

Weekly activity report (week ending November 30, 2018)

Town Manager:

- Staffed the November 29 Town Council special meeting and provided follow up as needed.
- Began writing staff report on administration, financial, and personnel items from the November 3 Town Council strategy session to present to Town Council in December 20 regular monthly meeting agenda packet.
- Assisted in the transition, orientation, and on-boarding of new town planner Zach Ponds.
- Discussed email and information technology issues with staff.
- Received copies of thank you notes (see attached) from the Friends of the Library to Dave Fauber and John Lockwood for their work installing the library centennial banner.
- Ensured all employees attended the VML sexual harassment video training.
- Met with, email, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.
- Spoke with mayor on a variety of matters.

Town Clerk

- Upcoming Meetings/Activities:
 - 12/4 – Planning Commission & Town Council Joint Public Hearing, 6PM, Civic Center
 - Agendas were finalized and posted on 11/27 and 11/28.
 - 12/5 – Mayor’s Office Hours, 2-4PM, Town Hall
 - 12/6 – Town Council Special Meeting, 6:30 PM, Civic Center
 - Agenda packet was finalized and posted on 11/30.
- On 11/27 and 11/28, mandatory sexual harassment training was held for all staff. There were two sessions per day (10AM and 2PM) to accommodate everyone’s schedule.
- Work continues on the 12/14 issue of the Gazette.
- Letters, along with copies of Resolution 20181115, were mailed to Senator Lynwood Lewis and Delegate Rob Bloxom on 11/21 regarding the town’s request for authorization to regulate parking of watercraft, trailers, RVs, etc. on certain town streets. Once authorization has been granted, Town Code ordinance revisions will need to be made after discussion by Council regarding designation of certain streets, width of vehicles to be restricted, etc.
- Responded to a FOIA request received on 11/19 regarding the demolition of the 207 Mason Avenue building for the period from 8/1/18-11/16/18. Items requested were i) copies of all advertisements for bids to demolish and clean up the structure; ii) copies of all bids received; iii) copies of all contracts issued for planning, legal, design and construction/demolition (there were none); iv) copies of all letters to and from Larry DiRe, Jeb Brady and Smitty Dize regarding this project (there were none); v) copies of all emails to and from Larry DiRe, Jeb Brady and Smitty Dize regarding this project. From all email accounts, government or personal; and vi) copies of all text messages to and from Larry DiRe, Jeb Brady and Smitty Dize regarding this project. From all mobile devices, government or personal (there were none). All requested information was provided to the requester on Monday, 11/26.

- Staff attended a Communications Meeting on 11/29 where the various channels of communication currently used by the town was discussed, as well as potential future avenues of communication in an effort to reach as many people as possible.

Town Planner:

- Corresponded with residents and developers about potential and impending residential\commercial development and\or zoning ordinance compliance.
- Participated in the November 27 Planning Commission\Cape Charles Main Street, Inc. parking joint working group meeting and provided follow up as needed.
- Reviewed draft beach management plan.

Library:

- The odor was noticeable this week.
- Our new 100th Anniversary banner was put up on the front of the building.
- The centennial quilt, made by Julia Hellberg, was hung in the library this week. We are selling raffle tickets, 3 for \$10.00 or 1 for \$5.00. We are also selling book bags for \$10.00 each. Tickets can be purchased at the Library. (See attachment.)
- We continued to decorate the library. The theme is Winter Wonderland and we have decorated with white lights and blue and white snowflakes and balloons. It looks very festive for the beginning of our 100th Anniversary Celebration!
- We put up two Holiday book displays.
- Storytime was held on Thursday, November 29 at 10:30; 20 attended.
- Lego Club met at 5:00 on Thursday, November 29; 12 attended.

Harbor:

- Full report pending.

Finance:

- All staff attended Sexual Harassment Prevention training.
- More than \$545,000 in tax payments was deposited this week.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Put up holiday lighting decorations in Central Par and assisted with the Grand Illumination
- Assisted with Strawberry plaza holiday activities
- Completed work orders as assigned

Building\Code:

- Staff continued scanning older documents to make room for new projects.
- Assisted with orientation of new town planner.
- Jeb Brady was on vacation the week of November 26-30, 2018.

Recreation\events:

- November 23 – Staff held a craft activity at the Library for Festive Fridays. It was a very busy and fun evening making Christmas Tree Ornaments. There were even a few adults that stopped by to make an ornament.
- November 27 – Staff members Larry DiRe and Jen Lewis attended the first Parking Ad hoc Group Committee meeting.
- December 1 – The Lighted Golf Cart Parade, Grand Illumination and Lighted Golf Cart Parade were held even though a few rain drops were in attendance as well. The Grand Illumination kicked off with the Tidewater Concert Band. There were special visits by the Golf Cart Parade and of course Santa Claus.





**FRIENDS^{of} the
CAPE CHARLES
MEMORIAL
LIBRARY**

**P.O. Box 27
Cape Charles, VA 23310**

www.friendscapecharleslibrary.com

December 1, 2018

Dave Fauber, Director of Public Works and Utilities
2 Plum Street
Cape Charles, VA 23310

*Thank you for your help and assistance in raising the banner
on the
Cape Charles Memorial Library
From the
Friends of the Cape Charles Memorial Library*

*Donna Moyer, Secretary
On behalf of the Friends of the Cape Charles Memorial Library*

Cc Larry DiRe, Town Manager