

Weekly activity report (week ending January 03, 2020)

Mayor:

- Up and Coming Agenda Items
 - Proposed Zoning Ordinance Text Amendments – Article II, Section 2.9 (Scheduled for action Jan 16th)
 - Harbor Boardwalk repairs (Scheduled for Jan 16th)
 - Conditional Use Permit 333 Madison Ave (Scheduled for Jan. 16 to set a PH)
 - Conditional Use Permit 636 Carousel Pl. (Scheduled for Jan. 16 to set a PH)
 - Conditional Use Permit 501 Tazewell Ave. (Scheduled for action Jan 16.)
 - Conditional Use Permit 316B Mason Ave. (Scheduled for action Jan. 16)
 - Multi use trail update (Scheduled for update Jan. 16)
 - 2020 Elderly & Handicapped Tax relief code update (Scheduled for action Jan. 16)
 - Boat trailer parking (Scheduling a public input session in February)
 - 6 month budget review and forecast (Scheduled for discussion Feb. 6th)
 - Video surveillance in certain public spaces (park, beach restroom etc.) (Scheduled for discussion at the 6 month budget review Feb. 6th)
 - Library rehabilitation report (Scheduled for Information Feb. 6th)
 - CRS Plaque presentation (Scheduled for February 20th)
 - Request for Aids to local ports funding (Scheduled for Feb. 20th)
 - 5 year CIP (Scheduled for discussion March 5th)
 - FY 20/21 Budget (Scheduled for discussion March 5th)
 - Harbor Management Company (Scheduled RFP soon)
 - FY 20/21 Budget (Scheduled for discussion April 2nd)
 - FY 20/21 Budget (Scheduled for Final discussion May 7th)
 - FY 20/21 Budget (Scheduled for Public Hearing May 21st)
 - FY 20/21 Budget (Scheduled for Vote to adopt June 4th)
- Town Manager recruitment Update: Dates have been set for in person interviews on January 22nd, and January 23rd. I will give the candidates a tour of the town and town facilities, have them meet staff that is available, also have them do a meet and greet with Department Heads prior to council interviews.
- Pending Litigation: Had several phone calls with our attorneys on pending litigation.
- Report a Concern: One this week, Debris and Litter at 511 Madison Ave. Received on Friday, responded to the resident that reported will meet with Dave, John and Jeb once I return from Tennessee.
- Elections: The last day to file as a candidate is March 3rd at 7:00 pm. We have three council seats available for the May 5th election. I would ask that current council members that know they are not running to make that statement as soon as you are sure, as this may get more citizens interested in running for council. Thank you.
- Had discussions with John Coker and Matt Hagler from Bay Creek about a possible Peach St. golf cart crossing.

Clerk's Report

- Upcoming Meetings/Activities:
 - 1/7 Planning Commission Public Hearing & Regular Meeting, 6PM, at the Civic Center. The agenda packets were finalized and posted on December 30.
 - 1/8 Library Board Meeting, 5PM, at the Cape Charles Memorial Library. The agenda packets were compiled and posted on January 3.
 - 1/17 – Town offices closed for Lee-Jackson Day.
 - 1/20 – Town offices closed for Martin Luther King, Jr. Day.
- Agenda Packets:
 - 1/16 Town Council Public Hearing, Regular Meeting & Executive Session. Packets must be posted by January 10.
 - The notice of the January 16, 2020 Town Council Public Hearing regarding the Neubeam lease of space on the water tower for Wi Fi internet antennae was sent to the Eastern Shore News to run in the January 8, 2020 issue. Due to the timing requirements of Code of Virginia § 15.2-1813, the ad could not be placed in the Eastern Shore Post.
- Town Manager Recruitment:
 - The in-person interview dates have been set for Wednesday, January 22, and Thursday, January 23. The two candidates were contacted via email to schedule their dates, and confirmations were received from both candidates. Each candidate will be given a tour of the town and our facilities. They will be introduced to the staff at each facility and a session will be scheduled for them to meet the department heads for open discussion in a group setting. The Mayor will take each candidate to dinner prior their interview with the entire Council.
- The minutes approved at the December 19, 2019 Town Council meeting were finalized and printed for the mayor's signature. They were also converted to PDF and uploaded to the town's website.
- The December 20 Weekly Activity Report was posted online and linked to Facebook.
- Tracy was off the week of December 23 – 27.
- Libby was off on December 30 and 31.
- Work continued on the January Gazette.
- The outgoing phone message was updated for the Christmas holiday office closings.
- The New Year's holiday office closing was posted on the town's website and Facebook. A notice was also placed on the front door and bulletin board.
- Two sub-pages were added to the capecharles.org website for the 2020 Weekly Activity Reports and the 2020 Gazette.
- Libby has confirmed that the Mayor and six Council members completed the state mandated Conflict of Interest and Ethics training.
- The advertisement for the Invitation for Bid for the Harbor Parking Lot Turnaround was submitted to the Eastern Shore Post to run in the January 3, 2020 issue. The advertisement and IFB documents have been posted on the town's website and linked to Facebook. The bid deadline is January 28, 2020 at 2:00 p.m.
- Organized records to make room for 2020. Updated minute books and packet binders for Council, Commission and Boards for 2020 meetings.

Treasures Report:

- Staff corresponded with Bob Nichols with Declaration Networks/NeuBeam regarding the transfer of the water tower's antenna leases.
- Department heads with municipal center internet access were given budget input access to the new Analytics program. Outlying department heads will continue to enter their budgets in excel, and it will be transferred to the new program by finance staff.
- Customer Service, accounts payable and receivable, payroll/benefits, tax account maintenance, utility billing and accounting functions were all performed as usual.

Chief of Police Report:

- No report this week, On Vacation. Will report next week.

Code Official's Report:

- Performed 29 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Staff is working on a Code Enforcement case on Mason Avenue. A contractor has been hired to address the issues. Contractor is to start this week removing the deteriorating chimney.
- Staff is reviewing plans for a new house in Heron Point.

Planner & Zoning Administrator Report:

- 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 for compliance with zoning ordinance.
- Held one pre-application meeting with a possible Certificate of Appropriateness applicant for the Historic District Review Board.
- Worked on preparing six staff reports for the Town Council regular meeting, which will be held on January 16.
- Worked with Browder-Hite and Dave Fauber to install 48 Willow Oak Trees on Washington Avenue. These have been installed. The next step is to install six benches along the community trail. The benches have been received, and just need to be installed.
- Received plan review comments on the pull-in angle parking exhibit from VDOT with multiple comments needing to be addressed prior to issuance of a permit. The plan must be sealed by a licensed professional engineer. Bob Panek is reaching out to Land Studio to see if they are willing to take on the project.

Director of Public Works & Utilities Report:

Public Works:

- CCTV on Storm Drains has been discontinued
- Grounds maintenance bid awarded for Central Park and Town Mowing
- Christmas lights maintenance
- Crab pot repairs and upgrades
- Crab pot drop

Utilities:

- Repairing cross connection issues between storm drains and sanitary sewer system
- Pavement repairs as soon as weather permits

Community Relations Managers Report:

- No report this week, On Vacation. Will report next week.

Capital Projects Managers Report:

- No report this week, On Vacation. Will report next week.

Harbor Masters Report:

- No report this week, On Vacation. Will report next week.

Safety Committee:

- Next meeting slated for Jan 21, 2020 after the Holidays.

Librarians Report

- The meeting room was used once this week.
- The Library was closed on Wednesday for New Years' Day.
- Storytime was held on Thursday.
- Holiday decorations were taken down with help from a Junior Volunteer.
- Began to clean out the back closet with the help from another volunteer.
- Beginning to plan programs for 2020.
- Our Festive Friday programs were very successful and we had a total of 276 people to attend.