

Weekly activity report (week ending May 24, 2019)

Town Manager:

- Began writing staff reports and preparing agenda packet materials for June 6 Town Council public hearing and special meeting.
- Followed up with staff on code enforcement matters.
- Participated in the May 22 meeting with Northampton County Sheriff and town police chief to discuss animal control issues.
- Reviewed confidential correspondence from town attorney relative to an on-going matter.
- Identified several properties in violation of town code section 46-17(b), and generated and mailed informational notice of violation letter.
- 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:
 - 6/4 – Planning Commission meeting, 6:00 PM, Civic Center
 - 6/4 – Board of Zoning Appeals public hearing and meeting, 10:00 AM Civic Center
 - 6/5 – Historic District Review Board special meeting, 2:00 PM, Civic Center
 - 6/6 – Town Council budget public hearing and special meeting, 6:30 PM Civic Center.
- 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.
- Continued preparing zoning ordinance updates to eventually present to Planning Commission and Town Council for approval.
- Reviewed site plans and subdivision plats for compliance with zoning ordinance.
- Staffed Historic District Review Board meeting on May 21.
- Conducted research for Wayfinding Working Group, Parking Working Group, Historic District/HARB, RAFT, and Harbor District throughout the week for various group meetings.
- Prepared BZA staff reports for the June 4 meeting.
- Prepared PC staff reports for the June 4 meeting.

Library:

- The odor was noticeable this week.
- We received 4 new wooden book shelves this week where we moved the Junior Graphic Novel, the Adult Graphic Novels, and the Junior Biographies.
- *Weaving History into Memoir and Creative Non-Fiction* with Mary Barrow continued on Thursday from 2:00 to 4:00, 12 people attended.

- Staff member Sharon Silvery attended the class, Adverse Childhood Experiences on Tuesday, May 21.
- Staff members Sharon Silvey and Bobby Harmon attended the Kids Count Forum on Wednesday, May 22 at ES Community College. Bobby Harmon was the keynote speaker.

Harbor:

Transient boating increased to 64 boats this past week; Old Point Comfort Yacht Club joined the Harbor again for The Memorial Day Holiday. They have been calling on Cape Charles Harbor for more than 12 years. We hosted them along with Virginia Beach Yacht Club for the last couple of years building on the relationship that we hope will be many years to come. Seasonal slip holders have all arrived just in time for the summer.

- Crab season is still going strong, the crabs are “busted” laying their eggs which effects the price. Jimmies are around \$100 +/- . Most of the Maryland crabbers have left for home even though the crabbing north has not been the greatest.
- Fuel system repairs, communicating with Oil Equipment Services, the start date will be the end of this week.
- Harbor Focus group meeting Wed June 5th, email to follow. The plan to discuss future harbor repairs, boat ramp direction and 5 phase plans for inner harbor repairs.

Maintenance/Repairs:

- The harbor staff working on dock/facility/harbor office. Repairing decking on CD dock decking in progress, CD & CG dock finger piers throughout inner harbor (work in progress), electrical pedestal and electrical components such as lighting under dock benches (work in progress, on-going).
- Kayak storage area on the beach front being constructed. Rigged and complete ready to install. Pushed back until Wed 29nd due to staffing.
- Removed several large floating timbers from the harbor due to construction.
- Install new bumper guards (same as A dock) on Tee head of B dock & C dock (complete).

Finance:

- The annual State aid to localities with police departments (599 Funds) certification process was completed.
- The closing work on April was completed.
- Staff assisted IT team with the email conversion error.
- A general purge of office documents was begun (in accordance with retention policies.)
- The backlog of BPOL licenses and Transient Occupancy certificates was cleared.
- Unclaimed property forms were prepared and submitted.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Cut grass
- Continued work on break room
- Worked on Library Plumbing Ventilation
- Light Poles being installed on Mason Avenue

Building\Code:

- Performed 33 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.
- Sent out tall grass notices.
- Sent out letters about abandoned vehicles on property that are causing bug/rodent infestations.

Police

- The police department issued a total of 7 warnings for cars parked on the roadway with expired registration or no registration and giving them until the 29th to have the registration updated or car moved from the roadway or they will be towed at owners expense.
- 15 summons were issued this weekend for speed on Randolph, Fig and Mason.
- Several parking tickets were also issued along with foot hours on Mason, the park, Bay Ave, and beach.
- Radar was also run on Washington Ave , Bay Ave, Madison Ave.
- I meant with Sheriff and town manager about cat and dog issues.
- Participated with the Memorial Day service on Monday

Recreation\events:

- May 31, 2019 Rehearsal dinner in Central Park from 5 p.m. to 11 p.m. (activities will shut down by 10 p.m.. 11 p.m. was posted to allow for any extra clean up that may be required.
- June 1 – Clean the Bay Day 9 a.m. to 12 p.m.
- June 1 – Crabby Blues Festival 3 p.m. to 8 p.m.
- June 1 – Churchwide yardsale 8:30 a.m. to 12 p.m.