

Weekly activity report (week ending July 19, 2019)

Town Manager:

- Staffed the July 18 Town Council regular meeting and executive session and provided follow up as needed.
- Had several discussions with county social services staff about an on-going issue.
- Contacted Inversa Minds, LLC staff on progress of the IT services conversion, and new computer set-up.
- Reviewed confidential correspondence from town attorney relative to on-going matters.
- Met with capital projects manager to discuss trail project phase III status, and monitoring for potential expansion at water and wastewater plants.
- Participated in July 15 meeting with Virginia Department of Historic Resources staff.
- Followed up with Nora Hoffman and Dale Pusey both of VDOT's Accomac residency on the status of a recurring obstruction in the VDOT right of way.
- Met with representatives from the Service Corps of Retired Executive (SCORE) and the Virginia Department of Small Business and Supplier Diversity to discuss possible programs in Cape Charles.
- Contacted Hank Badger of VMRC to discuss process for post-summer beach sand replenishment.
- 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:
 - 7/25 – Planning Commission Comprehensive Plan Kick-Off Meeting, 6PM.
- The July 12, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- The video from the July 18 Town Council Regular Meeting was processed and uploaded with a link added to www.capecharles.org.
- Several citizens came into the office for notary services for their Life Certificates confirming their residence and life for continuation of their foreign social security benefits.
- Charter Communications was contacted regarding a cable that had come loose from the library building.
- Work began on the August 9 issue of the 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.
- Facilitated a meeting with DHR/CLG and the town to discuss the Historic District Review Board guidelines, process, and ordinances, which was held on July 16.
- Staffed the Historic District Review Board regular meeting on July 25.
- Staffed the Town Council regular meeting to hear one appeal from the Historic District Review Board's decision to deny a Certificate of Occupancy.
- Had three pre-application meetings with potential applicants for Certificates of Appropriateness.
- Met with Commission Chair Bill Stramm to discuss the July 25 Comprehensive Plan Kickoff Workshop.
- Accepted the position of Chair of the Eastern Shore Livable Communities group.

Library:

- The odor was very bad this week.
- Our meeting room was used 2 times this week.
- Our restrooms are being heavily used and this is requiring extra upkeep and supplies.
- **Summer Reading Program, A Universe of Stories.** As of today, 94 children have signed up to participate.
- **Summer Reading Program.** 7/15 Sharon Silvey presented a STEM program at Kiptopeke Elementary School
- **Summer Reading Program.** 7/16 Kiptopeke State Park presented Creation of the Chesapeake Bay & Cape Charles Impact Crater. 21 attended.
- **Summer Reading Program. Summer reading Program. 7/17 at 10:30** Perseus with Lynn Ruelman,
- **Summer Reading Program.** 7/10 at 7:00. Astrology with Peg Volk. 9 attended
- **Summer Reading Program.** Toddler/Preschool Storytime with a Craft. 21 & 15 attended.
- **Summer Reading Program. 7/18** Staff member Bobby Harmon presented a preschool program on Poetry at Hare Valley Headstart.
- **Summer Reading Program. 7/18 5th Annual Stuffed Animal sleepover, 7:00.** 37 attended.

Harbor:

- Full report pending.

Finance:

- June's month end and fiscal year 2019 accounting work is on-going.
- BPOL, Meals, Short term Admissions and TOT tax collections are being targeted at this time of year.
- Only two of the eleven tax delinquent properties (over three years delinquent) remain unsettled and may proceed to a tax auction very soon. The remainder have set payment

plans with the town's collection attorney or have paid their balances. Attorney Dunn and his staff have worked very quickly to bring these accounts to a resolution. Two of the properties were auctioned by the County, Attorney Jim Elliott, without the Town being included in this action as an affected party as is required by law. Mr. Dunn is working on this matter as well so that the Town may be paid what is due.

- Installation of the new Analytics module that enhances reporting for our financial software (FMS) is complete and training is pending. Department heads who are on the Municipal Center network will be able to log on and input their budgets, obtain budget and expenditure information, and will have a "dashboard" to view their data graphically.
- Customer Service, accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Relocated arch and little library at playground.
- Removed stumps at playground
- Started removing accumulated debris from shop area.
- Addressing VOSH concerns.
- Cut grass.
- Normal brush and trash pick ups.

Building\Code:

- Staff performed 28 inspections this week.
- Staff has issued permits for a commercial renovation project on Mason Avenue.
- Staff has issued a permit for a new home on Jefferson Avenue.
- Code Official along with Chief of Police and Town Manager has been working on an ongoing code enforcement issue.

Recreation\events:

- Communicated with staff for weekday and weekend events.
- Watered plants in Strawberry Plaza.
- Working with public works to get a list of names from the fence removed from Cape Kids Playground. There will be a sign of the names to be placed in Cape Kids. Citizens and friends also have the chance to reclaim their fence slat before they are permanently discarded in September.
- Working on a sign for the fishing pier to provide information on the license the Town provides for fishing and the number to register for free with VMRC.

- Working with staff to update on the weekly events happening in Town. Last weekend there was a concert in the park. This weekend there is a church Community Day followed by a concert in the park.
- Continue to take calls from the public concerning things to do in Town, places to stay as well as places to shop and eat.