

Weekly activity report (week ending February 22, 2019)

Town Manager:

- Continued working on the fiscal year 2020 budget, including finalizing all general fund departments' budget sheets.
- Met with capital projects manager to discuss harbor projects for the fiscal year 2020 budget preparation.
- Reviewed IT services contract bids (four received) on February 22 with review committee.
- Staffed the February 21 Town Council public hearing and regular meeting, and provided follow up as needed.
- Reviewed a number of employee performance evaluations, and completed evaluations of all department heads.
- Met with, email, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

Town Clerk

- Upcoming Meetings/Activities:
 - 2/27 – Mayor's Office Hours, 2:00-4:00 PM
 - No night meetings scheduled for the week of 2/25 – 3/1.
- The FY 2020 Budget Timeline was finalized and provided to Council and the department heads. The first budget work session is scheduled for 3/14.
- The IT Support selection committee met on 2/22 to review and discuss the submitted proposals. Interviews will be scheduled over the next couple of weeks and the contract will be awarded at the March 21 Town Council Regular Meeting.
- Tracy attended the Historic District Review Board meeting on 2/19.
- Libby has been monitoring the Municipal Corporation of Cape Charles Facebook page and uploaded information regarding the 12th Annual Blessing of the Fleet. We now have 314 followers!
- Tracy Outten continues to assist Town Manager Larry DiRe.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Attended Historic District Review Board on Feb 19.
- Worked with Manager, Treasurer, and Code Official to update the fee schedule.
- Attended a lunch meeting with Councilman Grossman and Northampton County Senior Planner to discuss the Comprehensive Plan update, zoning ordinance, and other information.
- Attended the Erosion and Sediment Control Program Administrator class at the Hampton Roads Convention Center on Feb 20, which is a pre-requisite to take the exam.
- Attended the Town Council meeting on Feb 21.

- Met with a potential Historic District Review Board applicant to discuss their project on Feb 22.
- Prepared staff reports and conducted site visits for the upcoming Planning Commission meeting on March 5.

Library:

- The odor was noticeable this week.
- Staff scheduled several programs for the Summer Reading Program.
- Staff prepared for a Mini Poetry program at Kiptopeke Elementary School on February 27.
- Sent up a book order to the Eastern Shore Public Library for 41 titles.
- Chesapeake Bay Communications is still reviewing our phone situation.
- Storytime was held on Thursday on February 21, 10:30, 9 attended.
- Lego Club was held on Thursday, February 21 at 5:00, 9 attended.
- We had a class visit from Kiptopeke Elementary school on February 22, 8 attended.
- Black History Program, Frances *Bibbins Latimer*, was held on February 22, presented by Library Assistant Bobby Harmon. 49 people attended.

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.

- A Harbor Focus Group Meeting was held on Tuesday 19th, future plans and ideas were discussed and members were caught up on current projects.
- We have officially booked all floating dock slips for Memorial Day Weekend, 4th of July holiday, Shuck and Suck and Labor Day weekends as well as Cape Charles Cup which will fall in the middle of the latter two.
- As of today, 100% of the seasonal and annual slip holders have responded. We have addressed all inquiries.
- Siding for the harbor office building as well as lumber for deck and dock repair was picked up and we have dispersed on site.
- We have begun building the kayak launch. The launch will be a floating dock that will be located in the 3rd boat launch location that is currently obsolete.

Maintenance/Repairs:

- 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 now complete. The structural repair on D dock has begun, this is being done by Shore Diving and Marine Services.
- VML claim on above damages have been filed.

- 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:

- Open enrollment meetings and presentation were finalized and the presentation packets were put together. Meetings are mandatory for all employees and will be held on Tuesday 2/24 at the Civic Center.
- The contract for the new partially self-funded insurance plan were studied and signed.
- Staff closed the month of January and is working on the January Treasurer's Report.
- Budget work is on-going.
- Staff reviewed and scored the proposals for the RFP for IT services along with the rest of the review committee.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Read water meters.

Public works:

- Short week due to holiday
- Repaired sump pump in municipal bldg. police storage annex
- 3 work orders
- Assisted museum with railroad artifacts
- Repair/replace numerous trash cans
- Identify alleys in need of repair
- Prep for drainage install at municipal parking lot

Building\Code:

- Performed 21 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Worked on revenue projections for treasurer for upcoming fiscal year.
- Worked on several code enforcement cases throughout town.

Recreation\events:

- Working with Northampton High School and Cape Charles Christian Academy to have students assist in planting beach grass.

- Received a proposal from a citizen for kayak storage and rental space at the beach. The Cape Charles Yacht Club has also shown an interest in working with the Town on this project.
- Working with the Mayor to coordinate details for the picnic in the park on March 2 for Cape Charles Day.
- Submitted task worklist for the Blessing of the Fleet to staff.
- Submitted contract for Town participation in Save the Bay Day. Will work with the Cape Charles Yacht Club to organize Captains for Bay Creek, Oyster Farm, Cape Charles Harbor and Cape Charles Beach.