

Weekly activity report (week ending August 16, 2019)

Town Manager:

- Staffed the August 15 Town Council Regular Meeting and Executive Session and provided follow up as needed.
- Began writing staff reports for September 5 Town Council Special Meeting and Executive Session.
- Met with one department head on review of the unaudited fiscal year 2019 revenue and expenditures closeout. Meeting with more week of August 19.
- Participated in the RAFT program one-year progress meeting at VIMS in Wachepreague.
- Followed up David Rose from Davenport and Company on current town finances, financial forecasting, and the “rainy day” fund balance process and set October 3 special meeting for presentation to Town Council and the public.
- Reviewed and accepted updated job description for and changed administrative title from recreation coordinator position to community relations manager position.
- Met 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 electronic speed signs.

Town Clerk:

- Upcoming Meetings/Activities:
 - 8/20 – Historic District Review Board Meeting, 6PM, Civic Center.
- The August 9, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- The Virginia Risk Sharing Association (formerly VML Insurance Programs) FY 2019 Risk Management Grant application was submitted electronically to purchase a Radarsign electronic speed monitoring sign with an LED display. The model chosen is solar-powered and mounts on a breakaway-base pole. We will also have the ability to post optional safety alerts. It is Wi-Fi enabled to allow monitoring from any web-enabled device and also comes with a traffic data software license. We should hear about the grant award in about 60 days. After the grant has been awarded, we have 90 days to make the purchase and submit receipts to close out the grant.
- Libby submitted the final report for the Virginia Commission for the Arts 2020 Creative Communities Partnership Grant. This is the local government match grant that the town applies for each year for Arts Enter Cape Charles. The VCA will match the town’s contribution up to \$4,500. Once approved, we should receive the pass-through match within 45 days.
- Libby staffed the August 15, 2019 Town Council Regular Meeting. The meeting video was processed and uploaded online with a link posted on www.capecharles.org.
- Work began on the September 13, 2019 issue of the Gazette.
- Libby began the process to become an International Institute of Municipal Clerks (IIMC) Athenian Leadership Society Dialogue facilitator. The requirements to be approved as a facilitator include i) being a Master Municipal Clerk; ii) being an active member of the IIMC; iii) being inducted as a Fellow in the Athenian Leadership Society, which Libby achieved in

May 2018; iv) having experience facilitating or teaching adult education programs, which Libby has done for the Virginia Municipal Clerks Association (VMCA) Institute; and v) completing a six-hour mentoring program. Libby is being mentored by Dr. Jane Long, IIMC Director of Professional Development. Their first mentorship session was held on Saturday, August 10. Libby is researching and planning for the dialogue as part of her facilitator training and will be assisting Dr. Long in the facilitation of an Athenian Leadership Dialogue on Saturday, October 12, at the VMCA Institute and Academy in Virginia Beach. In an Athenian Leadership Dialogue, the participants all read the same book prior to attending and then come together for a day-long discussion regarding the ideas and various leadership principles contained in the book and relating the content to a public leadership role. The Dialogue scheduled for October 12 is for the book *“Creating Magic: 10 Common Sense Leadership Strategies from a Life at Disney”* by Lee Cockerell, former Executive Vice President of Walt Disney World® Resort operations for over a decade.

- Libby was recently appointed to the IIMC Foundation Development Committee. The IIMC Foundation provides funding to educate municipal clerks through grant programs and scholarships to help them become proficient in the services they provide for the citizens of their community.
- The Virginia Association for Government Archives and Records Administrators (VAGARA) notified Libby of her nomination to their executive board as their treasurer. Unfortunately, Libby turned down the nomination due to her service to the VMCA as treasurer. The treasurer position is very demanding and being treasurer of two separate organizations simultaneously would be too time-consuming and detract from her day-to-day responsibilities to the town.
- Tracy performed an audit of town-owned vehicles and equipment to ensure that they were insured properly. Updated insurance cards were printed to be placed in each vehicle.
- Tracy will be out of the office from August 16-23 on vacation with her family.
- 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.
- Attended the Virginia Walkability Action Institute final session in Richmond August 11 and 12. This training was provided through a VDH grant applied for by Eastern Shore Healthy Communities for training regarding walkability. There is the opportunity for \$10,000-\$15,000 in grant money to go toward our action plan, which was specifically related to rails-to-trails. Staff is working with A-NPDC to determine a possible project to apply for and use those funds.
- Met with Historic District Review Board Chair and Gary Ulmer, a window retail dealer, to discuss the replacement of wood windows with vinyl windows and the Historic District Review Board process. Staff and the Chair made it clear that replacement is on a case-by-case basis, and that vinyl or composite windows would need to be reviewed by the Board

to determine whether or not the window is appropriate for the style of the house and proposed project.

- Held four pre-application meetings with a Historic District Review Board member and applicants for proposed projects applying for a Certificate of Appropriateness.
- Prepared staff reports for the Historic District Review Board meeting, which will be held August 20.
- Attended the RAFT One-Year Progress Meeting on August 14 with Councilman Grossman and the Town Manager. This meeting was to provide an overview of the RAFT programs throughout the Eastern Shore and the next steps.
- Staff presented a Historic District Review Board appeal request for 524 Madison Ave to Town Council at the August 15 regular meeting.

Library:

- The odor was bad this week.
- Staff attended Library Board meeting. 8/14.
- **Summer Reading Program. A Universe of Stories.** This is the last week of our Summer Reading Program. It has been a great summer!
- **Chess Club**, 8/13. 8 people attended.
- **Summer Reading Program.** 8/14. 10:30. Virginia Living Museum presented Remarkable Reptiles. 55 attended.
- **Summer Reading Program.** 8/15. 10:30. Toddler/Preschool Storytime. 27 attended.
- **Summer Reading Program.** 8/15. 11:00 Storytime Crafts, 10 attended.
- **Summer Reading Program.** 8/16, 7:00. Owl Prowl.
- We had 144 people in the library yesterday, so we are still busy.
- A patron just brought us a bag of cookies and scones from *The Bakery on Mason* to thank us for letting her use our program room to do her work. She has been visiting all week.

Harbor:

This week was again busy in the Harbor. This past week 43 transient boats to 70' throughout the week, staying multiple days fishing and enjoying Cape Charles. Again, beautiful weather brought many boats to Cape Charles for fuel, fishing and having a great time, including the lunch and dinner crowds.

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 (complete). All electrical components for lighting under dock benches on fixed Boardwalk being repaired or replaced (work in progress). 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 (will advise if extensive wiring issues).
- 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. (service complete)
- Installing proper Private Aids to Navigation (PAYON) lighting on A dock. Processing application through the USCG 5th District. To be listed in Federal Code and Light List with designated by the USCG. 1 solar powered white light 1 second blinking intervals, very inexpensive and maintained by the Harbor.

Safety Committee

No additional info to report.

Finance:

- Debbie attended the annual Joint Commissioner of Revenue/Treasurer's Association of Virginia conference in Roanoke and also an excellent customer service training. This training is required for treasurer certification and was so thorough and well-targeted to the type of work done by local government employees that staff is working to bring a special session of the training to the Shore so that County, CBBT, and other town employees may attend. It would be a very good thing if our citizens experienced the same level of service at all of our local government offices.
- The office was short-staffed due to vacation and Deb's training, therefore remaining staff was quite busy.
- Customer Service, accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Town water system flushed Monday, Tuesday and Wednesday.
- Read water meters.
- Upgraded electric service at Mason Avenue Pump Station.
- Received notification from the DEQ that our application for renewal of the wastewater discharge permit is complete and will be moved on to review.

Public works:

- Put up signs/took down signs at playground and tennis court.
- Put up banner/took down banners.
- Swept beach.
- Sand removal on board walk and Bay Avenue.
- Read water meters.

Building\Code:

- Staff performed 26 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Reviewed plans for a new home in The Colony and on Bay Avenue.
- Discussed homestay regulations with Town Manager prior to Council meeting.

Recreation\events:

- Town Manager finalized changes to job description.
- August 9, 2019 – 9 attended Bingo.
- August 16, 2019 – 6 attended Bingo.
- Delivered Festive Friday packets to a few businesses.