

## Weekly activity report (week ending May 31, 2019)

### Town Manager:

- Concluded writing staff reports and preparing agenda packet materials for June 6 Town Council public hearing and special meeting; reviewed same.
- Followed up with staff on several matters related to summer levels of service and Memorial Day weekend incidents.
- Participated in the May 29 meeting with Representative Luria and town mayor.
- Contacted Inversa Minds, LLC staff on progress of the IT services conversion.
- Reviewed confidential correspondence from town attorney relative to an on-going matter.
- Provided several updates to the Facebook page.
- Corresponded with HGTV staff about yet another episode filming week of June 17<sup>th</sup>.
- Met with, emailed, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

### From the capital projects manager:

- Construction of the fourth off-shore breakwater has been completed. Reimbursement of about \$190K of VPA grant funding will be requested after payment of contractor's invoice.
- Requested a fee proposal from Tom Langley for plans, specifications and bidding documents for construction of the in-shore breakwater (\$251K VPA grant).
- Meeting with Langley this week to review plans for inner harbor refurbishment.

### Town Clerk:

- Upcoming Meetings/Activities:
  - 6/4 – Board of Zoning Appeals Public Hearing & Meeting, 10AM
  - 6/4 – Planning Commission Regular Meeting, 6PM
  - 6/5 – Historic District Review Board Special Meeting & Work Session, 6PM
  - 6/6 – Town Council Budget Public Hearing & Special Meeting, 6:30 PM
  - Town offices are closed on Monday, May 27, in observance of Memorial Day
- The May 24, 2019 Weekly Activity Report was posted on [www.capecharles.org](http://www.capecharles.org) and linked to Facebook.
- Libby is out of the office this week on vacation.
- 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.

- Was out on vacation May 27-29.
- Conducted research for Wayfinding Working Group, RAFT, and Harbor for various group meetings.
- Had conference call with RAFT Implementation Team on May 30.

#### Library:

- The odor was noticeable this week.
- Our meeting room was used once this week for 1 hour.
- Storytime was held on Thursday May 30 at 10:30, 15 attended.
- Chess Club was held on Thursday, May 30 from 5:00 to 6:00. 3 attended.
- Weaving History into Memoir and Creative Non- Fiction with Mary Barrow was held on Thursday, May 30 from 2:00 to 4:00 at the Civic Center. 12 attended.
- Our **2019 Summer Reading Program, A Universe of Stories**, will begin on June 24. Our first program will be Fantastic Beasts and Where to Find Them with the Virginia Living Museum on June 26. We will also offer a Tween Night on May 26. Flyers have been made for these programs and publicity sent out.
- We had our biannual window cleaning and carpet cleaning/floor waxing this week. The library is shining!

#### Harbor:

Transient boating increased to 51 boats this past week. Crab season is still going strong, the crabs are “busted” (black sponges when egg sacks turn dark and fall off) laying their eggs. These crabs are protected and have to shed the sack before they are marketable. Jimmies remain around \$100 +/- . Most of the Maryland crabbers have reported the crabbing north is not been the greatest which is keeping several crabbers in the Harbor longer than usual.

- Fuel system repairs, communicating with Oil Equipment Services, the start date will be the end of this week. The contractor has obtained their permit to proceed and we plan to see them immobilize mid weed.
- Harbor Focus group meeting Thus June 6th. 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 installed. Completed Wed/Thur.
- Clean the Bay Day was a wash out. That same day after the storms our crew removed all the trash and debris also again removed several large floating timbers from the harbor due to construction.
- Install new bumper guards (same as A, B dock & C dock (complete). Next area to install bumpers is to complete the face dock at the fuel docks.

- The sewage pump that handle the bath house stopped pumping. Both E-One pumps that are not reliable, we purchased 2 replacement pumps manufactured by Liberty Pumps that are designed as direct replacement. We will have one installed by public works Tuesday and the second is on order and will be picked up tomorrow morning

#### Finance:

- Data for two hundred thirteen 2018 supplemental personal property tax bills was keyed into the system manually. The total amount billed was \$33,000. The due date is July 3<sup>rd</sup>, so some will be paid in the current fiscal year, and some in the next.
- Staff worked with attorneys on various collection matters.
- Several more undocumented vacation rental homes were found by staff on HomeAway, VRBO and AIRBNB.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

#### Utilities:

- Full report pending.

#### Public works:

- Memorial Day and weekend event clean up.
- Completed work on break room.
- Worked on Library plumbing ventilation.
- Light poles continue being installed on Mason Avenue.
- Other projects per work orders.

#### Building\Code:

- Performed 29 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Continued on rental inspections for upcoming season.
- Issued a permit for a new home on Plum Street
- Currently have 6 new homes in for review and a large commercial renovation project.

#### Police:

- Weekend was busy, officers overlapped a little bit to offset the one officer that was on duty. We will be conducting training exercise Tuesday.
- Several arrests were made over the weekend to include Assault & Battery, Felony strangulation, protective order, and DUI.

Recreation\events:

- June 8 3 p.m. to 10 p.m. Graduation Party Central Park
- Staff continues to work on July 4.