

Weekly activity report (week ending May 17, 2019)

Town Manager:

- Followed up with property owner about misinformation in advertised occupancy level at a vacation rental property.
- Confirmed agenda packet materials for June 6 Town Council public hearing and special meeting.
- Followed up with staff on code enforcement matters.
- Reviewed Hungry Crab, LLC lease with town for renewal terms.
- Worked on “rainy day” stabilization fund ordinance language with town clerk.
- Contacted Safe Harbor Marinas about presentation at June 6 Town Council special meeting.
- Participated in the May 17 meeting with town staff and Citizens for Central Park representatives on park improvements.
- Continued discussion on location of world war I memorial honor roll tablet with town attorney and library board. Non-confidential information shared with board chair, local media, and the public.
- Reviewed confidential correspondence from town attorney relative to an on-going matter.
- Identified several properties in violation of town code section 46-17(b), and generated and mailed informational notice of violation letter (see shell letter attached).
- Met with, emailed, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

Town Clerk

- Upcoming Meetings/Activities:
 - 5/21 – Historic District Review Board Meeting, 6:00 PM, Civic Center
 - There are no Town Council meetings scheduled for next week.
 - 5/29 – Meeting with Congresswoman Luria, 3-4PM. Location and agenda to be determined.
- The May 10, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- The FY2020 Budget Public Hearing ad was sent to the Eastern Shore Post to run in the May 31 issue. It was also posted online under Agendas and Minutes, the calendar and the News section to be included in e-Notifications. It has also been placed on Facebook.
- Staff met with Inversa Minds representative regarding transition of IT support, MS Office 365 accounts and email conversion to Outlook 365. Staff is still waiting to receive the login credentials for all town computer systems, domain name, email server, etc. from CBC. We cannot move forward until we receive this information.
- Tracy participated in the Historic District Review Board meet and greet/orientation meeting held on May 15 at 3PM.
- The May 16, 2019 Town Council Regular Meeting video was processed and posted to YouTube and linked to www.capecharles.org. A link was also posted on Facebook.

- Staff received notification from Robert Bredimus, the town's mosquito spraying contractor, regarding the upcoming mosquito spraying in preparation for the Memorial Day holiday. A notice was added to the News feed through e-Notifications, on Facebook, and Nixle. A reminder Nixle notification was scheduled for Tuesday, May 21.
- A notice regarding grass clippings and yard debris was drafted and posted in the News feed through e-Notifications and on Facebook. A special Gazette will be sent out the first week of June. Copies of the notice will also be included with the June utility billing. (see attached)
- The name plates for the Civic Center dais were received. Names plates were ordered for the Mayor, Council and Planning Commissioners. The bases have to be slightly modified to allow for the 2" lip on the dais. They should be available for use at the June 6 Town Council Public Hearing & Special Meeting.
- 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 a "Meet 'n Greet" with the Historic District Review Board members on May 15 to discuss the Guidelines, Ordinances, and By-laws and answer any questions the members may have to prepare for the May 21 meeting.
- Attended the Town Council meeting held on May 16.
- Met with the Harbor Working Group on May 17 to discuss possible ordinance updates to the PUD and Harbor districts.
- Attended a meeting on May 17 with Citizens for Central Park members and Town employees to discuss possible updates/changes and funding opportunities for Central Park.
- Attended the Southern Tip Bike & Hike Trail Dedication Ceremony on May 17.
- Conducted research for Wayfinding Working Group, Parking Working Group, Historic District/HARB, RAFT, and Harbor District throughout the week for various group meetings.

Library:

- The odor was noticeable this week.
- Our meeting room was used twice this week for 2 hours.
- Chess Club was held on Thursday, May 16 from 5:00 to 6:00. 7 attended.
- Next week we will be receiving 3 new small wooden book shelves. This week we moved books around to prepare for the new shelving.
- *Weaving History into Memoir and Creative Non- Fiction* with Mary Barrow began on Thursday, May 16 from 2:00 to 4:00.

Harbor:

Full report pending.

Finance:

- \$1,842 was refunded to The Hungry Crab, LLC (Shanty) for over assessed taxes from 2016-2018. This amount includes interest of \$232.49 as is required by law. The overassessment was due to an obscure code section regarding the treatment of leased properties belonging to government units. Thanks to Councilwoman Cela Burge for the discovery of this code section. The County has updated their assessment records, and future year billings should be correct. The Shanty must appeal to have any previous year's tax bills amended, since by law our office may only go back 3 years without the court's allowance. This office will be happy to assist with that appeal.
- Consulted with the Town's collection attorney with regard to several current accounts.
- Staff reviewed BPOL applications and mailed out a large number of business licenses.
- Collections for delinquent BPOL and TOT accounts are persistently being worked. BPOL year to date total as of Friday was \$123,575, and TOT was \$123,834.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Water system flush May 13 – May 15.

Public works:

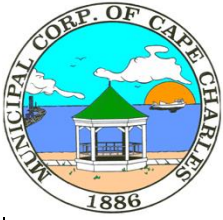
- Cut grass.
- Continued work on break room.
- Swept beach.
- Normal brush and trash pickup.

Building\Code:

- Staff performed 30 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Continuing on rental inspections for upcoming season.
- The partially collapsed deck on Mason Avenue has been stabilized and will soon be removed and a plan to rebuild will be submitted for review.
- There was a fire in the utility room of Hotel Cape Charles on Friday. The fire was contained to the dryer with no damage to the structure. There was some smoke damage that occurred.

Recreation\events:

- Posted a call for volunteers for Clean the Bay Day on Facebook.
- Met with members of Citizens for Central Park and Town Staff about Central Park improvements.
- Filled out VDOT applications for 3 street closures for Summer Events.
- Worked with several use of facility applicants to get paperwork completed, staff informed and outside vendors organized.
- Working on the 4th of July events.
- Weekend events include a concert in the Park May 24 and a wedding in the Park May 26.



*Municipal Corp. of
Cape Charles*

May 18, 2019

Property owner
Address
Anytown, USA 12345

Sent via regular postal service

Subject: Grass cutting violation at x Street address\tax map parcel x

Mr. X:

On Xday X date, 2019 at about X time am\pm I personally observed x people cutting grass at the above cited property and blowing the clippings into the street and gutter on X Street\Avenue. This activity is in violation of the town code section 46-17(b). Violations of the section are punishable by a \$50.00 fine for a first offense, and a \$200.00 fine for each offense after that. Consider this letter a notice at this time, with full enforcement for any subsequent violation.

The enclosed flier was posted on the town website (capecharles.org) and municipal corporation of Cape Charles Facebook page on May 17, 2019. I hope you find this information useful. If you have any questions, I can be reached via email at townmanager@capecharles.org or by phone at (757) 331-2979.

Sincerely,

Lawrence DiRe
Town Manager

Enc: Grass cutting violation informational flier

GRASS CLIPPINGS AND YARD DEBRIS



With the spring/summer season upon us, everyone has begun cutting their grass, either doing it themselves or by hiring a contractor to do the work. Blowing the grass clippings and other matter into the street clogs up the storm drains which can lead to flooding that could severely damage property. It's also illegal to do so. Cape Charles Town Code section 46-17(b) states: *"No grass, weeds or other vegetable matter so cut shall be deposited or piled in any gutter or street, or storm water system. The occupant or the owner of any such land or premises in front of which any such debris, trash, litter, refuse,*

rubbish, or other waste matter, whether liquid or solid or any such grass, weeds or vegetable matter is found contrary to the provisions of this section shall be prima facie the person responsible therefor." A violation of this ordinance is punishable by a civil penalty. The fine for a first offense is \$50 and \$200 for each subsequent offense.

This issue was discussed at length by the Town Council at their regular meeting on May 16 and Council has instructed staff to strictly enforce the ordinance.

Please do your part to keep the grass cuttings and yard debris out of the street by bagging them for proper pick-up.

Please note that our recycler only accepts biodegradable bags. Yard debris placed on the curb in non-biodegradable bags or other containers will NOT be picked up.

You can arrange for a special pick-up by contacting the Utility Clerk Kathy Fraas at 757-331-6901. Please note that there will be a \$5 per bag charge for this special pick-up.

Thank you for your assistance!

