

Weekly activity report (week ending August 9, 2019)

Town Manager:

- Finalized and reviewed staff reports for the August 15 Town Council Regular Meeting and Executive Session agenda packet; reviewed August edition of the Gazette.
- Met with two department heads on review of the unaudited fiscal year 2019 revenue and expenditures closeout. Meeting with more week of August 12.
- Met with several residents interested in a Tree City program in Cape Charles.
- Participated in a county-wide meeting at the Northampton County Office Complex with USDA Rural Development representatives.
- Met with treasurer and David Rose from Davenport and Company on current town finances, financial forecasting, and the “rainy day” fund balance process. Report forthcoming in several weeks.
- Scheduled August 13 meeting on-site with VDOT right of way agent.
- Discussed golf carts usage issues with several residents.
- Met with, emailed, or called several residents and/or business owners on a variety of matters\Report A Concern follow up, including the signpost issue at Randolph and Peach.

Town Clerk:

- Upcoming Meetings/Activities:
 - 8/14 – Library Board Meeting, 5PM, Cape Charles Memorial Library.
 - 8/15 – Town Council Regular Meeting & Executive Session, 6:30 PM, Civic Center.
 - The agenda and packet were finalized and placed in Dropbox for retrieval by Council and posted on www.capecharles.org and linked to Facebook.
- The August 2, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- On August 8, Tracy Outten attended the Certified Local Government Historic Resources Commission Training session in Smithfield along with Planner Zach Ponds and four members and one alternate member of the Historic District Review Board.
- The August 8, 2019 issue of the Gazette was posted on www.capecharles.org and linked to Facebook.
- Tracy staffed the August 6 Planning Commission Public Hearing & Regular Meeting.
- Libby took some vacation time and was out of the office on August 5, 6 and 9.
- 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.

- Had second (and final regular scheduled meeting) of planned weekly meetings (Mondays) with Historic District Review Board Chair to allow Chair to ask any questions, address concerns, or anything else that will help the process for Guideline updates and application procedures.
- Staffed the Planning Commission regular meeting held on August 6.
- Prepared presentation for Virginia Walkability Action Institute for the Eastern Shore Healthy Communities Walkability Grant for the final in-person meeting/training session on August 12.
- Prepared staff reports for the Historic District Review Board meeting, which will be held on August 20.
- Attended the Bayside Water Trail meeting in Onancock to discuss water trails for paddlers on the bay side on August 7.
- Attended the Department of Historic Resources/Certified Local Governments training session with HDRB members and Deputy Clerk in Smithfield on August 8.

Library:

- The odor was bad this week.
- Staff attended the Friends of the Library meeting. 8/5.
- **Summer Reading Program. A Universe of Stories.** We have had 102 children sign up to read in our SRP.
- **Summer Reading Program.** 8/6. 11:00. Kiptopeke State Park presented Prehistoric Archology. 10 attended.
- **Summer Reading Program.** 7/25. 10:30. Toddler/Preschool Storytime. 6 attended.
- **Summer Reading Program.** 7/8, 7:00. The Very Hungry Caterpillar 50th Birthday Party (part of the Summer of Love) 32 attended
- We have had several people come up to the Desk to thank us for having a restroom available.

Harbor:

Another very busy week in the Harbor. The annual Cape Charles Cup race to Cape Charles took place this past Saturday departed Sunday, 38 boats packed the Harbor Saturday night for this event. This past week 66 transient boats to 80' throughout the week, most stayed multiple days fishing and enjoying Cape Charles. Beautiful weather brought many boats to Cape Charles for fuel, fishing and enjoying a great time, including the lunch and dinner crowds. Mooring on A Dock and inner harbor temporarily 2-hour dockage at no charge, boaters spend many dollars in the restaurants and shops before departing Cape Charles. As many as 30 +/- short term boaters will utilize our docks for lunch and dinner every day weather permitting.

- Crab season is still maintaining, not much has changed. All but 2 of the out of town crabbers have left headed home.
- The new fuel pumps and card reader system is up and running.

Maintenance/Repairs:

- The harbor staff working on dock/facility. Repairing decking on inner harbor dock in progress also CD & CG dock finger piers throughout inner harbor, installing stainless grab rails at each finger pier for safe egress of vessel.
- Multiple wiring and sensor issues beyond our abilities and address by certified electrician John from Lighthouse Electric. 4 electrical pedestals on A dock removed due to corrosion, 1 relocated to corner of A Dock and Boardwalk, New pedestal installed on C and CD docks. All electrical components for lighting under dock benches on fixed Boardwalk being repaired or replaced. Depending on location due to future construction and reconfiguring dock lighting several lights will be out of service with enough repaired to allow safe transiting of fixed docks.
- Oil Equipment has completed the install and all operational. Painted and painting fuel lines and prepping fuel tank to be repainted in the near future. (work in progress)
- Kayak launch floating and access ramp is staged, preparing to install floats and set in place. (work in progress)
- Bath house HVAC serviced, issue due to condensation leaking into the lady's room, primary drain stopped up and secondary not functioning. Men's cooling issue due to loss of coolant, charged and functioning, evaporator leaking. Both units are A/C with electrical heat strips not efficient for heating as a heat pump and replacement is in the near future. Report from service company to follow.

Safety Committee

No additional info to report.

Police:

- Both golf car incidents on the beach this past week have been handled and were handled when they happened. One has paid restitution, and the second one has a date for criminal court.
- After the council members email about the golf carts in the park I put a trail camera up in the park to observe from Monday the 5th until Monday the 12th. The trigger speed of this camera is .002 seconds, and a picture is taken every 5 seconds. Out of the 557 pictures that were taken with a view of over half of the park everyone walking a dog was on leash, and only 1 golf cart was in park for the above time frame.
- The park is checked with regular patrol all day every day, and with this data I see nothing to warrant any extra patrol above what is already done. Several arrests were made this past week along with building checks, and traffic summons for speed.

Finance:

- Fiscal year 2019 preliminary analysis and close was completed and the treasurer's report generated. Late invoices and tax revenue are still being received, but it is believed that the majority of them have been input.
- On Friday Judge Lewis heard the case involving the two properties sold at auction by the County a few months ago without the Town being served as is required. The Town has never been served, and staff was forced to look for tax sale notices in the local paper and

to contact Mr. Elliott's office to inform him that taxes are due on the properties being sold. The Judge informed Attorney Elliott that he must properly serve all involved parties, including Towns. Mr. Elliott handles tax collections throughout the state, so this will have a broad-reaching positive effect on small localities all over Virginia.

- Debbie and the Town Manager met with David Rose from Davenport and Company to discuss the Town's finances. Davenport will provide Council and Staff with valuable analysis sometime this Fall.
- Customer Service, accounts payable and receivable, payroll/benefits, utility billing, collections and accounting functions were all performed as usual.

Utilities:

- Town water system flush set for Monday, Tuesday and Wednesday starting at 10 PM.
- Repaired water leak harbor parking lot.
- Assisted Heritage Acres with sewage overflow.
- Repaired 2 water lines in the Hollies, having low pressure issues at residences.

Public works:

- Poured concrete pad at PW shop for new diesel fuel tank.
- Had vehicle lift inspected.
- Continued cleanup of public works yard.
- Auction of town equipment set for Friday, September 20th
- Power washed the front of the civic center.
- Normal trash collection. Averaging 3,500 pounds every 10 days.

Building\Code:

- Staff performed 30 inspections this week.
- Staff has received plans for 3 new homes in various areas and will be reviewing soon.
- Staff issued permit for a new home on Washington Avenue.
- Staff has been fielding a lot of questions regarding renovations and new construction throughout town.
- Staff is continuing dealing with ongoing code enforcement issues.

Recreation\events:

- Working with the Town Manager to update current job description.
- Working on events through 2019 and a few into 2020. Working with the Treasurer and VML to have the ability to hire contract labor for event days on events that require extra employees.
- Met with the library to help finish a waiver for special events for children.
- Continue to work with many agencies and/or groups to secure use of facilities to include beach, central park and the civic center. Applications have already been received for 2020.