

## Weekly activity report (week ending 6, 2019)

### Town Manager:

- Reviewed all town revenue and expenditure budget lines for fiscal year 2020 year to date ending July 31, 2019.
- Much of week spent with Hurricane Dorian preparation and response.
- Had follow up correspondence with expert security consultant on matters related to town facilities.
- Met with, emailed, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

### Town Clerk:

- The Town offices were closed on Monday, September 2, in observance of Labor Day.
- Upcoming Meetings/Activities:
  - 9/11/19 – Library Board & Friends of the Library Joint Meeting, 5PM, St. Charles Catholic Church Breslin Hall.
  - 9/13/19 – Historic District Review Board Work Session, 1PM, Civic Center. This meeting was rescheduled from 9/6 due to Hurricane Dorian.
- Libby was out of the office on Tuesday, September 3.
- The August 30, 2019 Weekly Activity Report was posted on [www.capecharles.org](http://www.capecharles.org) and linked to Facebook.
- Staff worked closely with the town manager regarding preparations for Hurricane Dorian. A number of notices were drafted and posted on [www.capecharles.org](http://www.capecharles.org) and on Facebook. Libby and Tracy delivered notices regarding storm preparedness and office closures to all the businesses on Mason Avenue, Peach Street and Strawberry Street. Chief Pruitt delivered stacks of notices to the Sea Breeze apartments and Heritage Acres. Notices were also placed at the Cape Charles Memorial Library and at the Harbor.
- The October 1, 2019 Planning Commission public hearing advertisement was submitted to the Eastern Shore Post to run on September 13, and 20.
- Work continued on the September 13, 2019 issue of the Gazette.
- Staff worked with Inversa Minds, LLC regarding internet issues with the Police and Public Works Departments. Chesapeake Bay Communications was contacted to possibly relocate the wireless antenna at the Public Works building.
- 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.

- Held three pre-application meetings for possible Certificate of Appropriateness applications to the Historic District Review Board.
- Staffed the Planning Commission meeting on September 3.
- Presented staff report at the Town Council special meeting scheduled on September 5 for an appeal to the Historic District Review Board's decision.
- Continued to consult with ANPDC, Eastern Shore Healthy Communities Director, Star Transit, Browder-Hite, Oral Lambert with Bay Creek, B&B Contractors, Town Manager, Town Public Works, and Town Special Projects Manager regarding possible grant funding opportunities through VDH to provide two bus shelters, benches, and 48 Willow Oak trees along Washington Avenue to provide missing amenities along the community trail.

Library:

- Staff has been shifting books in the nonfiction section.
- The adult short story collection has been moved to the second floor to free up space in the adult fiction section.
- Staff continues to work on the library improvement plan.
- Owl Prowl for Friday night has been canceled.
- Our meeting room was used twice this week.
- The library was closed Thursday at 5:00 and on Friday.

Harbor:

**Maintenance/Repairs:**

- The harbor staff working on dock/facility.
- Electrical issues on floating docks and walkway lighting noted and electrical contractor called.
- Preparation for Hurricane Dorian storm event all week.

**Safety Committee**

No additional info to report.

Finance:

- Staff took usual storm preparations and reviewed the personnel manual regarding inclement weather closures and payroll.
- Customer Service, accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Prepped for weather event

- Closed beach bathrooms for repairs
- Library exterior work to begin Monday the 16<sup>th</sup>

Building\Code:

- Staff performed 25 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Attended local emergency management meetings at Northampton County regarding the approaching Hurricane.

Recreation\events:

- On vacation all week.