

Weekly activity report (week ending January 03, 2020)

Mayor:

- Up and Coming Agenda Items
 - 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)
 - HDRB Appeal of 2 Tazewell Ave (Scheduled for Feb. 6th)
 - Off street Parking and Loading Requirements (Action scheduled for Feb. 6th)
 - Library rehabilitation report (Scheduled for Information Feb. 20th)
 - CRS Plaque presentation (Scheduled for February 20th)
 - Request for Aids to local ports funding (Scheduled for Feb. 20th)
 - Harbor Management Company RFP (Scheduled for Discussion Feb. 20th)
 - Pledge of Main Street Report Letter (Action on Feb. 20th)
 - All Non- Profit funds request due Feb 29th
 - Certain Vehicle parking work session (Scheduled for Feb. 29)
 - 5 year CIP (Scheduled for discussion March 5th)
 - FY 20/21 Budget (Scheduled for discussion March 5th)
 - 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: Interviews complete and an offer has been made.
- 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. Jeb is working on this.
- 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.
- Met with Karen at Main Street, we discussed moving forward with signage, also council's support for Main Street.

Clerk's Report

- Upcoming Meetings/Activities:
 - 1/17 – Town offices closed for Lee-Jackson Day.
 - 1/20 – Town offices closed for Martin Luther King, Jr. Day.
 - The holiday office closing notice was uploaded to the town's website news feed and calendar pages. The notice was also placed on the town's Facebook page. Flyers were placed on the Town Hall front door and bulletin board.
 - 1/22 – Town Council Executive Session for Town Manager Interview.
 - The candidate will arrive around 1:00 PM for a tour of the town and facilities – Library, Harbor, Public Works, Water Plant, Wastewater Plant and Town Hall, and will be introduced to the staff at each location. The candidate will also meet with the department heads for open dialogue, followed with dinner prior to the interview with the entire Town Council.
 - 2/29 – DATE CHANGE. The Town Council Work Session regarding the parking of certain vehicle on town streets was scheduled for 11AM. A special edition Gazette was distributed on January 14 to announce the date and time to the town's citizens and business owners. A notice will be provided to the utility clerk to place in the January utility bills. As usual, notices will be placed on the website and Facebook.
 - Information about the May 5 election was also included in this issue. Citizens interested in running for one of the three Council seats have until March 3 to submit the appropriate paperwork to declare their candidacy. The Special Edition Gazette contained links to all the required forms and information for potential candidates as well as links for information regarding voter registration, voting locations, absentee voting, etc.
- Agenda Packets:
 - 2/6 Town Council Special Meeting. Trying to finalize the agenda and packets by January 24 since Libby will be out of town the week of January 27 attending the International Institute of Municipal Clerks Region II Annual Conference.
 - 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.
- Libby received notification from the International Institute of Municipal Clerks that she is now a certified Athenian Leadership Society Dialogue facilitator! She is the **only** certified clerk in IIMC Region II, which covers the states of Delaware, Maryland, New Jersey, Pennsylvania, Virginia and West Virginia. Her first Dialogue as a facilitator is scheduled for April 15, 2020 at the Virginia Municipal Clerks Association Annual Conference in Culpeper, VA.
- Prepared some correspondence for the mayor.
- Northampton County Administrator Charles Kolakowski booked the Civic Center for January 29, 2020 at 6:00 p.m. for a public information meeting regarding affordable housing.
- Tracy assisted the Building Department in a project to provide copies of all building permits issued in 2019 to the Northampton County Commission of Revenue for reassessment purposes.
- Reconciled the FY 2020 Town Clerk and Legislative Department budgets in preparation for drafting the FY 2021 budget requests.
- Tracy updated all the tax and event forms and posted them on the town's website.

Clerk's Report (Continued)

- Tracy updated the Comprehensive Plan page on the town's website per Planning Commission Chair Bill Stramm's recommendations.
- The January 10, 2020 Weekly Activity Report was posted online and linked to Facebook.
- Libby met with Mr. Peter Stephenson of VRSA regarding his presentation to Council at the February 22 Retreat.
- Work began on the February 15, 2020 issue of the Gazette.

Treasures Report:

- Staff updated department forms for 2020 and Tracy converted them to PDF and uploaded them to the Town's website.
- 2020 Business license forms were printed and preparations for mailing BPOL letters are underway.
- The 2019 business license data was sent to Northampton County's commissioner of revenue for personal property tax assessments.
- A FOIA request from the Northampton County Chamber of Commerce for basic business license data was answered.
- Staff was heavily occupied ensuring the transitions from Eastern Shore Communications to NeuBeam, and from Chesapeake Bay Communications to Spectrum/Charter go smoothly. The acquiring companies are very good to work with and the conversion is going well.
- Two staff reports for the January 16th meeting were completed – the first a request to increase the maximum annual income for elderly/disabled property tax credit eligibility, and the second for a budget line transfer to cover anticipated costs to refurbish the inner harbor walkway.
- Closing work for the month of December is underway, and efforts are being made to finish as quickly as possible to enable analysis work to begin for the mid-year budget review.
- 2020 Business license forms and letters were stuffed and mailed.
- The wifi transition from Chesapeake Bay Communications to Spectrum/Charter was completed.
- Closing work for the month of December was finalized and mid-year financial review prep work will begin next week.
- 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:

- In process of installing equipment in police car, this is a ford explorer white in color and a marked unit. This police car was purchased in last year's budget cycle.
- Getting quote on new bodycams from provision.

Code Official's Report:

- Performed 45 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Staff has issued a permit for a new home in Heron Pointe.
- Staff is reviewing plans for a new home in the Colony.
- Jeb was off January 6-9, 2020.
- Town has rented a wide format scanner in order to scan larger plans and get them digital so that we can purge older documents.

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.
- Finalized six staff reports for the Town Council regular meeting, which will be held on January 16.
- Staffed the Planning Commission meeting, which was held on January 7.
- Met with the Environmental Planner with the Department of Environmental Quality, Water Planning Division, on January 8 to discuss the Chesapeake Bay Preservation Act and how the town's comprehensive plan, regulations, and town staff help implement the Bay Act Program.
- Councilman Grossman, myself, and the Deputy Clerk met with consultants Tom and Sheri Hall to discuss the Historic Preservation Plan at Christopher Newport University on January 10.
- Prepared three staff reports for the Historic District Review Board work session and regular meeting, which will be held on January 21.
- Had one pre-application meeting for a possible Certificate of Appropriateness for a project in the historic district overlay.
- Discussed with VDHR and CAMP administrators' possible topics and times for a CAMP workshop that the town received a grant for from VDHR. This workshop is meant to help the Historic District Review Board and all involved in the processes, including Town Council, and will be open to other jurisdictions as well as part of the grant stipulations.
- Was out of the office on Thursday and Friday (Lee Jackson Day).
- Contract for the final phase of the preservation plan should be completed soon.

Director of Public Works & Utilities Report:

Public Works:

- Sant House moved back to Public Works Yard
- Read water meters

Utilities:

- Pavement repairs as soon as weather permits

Community Relations Managers Report:

Spent the week working on scheduling to include Town events as well as coordinating non-profit events and use of facility forms.

Ongoing Event and Use of Facility List for 2020

February 18 – Town Wide Book Read – Civic Center

February 22 – February Freeze – Cape Charles Beach

March 7 – Cape Charles Day – Central Park

April 24 – BOTF – Harbor (Town sponsored)

May 30 – Crabby Blues Festival – Central Park

June 10 – Live music by Sonic Ukes – Strawberry Plaza (Town sponsored)

June 21 – ESVA Ukefest workshop – Civic Center

June 20 – ESVA Ukefest – Central Park

June 24 – Live music by The Myrtles – Strawberry Plaza (Town sponsored)

July 4 – Cape Charles Parade, Street Fair and Fireworks – Bay Avenue (Town sponsored)

July 4 – Cape Charles/Northampton Heritage Festival – Central Park

July 8 – Live music by David Pruitt – Strawberry Plaza (Town sponsored)

July 11 – J and The Band CCP Concert – Central Park

July 18 – Bobby Black Hat CCP Concert – Central Park

July 22 – Live music by Mike Hawker – Strawberry Plaza (Town sponsored)

July 25 – Community Day – Central Park

December 5 – Grand Illumination – Central Park (Town sponsored)

December 31 – Dropping of the Crab pot (Town sponsored)

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

1/10/20

- The meeting room was used 5 times this week.
- Storytime was held on Thursday.
- Continue to organize the library and clean out back room.
- Planning programs for 2020.
- We are now able to count wi-fi statistics through a program with the State Library.
- Library Manager was sick on Thursday and Friday.

1/17/20

- The meeting room was used 1 time this week.
- Storytime was held on Thursday.
- Continue to plan programs for 2020 as well as the summer programs.
- Staff met with the Children's Librarian from ESPL to discuss the Summer Reading Program.
- Sharon Silvey attended training for the Point-In-Time Count, a survey being conducted on January 22 to count homeless persons in our area. We are one of the 16 locations on the Shore participating in this survey.
- Library manager attended the ESPL Trustee Meeting in Accomack.
- Our internet was down most of Wednesday.