

Weekly activity report (week ending December 7, 2018)

Town Manager:

- Staffed the December 6 Town Council special meeting and provided follow up as needed.
- Completed 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 and alternative service providers.
- Had follow up phone call with a private marina management firm.
- Participated in two Cape Charles Main Street, Inc meetings – wayfinding signage, and economic vitality (both December 5).
- Met with building department, and police department to discuss operations, budgeting, and service levels.
- On Friday December 7 Admiral Ann Phillips, Special Assistant to the Governor for Coastal Adaptation and Protection, stopped in Cape Charles to have lunch with town, Northampton County, PDC reps and allied non-profit groups.
- 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:
 - 12/10 – Wetlands & Coastal Dune Board Work Session, 6PM, Civic Center
 - Agendas were finalized and posted on 12/3.
 - 12/12 – Mayor’s Office Hours Cancelled
- November 30, 2018 Weekly Report posted online.
- Work continues on the 12/14 issue of the Gazette.
- Staff met with the new planner, Zach Ponds, orienting him with Cape Charles’ processes and answering any questions that he had.
- Tracy attended the 12/4 Planning Commission & Town Council Joint Public Hearing and Planning Commission Regular Meeting.
- Tracy continues to assist the town manager with various projects and has been keeping his daily calendar.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance
- Reviewed proposed Beach and Sand Dune Management Plan and prepared report for Wetlands and Coastal Dunes Board meeting
- Participated in Planning Commission Public Hearing and Town Council Regular Meeting and provided follow-up as needed

- Attended Town Council Special Meeting
- Attended meeting with Commissioner Paul Grossman and Town Manager to review Councilmember training session and provide feedback
- Attended luncheon with Admiral Ann Phillips, Northampton County, PDC representatives, and non-profit groups to discuss coastal adaptation and protection initiatives
- Attended ride-along with CCMS representatives and Town Staff and provided feedback regarding possible signage throughout Town

Library:

- The odor was noticeable this week and we received several complaints. The air/heating unit in the lobby again has a thick layer of mold.
- The picture of the centennial quilt on our library Facebook page has had 1,286 views. The sale of raffle tickets going well and it is generating much interest.
- The first even of our 100th Anniversary Celebration took place on Festive Friday, 12/7 from 6:30 to 7:30. Holiday music, cookies and juice for the kids, Nd Mrs. Claus dropping by to read holiday stories. This event was sponsored by the Friends of the library and the board of trustees. It was a great success- with 250 attending this event!
- An order of 50 books were sent to be ordered on 12/3/2018
- Storytime was held on Thursday, December 6 at 10:30, 15 attended.
- Lego Club met at 5:00 on Thursday, December 6; 10 attended.

Harbor:

This week 4 transient boater reserved slips which hailed the Town Harbor. Several of the Rock fisherman have canceled their slips due to wind and weather. They utilize slips for the weekend fishing tournaments which makes it easier than trailering and launching at the boat ramps. This week the Town Harbor netted **\$9,462.00** in sales, charges and payments.

- Crab season ended Nov 30th. Hope the 2019 crab season is a hit, outlook does not look promising.
- Laundry facility is complete, Chapmans Electric completed the final installation of fixtures. Working on final touches and trim.
- Working on rate study and proposal for Dec 20th council meeting.
- All docks and necessary piping throughout harbor have been winterized.
- The harbor camera system is temporary out of service. Log in issues being addressed by CBC.

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 install has been awarded, 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. The new bumper system for B & C docks are in and to be installed.
- General maintenance being performed on all docks. (on going)

Finance:

- Staff forwarded additional information about BPOL category gross revenue to Cape Charles Main Street, such as the total retail, construction, vacation rental revenue per the 2018 BPOL assessments.
- All staff were very busy assisting many taxpayers with understanding, correcting, and paying their tax bills.
- An analysis of harbor revenue projections, given the recommendations from Council and the Harbor Focus Group, was undertaken.
- Deb was to attend the Governor's Infrastructure Financing conference in Roanoke next week, however it has been postponed due to the weather.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Completed work orders as assigned

Building\Code:

- Staff continued scanning older documents to make room for new projects.
- Staff has had numerous inquiries regarding new construction and renovation regulations throughout the town.

Recreation\events:

- 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.
- Staff has begun working on the budget for the 2018-19 fiscal year.
- December 5, 2018 – Main Street drive along to evaluation signage.
- December 6, 2018 – National Main Street Board Meeting.