

Weekly activity report (week ending August 23, 2019)

Town Manager:

- Concluded 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 26.
- Reviewed confidential correspondence from town attorney relative to on-going matters.
- Reviewed town manager job description and position recruitment materials.
- Responded to inquiry from local media about the potential future development on the railyard parcel.
- Had follow up correspondence with architect about the potential use of the library building third floor for town office space.
- Discussed preservation plan survey with Christopher Newport University faculty working on the preservation plan.
- Discussed street sign and stop sign matters with resident. Follow up with public works and VDOT after Labor Day. Also discussed golf cart and scooter issues with this resident. (For informational purposes only please see the article discussing scooters in old town Alexandria conflicting with the “historic character” of the area. Their scooter issues with drunks and children motorists mirror ours with golf carts. <https://ggwash.org/view/73500/the-bad-politics-of-the-save-historic-alexandria-movement>)
- 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:
There are no Council or Board meetings next week.
- Tracy was out of the office on vacation this week.
- The August 16, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- Libby staffed the [August 20, 2019 Historic District Review Board Regular Meeting](#). The meeting video was processed and uploaded online with a link posted on www.capecharles.org.
- The September 5, 2019 Town Council Public Hearing, Special Meeting & Executive Session Agenda was finalized and posted on August 23. It was also linked to Facebook.
- Work continued on the September 13, 2019 issue of the Gazette.
- A number residents and an employee came in this week with requests for notary and facsimile services.

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.
- Held two pre-application meetings with a Historic District Review Board member and applicants for proposed projects applying for a Certificate of Appropriateness.
- Staffed the Harbor Subcommittee Working Group meeting, which was held on August 19.
- Presented staff reports at the Historic District Review Board meeting, which was held on August 20.
- Met with Councilman Grossman and Councilwoman Burge on August 23 to discuss guiding principles for the Historic District Review Board to be presented to Town Council.
- Signed up for the Congress for the New Urbanism accreditation program through the University of Miami School of Architecture. New Urbanism is a planning and development approach based on the principles of how cities and towns had been built for the last several centuries: walkable blocks and streets, housing and shopping in close proximity, and accessible public spaces. In other words: New Urbanism focuses on human-scaled urban design. More information about CNU can be viewed on their website: cnu.org. This program is the first step toward CNU-A (Congress for New Urbanism Accreditation), which is a professional accreditation. The Principles and Practice of New Urbanism course is divided into eleven units, which can be viewed at <https://mredu.arc.miami.edu/events/nuo/outline/index.html>. The course begins September 12 and concludes December 5. The exam opens on November 21 and ends December 5.

Library:

- Public Works addressed odor issue; odor has not been noticeable.
- 8/19 – Programming staff met with C. Johnson and K. Kerns from UVA Coastal Reserve LTER to evaluate summer collaboration and brainstorm for continuation of programs and outreach thru fall and winter.
- 8/20 – Bird Migration program with Kiptopeke State Park (15 attendees).
- 8/20 – Library Manager attended ESPL Board of Trustees meeting in Accomac.
- 8/20 – Chess Club (2 attendees).
- 8/23 – lobby air conditioning unit cleaned.
- Over 400 people visited the library this week.

Harbor:

This week was again busy in the Harbor. This past week 32 transient boats to 65' throughout the week, staying multiple days fishing and enjoying Cape Charles. Weather was a factor this past week and weekend. Fishing Bay Yacht Club originally had 17 boats and 12 of the larger ventured to Cape Charles keeping many small boats from making the trip. They definitely had a great time, including the lunch and dinner crowds.

Crab season is still maintaining, not much has changed. All but 1 of the out of town crabbers have left headed home.

Maintenance/Repairs:

- The harbor staff working on dock/facility. Repairing decking on inner harbor dock have been caught up on CD & CG, dock finger piers throughout inner harbor are work in progress as well as installing stainless grab rails at each finger pier.
- Multiple wiring and sensor issues have been addressed 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 (complete). 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 and waiting for parts).
- 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)
- 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. (work in progress)
- Getting prices on subcontractor to complete harbor office siding.
- Installing privacy fence to enclose rear area behind office and protecting new fuel lines and keep equipment gated.

Safety Committee

No additional info to report.

Finance:

- A total of thirty-one boxes of utility billing, finance, town manager, and treasurer's documents were given final preparations by staff for removal to the town's storage area.
- Debbie attended the bi-annual Virginia Retirement System (VRS) round table meeting which was held in Melfa. Updates and access to resources on the VRS administrative system were addressed, as well as properly orienting new employees and processing retirement requests. It was reported that although it has been said that the state's retirement plan is underfunded, political subdivision funds are handled in a different manner than the state, and are fine.
- Inversa Minds LLC installed an older monitor on the treasurer's computer in order to keep the security cameras in view at all times. This increases the dedicated security monitors to 2 at a cost of only \$40.

- Customer Service, accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Repaired two fire hydrants.

Public works:

- Trash can at playground.
- Ordered new saucer swing for playground.
- Worked with utilities to remedy odor issue at library.
- 8 work orders.
- Removed sand on boardwalk.
- Installed new double wall fuel tank at PW Maintenance shed.

Building\Code:

- Staff performed 28 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Received plans for a new home in Heron Point and will be reviewing soon.
- Jeb did continuing education to maintain Certified Floodplain Manager status.

Recreation\events:

- The Community Services Board has provided packets with information on Suicide Prevention to the Town. We have been distributing to local churches and it has been suggested to see if we can share some with the Food Bank as well.
- Worked on budgeting to include reconciling credit card log and putting in check requests.
- Continue to work with groups and individuals on use of facility. It is becoming challenging as so many people want to utilize the same weekends so we are being very careful to try our best to accommodate everyone without compromising anyone's event.