

## Weekly activity report (week ending September 7, 2018)

### Town Manager:

- Reviewed staff reports for the September 20 Town Council regular monthly meeting.
- Attended a beach erosion meeting with representatives from SEAS on September 7.
- Responded to several postings in the town Report a Concern mailbox.
- Attended w/Jen Lewis the Cape Charles Main Street branding committee meeting on September 5.
- Met with treasurer about posting the year to date financials in dropbox at the end of each month.
- Reviewed town planner position applications received through September 7.
- 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:
  - 9/12 – Library Board & Friends of the Library Joint Meeting, 5PM, Breslin Hall
- A work session was held on 9/6 with Mike Sterling of Vandeventer Black giving a presentation regarding the Annexation Agreement and procedures for eminent domain. A video of the meeting was processed, uploaded to the internet and linked to [www.capecharles.org](http://www.capecharles.org) for viewing by the public. Copies of the presentations were also posted online.
- Applications are being collected for the Town Planner position. The submittal deadline is 9/30. To date, 8 applications have been received.
- The 2018 Cape Charles Drinking Water Consumer Confidence Report was formatted and uploaded to [www.capecharles.org](http://www.capecharles.org). It can be found on the home page under News & Announcements, Forms & Publications, and on the Public Works & Utilities page. Hard copies are being printed and will be delivered to all properties next week.
- Plans are being made for a Volunteer Appreciation Event tentatively scheduled for 11/14/18. All board and commission members and staff will be invited. More details to follow.

### Town Planner:

- Corresponded with residents and developers about potential and impending residential/commercial development and/or zoning ordinance compliance.
- Began writing staff reports and assembling agenda packet materials for the September 18 Historic District Review Board regular monthly meeting.
- Staffed the September 4 Planning Commission meeting and provided follow up as needed.
- Reviewed Cape Charles and Northampton County RAFT project scorecards.
- Staffed the August 28 Wetlands and Coastal Dune Board meeting and provided follow up as needed.

### Library:

- The odor was noticeable this week.

- Lobby bulletin board was updated.
- Staff is creating a program with the local Home-Schooling parents.
- Staff is creating literacy bags and educational “file folders” for parents.
- Now that summer is over we organizing our shelves and doing some shifting of materials.
- Our DVD collection continues to grow. We have gotten some large donations this summer and each month we add around 8 new DVD’s - 4 of which are donated by the Friends of the Library.
- We have a new book display featuring picture books about starting school.

Harbor:

Full report provided later this week.

Finance:

- The Chesapeake Bay Communications water tower lease was reviewed in order to research what must be done to improve internet service to the harbor guests and harbor office in the busy season. The lease gives free internet to the town facilities in return for use of the water tower.
- The TOT and Meals tax upload file was completed and sent to the programmers. We hope to have training next week and start using it for September tax filings.
- ACH setup is progressing and we anticipate being ready to roll out by the end of next week. To date 10 customers have signed up for this service.
- Staff completed 2 staff reports for the September Council meeting.
- Customer service, accounts payable and receivable, payroll and benefits, utility billing, collection and accounting tasks were completed as usual.

Utilities:

- Routine weekly assignments.

Public works:

- Worked the 3 day holiday weekend. Massive amounts of trash
- Brush pickup, heavier than normal
- With the assistance of utilities, used vac u vator to clean strawberry street
- Replaced/repaired, loose/missing, decking/railing at fishing pier
- Continued with grass cutting
- Assisted utilities with hauling materials
- Took bunting down at park
- Installed new movie screen and support system at civic center
- Installed new deadbolt on town managers office door

Building\Code:

- Staff performed 32 inspections this week.
- Staff fielded several requests for information throughout the week on various topics.

- Staff continued scanning older documents to make room for new projects.
- Staff is has received 2 bids and awaiting a 3<sup>rd</sup> bid. Once all bids are in will proceed with low bidder as soon as possible.

Recreation\events:

- Met with Town Manager to discuss Festive Fridays and meeting with Main Street staff on September 19.
- Attended the Main Street branding meeting on September 5.