefits.
- Payroll, accounts payable and receivable, accounting and utility billing functions were performed as usual.

Utilities:

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Public works:

- Beach wheelchair arrived, was assembled. and is now being used.
- New security doors arrived and are being prepared for installation.

Building\Code:

- Staff performed 23 inspections this week.

- Staff has met with 3 contractors and are awaiting bids for the demolition of a structure on Mason Avenue.
- Staff addressed several phone calls/emails regarding new construction requirements.
- Code Official will be on vacation next week. All contractors were notified in advance to let them know.

Recreation\events:

- There have been several calls lately for court ordered Community Services. Working with Department Heads to utilize as many hours as we can.
- A CPR class has been scheduled for 11 a.m. on 9-11-18. Have contacted all Department Heads to open it up to as many staff as possible. Council is also able to sign up. The cost is \$45 per person.