

Weekly activity report (week ending October 19, 2018)

Town Manager:

- Communicated with a local reporter about the proposed yacht provisioning project.
- Reviewed October 18 Town Council agenda packets materials and staff reports.
- Reviewed correspondence from Town's attorney and forwarded relevant information to Council.
- Had follow up correspondence with A-N PDC staff on trail grant application.
- Attended the Cape Charles Main Street, Inc branding reveal.
- Reviewed treasurer's report with Deborah Pocock.
- Met with, email, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.
- Met with mayor on a variety of matters.

Town Clerk's office.

- Upcoming Meetings/Activities:
 - 10/23 – Historic District Review Board Meeting, 6PM, Civic Center
 - 10/24 – Mayor's Office Hours, 2-4PM, Town Hall
 - 11/1 – Town Council Special Meeting re: Accessory Dwelling Units, 6:30 PM, Civic Center
 - The staff report regarding accessory dwelling units was updated and provided to the town manager for review in preparation for the distribution of the meeting agenda packet. The packets will be distributed by October 26.
 - 11/3 – Town Council Strategic Planning Retreat, 9AM-5PM, Cabana Room at the Oyster Farm Eatery
 - The issues received from Council will be compiled and reviewed with the town manager. The meeting packet will be finalized and distributed by 10/29.
 - 11/6 – Election Day!
 - 11/14 – Volunteer Appreciation Event, 6PM, Cabana Room at the Oyster Farm Eatery
- The PowerPoint presentations from Cape Charles Main Street, Inc. and the Rail Heritage organization were converted to PDF and saved in Dropbox and uploaded to www.capecharles.org. The meeting video was edited and uploaded to the internet and a link was placed on the website as well.
- The historic real estate tax books containing records from 1888-1949 were picked up by the representative from Virtual Image Technology on 10/18. The books will be scanned to PDF and the records will be available electronically on the town's website, enabling residents to perform their research from the comfort of their homes. The books will then be placed in archival envelopes and stored at the Cape Charles Memorial Library in the Eastern Shore room. The project is expected to take about a month to complete.
- Work on the November 9 issue of the Gazette began, and articles are being solicited.
- Libby will be out of the office from Wednesday, 10/24, through Friday, 10/26, attending the Virginia Association of Government Archives and Records Administrators conference.

Town Planner:

- Corresponded with residents and developers about potential and impending residential\commercial development and\or zoning ordinance compliance.
- Completed writing staff reports and assembling agenda packet materials for the October 22 Historic District Review Board regular monthly meeting (posted October 15).
- Staffed the October 17 meeting of the Harbor Area Review Board.
- Wrote the public hearing notice for the November 6 Planning Commission\Town Council public hearings.

Library:

- The odor was noticeable this week.
- Created a survey to distribute to youth through 8th grade patrons.
- Created a Trunk or Treat flyer.
- Updated website for ESPL and CCML Facebook.
- Complied statistical data for ESPL to report to the Library of Virginia.
- New book displays on Halloween books and horror books for Halloween.
- Researching Ezra Jack Keats Mini-Grant. (\$500.00)
- Sent in an order of 65 books to be ordered by ESPL.
- Storytime was held on Thursday at 10:30.

Harbor:

The Harbor was hit by 2 significant storms during this time frame. The infrastructure was spared from major issues, had several vessels on the floating due to size that road out both events. Broken dock lines, cleats and fenders were all addressed. Bimini tops and canvas covers were tattered and torn in the wind. Hulls and railings were scared and sustained minor damage due lines stretching or broken. All owners that are in the area have been notified to inspect their boats for any issues.

This 3-week span **97** transient boater reserved slips which hailed the Town Harbor, used the facilities to visit the Town of Cape Charles. Several vessels 25+ visited the Harbor for day trips during the weekend to have lunch and walk the strip (Mason Ave). The Town Harbor netted **\$34,918.01** in sales, charges and payments transient floating slips that are full every weekend weather dependent. Minimal staffed due to vacation time and family events.

- Crab season is at a standstill due to the storms. The crabbers pulled all their gear due to the weather.
- Laundry facility is complete, Chapmans Electric to do final installation of fixtures. (scheduled by 10-26)

Maintenance/Repairs:

- Non-ethanol fuel is out of service until farther notice. Oil Equipment Services were on site and fuel supply pipe is not repairable. (Repair options and Pricing for repair quotes)

- The harbor staff is currently working on dock/facility. Wood treated decking, electrical components such as lighting and electrical pedestal parts are issues normal to marine facilities. (minimal staffing and projects are on-going)
- Harbor Focus Group meet and discussed pricing, prioritize projects. Report to follow for November Town Council Meeting.
- General maintenance being performed on all docks. (on going)

Finance:

- The first utility bill ACH draft was successfully completed. We are happy to be able to finally offer this service to customers.
- A debt service payment of \$120,587 on the interest free VRA 2010 bond was made this week. This payment is made twice a year.
- September financial analysis was completed and treasurer's report sent to the town manager for review. The Pep-up invoices, which add up to a considerable amount, are not compiled and paid until late in the 2nd week of each month. It is best to wait until they post before running the financials to get a more accurate picture of the harbor's performance. You will note that the Davis disposal payment will always run a month in arrears, making it appear that the sanitation fund is making money.
- Utility Fund and Sanitation fund are the only 2 that maintain a steady revenue stream throughout the year. Harbor has a particular busy season and so does the General Fund (Spring and Nov-Dec.) Please bear this in mind when reviewing the monthly financials.
- Preparation for tax bills is on-going. We expect to have the data file loaded by Southern Software in a little over a week and be able to get bills out between Oct 31st and Nov 2nd. Treasurer will request that the data be sent by state mandated due date of Sept 1st for next year and thereafter.
- Please note that if you see a small difference in the monthly financial detail report and the treasurer's report going forward it is most likely the result of late invoices being received that were for a previous period. We do not do a "hard" close until September 30th following the end of a fiscal year.
- 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:

- Cleaned debris in storm gutters.
- Cleared and chipped tree and limb debris around town.

Building\Code:

- Staff performed 25 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 is hopeful for demolition to begin by the end of next week on Mason Avenue commercial building.
- Staff met with owners of property on Stone Road that was heavily damaged from Hurricane Michael. We talked through options of what he can do with the building. We are awaiting a response as to the direction they are going to take.

Recreation\events:

- Attended the Cape Charles Main Street Branding Committee Meeting.
- Met with Tiffany Mohr at The Oyster Farm to secure a venue and menu for the Town, Boards and Commissions Appreciation Event which will be held on November 14.
- Met with Roger Moyer as a representative of the Cape Charles Memorial Library Board to discuss their 100th Anniversary. The Community Events Department will take lead on a Essay Contest for school age children.
- Bingo was held at the Civic Center.
- The Community Events Department represented the Town of Cape Charles at the Parksley Festival. Materials were provided from the Town, Library, Festive Fridays and B&B Association.
- October 27 Trunk Or Treating.