

Weekly activity report (week ending February 1, 2019)

Town Manager:

- Continued working on the fiscal year 2020 budget.
- Attended several Main Street committee meetings.
- Conducted a walking tour inspection of Central Park with several members of the Citizens for Central Park board and public works director.
- Continued working on VML insurance program renewal questionnaire and reviewed risk management guidelines report from same.
- Met with the mayor to discuss several items.
- Reviewed a number of employee performance evaluations.
- Followed up with basement contractor on library building sump pump replacement and basement encapsulation, and plumber about building bathroom venting for odor control.
- Met with, email, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

Town Clerk

- Libby will be out of the office from 1/29 through 2/8 on medical leave.
- Upcoming Meetings/Activities:
 - 2/5 – PC Meeting, 6PM, Civic Center
 - 2/7 - Town Council Work Session & Executive Session, 6:30 PM.
- Tracy Outten attended a Human Resource class with Jodi Outland on 1/29.
- The communications group continued working on the Town's new Facebook page.
- Tracy Outten continues to assist Town Manager Larry DiRe.
- Tracy Outten assisted Jen Lewis with the information magnets and Dave Fauber with advertising the RFP's for the Library and Tennis Court in the Eastern Shore Post.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance
- Met with potential developers in the area of the railroad on January 28.
- Attended Streetscape Sub-Committee meeting on January 28.
- Attended Wayfinding Sub-Committee on January 30.
- Attended Parking Working Group meeting on January 31.
- Attended meeting with Wayfinding members to discuss potential wayfinding locations in Town on February 1.
- Continued preparing staff-initiated updates to zoning ordinance to eventually present to Planning Commission for comment and approval.
- Prepared staff reports for upcoming Planning Commission meeting on Feb 5.

Library:

- The odor was noticeable this week. A plumber has visited the Library and determined that the vent lines are blocked.
- Working on the budget and staff evaluations.
- Chesapeake Bay Communications has been addressing our telephone problem. They have upped the internet speed and are still reviewing the situation.
- Storytime was held on Thursday, 1/17 at 10:30, 13 attended.
- Lego Club was held on Thursday, 1/17 at 5:00, 12 attended.
- Public works removed the old refrigerator and sink/stove unit from the kitchen and shifted our file cabinets into the kitchen, opening up a study area in the office space. A new sink, cabinet, and water heater will be installed.

Harbor:

Transient boating is usually very slow during January and February. A few commercial watermen are still moving around a bit, dredging for oysters, conch potting in the ocean has come to an end due to cold water.

- This week we will be reaching out to contractors and excavation teams about getting us quotes on fixing the problem that is the Shanty parking lot. (received 2 to date)
- Working on grant projects and scheduling a focus group meeting to advise on progress around the harbor.
- Memorial Day weekend, July 4th weekend (Wed to Sun), and Shuck N Suck are 100% booked. We are working on smaller events and rendezvous from other interested clubs.
- As of today, 90% of the seasonal and annual slip holders have responded and are returning. We are positive all floating slips and larger fixed dock slips are booked as previous year mixing the commercial and short-term small boats for vacationers.

Maintenance/Repairs:

- Harbor master assisted 2 owner of the vessels that incurred damage. Copied data and express shipped security video footage for the insurance investigator.
- As all is aware the Railroad barge is gone. The weather event Thursday was the first time a northwesterly wind has affected the marina not being shielded by the barge since it was constructed. Swell into the harbor was large enough to affect D dock greater than past events of similar nature.
- Hoping to begin on the actual wrapping of the harbor office process, weather and manpower permitting. Siding to follow. (Weather and wind have been a factor)
- Shore Diving and Marine Services progress on repairing the major structural damage in slow due to harbor sea state and ice on the docks. The same situation inshore of D dock is stabilized, we will investigate after outer is complete.
- The harbor staff working on dock/facility/harbor office. 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).

Finance:

- Staff did additional health insurance analysis, as one of the companies quoting had made an error on their original quote and the premiums were not as favorable on the correction.
- Budget and audit prep is on-going, and revenue analysis was done for the mid-year review.
- A Draft finance budget was submitted.
- A notice to utility customers was sent out in the January bills, giving information about preparing homes for freezing temperatures - especially if the home is unoccupied.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Water meters ordered.

Public works:

- Normal brush and trash pick-ups.
- Normal bldg. maintenance.
- Walk through of Central Park.
- Finalized bid documents for library and tennis court.
- Downtown lampposts ordered.

Building\Code:

- Performed 28 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Staff has executed a contract for 4th of July Fireworks. Permitting will now begin to take place.
- Worked on FY 20 budget.

Recreation\events:

- January 30, 2019 Attended Main Street Wayfinding meeting. Attended Mainstreet Design Meeting.
- Researched price for rental and purchase of portable restrooms.
- Revised job description as well as job title and sent to Town Manager for approval.
- Worked with the Mayor on Cape Charles Day.
- Started receiving 4th of July vendor forms.
- Met with Patsy Harris with Cape Charles Main Street to discuss protocols for events in Cape Charles.
- Worked on Town Facebook site. There will be a short delay in the launch.