

Weekly activity report (week ending February 15, 2019)

Town Manager:

- Continued working on the fiscal year 2020 budget, including finalizing several general fund departments budget sheets.
- Attended parking sub-committee meeting and February 14.
- Opened IT services contract bids (four received) on February 13 and distributed submittals to review committee.
- Capital projects manager and harbormaster presented inner harbor breakwater project at the Port Authority aid to local ports meeting in Norfolk on February 14.
- Finished preparing and reviewing agenda items for February 21 Town Council public hearing and regular meeting.
- Reviewed a number of employee performance evaluations.
- Met with, email, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

Town Clerk

- Meetings/Activities:
 - 2/18 – Town offices closed for Presidents’ Day
 - 2/19 – Historic District Review Board Meeting, 6:00 PM, at Civic Center
 - 2/19 – Town Council Executive Session, 6:30 PM, at Town Hall
 - The agenda was posted on the various bulletin boards and the town’s website on 2/12.
 - 2/20 – Mayor’s Office Hours, 2:00-4:00 PM
 - 2/21 - Town Council Public Hearing & Regular Meeting, 6:30 PM.
 - The agenda packet was finalized and posted on the various bulletin boards and the town’s website on 2/15.
- Responded to a FOIA request for town employees’ salaries for calendar year 2018. This is a request that the town has received annually for the last three years from an organization called American Transparency in Fairfax, VA.
- The IT Support RFP deadline was 2/13 and four proposals were received. A selection committee has been named and will meet on 2/22 to review the proposals. Interviews will be scheduled with the top bidders. The contract award will be on the March Town Council Regular Meeting Agenda.
- The town’s Facebook page (Municipal Corporation of Cape Charles) was launched on 2/13. As of Friday morning, we already have 237 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 SSP Working Group on Feb 12.
- Attended Parking Working Group meeting on Feb 14.

- Prepared agenda and minutes for Parking Working Group.
- 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:

- Full report pending.

Finance:

- Staff handled a large number of customer service calls about the late notices this week.
- Jodi received final numbers for the health insurance plan for FY2020 and worked on the open enrollment packets and meeting presentation.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Beach grass planted.
- Central Park playground fence bid notice posted.
- Work orders as required.

Building\Code:

- Building official out sick most of week.
- Staff answered various questions about new construction requirements throughout the town.
- Staff continued large format document scanning.

Recreation\events:

- Met with the Town Manager to discuss yearly performance evaluation.
- Corresponded with Kiptopeke Elementary School, Cape Charles Christian School and the Library Board to report winners and invite to a ceremony to be recognized.
- The Communications Committee was able to get the Facebook page for the Town of Cape Charles live this week. This will be a resource for all government information.
- Working with Habitat for Humanity for the February Freeze to be held in Cape Charles on February 23.