

## Weekly activity report (week ending November 16, 2018)

### Town Manager:

- Attended the November 16 green infrastructure presentation by the UVa urban forestry course students and provided on-site assistance to the students on November 17.
- Followed up on administration items from the November 3 Town Council strategy session.
- Met with American Flood Coalition representatives on November 14.
- Met with events coordinator Jennifer Lewis to review department goals\level of service.
- 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

- 11/12 – Town offices were closed in observance of Veterans' Day
- The Volunteer/Employee Appreciation Event was held on 11/13 at the Oyster Farm. Over 70 people attended. The Town provided heavy hors d'oeuvres and soft drinks, with a cash bar available. It was a very nice evening.
- Upcoming Meetings/Activities:
  - 11/20 – Historic District Review Board Meeting, 6PM, Civic Center
  - 11/21 – Town offices closing at noon for the Thanksgiving holiday.
  - 11/22-23 – Town offices closed for the Thanksgiving holiday.
  - 11/28 – Mayor's Office Hours, 2-4PM, Town Hall
  - 11/29 – Town Council Special Meeting & Executive Session, 6:30 PM, Civic Center
    - The agenda will be finalized and posted by 11/26.
- On 11/13, Libby Hume and Jodi Outland attended an employment law update hosted by Vandeventer Black in Norfolk.
- Staff attended the University of Virginia Green Infrastructure Presentation at the Civic Center on Friday, 11/16.
- Work has begun on the 12/14 issue of the Gazette.
- A notification was placed on [www.capecharles.org](http://www.capecharles.org) regarding the town offices' Thanksgiving holiday closings. Flyers were also posted on the front door of Town Hall and on the bulletin boards.
- Mandatory sexual harassment training for all staff has been scheduled for 11/27 and 11/28. There will be two sessions each day (10AM and 2PM) to accommodate everyone's schedule. A DVD from the VML Insurance Programs lending library will be viewed.
  - Steps are being taken to set everyone up for the VMLIP Online University.
  - We are also working with VMLIP HR Director Tina Stevens to provide in-person training to all staff in late January 2019.
- The video from the 11/15/18 Town Council Regular Meeting has been edited and posted online. The approved minutes have been finalized for signatures and posted online. Libby is awaiting more information before drafting the letters to Senator Lynwood Lewis and Delegate Rob Bloxom requesting authority from the General Assembly to regulate the parking of certain vehicles on the town's streets. The letters and resolution will be finalized next week.

#### Town Planner:

- Corresponded with residents and developers about potential and impending residential\commercial development and\or zoning ordinance compliance.
- Prepared materials for the November 27 Planning Commission\Cape Charles Main Street, Inc. parking joint working group meeting.
- Reviewed draft beach management plan.
- Staffed the November 13 Harbor Area Review Board and November 15 Board of Zoning Appeals meetings and provided follow up as needed.
- Finished writing staff reports and assembling agenda packet materials for the November 20 Historic District Review Board meeting (posted November 14).

#### Library:

- The odor was noticeable this week.
- Staff attended the ES Public Library Trustee Meeting on Tuesday, 11/13 at 3:00.
- Met with Friends and Library Board representatives about the 100<sup>th</sup> Anniversary. The library will be selling book bags celebrating the 100<sup>th</sup> anniversary for \$10.00 each. The bags can be purchased at the Library and are now available.
- A book order of 72 books was sent to the Eastern Shore Public Library to be ordered and processed.
- Storytime was held on Thursday, November 15 at 10:30; 21 attended.
- Lego Club met at 5:00 on Thursday, November 15; 15 attended.

#### Harbor:

This week **12** transient boater reserved slips which hailed the Town Harbor, used the facilities to visit the Town of Cape Charles. As the seasonal slip holders move out for the winter the Rock fisherman are gearing up for fishing. This week the Town Harbor netted **\$9,298.00** in sales, charges and payments. Currently booking slips for Rockfish season, the non-ethanol fuel out of service is reflecting on the amount of boats in the harbor.

- At the end of Crab season which ends in 2 weeks. The crabbers pulled all their gear and geared up for Conch potting and horseshoe crab dredging.
- 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. Repair options have been addressed and repair quotes have been received from 2 contractors.
- Harbor Master Office HVAC system quotes have been received from 2 contractors. As of this time they range from \$5,800.00 to \$7,093.30. The service contractor that calls on the harbor has the lower bid.
- The harbor staff working on dock/facility/harbor office. 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)

- During the recent heavy weather and over time the larger vessels moored on the tee-heads take a toll on the bumper pads. I have ordered a new bumper system for B & C docks to mirror the A dock boardwalk bumpers by the Shanty.
- General maintenance being performed on all docks. (on going)

#### Finance:

- Jodi (along with Libby Hume) attended HR training in Norfolk on the Davis-Bacon Act.
- Staff is busy with tax billing payments and questions at this time of year. Closing entries and reconciliations for the month of October were accomplished.
- Customer service, accounts payable and receivable, payroll and benefits, utility billing, collection and accounting tasks were completed as usual.

#### Utilities:

- Worked with reps from MC Dean and GHD on control issues.

#### Public works:

- Completed beach sand fence
- All holiday decorations prepped and tested
- Moved Santa house to Strawberry plaza
- STILL moving a large amount of tree limbs and brush
- Made repairs to fishing pier
- Prepping to close bathrooms for the winter
- Winterized the fountain at the park
- Graded shanty parking lot
- Completed 9 work orders

#### 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 complete. Sometime within the next week we will be installing a 6' privacy fence across the front to keep people off the site and make the appearance a bit better.
- Connie and Jeb attended mandatory code update training Wednesday -Friday.

#### Recreation\events:

- Staff sent out invitations for the Grand Illumination. Also, being held that night are the lighted golf cart parade and lighted boat parade.
- Staff will be responsible for the craft at the library for the first Festive Friday on November 23.

- Staff will be passing out pies for needy families November 20 for New Roots Youth Garden.
- Staff has been distributing Town maps to several businesses who have run out in the past week
- Continuing to work on the many events scheduled before the New Year.
- Will be corresponding with organizations to begin the event calendar for 2019.