

Weekly activity report (week ending March 8, 2019)

Town Manager:

- Continued working on the draft five-year capital budget.
- Had performance evaluation sit down meetings with two department heads.
- Discussed a number of railyard issues with a variety of stakeholders.
- 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:
 - 3/13 – Mayor’s Office Hours, 2:00-4:00 PM, Town Hall
 - 3/13 – Library Board Meeting, 5:00 PM, Library
 - The packet was finalized and posted online, on Facebook and the agenda was posted on the various bulletin boards on March 8.
 - 3/14 – Town Council Public Hearing, Special Meeting & Budget Work Session, 6:30 PM, Civic Center
 - The proposed FY 2020 Budget documents were placed in Dropbox on March 1.
 - Staff worked on the Council Budget Binders. Since the health insurance numbers have come in, the handouts are being updated by the treasurer and will be provided to Council sometime next week.

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- The IT Support Services interviews have been scheduled for the week of March 18. Information will be presented to Council at the April 11 regular meeting to award the contract.
- Two new FOIA requests were received this week:
 - The first one was received on March 4 and wanted copies of a recent modification package and any previous modification requests for a property in Bay Creek. Information was provided on March 4.
 - The second one was also received on March 4 requesting a copy of the overall approved site map, showing the approving officials, that was used to build the roads and building structures at Bay Creek Marina for the network of roads. Due to the nature of the request and the limited staff in the building department, an extension letter, as permitted under FOIA, was sent to the requestor. The response deadline is March 21.
- Tracy was out of the office from March 5 through 8 with her son who was diagnosed with strep throat and an ear infection.
- Libby will be out of the office, along with Jodi Outland, on March 11 – 13 attending the International Public Management Association for Human Resources – Virginia Chapter workshop in Newport News.
- Libby and Tracy will be out of the office on March 15 attending a municipal clerk’s training session
- Tracy Outten continues to assist Town Manager Larry DiRe.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Attended and helped facilitate Preservation Plan meeting on March 4 where consultants gave an overview of the preservation and ethics in implementing preservation of historic structures.
- Had meeting with Yacht Club members and staff to discuss potential kayak racks on March 5.
- Attended and facilitated Parking Working Group meeting on March 6.
- Had meeting and discussed in detail proposed off-street parking and loading regulations with two Planning Commission members.
- Attended Bayside Trail meeting on March 8 with ANPCD, DCR, and others to discuss potential kayak trail locations and other information for trails along the bay side near Cape Charles.

Library:

- The odor was noticeable this week.
- Staff did monthly statistics and monies for Town and statistics for Eastern Shore Public Library.
- Staff did the publicity for 100th Anniversary events, Yoga for Littles, and Poetry Night.
- Staff working on preparing the Yoga for Littles program on March 27 and the Poetry Night program on April 10.
- Staff participated in Scholarship Day at Northampton High School. The Friends of the Library are giving a \$2,000 college scholarship to a senior.
- Storytime was held on Thursday on March 7, 10:30, 19 attended.
- Lego Club was not held.
- Knitting Club met on Friday, March 8.
- Staff attended the meeting of the Rosenwald Initiative Board on March 7 at 11:00. (Bobby Harmon)
- 100th Anniversary, Celebration Friday, featuring reminiscer Etta Kaye Pruitt, March 8, 7:00., 39 attended.

Harbor:

A few commercial watermen have started bringing their gear to the Harbor, with crab season right around the corner and the weather working in everyone's favor. Harbor staff is beginning to see some activity as we are working on our many projects. VIMS research vessel "Virginia" has spent a few of evenings with Cape Charles Harbor and is planning on staying a month during April.

- With D dock boardwalk dismantled East of D dock, we have proceeded with repairs, due to VML placing the damaged area on hold to be surveyed by an engineer. Engineer visited site this past Wednesday and still waiting for reply.

- Preparing new slip assignments and billing to be sent out April 1st.
- Prepared a report on repair and replacement phases of the inner harbor. Working on inspections, ongoing repairs and looming issues of the fixed and floating boardwalk, floating docks and utilities. Preparing a detailed report to be finalized this week.
- Waiting on reply from Oil Equipment Services to announce start date for fuel system repairs. Very soon!
- Thanks, from the Harbor staff to Mrs. Grossman for the bake goods and St. Pattie cookies, they didn't last long.

Maintenance/Repairs:

- Floating boardwalk inside of D dock is almost complete. The structural repair is being done by Shore Diving and Marine Services. (complete by 3/15)
- VML claim on above damages have been filed. Working with engineers to determine cause. Waiting for response.
- 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 30/50 AMP vessels. Replacing receptacles and breakers due to corrosion excessive use. As work repair each pedestal, we move the pedestals inward from the edge of the docks to prevent future damage due to vessels hitting and breaking the plastic housings.
- Replaced underpinning under harbor office deck with wood framing and 2' foam board. Flashing and trimming corners to start installing siding.
- Tile and trim is ongoing in office and laundry shed floor as a finishing touch.

Finance:

- Staff worked on the February financial close.
- Jodi met with several employees about open enrollment matters, and a representative from AFLAC was in the office to enroll interested parties.
- Budget worksheet fine-tuning is ongoing.
- Treasurer attended training on bankruptcies related to collections and claims on Thursday and Friday.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Installed auto flusher in Oyster Farm Marina.

Public works:

- Repaired controls for Washington Avenue and Peach Street lights.
- Maintenance on RR Parking Lot.
- Touched up alleys.
- Assisted utilities on projects.

Building\Code:

- Staff performed 20 inspections this week.
- Staff has been scanning big plans with a wide format scanner.
- Staff has met with contractors regarding upcoming projects.
- Staff is working on a couple of code enforcement issues.

Recreation\events:

- All information is at the printers to have the crater sign reprinted and put in place before the Tourist season.
- A plan is in place for a kayak storage area to be available before the Tourist Season.
- Attended a Cape Charles Main Street Strawberry Plaza meeting.