

Emergency Related

- Tasks and communications pertaining to my work specifically have drawn down to near close regarding emergency related work activities. As the situation with the Delta variant advances, I am expecting to be contributing extra hours to this topic in regards to support of staff safety.

Active Grant Updates

- **Cemetery Road Bridge over Trumansburg Creek (NYSDOT 95% funded with FHWA money, Barton & Loguidice Engineers)**
 - Internal activities:
 - 7/27 construction progress meeting: ahead of schedule and anticipating a break in work at some point while waiting for pre-cast arch delivery.
 - Communications and work activities related to project budget, financing, construction inspection contract, communications with County and NYSDOT; subsequent resolution drafting
 - PR and community communications regarding construction schedule
 - Learning and submitting in new system for reimbursement submission

Cemetery Bridge Project Timeline

When	What	Status
September 2018	Project Awarded Bridge NY Funding	Complete
October 2018	Project Added to STIP/TIP	Complete
January 2019	State-Local Agreement Executed	Complete
January 2019	Design Consultant Contract Executed	Complete
January 2020	Design sent to NYSDOT for review	Complete
March 2, 2020	Public Meeting	Meeting held 3/2
January 2021	ROW Acquisition Completed	NYS will conduct, this is in process
11/10/2020	ADP Complete	Complete
12/28/2020	PS&E Submitted	Complete
January 2021	PS&E Approved by County & State	Complete
April 2020	Construction Phase Authorized	Complete
April 2020	Advertisement	Complete
5/14/2021	Bid opening	Complete
Spring 2021	Letting	Complete
7/7/2021	Pre-Construction Meeting	Complete
7/19/2021	Begin Construction	In progress
Fall 2021	Construction complete	TBA

- **WD #3 WIIA Grant (EFC funded, MRB Engineers)**
 - Engineer update:
 - Guardrail installation:
 - Due to extended leave times created by the COVID emergency, the guardrail installation will not happen until later this year.
 - MRB will pass along the drawings once they get them back from the manufacturer, we will pass along to the Board.
 - Work associated with contract extensions required for related contract due to delay. Work regarding internal cash flow financing, modeling and resolution drafting, documentation required for EFC reimbursement.

Other Work

Miscellaneous

- Standing weekly meetings: Clerk's office, Supervisor

Bookkeeper Supervision

- Weekly meetings
- Ongoing training and delegation of tasks
- HR/Payroll: continued training and support

Insurance Related

- Communications regarding RFP, rating process, resolution drafting

Financially Related

- ARPA funding related work: planning process and banking activity
- Continued communications and meetings pertaining to NYSOSC audit, 8/5 pre-exit meeting with James
- Communications and procedures development for full implementation of asset database in collaboration with the Deputy Clerk
- Collaboration on IT Asset Inventory with the Clerk's Office
- Continued general assistance with voucher / procurement process

Budget Related

- TAV and tax cap related work
- 2021 budget modifications
- Future modeling meeting with Rich on 8/5
- 2022 budget template work
- Support to Bookkeeper on development of budget request worksheets to Department Heads, sent out 8/6
- Attendance at community funding meetings

Water District 3

- Upcoming: it would be amazing to prioritize development of a WD3 capital plan prior to budget season.
 - Timing of this unknown, leaving this on as a place holder

Upcoming

- Large amounts of time will be dedicated to the 2022 budget development process:
 - Modeling for 10-year plan
 - Reserve funding adequacy logic development
 - Salary and benefits modeling
 - Insurance coverage applications and quotes
- Construction process for Cemetery Road Bridge
- Working remotely 8/30 – 9/9

Meetings & Trainings

- 7/20/21 ITCTC
 - BRIDGE NY funding announcements schedule for late
 - Steel delivery issues in industry overall
 - City of Ithaca considering applying for TAP grant for connecting BDT with system that connects foot and bike path to the three state parks close to city.