

## Weekly activity report (week ending October 4, 2019)

### Town Manager:

- Staffed the October 3 Town Council special meeting and executive session and provided follow up as needed.
- Completed writing articles for the October 11 edition of the Gazette.
- Reviewed certain sections of the personnel policies for pending revision.
- Sent two follow up emails to a developer interested in the harbor district, no response to date.
- Corresponded with town legal counsel about an on-going matter.
- Corresponded with a technology firm interested in the harbor district.
- Corresponded with David Rose of Davenport & Company prior to his [comprehensive fiscal review presentation](#) to town council on October 3.
- 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:
  - 10/5-10/6 – Virginia Municipal League Mayor’s Conference. Mayor Dize attending.
  - 10/6-10/8 – VML Annual Conference. Mayor Dize & Councilwoman Holloway attending.
- Agenda packets:
  - 10/9 – Library Board Meeting. The agenda packet was posted on October 2.
  - 10/17 – Town Council Public Hearing & Regular Meeting. The public hearing notice was drafted and submitted to the Eastern Shore Post for publication in the October 4 and 11 issues. The notice along with the appropriate handouts were posted on [www.capecharles.org](http://www.capecharles.org) for public viewing.
- Work continues on the October 11 issue of the Cape Charles Gazette. Articles have been solicited.
- Tracy staffed the October 1 Planning Commission Public Hearing & Regular Meeting, and the October 4 Historic District Review Board Special Meeting & Work Session. The video for the Planning Commission meeting was processed and linked to the town’s website. The video for the Historic District Review Board special meeting will be processed next week.
- Libby staffed the October 3 Town Council Special Meeting. The video was processed and linked to the town’s website. The PDF of the Davenport & Company presentation was also uploaded to the website and placed in Dropbox for Council review.
- Libby received word from Julie Kaylor, Mathews County Deputy Clerk/Assistant County Administrator that the inter-community visit was being postponed to the spring of 2020. They were unable to secure adequate transportation for the attendees to make the trip. A special event was being held in the area and all busses were being utilized for that event.
- Tracy Outten would be out of the office from Tuesday, October 8, through Friday, October 11, attending the Virginia Municipal Clerks Association (VMCA) Academy. This will be Tracy’s first year as an academy attendee working on her Master Municipal Clerk designation.

- Libby will be out of the office on Wednesday, October 9, at the VMCA Institute teaching the Clerks 101 class to first-year attendees. She will also be attending several VMCA meetings.
- Libby worked to finalize her presentation for the Athenian Leadership Dialogue scheduled for Saturday, October 12, from 8:00 a.m. to 4:00 p.m.
- Staff is working with InversaMinds, LLC to transfer all software licenses from Chesapeake Bay Communications to the town. Tracy will be maintaining a spreadsheet to facilitate software tracking. This will help to facilitate the budgeting process by tracking renewal dates and costs.
- A new email account was created for Herbert Thom who was officially appointed to the Historic District Review Board on September 26. An iPad was configured for his use for the meetings. Libby was finally able to reset and restore Mr. Wells' iPad so it can be used. She had much difficulty with it because it is one of the oldest iPads. Apple is no longer supporting the model and it can no longer be updated to the latest IOS version. A quick inventory was taken, and we have a minimum of 16 iPads (out of 30 total) that can no longer be updated. They will continue to be usable as long as they don't get "locked out" due to inputting incorrect passwords. It is strongly recommended that users do not create passwords since all the information contained in the iPads are public information. If a password is created, staff recommends users make the password something that can be remembered. Staff will check the budget in early 2020 to determine if funding is available to purchase several in this fiscal year and will include funding for iPad replacements in the FY 2021 budget.
- Former Library Board Chairperson Roger Moyer brought in the original, signed minutes from the Library Board meetings from mid-2016 through the end of 2018. The minutes were filed into the Library Board minutes book.
- The Town Profile, Town Manager Position Requirements and employment advertisement were updated per discussion at the September 26 Town Council Special Meeting. The advertisement was submitted to the Eastern Shore Post and posted on the town's website with a link to Facebook. The advertisement was also posted on the Virginia Municipal League (VML), the International City/County Management Association (ICMA), North Carolina League of Municipalities (NCLM), and Engaging Local Government Leaders Network (ELGL) websites and submitted to the Virginia Association of Counties (VACo) for publication on their website.
  - Ten resumes have been received since Sunday, September 29. A confirmation email was sent to all applicants notifying them of the process and timeline.
- The sales contract and supporting documents were drafted for the sale of the town-owned lot on Madison Avenue. Legal Counsel will be reviewing the documentation and preparing the special warranty deed to complete the sale.
- 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.

- Conducted site visits to properties for inspections and various applications (Conditional Use Permits, Certificates of Appropriateness, etc.).
- Staffed the Planning Commission meeting on October 1 to present six staff reports/applications to the Commissioners.
- Prepared two staff reports for applications for Certificates of Appropriateness for the Historic District Review Board meeting scheduled for October 15.
- Worked on Wayfinding Working Group items for the next meeting scheduled for October 10.
- Prepared one staff report for the Historic District Review Board special meeting and work session scheduled for October 4 for an application in the C-3 zoning district.
- Continued working on an Off-street Parking and Loading informational PowerPoint for the October 17 Town Council meeting to update Council on where Planning Commission is on the review of the Off-street Parking and Loading regulations for future text amendments.
- Wrote a Gazette article to provide an update on the 2019 Comprehensive Plan update process.
- Continued working on five staff reports for the October 17 Town Council meeting.
- Met with Joe Fehrer to discuss the Historic District Review Board Guidelines and the intent on some of the updates that occurred in October 2017 when he was Chair of the Board.
- Working on possible Virginia Foundation for Healthy Youth grant opportunities. Grant funds must be used to increase physical activity for youth and adults.
- Was out of the office sick on Wednesday.

#### Library:

- Staff met with Virginia Coast Reserve to discuss collaboration for programs.
- New book display celebrating Halloween.
- Staff is planning several programs for youth.
- Continued to shift books in the nonfiction section.
- Continued to work on the library improvement plan.
- Our meeting room was used 3 times this week.
- Friday night Owl Prowl continues to be popular.

#### Harbor:

This past week 28 transient boats to 147' throughout the week enjoying Cape Charles and the beautiful weather. Several vessels left early due to weather, always a factor this time of year.

Cape Charles Town Harbor has been recertified as a "Virginia Clean Marina". (see below)

Thanks to the Cape Charles Yacht Club for hosting the annual "USCG Appreciation Day" at the Harbor. Great turn out by all! Many Coast Guardsmen and guests, great food (Tom's B's BBQ) and wonderful weather. Proclamation presented to Chief Bryce Adams and Crew, Chief stating that this will be his last year as commander of Station Cape Charles, hopefully heading south closer to home.

The Harbor is Hosting “Haunted Harbor” this Halloween (Oct 26<sup>th</sup>). Implemented several safety parameters to follow while trick and treating. These rules will be posted at each entrance of the floating docks. Also, we will have life jackets available for anyone interested.

Crab season is very slow, 2 crabbers are working out of the harbor in small boats. Hauling their catch to local buyers outside of Cape Charles.

VMRC and the Atlantic States Fisheries set new rules for this fall/winter Rock (Strip Bass) season. NO trophy fish which shuts down the Mid Atlantic Shootout and most tournament fishing. No fish over 36” will be allowed to keep. This will put a large dent in the fall slip rent and fuel sales throughout Cape Charles and the lower Shore.

Shout out to our local waterman Scott Wivell and Family, the 1st Annual Crab Steam netted over \$5K, all proceeds going towards the Waterman’s Memorial.

Staff has installed blue solar dock passage way lighting on A dock (will be easily removed and reinstalled on the fixed dock when complete). This lighting will be installed on the floating docks in areas where there are limited pedestals.

Working with Pep-up and Oil Equipment Services to have a diesel fuel reel on A-B docks. This will allow the refueling of vessels that are too large or deep draft over 9’ for the inner harbor fuel docks. This will be a fixed system supplied by delivery trucks minimum 2000 gallons.

#### **Maintenance/Repairs:**

- The harbor staff working on dock/facility. Custom trash containers, harbor directional/safety signs, office siding all progressing.
- John from Lighthouse Electric should be back to complete the pedestal and lighting issues early Oct. (parts have arrived).
- Working with REZ Electric to repair the main 3 phase power feed to the most east of the floating docks D dock. Have meet with Ron and waiting on cost and materials.
- 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 5<sup>th</sup> 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. (wait on authorization to install)
- Installing privacy fence to enclose rear area behind office and protecting new fuel lines and keep equipment gated. (working on permits and ordering material)

#### **Finance:**

- The County assessment files were received September 16<sup>th</sup>. Staff cleaned up the file and preparing it to send to our software vendor to load by researching and correcting missing addresses and other data and by mapping the data so that the load will be successful. After the file is loaded exemptions must be calculated and keyed in, and mortgage company

information must be updated for each record before the bills may be prepared and printed. It takes about two weeks for the software company to complete the load, as they are inundated at this time of year by similar requests. Bills should go out by the end of October.

- Debbie attended the Virginia Local Government Investment Conference in Richmond on Friday, Sept. 27<sup>th</sup>. Sessions included short term and long term investing for local governments, an annual business meeting, and a review of VML/VACo fund performances.
- Staff continues to transfer various software support contracts from Chesapeake Bay Communications to the Town as they are due for renewal. The Clerk's office will maintain a shared comprehensive listing of all of our accounts, due dates, and amounts due for budgeting and control purposes.
- Customer Service, accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

#### Utilities:

- Full report pending.

#### Public works:

- Trimmed trees in alley.
- Prep for sand fence on beach.
- Started off season vehicle maintenance.
- Procuring equipment/ testing to be able to do official inspections.
- Auctioned unused equipment and materials.
- Repaired all town owned street lights. Except one. Needs new wiring.
- Replaced tires on 2 vehicles.

#### Building\Code:

- Performed 26 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Reviewing plans for a new home in the Hollies.
- Received plans for a new home in Bayside Village.
- Received plans for several substantial improvements throughout Town.

#### Community relations:

- Out of office all week on vacation leave.