

Weekly activity report (week ending June 21, 2019)

Town Manager:

- Staffed the June 20 Town Council regular meeting and executive session and provided follow up as needed.
- Contacted Inversa Minds, LLC staff on progress of the IT services conversion.
- Reviewed confidential correspondence from town attorney relative to on-going matters.
- Met with building security contractor and police chief for town facilities site visit.
- Met with CCMS and CCP representatives to discuss July 6 events. Jen Lewis also participated in that meeting.
- Met with, emailed, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

Town Clerk:

- With this week's Historic District Review Board and Town Council meetings being held in the Cape Charles Fire Company, staff had to set up the tables and chairs in the fire hall prior to each meeting. Fortunately, attendees of the meetings, assisted with taking down the tables and chairs.
- Upcoming Meetings/Activities:
 - No meetings next week!
 - 7/2 – Planning Commission Regular Meeting, 6PM.
 - Town offices closed on Thursday, 7/4, and Friday, 7/5, for Independence Day holiday.
 - The next Council meeting will be the July 18, 2019 Town Council Regular Meeting. The July 11 special meeting was cancelled due to Cape Charles Main Street events.
 - A Town Council Special Meeting was scheduled for Monday, 7/8. The agenda packets will be finalized and distributed by Friday, 6/28.
 - The public hearing notice for the 7/15 Board of Zoning Appeals meeting was submitted to the Eastern Shore Post. It will be posted on www.capecharles.org. It will be posted on Facebook
- The June 14, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- The video recording of the 6/20/19 Town Council Regular Meeting was processed, uploaded to YouTube and linked to the town's website.
- With the approval of the FY 2020 budget, compensation memos were prepared advising staff of their new pay rates. This year, we also itemized the town's contributions for medical, dental and vision coverage, Flexible Spending Accounts, AFLAC, disability, retirement, and life insurance to show the employee the amount of their total compensation package from the town. The memos were distributed to staff with their 6/21 pay stubs.
- Work continues in preparation for the MS Office/Outlook 365 transition. The actual migration of email accounts has been scheduled for this coming weekend (June 21-23). iPads are being collected in order to set up the email accounts for Council, Planning Commission, Historic District Review Board, and Wetlands & Coastal Dune Board.
- Libby was interviewed by the communications representative from the Virginia Commonwealth University Office of Continuing and Professional Education for an article

regarding the International Institute of Municipal Clerks Athenian Leadership Society and Libby being the only clerk from the Commonwealth of Virginia to be inducted as a Fellow into the Society. The Athenian Leadership Society is an advanced leadership development program that helps municipal clerks develop critical thinking skills and obtain valuable knowledge, vision and understanding to build increased leadership capacity which adds value to the contribution of municipal clerks in improving local government. The Athenian Leadership Society Fellowship is the highest achievement for municipal clerks.

- 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.
- Staffed the Historic District Review Board meeting on June 18.
- Prepared Planning Commission staff reports for the July 2 regular meeting.
- Updated the Historic District Review Board website, created a Pre-Application Form, and updated schedule for HDRB application deadlines.
- Attended the Eastern Shore Healthy Communities monthly meeting on June 20.
- Conducted follow-up survey for Eastern Shore Healthy Communities between 8-10 and 4-6 on Saturday, June 22.

Library:

- The odor was noticeable this week.
- Our meeting room was used 5 times this week.
- Staff added several more programs to our summer schedule and a revised schedule has now been put out for the public. Information about the summer programs has been sent to all PR sources.
- We took a break from storytime this week and it will return at the regular timer next week. As part of the summer activities we will be adding a craft time after storytime.
- *Weaving History into Memoir and Creative Non-Fiction with Mary Barrow* continued on Thursday from 2:00 to 4:00, 9 people attended.
- Staff member Ann Rutledge will be attending the annual American Library Association meeting in Washington, DC Friday through Sunday.
- The last event of the 100th Year celebration will be held on Saturday, June 22. An old-fashioned picnic will be held in Central Park and activities for the children will be provided.

Harbor:

Transient boating increased to 76 boats this past week. Several large yachts to 122' have called on The Cape, some for the first time. This week we had a significant west wind to test the addition of the 4th breakwater. We had a few comments but no complaints from the boaters on the floating docks, knowing they would see westerly winds and expected heavy weather and winds. Crabbing season has slacked off, a couple of the crabbers have left headed back home to Tangier and Onancock.

- Fuel system repair is scheduled for Tuesday June 25th, will advise staff when regular fuel is shut off until farther notice. We will have Diesel and Non-ethanol plus gas available daily 8 AM to 5 PM.

Maintenance/Repairs:

- The harbor staff working on dock/facility/harbor office. Repairing decking on CD dock decking in progress, CD & CG dock finger piers throughout inner harbor (work in progress), electrical pedestal and electrical components such as lighting under dock benches (work in progress, on-going).
- Kayak storage area on the beach front installed. Have 12 books for season.
- The 2nd sewage pump to be installed by Dan of PU when available.
- Working on grading and drainage on shanty side of bathhouse. (weather and traffic)
- Dave suggested rail to place as curb stop in center area of shanty Parking lot.

Safety Committee

Safety Committee: Training and working on Harbor inspection.

Finance:

- An intensive search for hidden vacation rentals and contractors is underway.
- Staff is preparing for year-end by doing account reconciliations, journal entries and adjustments. This is a process that takes several months to complete.
- Staff is calculating and updating the upcoming fiscal year's payroll and benefit adjustments for each employee.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Installed new sewage pumps at harbor bathroom.
- Read meters.

Public works:

- John Lockwood is on vacation this week.
- Repaired electrical issues at central park gazebo.
- Sprayed vines and weeds on dunes.
- Ordered grass for dunes.
- Received new hardware for banner brackets.
- Helped with meter reads.
- Worked on beds at harbor installed oyster shell mulch.
- Met with fence company for new layout of playground fence.

Building\Code:

- Performed 32 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Rental inspections are about 99% complete for the season.
- Issued permit for new home on Randolph Avenue
- Working on 4th of July Fireworks logistics.

Recreation\events:

- Working on vendors for the 4th of July. Have contacted the VDH to make sure all food vendors are registered.
- Met with Donna Moyer to ensure last minute details were taken care of for the 100th year library anniversary.
- Met with Jane McKinley who is working on putting information together to share with the public concerning recycling.
- Delivered Town Maps to the Museum Welcome Center
- The Town will be taking over cosponsoring the Shriners Parade with Bailey's Bait and Tackle. Will be working with Marie Brady on this event.