

Weekly activity report (week ending September 13, 2019)

Town Manager:

- Completed writing and reviewing staff reports for the September 17 Historic District Review Board and September 19 Town Council regular meeting agenda packets.
- Completed writing and reviewing articles for the September 13 edition of the Gazette.
- Met with staff involved in the human resource function to review and work toward revision of certain sections of the personnel policies.
- Met with citizens group interested in attaining Tree City status for town.
- Met with community relations manager on schedule of summer music program events and other projects.
- Site visit with expert security consultant on matters related to town facilities.
- 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:
 - 9/17/19 – Historic District Review Board Regular Meeting, 6PM, Civic Center.
 - 9/19/19 – Town Council Regular Meeting, 6:30 PM, Civic Center.
 - The agenda packet was finalized, placed in Dropbox for retrieval and posted on the town's website and Facebook page.
- Libby was out of the office on Wednesday, September 11.
- The September 6, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- Correspondence was drafted and sent to the individuals submitting proposals for the sale of the town-owned lot on Madison Avenue notifying them on the status of the sale.
 - The sales contract and supporting documents are being prepared.
- The September 13, 2019 issue of the Gazette was finalized and posted on www.capecharles.org and linked to Facebook. Hard copies were also printed for customer pickup in the Town Hall foyer.
- Notary services were performed for a Cheriton resident needing to have an affidavit notarized.
- Libby has been working with her mentor, Dr. Jane Long, Director of Professional Development for the International Institute of Municipal Clerks, to organize and plan the Athenian Leadership Dialogue scheduled for Saturday, October 12, 2019, in Virginia Beach.
- Tracy made a flyer for the September 20 Town Surplus Silent Auction and the information was posted on www.capecharles.org and on Facebook. Tracy is also assisting with the auction by creating bid sheets for each item.
- Staff worked with Inversa Minds, LLC regarding internet issues with the Police and Public Works Departments.
 - Police Dept: A new switch was installed in the Police Dept. and it appears that the issue has been resolved.
 - Public Works: A new modem was installed in the Public Works building. Some interference with the internet was detected during the work-day hours at the Public

Works building. If Public Works staff was working on their computer online, they could not use the telephone as the quality was severely degraded. Chesapeake Bay Communications was contacted initially on September 5 to check into the interference issue and the possibility of relocating the wireless antenna at the Public Works building to get a better line of site to the main antenna on the water tower. No response was received so staff called again this week. We were informed that General Manager Rob Harris was working on this issue, but he was out of the office when we called on September 10 so no update could be obtained. On September 12, a call was received from CBC stating that they did not show any issues with the internet service at the Public Works building. Internet issues continue with concurrent use of the phone and computer online.

- Tracy assisted Community Relations Manager Jen Lewis on a number of projects including creating a flyer for the upcoming Safety Awareness In Your Business seminar scheduled for September 24. She also assisted Jen with inventorying the personalized fence slats from the old fence around the playground in preparation for distribution to the family members. Any unclaimed fence slats will be disposed of at the end of the month.
- Tracy staffed the September 13 Historic District Review Board Work Session.
- 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.
- Held one pre-application meeting on September 13 for a Certificate of Appropriateness application.
- Prepared staff reports for the Town Council regular meeting scheduled for September 19.
- Met with Commissioner Salopek and Commissioner Strubb on September 9 to discuss drafting the scope of work and outline for the Comprehensive Plan.
- Had a conference call on September 9 with two Department of Human Resources staff members, Councilman Grossman, Councilwoman Burge, and the Town Manager to discuss draft vision and guiding principles for the Historic District.
- Attended the Northampton County Comprehensive Plan Kick-off Workshop on September 9.
- Had a lunch meeting on September 12 with Councilman Grossman and Northampton County Senior Planner, Kelley Parks, to discuss the comprehensive planning process for the county and the town, among other things.
- Finalized the DHR/CLG CAMP grant documents, confirming grant approval for training for the town related to Historic Preservation. The training has not been scheduled at this time, but will likely be scheduled for sometime this fall.
- Staffed the Historic District Review Board work session meeting with Deputy Clerk, Tracy Outten, on September 13.

- Continued to consult throughout the week with ANPDC, Eastern Shore Healthy Communities Director, Star Transit, Browder-Hite, Oral Lambert with Bay Creek, B&B Contractors, Town Manager, Town Public Works, and Town Special Projects Manager regarding possible grant funding opportunities through VDH to provide two bus shelters, benches, and 48 Willow Oak trees along Washington Avenue to provide missing amenities along the community trail.
- The Principles and Practice of New Urbanism online course officially began on September 12. The course is provided through the University of Miami School of Architecture Program (which has partnered with the Congress for New Urbanism) to prepare staff to take the Congress for New Urbanism accreditation test.
- Began preparing presentation to Town Council for the October 19 meeting to provide an overview of the Off-street Parking and Loading text amendments that Planning Commission has been working on reviewing since March. This will be an overview presentation on the first half of the proposed text amendments to prepare Town Council for review and possible adoption in the future, once the second half is reviewed by Planning Commission.

Library:

- Staff attended the combined Friends and Library Board meeting/dinner on 9/11. A scrapbook of our summer programs was shared at the meeting.
- Summer statistics were compiled
- Worked on programming for the next year.
- Continued to shift books in the nonfiction section.
- Continued to work on the library improvement plan.
- Our meeting room was used 4 times this week.

Harbor:

- Full report pending.

Safety Committee

No additional info to report.

Finance:

- The State corporation commission assessments were received (for tax billing.)
- The rehab credit and the disabled veteran tax credit files were received from the Commissioner of Revenue's office, and the data was prepped to enter into the town's billing system. The property assessment data is still being printed and processed by the County.
- Jodi participated in an initial evaluation of the town employee personnel manual.
- Ja'Quana, Debbie, and Libby Hume had initial Analytics (financial reporting software) training. The program has some very useful features. Debbie will train the other department heads once we are certain that all of our data has been mapped correctly.

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

Utilities:

- Full report pending.

Public works:

- Completed projects per work orders.
- Finalized library exterior scope of work.

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.
- Issued a permit for a new home in Heron Point.
- Received plans for a new home in the Hollies and will be reviewing soon.

Community relations:

- Met with the Mayor on September 13 about several upcoming events.
- Met with a small group of citizens and the Cape Charles Fire Department to plan the 2020 Shriners Parade.
- Passed out flyers for the September 24 Business Safety Class to be presented by Chief Pruitt.
- Pulled the second round of fence slats from the fence that was removed from Cape Kids Playground. Facebook has been a big help in finding owners.
- Received and distributed Town polo shirts to employees.
- Working on a Town Board and Employee appreciation gathering for this Fall. Last year's event was well received.
- Working with non- profit and private events on Town Facilities.
- Working with a local artist to recreate the Crater sign.
- Contacted a Citizen for Central Park representative to discuss steps to ensure that the upcoming Concert Series sponsored by Citizens for Central Park would be manageable for the 2020 season.