

Weekly activity report (week ending May 3, 2019)

Town Manager:

- Completed all revisions to fiscal year 2020 draft budget.
- Attended the May 1 joint RAFT\VDOT meeting at VIMS research center.
- Reviewed the Hungry Crab, LLC lease for first term extension.
- 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:
 - 5/7 – Planning Commission Meeting, 6:00 PM. Civic Center
 - 5/8 – Library Board Meeting, 5:00 PM, Library
- The Town Manager’s April 26, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- Inversa Minds relocated several of the network drops in the Town Hall as part of the town manager, mail room, break room project and the copier/printer has been relocated into the mail room.
- A letter was sent to Chesapeake Bay Communications requesting information and login credentials for the various network, computer and software systems in order for staff to begin administering many of the systems in-house.
- The Blessing of the Fleet poster and postings on www.capecharles.org and on Facebook have been updated with the new date.
- The first quote to refinish the hardwood floor in the Civic Center was received. The deadline for quotes is May 15 and the work should be completed by June 30.
- Mayor Dize held his first Town Hall meeting on May 1. The video from the meeting was processed and posted on www.capecharles.org and linked to Facebook.
- A public notice regarding the permitted hours for dogs on the beach was posted on Facebook. The post reached over 400 people within a couple of hours of posting and was shared numerous times!
- Libby attended a Criticism and Discipline Skills for Manager and Supervisors class in Va Beach on May 3.
- 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.
- Attended meeting with VDOT, RAFT, and local jurisdiction community leaders and staff to discuss how VDOT can help localities with coastal resilience efforts.
- Attended Tidal Wetlands Workshop hosted by VIMS in Gloucester Point with Wetlands Board Member Russ Dunton and Town Councilman Paul Grossman.
- Distributed letters in person regarding unobstructed sidewalks to business owners.

- Met with Councilman Grossman and Councilwoman Burge to discuss process changes to HDRB.
- Conducted research for Wayfinding Working Group, Parking Working Group, Historic District/HARB, RAFT, and Harbor District throughout the week for various group meetings.
- Reviewed site plans and subdivision plats for compliance with zoning ordinance.
- Worked on updating Parking Regulations from previous Planning Commission meeting for the June Planning Commission meeting.
- Continued preparing zoning ordinance updates to eventually present to Planning Commission and Town Council for approval.

Library:

- The odor was noticeable this week.
- Chess club met Thursday night at 5:00 pm.
- Sharon was on vacation this week.

Harbor:

Transient boating has picked up, we had 21 boats many for multiple days called on the Harbor this past week and expect to continue as weather cooperates. Crab season is still going strong, the is strong and price has maintained this week.

Seasonal slip holders start May 1st, still working around the waterman until they head home for the summer. (on going) We have had 4 seasonal slip holders extend their slips to annual due to convenience and accessibility.

- Blessing of the Fleet this past Friday was a success with great weather. Great decision on Jen's part as it was a beautiful afternoon and evening. Blessing the fleet is a Great celebration towards all who work on and around the waterfront. Our local crabbers showed their talents with the crab pot pull raising cash for the "Waterman's Memorial".
- Oil Equipment Services as received all parts for repair, time frame will be set this week. Portable diesel and Reg gas will be placed on site to maintain customer service. Will advise start and finish date.
- Harbor focus group to meet in the next couple of weeks to discuss future harbor repairs, boat ramp direction and 5 phase plan for inner harbor repairs.

Maintenance/Repairs:

- The harbor staff working on dock/facility/harbor office. Resurfacing CG dock & CD dock 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). Repairing and replacing receptacles and breakers due to corrosion around inner harbor. (On going).
- Kayak storage area on the beach front being constructed. To be installed this week weather permitting and ready the first week May. Pushed back 1 week due to staffing.

Finance:

- Staff provided tax balance statements for properties belonging to HJ Rail, LLC, Baymark Construction Corporation, LLC, and Bay Creek, LLC to our attorney in preparation for court in order to determine payment plans.
- Processing work on BPOL applications is ongoing. Total BPOL revenue to date is \$115,679.
- Jodi applied for a \$1,000 grant to pursue HR professional certification.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Worked on beach at Jefferson Avenue.
- Replaced damaged fence section at the park playground.
- Continued work on managers office, break room and mail room.
- Normal brush and trash pickup.
- Removed temporary fencing for site work by fishing pier and board walk.

Building\Code:

- Performed 34 inspections this week
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Continuing on rental inspections for upcoming season.
- Received plans for a major commercial renovation project. Staff will be reviewing in the coming weeks.
- Tall grass enforcement letters will go out beginning of the week.

Recreation\events:

- Blessing of the Fleet was held Friday, May 3, 2019. Spent time the past week finalizing the details and preparing for the event.

- Next Event for the Town will be Clean the Bay Day on June 1. Staff is working with the Chesapeake Bay Foundation and the Cape Charles Yacht Club to organize the event.
- April 30 – Met with members of Main Street and Citizens for Central Park who have created a LoveFest committee to help celebrate the 50 Days of Love in Cape Charles. Town will assist where needed.