

Weekly activity report (week ending June 7, 2019)

Town Manager:

- Follow up to June 6 Town Council public hearing and special meeting.
- Held training drill in a town building.
- Participated in the June 5 Historic District Review Board special meeting.
- Continue discussion with Inversa Minds, LLC staff on progress of the IT services conversion.
- Reviewed confidential correspondence from town attorney relative to an on-going matter.
- Completed staff report for June 18 Historic District Review Board meeting.
- Began writing staff reports for June 20 Town Council regular meeting.
- Met with Historic District Review Board chair.
- Met with public safety staff on several matters.
- 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:
 - 6/12 – Library Board Meeting, 5PM
- The May 31, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- The seasonal part-time library assistant position notice was submitted to the Eastern Shore Post, posted on www.capecharles.org and on Facebook. This position is for the afternoon shift of 2-5PM on Saturdays and Noon-5PM on Sundays during the months of July and August, during the extended library hours to allow for use of the public restrooms. The application deadline is 4PM on June 14, 2019.
- Much time was spent working on the MS Office 365 transition. An account was created for the town and the existing users were transferred to the town's account. The "capecharles.org" domain needs to be transferred before email accounts can be set up under Outlook 365. When the domain gets transferred, the town's website and email will be unavailable. The IT support representative will be contacting the current and new domain host to see if the transfer could be done over a weekend. The actual transfer of emails will be a very time-consuming task but definitely worth the effort.
- Staff began working on the June 14 Gazette.
- 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.

- Conducted research for Wayfinding Working Group, RAFT, and Harbor for various group meetings.
- Staffed the BZA meeting on June 4.
- Staffed the PC meeting on June 4.
- Attended the HDRB special meeting and helped facilitate the following work session on June 5.
- Staffed the Wayfinding Working Group meeting on June 6.
- Staffed the Harbor Working Group meeting on June 7.

Library:

- The odor was noticeable this week.
- Staff attended the Friends of the Library meeting on Monday, May 3.
- Last Saturday we were open from 2:00 to 5:00 for bathroom use; no one came in.
- Our meeting room was used 5 times this week.
- Storytime was held on Thursday, June 6 at 10:30, 10 attended.
- We added 2 new book displays this week – Books on Summer Activities and Celebrate Pride Month.
- *Weaving History into Memoir and Creative Non-Fiction with Mary Barrow* continued on Thursday from 2:00 to 4:00, 10 people attended.
- Staff met with Cora Johnston, from the Anheuser-Busch Coastal Research Center in Oyster to discuss a collaborate program called *Marine Scientist in Training*.
- Staff talked to Bill Dyas about doing another series of the popular Owl Prowls on Friday this summer.
- Flyers have been completed for the first three weeks of our Summer Programs

Harbor:

Transient boating increased to 42 boats this past week. Crab season is back going strong, the crabs have rubbed off their egg sacks (black sponges when egg sacks turn dark and fall off) laying their eggs.

- Fuel system repairs, communicating with Oil Equipment Services, weather has been a factor completing current work, the start date will be this week. The contractor has obtained their permit to proceed and we plan to see them immobilize mid-week. We had public works prepare area from roadside pumps to waterside pumps grading site and stone beds for piping.
- Harbor Focus group meet June 6th. The plan to discuss future harbor repairs, boat ramp direction and 5 phase plans for inner harbor repairs. Will prepare report next week based on meeting.

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 installed. Kayak float being delivered to the harbor this week to be installed in the next 2 weeks.
- 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. Approx. 1500 lbs.
- 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. (this week)
- The sewage pump has been installed and working perfect. Picking up #2 pump Mon to be installed this week.

Finance:

- April Treasurer's report was completed.
- Staff attended the 6/6 Council meeting for the budget public hearing.
- BPOL and TOT collections and research are ongoing
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Cut grass.
- Finished work on break room.
- Light Pole install on Mason Avenue complete.
- Worked on sand/erosion around beach gazebo.
- Met with contractor to review new scope of work on library exterior.
- Other projects per work orders.

Building\Code:

- Performed 32 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Rental inspections are about 95% complete for the season.
- Issued a permit for new homes in Bayside Village and on Madison Avenue.

- Currently have 5 new homes, an addition, and a commercial renovation project all in for review.

Recreation\events:

- The past week has been very busy organizing and assisting groups and individuals with use of facility needs.
- Cutoff for July 4 vendors is June 14 so staff is switching gears to focus more on organizing and staffing the event.
- Participated in training with CCPD.