

Weekly activity report (weeks ending January 24 & 31, 2020)

Mayor:

- Up and Coming Agenda Items
 - Boat trailer parking (Scheduling a public input session in February)
 - 6 month budget review and forecast (Scheduled for discussion Feb. 6th)
 - Video surveillance in certain public spaces (park, beach restroom etc.) (Scheduled for discussion at the 6 month budget review Feb. 6th)
 - HDRB Appeal of 2 Tazewell Ave (Scheduled for Feb. 6th)
 - Off street Parking and Loading Requirements (Action scheduled for Feb. 6th)
 - Library rehabilitation report (Scheduled for Information Feb. 20th)
 - CRS Plaque presentation (Scheduled for February 20th)
 - Request for Aids to local ports funding (Scheduled for Feb. 20th)
 - Harbor Management Company RFP (Scheduled for Discussion Feb. 20th)
 - Pledge of Main Street Report Letter (Action on Feb. 20th)
 - All Non- Profit funds request due Feb 29th
 - Certain Vehicle parking work session (Scheduled for Feb. 29)
 - 5 year CIP (Scheduled for discussion March 5th)
 - FY 20/21 Budget (Scheduled for discussion March 5th)
 - FY 20/21 Budget (Scheduled for discussion April 2nd)
 - FY 20/21 Budget (Scheduled for Final discussion May 7th)
 - FY 20/21 Budget (Scheduled for Public Hearing May 21st)
 - FY 20/21 Budget (Scheduled for Vote to adopt June 4th)
- Town Manager recruitment Update: Interviews complete.
- Pending Litigation: Had several phone calls with our attorneys on pending litigation.
- Report a Concern:
- Elections: The last day to file as a candidate is March 3rd at 7:00 pm. We have three council seats available for the May 5th election. I would ask that current council members that know they are not running to make that statement as soon as you are sure, as this may get more citizens interested in running for council. Thank you.
- Met with Karen at Main Street, we discussed moving forward with signage, also council's support for Main Street.

Clerk's Report

- Libby was away for training all week and her office is under some repairs to try and find some leaks. She will have an update this week.

Treasures Report:

1/24/20

- Delinquent tax notices were mailed out.
- Budget versus actual worksheets were given to department heads for analysis, and to make sure general ledger coding is correct for the mid-year budget review. Staff made corrections as directed.
- Staff reviewed the spending and revenue for all funds and projected FY2020 ending revenue numbers. Work on the expenditure projection is in process.
- Staff is preparing for the annual audit.
- Many Town offices experienced internet and phone difficulties and lengthy outages due to the transition from Chesapeake Bay Communications to Spectrum. Inversa minds is working with engineers from Eastern Shore Communications and Spectrum to make sure all deficiencies are corrected. Considerable staff time was required as well.
- 2 debt service payments were made – one for the Pinnacle 2016A and 2016B loans, and one for the 2010D, 2010E & 2010F VML/VACO Bonds.
- Customer Service, accounts payable and receivable, payroll/benefits, tax account maintenance, utility billing and accounting functions were all performed as usual.

1/31/20

- Delinquent tax notices were mailed out last week, and staff had a high amount of customer service calls and visits as a result.
- Mid-year budget analysis of every expense line item was completed along with the staff report for Thurs, Feb 6th. Deb met with Bob , Dave, Charlie and the Mayor to discover what capital projects might be added or changed and to compile the listing.
- Work was begun on the December treasurer's report.
- The staff report for the Feb 6th budget review was prepared.
- Staff is preparing for the annual audit.
- Staff and Tracy coordinated with IT support, Spectrum and Neubeam staff while phones and internet services were transferred over. Debbie accompanied the Neubeam tech support manager to each town location to help map and document the equipment and support needs for them.
- 1099 forms were mailed out.
- Analysis of the medical, dental, etc. benefit costs is ongoing and the staff report and presentation are expected to be available to Council members on Monday or early Tuesday. Final quotes from the broker just arrived late Friday afternoon.
- Customer Service, accounts payable and receivable, payroll/benefits, tax account maintenance, utility billing and accounting functions were all performed as usual.

Chief of Police Report:

- Officer Charlton is home from deployment.
- Officer Charlton will be completing firearms qualifications this week.
- Upgraded body cam system is installed, operation training will be completed Tuesday.
- Several schools coming up in following months for in service, and general instructor.

Code Official's Report:

1/17/20

- Performed 45 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Staff has issued a permit for a new home in Heron Pointe.
- Staff is reviewing plans for a new home in the Colony.
- Jeb was off January 6-9, 2020.
- Town has rented a wide format scanner in order to scan larger plans and get them digital so that we can purge older documents.

1/31/20

- Performed 42 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Staff has received plans for a new home in the Colony.
- Staff has received plans for a new home in the Historic District.
- Working on a FOIA requested received for information on a new home being built.

Director of Public Works & Utilities Report:

Public Works:

- Everyone attended introduction to OSHA class.
- Remove Christmas decorations on Mason Ave
- Assisted with relocation of Santa house
- Read water meters

Utilities:

- Pavement repairs as soon as weather permits

Safety Committee:

- Next meeting slated for first week in Feb TBD after the Monday meeting for briefing, discuss coded entry locks. Looking into automatic doors and covered awning to protect form weather as persons approach and enter offices to help address ADA functionality throughout the municipal buildings.

Planner & Zoning Administrator Report:

1/17/20

- 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 for compliance with zoning ordinance.
- Prepared three staff reports for the Historic District Review Board work session and regular meeting, which will be held on January 21.
- Had one pre-application meeting for a possible Certificate of Appropriateness for a project in the historic district overlay.
- Discussed with VDHR and CAMP administrators' possible topics and times for a CAMP workshop that the town received a grant for from VDHR. This workshop is meant to help the Historic District Review Board and all involved in the processes, including Town Council, and will be open to other jurisdictions as well as part of the grant stipulations.
- Was out of the office on Thursday and Friday (Lee Jackson Day).

1/31/20

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Reviewed site plans for compliance with zoning ordinance.
- Staffed the Planning Commission work session, which was held on January 27.
- Attended the Transportation Infrastructure Strategies Workshop at Tidewater Community College in Portsmouth on January 28 to hear about funding opportunities for infrastructure projects.
- Completed the Certified Local Government Annual Report for the Virginia Department of Historic Resources.
- Prepared one staff reports for the Historic District Review Board work session, which will be held on February 7.
- Prepared two staff reports for the Planning Commission regular session, which will be held on February 4.

Capital Projects Managers Report:

- Only one bid received for Harbor Parking Lot Turnaround; very high.
- Re-advertised IFB and provided again to local companies.
- Met on site with contractor from Virginia Beach interested in bidding Turnaround and Inner Harbor Sidewalks.
- Received notification that we were awarded another \$15K Boating Infrastructure Grant that can be applied to WIFI and security upgrades already budgeted this FY.
- Conference call with Town Attorney and Land Studio on contractual dispute.
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Harbor Masters Report:

1/24/20

- Harbor Office for upper trim and painted new shade green to better match roof of bath house, complete. Harbor office underpinning is complete, some trim is left behind the dock side fuel pumps, the security fenced area between office and fuel storage to be completed after sewage due to plumbing work.
- REZ Electric reference repair to the main power feed to D dock, built uprights and mounted the splice box. To be installed on floating dock west of the safety box. (to meet Monday Jan 27th to set day and time)
- Harbor office new sewage force main system to be install next week weather permitting. (Public Works has been very busy we are scheduled the Jan 27th)
- Working with Preston Smith with VHD on sewage grant funding to assist with the harbor force main sewage system replacement.
- Portable Pump Out sewage system, all part in house, working on assembly and make operational. (Ralph with Public Utilities is servicing the pump for the season)
- Notifying all seasonal and annual slip holder's, gathering info on renewal for next season. To be mailed with Feb 1 billing.
- Addressed issue with the vessel Whopper Stopper. Mitigated any future hazard, working to remove from water due to safety concerns.

1/31/20

- Trim behind the dock side fuel pumps prepped and ready to install. Installed splice box on floating dock for contractor. Relocating fixed pump out line to discharge directly in new septic tank. Prepped office closet for new server and relocate all IT equipment from under the office counter area. started dismantling inner harbor docks.
- Harbor Wi-Fi and phones have been fixed and working good!
- Working with Trevon (IT) to relocate cables, conduit and antennas that are currently mounted on the old trim. (work in progress)
- REZ Electric repair to the main power feed to D dock complete and ANEC has powered the transformer. Power cables are to be shielded and rehung next week.
- Harbor office new sewage force main system has been installed. Waiting for electricians to wire and complete.
- Working with Preston Smith with VHD on sewage grant funding to assist with the harbor force main sewage system replacement. Also, to add the Wi-Fi and security camera upgrades to the current grant, Bob Panek is handling the communications with VHD.
- Portable Pump Out sewage system, all part in house, working on assembly and make operational. (Ralph with Public Utilities ordered new hose for pump to be in this week)
- First boat club will arrive as early as April 20th, we are book solid every holiday and every weekend, have several clubs interested and working on reservations for the remaining weekends. Have also booked 3 different outings past Labor Day weekend into October.

Librarians Report

1/24/20

- The meeting room was used 5 times this week.
- Storytime was held on Thursday.
- Contacting people to participate in the Summer Reading Programs. Booked two performers.
- Conducted the Point-In-Time Count on January 22 to count homeless persons in our area. We did not have any.
- Ordering new books and an order of new CD's.
- Attendance is up after the slow holiday season.

1/31/20

- The meeting room was used 4 times this week.
- Storytime was held on Thursday.
- Continue to book performers for the summer.
- Planning several events for February, Black History Month,
- Sent up an order for 45 new books.
- Attendance is up- we had 97 people in on Thursday, which is a lot for this time of year.
- Christian School continues to visit the library several times a week.
- We are now checking out puzzles for adults for those long winter days. (Donated by staff members.)
- The Eastern Shore Public Library will be getting a new circulation system of which we are a part and the CCML will be closed on February 19 and 20 for staff training.

Community Relations Managers Report:

1/24/20

- Held Bingo on January 24 with 10 in attendance.
- Met with an interested party who would like to assist the Town in keeping the Farmers Market running.
- Worked on sending applications to non-profits so they can be returned in time to be considered in the upcoming budget.
- Working on ad for contract cleaning for the upcoming season.

1/31/20

- Finalized the contract for cleaning services and an ad will be placed this week.
- Applications for non-profits have been completed and will be mailed out this week.
- Will be holding a meeting this evening at the Cape Charles Civic Center to discuss the future of the Farmer's Market. One email has been received from a interested business owner.

