

Weekly activity report (week ending November 2, 2018)

Town Manager:

- Attended the 2018 Building a Resilient Virginia conference held at the College of William and Mary School of Law on November 2.
- Met with appropriate departments about town-wide communications plan.
- Had follow up correspondence with A-N PDC staff on trail grant application and reviewed the application submitted on November 1.
- Attended the Cape Charles Main Street public input meetings on proposed design for Strawberry Street Plaza, and on downtown parking.
- Staffed the November 1 Town Council special meeting and provided follow up as needed.
- 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

- Upcoming Meetings/Activities:
 - 11/3 – Town Council Strategic Planning Retreat, 9AM-5PM, Cabana Room at the Oyster Farm Eatery
 - Worked with the facilitator to finalize the plans for handouts, etc.
 - Worked with the Oyster Farm personnel to finalize plans for breakfast and lunch menus.
 - The priority spreadsheets were provided to the A-NPDC by category to print on large format paper for the Retreat.
 - 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
 - 11/15 – Town Council Regular Meeting & Executive Session, 6:30 PM, Civic Center
- Work continues on the November 9 issue of the Gazette.
- A FOIA request was received on 11/1 asking for written policies and procedures concerning the eyewitness identification practices within the Cape Charles Police Department. A copy of the policy was emailed to the requester on 11/2/18.
- Tracy worked on 4”x6” refrigerator magnets to provide to rental management firms and vacation rental owners containing miscellaneous information of interest to vacationers – pets, golf carts, trash pick-up schedule, parking, etc.

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 November 13 Harbor Area Review Board meeting, and November 15 Board of Zoning Appeals public hearing and meeting (both posted by November 7).
- Received the draft of the Wetlands and Coastal Dune Board' beach management plan on Friday November 2, and reviewed same. Deputy Clerk Tracy Outten provided information and other assistance to the Board's chair in preparing this draft.
- Wrote the public hearing notice for the November 15 Board of Zoning Appeals public hearing.

Library:

- The odor was noticeable this week.
- Began handing out youth survey in the library for K through 8th grade.
- Began planning for Festive Friday activities and met with Library Board member to discuss the Candlelight Children's Stories on 12/7.
- Put up new displays of Thanksgiving books and cookbooks.
- Wrote newsletter article for Friends and Town Gazette
- Storytime was held on Thursday, October 25 at 10:30.
- Lego Club met at 5:00 on Thursday, October 25.

Harbor:

- Full report available later this week.

Finance:

- Southern Software uploaded the Real and Personal Property Tax Bills. Ja'Quana and Kathy were able to get them all in the mail by COB on Thursday
- Kathy mailed out all the Utility Bills which this go-around included the magnetized info cards for residents.
- Accounts payable/receivable, licensing ran smoothly
- On-going benefits, and payroll and misc HR related tasks status quo
- Harbor bookings status quo.

Utilities:

- Smoke tests on collection system concluded
- Town water system flush scheduled for next week the 13th & 14th

Public works:

- Clean up from storm
- Watering installed seasonal planting at Rt 13 and Fig Street welcome signs
- Repaired lights on Washington and Mason Avenue
- Started with beach sand fence.

Building\Code:

- 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 demolition project on Mason Avenue is slated to begin on November 9.

Recreation\events:

- Attended a Festive Friday meeting on October 29.
- Attended Strawberry Plaza information session held by Cape Charles Main Street.
- Attended Parking information session held by Cape Charles Main Street.
- Continue to work on planned activities through the end of 2018.