

## Weekly activity report (week ending October 26, 2018)

### Town Manager:

- Reviewed November 3 Town Council strategic planning session agenda packets materials.
- Met with appropriate departments about facility repairs.
- Had follow up correspondence with A-N PDC staff on trail grant application and signed documents as approved by Town Council at the October 18 meeting.
- Met with district representative of US Census Bureau in advance of the 2020 census process.
- Met with consultant and Main Street staff for their marketing study.
- Met with, email, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.
- Met with mayor on a variety of matters.

### Town Clerk's office.

- Upcoming Meetings/Activities:
  - 10/31 – Mayor's Office Hours, 2-4PM, Town Hall
  - 11/1 – Town Council Special Meeting, 6:30 PM, Civic Center
    - The agenda packet was finalized and distributed on October 23.
  - 11/3 – Town Council Strategic Planning Retreat, 9AM-5PM, Cabana Room at the Oyster Farm Eatery
    - The issues received from Council were compiled, categorized and reviewed with the town manager. The information has been forwarded the meeting facilitator for her review. The meeting packet will be finalized and distributed by October 29.
  - 11/6 – Election Day!
  - 11/6 – Planning Commission & Town Council Joint Public Hearing, 6PM, Civic Center
  - 11/7 – Mayor's Office Hours, 2-4PM, Town Hall
  - 11/11 – American Legion Post 56 Veterans' Day Ceremony, 11AM
  - 11/12 – Town offices closed in observance of Veterans' Day
  - 11/14 – Mayor's Office Hours, 2-4PM, Town Hall
  - 11/14 – Volunteer Appreciation Event, 6PM, Cabana Room at the Oyster Farm Eatery
- Work continues on the November 9 issue of the Gazette.
- Libby will be out of the office from Wednesday, 10/24, through Friday, 10/26, attending the Virginia Association of Government Archives and Records Administrators conference.

### Town Planner:

- Corresponded with residents and developers about potential and impending residential\commercial development and/or zoning ordinance compliance.
- Completed writing staff reports and assembling agenda packet materials for the November 6 Planning Commission regular monthly meeting and joint public hearing with Town Council (posted by October 31).

- Staffed the October 23 meeting of the Historic District Review Board and provided follow up as needed.
- Participated in the Livable Communities working group meeting held at the Eastern Shore Chamber of Commerce building on October 23.
- Wrote the public hearing notice for the November 15 Board of Zoning Appeals public hearing.

#### Library:

- The odor was noticeable this week.
- Met with a Library Board member to discuss the first Festive Friday at the Library. We will be having candlelight children's stories on December 7 at 6:30. The Library will be open on all five festive Fridays.
- Completed shifting in the adult fiction section, our most heavily used section.
- Storytime was held on Thursday, October 25 at 10:30.
- Lego Club met at 5:00 on Thursday, October 25.
- Knitting Club met on Friday, October 26.
- Participated in Trunk or Treat on Saturday, October 27.

#### Harbor:

From the 2 significant storms we are having to replace many bolts and tighten all the tee head structural plating due to wave action. The infrastructure was spared major issues but needs immediate attention. All owners have been notified to inspect and address any issues.

This week **18** transient boater reserved slips which hailed the Town Harbor, used the facilities to visit the Town of Cape Charles. Several vessels visited the Harbor for day trips during the weekend to have lunch and walk the strip (Mason Ave). The Town Harbor netted **\$12,636.31** in sales, charges and payments transient floating slips that are full every weekend weather dependent.

- Crab season is at a standstill due to the storms. The crabbers pulled all their gear due to the weather.
- Laundry facility is complete, Chapmans Electric to do final installation of fixtures. (waiting on Chapmans Electrical)

#### Maintenance/Repairs:

- Non-ethanol fuel is out of service until farther notice. Oil Equipment Services were on site and fuel supply pipe is not repairable. (Repair options and Pricing, waiting for repair quotes)
- The harbor staff working on dock/facility. Wood treated decking, electrical components such as lighting and electrical pedestal parts are issues normal to marine facilities. (minimal staffing and projects are on-going)
- General maintenance being performed on all docks. (on going)

#### Finance:

- The fiscal year 2018 annual Library financials were sent to Cara Burton, Director of ESPL.
- Several financial data research projects were undertaken – for utility account usage, Town Council, and for CC Main Street.
- The quarterly financial details reports were sent to the Clerk's office for posting to Dropbox.
- The tax bills will go out in the first few days in November. The data is still being converted by the software provider.
- Customer service, accounts payable and receivable, payroll and benefits, utility billing, collection and accounting tasks were completed as usual.

#### Utilities:

- Smoke test of collection system.
- GHD engineers and technicians from MC Dean sorting out control issues at the WWTP.

#### Public works:

- Cleaned up from storm.
- Replaced the Melvin Dudley tree in Central Park near playground.
- Installed seasonal planting at Rt 13 and Fig Street welcome signs.

#### Building\Code:

- Staff performed 30 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 has been busy fielding permitting questions. We expect to see a major increase in permits over the next few months for new home construction throughout town.
- The owner of the old warehouse damaged by the winds several weeks ago have received a demolition permit for the building.

#### Recreation\events:

- Spent some time on the phone with Clara Vaughn discussing the upcoming grant opportunity for the bike trail. We were able to provide insight into many opportunities where a bike trail could benefit existing and previous biking and running events in Cape Charles. Safety has always been an issue and have required excessive resources for events where crossing 13 was a necessity.
- Attended the launch for Cape Charles Mainstreet branding on October 19.
- Sharon Silvey created an event for Trunk or Treat on the Library Facebook page. It had 2457 views and was shared 21 times on the actual post and 25 times from the shares.

- Trunk or Treating was held October 27. The addition of live street entertainment and hayrides was a huge hit with the kids.