

Weekly activity report (week ending April 12, 2019)

Town Manager:

- Continued review of fiscal year 2020 operating and capital budget matters.
- Staffed the April 11 Town Council monthly meeting, and provided follow-up as needed.
- At mayor's request developed four goals for next year.
- Signed five-year renewal of cable franchise agreement with Chesapeake Bay Communications, per Council's action on April 11.
- Had conference call with preservation plan consultants on procedural next steps.
- Met with County Administrator Kolakowski and County Planning/Zoning Director Susan McGhee on terms to allow town building official to provide temporary fill-in inspections services to the county for a period of two weeks.
- Attended April 11 meeting with staff and Citizens for Central Park.
- Admin car is in the shop for a new water pump and have an oil leak repaired.
- Town received information from USDA Rural Development on the status of funding to finance this fiscal year's police car (attached).
- Met with IT services contractor, InversaMinds, LLC, to discuss transition time and procedures from current service provider.
- Met with Council member Grossman and County Administrator Kolakowski on next steps for the VHDA Community Impact Grant application.
- Met with, emailed, or called several residents and/or business owners on a variety of matters/Report A Concern follow up.

Town Clerk:

- Upcoming Meetings/Activities:
 - 4/16 – Historic District Review Board Meeting, 6:00 PM
 - No Town Council meetings the week of 4/15 – 4/19
- The Town Manager's April 5, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- Libby completed the *Information Security and Privacy Awareness and Information System and Data Security Awareness* online courses through VMLIP Online University.
- Tracy attended the Board of Zoning Appeals public hearing & meeting on April 9.
- Tracy attended the VEDM/FEMA Disaster Procurement Grant workshop on April 10 with Treasurer Debbie Pocock.
- Tracy worked in the former Town Manager office in preparation of its conversion into the staff break room/meeting room.
- Libby drafted the IT Support Services Contract package for execution after the contract award by the Town Council.
- Libby Hume, Zach Ponds and Libby Luettinger met briefly to discuss the billing process regarding the proposed Planning/Zoning/Building Code fees which were approved by Council at their April 11 regular meeting with an effective date of July 1, 2019.
- Libby and Larry DiRe met on Friday morning to discuss the transition period for IT Support Services. The owner of Inversa Minds came into the office on Friday afternoon to obtain a 2019 Cape Charles Business License (they have one for 2018) and drop off a copy

of their insurance policy. The transition process was discussed. It is hopeful that all systems and the capecharles.org domain can be transferred under the town's administrative control within the next 30 to 60 days. The first project under the new IT contract will be to move the town's email service to Outlook 365.

- Tracy was out of the office on Friday, April 12, attending her fifth municipal clerk's class through the University of Delaware Institute of Public Administration. She has one more class scheduled for April 26.
- Tracy continues to assist the Town Manager on miscellaneous administrative duties and managing his meeting calendar.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Met with Historic District Board member to discuss Main Street, the HDRB, and other things.
- Facilitated the Board of Zoning Appeals meeting on April 9.
- Met with CCP and other Town staff to discuss possibilities for Central Park.
- Attended and presented staff reports at Town Council meeting on April 11.
- Met with staff to simplify the administrative process of zoning case fees.
- Met with Cela Burge and Paul Grossman to discuss Historic District Review Board and Harbor Area Review Board processes.
- Continued preparing zoning ordinance updates to eventually present to Planning Commission and Town Council for approval.

Library:

- The odor was noticeable this week.
- Staff presented a Mini Poetry Program at Kiptopeke Elementary School.
- Staff was a judge for the Science Fair at the Kiptopeke Elementary School.
- Attended Eastern Shore Public Library Trustee meeting, 4/9/2019.
- Attended Library Board Meeting, 4/10/2019
- Poetry Night was held on March 10 at 7:00 and 32 people attended.
- Storytime was held on Thursday on April 4, 10:30, 13 attended.
- Lego Club has ended for the season. Chess Club will start on Thursday in May at 5:00.
- Celebration Friday was held on Friday, 4/12/2019. Wendy Higgins, a New York Times bestselling author spoke about her newest book.

Harbor:

Crab season is going strong, crabs are abundant, the price dropped this week and should be steady until the busted sooks show up.

- Preparing new slip assignments and billing to be sent out April 1st. Working with the commercial waterman assigning slips and areas to stage crab pots. (on going)
- Working with Oil Equipment Services on repair time frame. (work in progress)

- Dept of Game and Inland Fisheries came to the Harbor to inspect the boat ramp this past week. Discussed the boat ramp and renewing the agreement for another term. If they proceed into another agreement, we will work out terms and upgrades. The area around the ramp and state dock is deteriorating and will need several thousands of dollars to rehab.

Maintenance/Repairs:

- Working on floating docks water and electrical components for the season.
- The harbor staff working on dock/facility/harbor office. Wood treated decking complete, new steps stringers and parts leading to fuel dock complete (see pictures), finger piers throughout inner harbor work in progress, electrical components such as lighting under dock benches and electrical pedestal (work in progress), these parts are issues normal to marine facilities. (minimal staffing and projects are on-going). Replacing receptacles and breakers due to corrosion complete. As work repair each pedestal, we move the pedestals inward from the edge of the docks to prevent future damage due to vessels hitting and breaking the plastic housings.
- Tile and trim are ongoing in office and laundry shed floor as a finishing touch.
- Ordered equipment and parts for the kayak storage area for beach front. To be installed next week and ready by May 1st the beginning of the seasonal lease period. Partnered with the CC yacht club to assist in monitoring and maintaining the area and assist with renters.

Finance:

- Tracy and Debbie attended training on how to apply for and administer FEMA grants in New Kent, VA.
- BPOL applications are being received steadily, but most are waiting until the last minute. This will be the first year we will charge late fees. It has not been done in the past, however we have done a lot of work educating businesses and letting them know that it would be coming this year.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Replaced 6" pump at Mason Ave pump Station.
- Swapped out vacuum pump from new Quarter Pump Station.

Public works:

- Cut grass.
- Continued work on managers office and break room.
- Cleaned sand from fishing pier.
- Cleaned, repaired plumbing, reopened beach bathrooms.

- Installed new hand dryers at beach bathrooms.
- Cleaned, reopened park bathrooms.
- Repaired divider wall, men's bathroom at park.
- Cleaned sand on boardwalk.
- Repairing/painting town trash can for new building on Mason.
- Normal brush and trash.

Building\Code:

- Performed 30 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Reviewed permit fee estimates for upcoming budget FY.
- Working on rental inspections for upcoming season.
- Received 6 applications for new homes. Staff will be reviewing them in the coming weeks.

Recreation\events:

- Attended a Cape Charles Main Street meeting on April 3, 2017.
- Signs were finalized and ordered for the Tennis Courts. The signs are in and will be placed once resurfacing is complete.
- Sent invitations to local Clergy to participate in the Blessing of the Fleet. Have secured someone to do the welcome and to MC the event.
- Weekly Report April 15, 2019
- Completed on line course titled Information Security and Privacy Awareness.
- Visited each business that was open to distribute information about RV rally's that would be staying at Sunset Beach KOA in May and June. Over 150 attendees are scheduled to visit Cape Charles June 5 for dinner.
- Completed online course titled Information Systems and Data Security Awareness.
- Set up a group email for Cape Charles businesses to more efficiently communicate important emails to merchants.
- Ordered the wreath for the BOTF.
- Met with CCP representatives and Town staff about new goals for Central Park.

Larry DiRe

From: Deborah Pocock <deborah.pocock@capecharles.org>
Sent: Wednesday, April 10, 2019 2:26 PM
To: jpruitt@capecharles.org
Cc: 'Larry DiRe'
Subject: FW: Police Car

Please see message below. Jim, if you would give me the specifics of the # of days your cars have been out of service (and why) in the last 3 months and the impact on your department's performance, etc. I will write it up and send it to Peggy. If you want to print a calendar out of outlook, and just mark it up with the dates the cars were down, and what was wrong with them and the cost – I can use that.

Deborah Pocock
Treasurer
Town of Cape Charles
2 Plum Street
Cape Charles, Virginia 23310
www.capecharles.org
Ph (757) 331-3259 ext 23
Fax (757) 331-4820 fax

From: Jordan, Peggy - RD, Courtland, VA <Peggy.Jordan@va.usda.gov>
Sent: Wednesday, April 10, 2019 1:39 PM
To: deborah.Pocock@capecharles.org
Subject: Police Car

Hi Deb: I received your message and wanted to let you know that we are trying to request funds directly from our office in Washington, DC – since funding has not yet been allocated to the State. To help with this request, I will ask that you, the Town Manager, or Police Chief send me an email explaining your current situation and dire need to purchase the new vehicle.

If you have any questions, please feel free to call me.

Thank you!

Peggy A. Jordan | **Area Specialist**
Rural Development
U.S. Department of Agriculture
22329 Main Street
Courtland VA 23837
Phone: (757) 346-3158
TDD: (804) 287-1753
<http://www.rd.usda.gov/va>

Stay Connected with USDA:



USDA is an equal opportunity provider, employer and lender.

"Committed to the future of rural communities"

"Estamos dedicados al future de las comunidades rurales"

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.