

Weekly activity report (week ending February 8, 2019)

Town Manager:

- Continued working on the fiscal year 2020 budget, including finalizing several general fund departments budget sheets.
- Attended several Main Street sub-committee meetings.
- Held IT services contract pre-bid meeting with interested parties on February 8.
- Began preparing agenda items for February 21 Town Council public hearing and regular meeting.
- 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 (scheduled for February 26 and 27), and plumber about the building's 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.
- Tracy Outten continues to assist Town Manager Larry DiRe.
- Clerk's office assisted the Finance Dept. with information for the auditors.
- Tracy Outten assisted Dave Fauber with advertising the RFP for the Central Park Fence in the Eastern Shore Post.
- Tracy Outten staffed the IT services contract pre-bid meeting.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance
- Had conference call with Town Manager and consultants regarding preservation plan.
- Attended Planning Commission meeting on Feb 5.
- Toured the Harbor with the Harbor Master.
- Had conference call with Town Manager and UVa regarding possible partnership and internship opportunities for planning students.
- Attended Town Council executive session on Feb 7.
- Prepared agenda and minutes for Parking Working Group.
- Conducted research for Parking Working Group meeting on Feb 14.
- Continued preparing staff-initiated updates to zoning ordinance to eventually present to Planning Commission for comment and approval.
- Prepared staff reports for upcoming Town Council meeting on Feb 21.

Library:

- The odor was noticeable this week.

- Attended the Friends of the Library meeting on 2/4/2019 at 5:00.
- Working on staff evaluations.
- Chesapeake Bay Communications is still reviewing our phone situation.
- Storytime was held on Thursday, 2/7/2019 at 10:30, 24 attended.
- Lego Club was held on Thursday, 2/7/2019 at 5:00, 12 attended.
- ***Celebration Friday with Deborah Also***, The Backpack Storyteller, 7:00, 2/8/2019
- Staff is working on a black history program about Frances Bibbins Latimer to be presented on February 22.

Harbor:

Transient boating is usually very slow during January and February. VIMS new research vessel “Virginia” has spent a couple of evenings with Cape Charles Harbor. They are having an Admin Getaway on board later this month here in the Harbor. A few commercial watermen are still moving around a bit, dredging for oysters.

- Received 3 quotes from local contractors and excavation related to the future of the Shanty parking lot. The quotes would be phase 1 toward paving. Have presented to public works for discussion during Feb council meeting.
- Working on grant projects and scheduling a focus group meeting on Tues Feb 19th 5PM at the harbor to discuss future waterfront plans and ongoing progress around the harbor.
- We are working on several smaller events and rendezvous from other interested clubs booking outside of event weekends.
- As of today, 100% of the seasonal and annual slip holders have responded. We have addressed all inquiries. 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:

- Tyvek wrapping of the harbor office is complete. Siding ordered and so to follow. (Weather and wind have been a factor)
- The completion on above siding we plan to discuss paint scheme colors for all Harbor buildings. This will coordinate with the bath house’s green roof. the harbor office upper sections will be painted to match the bath house green.
- Floating boardwalk inside of A dock is near complete. Cleats, power pedestal and decking remain, all structural components complete by Shore Diving and Marine Services. The same situation inshore of D dock is stabilized, we will investigate after outer is complete.
- VML claim on above damages has been filed and ongoing.
- 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)

- Several electrical pedestal upgrades are in the works, making them universal to smaller vessels. Replacing receptacles and breakers due to corrosion excessive use.

Finance:

- The Town's financial audit of fiscal year 2019 was undertaken. Four auditors were on site to do field work. At their exit interview with the treasurer they expressed that they were very pleased, had no major findings – only a few small adjustments. They did not say when the draft audit will be available, but it will most likely be at least a month. Town manager discussed with treasurer the need to make some audit company or team-member changes periodically in order to ensure that a fresh look is taken at town systems and procedures.
- Jodi worked with staff and medical insurance broker to get all requested data in to the underwriters, analyzed the potential costs, and prepared the presentation to Council for Thursday's work-session.
- Staff is beginning to file away FY18 work to making room for FY20 files.
- A crack in the outside wall was discovered in the storeroom. It is allowing moisture to leak in and degrade the wall and the office supplies. Staff moved storage boxes and supplies to other locations until it can be fixed.
- Staff created and mailed tax delinquent notices.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Water plant building general maintenance.

Public works:

- Normal brush and trash pick-ups.
- Normal bldg. maintenance.
- Shoveled heavy muck from several street gutters in town.
- Prepped areas at PW shop for concrete pour.
- Cleaned debris at east wells.

Building\Code:

- Performed 28 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Staff continued large format document scanning.
- Finalized FY 20 budget with Town Manager.

Recreation\events:

- Received applicants for the 'What the Library Means to Me' contest. Bobby, Jen and Jodi assisted in picking the top two from grades 3 and 4 and 5 and 6. Tracey will make

invitations to invite the selected essay choices to an award ceremony sponsored by the Library Board.

- Continue to work on use of facility forms to ensure all paperwork is complete.
- Continue to receive 4th of July vendor forms.
- Continue to work on the Facebook page with the hopes of launching this week.