

Weekly activity report (week ending June14, 2019)

Town Manager:

- Concluded writing staff reports and preparing agenda packet materials for June 20 Town Council regular meeting; reviewed same. Likewise June 14 edition of the Gazette.
- Followed up with staff on several matters related to summer levels of service including playground conditions.
- Several discussions with VDOT staff on matters such as downtown parking, non-permitted items in the VDOT right of way, and bike trail project.
- Contacted Inversa Minds, LLC staff on progress of the IT services conversion.
- Reviewed confidential correspondence from town attorney relative to on-going matters.
- Contacted building security contractor and scheduled follow up for June 18.
- Met with Friends of the Library group.
- Met with museum board member.
- 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:
 - 6/18 – HDRB Meeting, 6PM
 - 6/20 – TC Regular Meeting, 6:30 PM
 - The agenda and packet were finalized and posted on www.capecharles.org with a link to Facebook. The link would be distributed in the June 13 e-Notifications and it was also linked in the June 14 issue of the Gazette.
- The June 7, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- The application deadline for the seasonal part-time library assistant position was 4PM on Friday, June 14. Four applications were received and forwarded to Library Ann Rutledge.
- The June 14 issue of the Gazette was finalized and posted on www.capecharles.org and linked to Facebook. Hard copies were also printed for pick up in the Town Hall lobby.
- The 2018 Drinking Water Consumer Confidence Report was printed for distribution to all water customers.
- Work continues in preparation for the MS Office/Outlook 365 transition. The actual migration of email accounts has been scheduled for next weekend (June 21-23). We will confirm the schedule early next week and get the word out.
- Tracy assisted Jen Lewis with posters for upcoming events.
- Tracy worked with Jen Lewis to close out the DEQ Virginia Litter Prevention and Recycling Grant.
- 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 and ordinance updates for Harbor Working Group.
- Met with Planning Commission Chair Bill Stramm and Town Manager to discuss Comprehensive Plan organization and scheduling.
- Prepared Historic District Review Board staff reports for the June 18 regular meeting.
- Attended meeting with VDOT, ANPDC, the Town of Parksley, and the Town of Cape Charles to discuss the Southern Tip Trail Phase IV and streetscape project in Parksley.
- Met with Historic District Review Board Chair Susan Eidam to discuss the Historic District Review Board process, procedures, and possible work sessions.
- Staffed the Harbor Working Group on June 14.

Library:

- The odor was noticeable this week.
- On Monday we experienced computer problems apparently from a weekend power outage.
- During the rain storm on Monday the library had 2 leaks – one right above the front door where some plaster fell and another leak from the wooden entrance area.
- The front door lock has been sticking again and a locksmith has been called.
- Staff attended the Eastern Shore Public Library Trustee meeting on Tuesday, June 11.
- Staff attended the Library Board meeting on Wednesday, June 12.
- Our meeting room was used 2 times this week.
- Storytime was held on Thursday, June 6 at 10:30, 6 attended.
- *Weaving History into Memoir and Creative Non-Fiction with Mary Barrow* continued on Thursday from 2:00 to 4:00, 10 people attended.
- The last Celebration Friday was held on Friday, June 14 and Narelle Kelvin of Voiajer was the guest speaker.
- Staff attended the local DAR meeting to accept a donation to the library in honor of the 100th Anniversary.

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 shortly. 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. (waiting for contractor)

- Harbor Focus group meet June 6th. Discussed the plan and future harbor repairs. Harbor boat ramp direction, working on numbers related to other ramps in the area, potential income vs ramp and dock rehab and required staff management. The inner harbor phases for reconstruction of wood docks and Center Dock. 1. Replace all wood land side wood docks with concrete, replace utilities in conduit and place outside of concrete for maintenance ease, replace all benches with half amount of low level down light poles, place all fire boxes on each. 2. Construct floating dock on southside of fixed Center dock, add floating Tee head, install ADA approved gangway at entrance of Center dock and step gangway at tee head, utilize utilities from fixed dock and place chases on floating dock for cables and hoses, rehab utilities if necessary and resurface Center dock. PY 20-21 Reconfigure 10 skiff slips on north east corner of Center dock to 5 16K boat lifts for 25' to 30' +/- to better utilize area.

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. Have 8 books for season.
- The 2nd sewage pump to be installed by Dan of PU this week.
- Prep area for above ground fuel lines complete
- Working on grading and drainage on shanty side of bathhouse
- Looking for second piece of large towing hawser to place as curb stop in center area of shanty Parking lot.

Safety Committee

Safety Committee: Meet this past Monday after staff meeting, each member has their area to inspect and report back to committee. Discussed items of concern such as:

- electrical hazards, adding additional circuits, install or minimize power strip usage
- primary and secondary means of egress in case of evacuation
- discussed policies, procedures and VML guidelines pertaining to recent VB incident
- safety equipment annual inspection all town facilities by same vender
- 2 Plum St barrier issues between floors, vehicle exhaust, fume and odor permeation, address fire

Larry to meet with door specialist related to ADA compliant entrances and exits for Town Hall 2 Plum St. and Civic Center. Addressing automatic door operators and options, covered entry shelters, 0 grade platforms with minimal thresholds for wheeled vehicles and any other concerns that exist.

Next meeting July 7th after staff meeting to discuss above issues found and obtain pricing necessary addressing issues found.

Finance:

- The draft employee evaluation form was sent to the committee members for editing.
- BPOL and TOT delinquent accounts are steadily being worked. This is the one time of year when staff can devote a few hours a day to this process.
- Jodi viewed a human resources related webinar.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Helped with utilities install at Marina bathhouse and Harvey Building
- Replaced sewage pumps at town harbor bath house

Public works:

- John Lockwood is on vacation this week.
- Other projects per work orders.

Building\Code:

- Performed 35 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 97% complete for the season.
- Performed commercial plan review for a major renovation project on Mason Avenue.

Recreation\events:

- The Uke Festival seemed to be a big hit and they are excited to return next year.
- Performed weekly walk through on the beach and the lifejacket station, volleyball nets and kayak station are all in good order. There were four kayaks and all four had the proper registration stickers.
- Spent 3 hours at the library as the restroom attendant on Saturday. I had four folks use the restroom, one person to pick up a reserved book and lots of ice cream eating around me. On such a beautiful day I did not want to spend it inside so I took my chair outside. Here is what I learned in observing that section of Town for three hours – everyone was happy, trash was put in the trashcan, golf carts were driven appropriately, dogs were on leashes and I did not hear one complaint as I listened to many conversations and held many conversations. We have had such a rash of complaints lately that this 3 hours was

very well needed. I encourage any staff or council to take a shift and just simply observe and engage, like me you might be pleasantly surprised.

- Staff continues to work on July 4.