

## Weekly activity report (week ending August 31, 2018)

### Town Manager:

- Reviewed correspondence from town's attorney regarding potential property sale.
- Met with Councilwoman Holloway on August 27.
- Responded to several postings in the town Report a Concern mailbox.
- Met with Bob Panek for update on Peach Street streetscape project.
- Met with Councilmembers Grossman and Burge on August 28 to discuss planning and zoning documents for the Harbor district.
- Contacted indoor air quality firm about sampling air in the library.
- Met with, email, or called several residents and/or business owners on a variety of matters.
- Met with mayor on a variety of matters.

### Town Clerk's office:

- Upcoming Meetings/Activities:
  - 9/5 – Mayor's Office Hours, 2PM – 4PM, at Town Hall.
  - Work session scheduled Thursday 9/6 followed by an executive session.
  - The 9/17 public hearing notice advertisement was submitted to the Eastern Shore Post to run on 8/31 and 9/7 as required by Code of Virginia § 15.2-2204.
  - Work has begun on the 9/20 Town Council Regular Meeting agenda and staff reports.
- Town Manager Recruitment Update:
  - Town Council appointed Larry DiRe as Town Manager effective September 1, 2018. Mayor Dize and Manager DiRe signed employment agreement 8/29.
- Several hours were spent working on email, drop box, and ipad issues.
- The agenda packet for the 9/4 Planning Commission meeting was finalized and posted on 8/28.
- Tracy Outten participated in an onboarding staff webinar with finance staff and interim town manager on 8/30.
- Tracy worked on the Recreation weekly flyer of events.
- Tracy worked with Jodi Outland and Larry DiRe on the town planner job posting.
- A Special Edition Gazette was published on 8/31 announcing the Town Manager appointment.
  - A "Report a Concern" link has been added to the town's homepage making the feature more easily accessible to residents and visitors.
- Libby was on vacation from 8/27 – 9/4.

### Town Planner:

- Corresponded with residents and developers about potential and impending residential/commercial development and/or zoning ordinance compliance.
- Continued on-going review of town code and zoning ordinance.
- Completed writing staff reports and preparing agenda materials for September 4 Planning Commission meeting.
- Reviewed town planner job posting.

- Staffed the August 28 Wetlands and Coastal Dune Board meeting and provided follow up as needed.

#### Library:

- The odor was noticeable this week.
- The air conditioning unit in the lobby is still leaking.
- Staff attended the Kiptopeke Back to School Fair from 12:00 to 2:00 on Thursday where we presented information about library services and programs.
- We are taking a 2 week break from Storytime and will resume on September 6.
- On September 20, from 6:30 to 8:00 the Library will be presenting a Reader's Sharing Evening. If you love to read, want to find new authors, and new books to read, join this group of readers at the library.

#### Harbor:

Weather and winds were fair for the Cape Charles Cup Race. This week **71** transient boater to **130'** in length reserved slips which hailed the Town Harbor, special thanks to the York River & Regent Point Yacht Clubs rendezvous both clubs visiting the harbor this past weekend. We are working with their Commodore to make this event is an annual event that brings many repeat sailors back to town for a friendly gathering.

We had 10+ boats of all sizes on a waiting list that could not utilize the harbor due to availability. Also, not to mention to the **45+** short term boaters that utilize the docks and inner harbor for a couple of hours to eat, shop and spend time in Cape Charles (Mon-Mon). Sailing, cruising and fishing boats used the facilities to visit this great Town of Cape Charles. The Town Harbor netted **\$42,740.00** in sales, charges and payments transient floating slips that are full every weekend weather dependent.

- Labor Day Weekend was a success. The weather turned out sunny and HOT!
- This past week fueled 2 large transient yachts by truck due to draft and size before they continued the journey.
- Staff is all hands preparing for our last big weekend of the summer.
- Crab season has tapered off and prices are down. Approximately 5 crabbers working out of the Harbor boats ranging from 25 feet to large deadrises to 45 feet. Most of the crabbing remains in shallow water, most crabbers are fishing from smaller boats.
- Laundry facility is complete, waiting for Chapmans Electric to do final installation of fixtures. **(on going)**

#### Maintenance/Repairs:

- The harbor staff is currently working on dock/facility, ordered lumber for replacing loose decking around the inner harbor. Wood treated decking, electrical components such as lighting and electrical pedestal parts are issues normal to marine facilities.
- Focusing on future projects to present to the Harbor Focus Group meeting to be set this week for the first week in September (pushed it back after the holidays).
- General maintenance being performed on all docks. **(on going)**

#### Finance:

- The DMV stop program has aided the department in collecting \$10,000 in delinquent personal property taxes since January 2018.
- Delinquent taxes on four properties with payment plans were paid off in the past month. They were owned by long-time Cape Charles residents, and it was very gratifying that the properties could remain in their hands and not be sold at auction for tax debt.
- The treasurer's report was completed.
- Staff reached out to other taxing (TOT) agencies and Virginia Sales and Use Tax staff to research the definition of "gross receipts" which is used by each for vacation rental income, as there has been quite a bit of discussion among rental owners about this matter. This definition includes rental charges, linens, cleaning, insurance, management costs, and other fees, less taxes collected. The town office has defined gross revenue in this manner in the past, and is now reaching out to all TOT payors to ensure that everyone is handling it in the same manner. In the past staff has relied on rental owners to report the correct gross revenue as defined on the TOT form, but in the future we will require more documentation. TOT revenue should increase as a result of closer monitoring by town staff.
- Jodi, Larry, Tracy & Debbie listened in on a webinar about onboarding and retaining employees and creating and maintaining a healthy workplace culture.
- Implementation of the TOT/Meals tax software is ongoing. Our data can be uploaded, but must be consolidated and cleaned up prior to going live.
- Customer service, accounts payable and receivable, payroll and benefits, utility billing, collection and accounting tasks were completed as usual.

#### Utilities:

- Routine weekly assignments.

#### Public works:

- Scooped up heavy sand build up on homeowners side of Bay Ave.
- Continued cutting grass
- Continued trimming trees and bushes in the alleys
- Trimmed the bushes along the hump and municipal bldg.
- Brush hogged area next to waste water plant
- Normal brush pick up
- Normal trash can swaps and repairs
- Normal scheduled maintenance of equipment
- Cleaned up debris from heavy rain
- Brush hogged railroad property
- Repaired leaky AC unit at library
- Scrapped the shanty parking lot

Building\Code:

- Staff performed 30 inspections this week.
- Staff fielded several requests for information throughout the week on various topics.
- Staff continued scanning older documents to make room for new projects.
- Staff had 5 lawns mowed this week.
- Staff is awaiting prices from 3 contractors on the demolition of a building on Mason Avenue. Once received we will contract with one to start the work on or after September 10, 2018.

Recreation\events:

- The summer concerts have come to an end for the season. Bill Prickett and Hank Mayer did a tremendous job putting the whole series together and we look forward to another great season in 2019. Thank you to public works for making sure there were plenty of trashcans, tables and tents for the potluck supper.
- Staff will be busy planning fall activities. The Town of Cape Charles will have a table at the Parksley Festival on October 6. The event will have a railroad theme and the each information table is asked to provide a game related to the railroad for children.
- Trunk or treating will be held on Mason Avenue October 27 and preparations are underway for this event.