

Weekly activity report (week ending July 13, 2018)

Town Manager:

- Reviewed several financial matters (w\Treasurer).
- Met with Harbormaster and public works foreman for walking tour of the conditions of their respective town public facilities taking note of repair and maintenance matters (7/12).
- Attended both of the Coast Guard July 10 public meetings on the proposed off-shore anchorage.
- Followed up July 10 public meetings with exchange of voicemail message to and from John Richardson of the Eastern Shore Health District (7/11 and 7/12).
- Met with or called several residents and/or business owners on a variety of matters.
- Met with Cape Charles Main Street, Inc staff (7/13).
- Met with mayor on a variety of matters.

Town Clerk's office:

- Upcoming Meetings/Activities:
 - 7/17 – Historic District Review Board Meeting, 6PM at Civic Center.
 - 7/19-7/20 – VML Local Government Officials Conference in Richmond.
 - Smitty Dize, Paul Grossman and Tammy Holloway attending.
 - 7/24 – VDOT Public Meeting re: proposed safety improvement project at Route 13 (Food Lion), 4:00 p.m. – 6:00 p.m. at Civic Center.
 - 7/26 – Joint Work Session for Town Council, Planning Commission, all town boards and staff re: ethics, meeting rules of order, overview of eminent domain, 6PM at Civic Center.
- Town Manager Recruitment Update:
 - The professional references for the three finalists were contacted. Documentation was prepared for review at the 7/12 executive session.
- Work has begun on the August issue of the Gazette.
- Three FOIA requests were responded to this week.
 - 2018 real estate taxes paid by Bay Creek owners, Bay Creek South and Bay Creek Golf.
 - All correspondence related to the town's Bay Creek membership, including the request to place re-appropriate on the 5/17 Council meeting agenda.
 - Copy of a letter sent to Mayor Proto by a citizen regarding a parking request for 245 Mason Avenue.
 - There was no record of receipt of a letter by either former Mayor Proto or Mayor Dize.
- The Welcome Guide for residents and Visitors Guide have been updated and will be posted online.
- Staff attended the U.S. Coast Guard public meeting regarding the proposed anchorage off Cape Charles on 7/10.
- The town iPads for Mayor Dize, Councilman Grossman and Councilwoman Holloway were configured and distributed on 7/12.
 - Their email accounts have been set up as well.

Town Planner:

- Corresponded with residents and developers about potential and impending residential\commercial development and\or zoning ordinance compliance.
- Completed writing staff reports and preparing materials for the July 17 Historic District Review Board regular meeting (posted 7/11).
- Continued on-going review of town code and zoning ordinance.
- Wrote public hearing notices and notice letters to relevant property owners for Planning Commission\Town Council joint public hearing on August 7, and Board of Zoning Appeals zoning exception public hearing on August 6 (Tracy Outten sent to newspaper and got letters out).
- No applications, plans, or actionable documents were submitted for any waterfront development project. Planner and building official visited Ferry Dock site on Friday July 13 and spoke with property owner about on-going site work there.

Library:

- Odor was noticeable in the Lobby this week.
- Attended the Eastern Shore Public Library Trustee meeting, 7/10
- Attended Library Board meeting. 7/11.
- **Summer Reading Program**, “Reading Takes You Everywhere”
 - Summer Reading Program –Geocaching with Kiptopeke State Park, 7/9, 4:00. 20 attended
 - Summer Reading Program -Stem Program for migrant children at Kiptopeke Elementary School, 7/9
 - Summer Reading Program -Water’s Incredible Journey: The Chesapeake Bay, 7/10. 11:00, 6 attended
 - Summer Reading Program – Barrier Islands Film-Welcome to the Table, 7/10, 7:00, 6 attended
 - Summer Reading Program – Stuffed Animal Sleepover! 7/12, 7:00, 26 attended
 - Toddler Storytime – 7/12, 9 attended
 - Summer Reading Program – Owl Prowl with Ranger Bill of Kiptopeke State Park, 7/13, 7:30, Virginia Natural Heritage PreserveWe have had 98 children to sign up for the Summer Reading Program. (The children read for 100 minutes each week for prizes and a Brown Dog treat.).

Harbor:

- Another successful Week **63** transient boaters hailed the Town Harbor this past week (Mon-Mon). Sailing, cruising and fishing boats used the facilities to visit this great Town of Cape Charles.
- All slips on center dock are rented either by commercial vessels or seasonal and annual customers. Floating docks a full weekends, events and holidays through Labor Day.
- All seasonal helpers are working 40 hours weekly. We will lose college students mid-august. Possible short-term spots on weekends which we plan to advertise and carry into next season if interested once vacancies occur.
- Crab season is maintaining. Approximately 15 workboats were here for summer crab season, several large inner harbor slips are booked for time frame.

- Antique Car Show, the first annual event was successful. 40 cars from 1933 Ford Coupe (see Eastern Shore Post) Plans are to move to end of July or possibly 1st weekend in August during festival weekend.
- Instituted a nightly inspection on facility 2 times monthly for lighting and others issues that may need addressing.

Maintenance/Repairs:

- The harbor staff is currently working on dock/facility maintenance projects. Focusing on new projects for physical year.
- The staff is currently working to complete the laundry facility, WORK IN PROGRESS!
- General maintenance being performed on all docks.

Finance:

- Staff is working on closing the month of July and the end of fiscal year 2018.
- Information was sent to Onley treasurer about the Town's peddler's license requirements and town code regarding the same.
- Two FOIA requests for business license data and real property tax data were completed.
- Staff is performing the difficult task of data mining for sewer and water usage stats for the last several years.
- Met with the interim town manager to review the draft audit.
- Work on setting the town up to receive ACH payments is going at a steady pace. It is hopeful that we can do the first pull on September 15th for the August bill.

Public works:

- Trimmed bushes at municipal bldg.
- Made repairs at Gazebo. Reattached loose railing. Calked and painted.
- Set up signs, cones and fencing for the reel and raw.
- Removed sand from Bay ave side walks
- With help from Chapman Electric, diagnosed electrical issue with fountain. Found a bad connection.

Utilities:

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Building\Code:

- Staff performed 25 inspections this week.
- Staff is working on an enforcement case on a home on Jefferson Avenue.
- Staff is having 4 lawns mowed this week.

- Staff provided some archived architectural plans, that were put in a cloud-based system, to a prospective buyer.

Recreation\events:

- Jen Lewis on vacation this week.
- Tracy Outten and John Lockwood provided event support according to information left before going on vacation.