



**TOWN COUNCIL**  
**Special Meeting**  
**Town Hall**  
**June 27, 2013**  
**6:00 PM**

1. Call to Order: Roll Call
  
2. Order of Business
  - \*A. USDA Grant Award for Library Equipment
  
  - \*B. FY 2013-2014 Budget
  
3. Motion to Adjourn

 <b>TOWN OF CAPE CHARLES</b>	<b>AGENDA TITLE:</b> USDA Grant Award for Library Equipment		<b>AGENDA DATE:</b> June 27, 2013
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Authorization to accept USDA Grant Award for Library Equipment.		<b>ITEM NUMBER:</b> 2A
	<b>ATTACHMENTS:</b> To be provided at the meeting		<b>FOR COUNCIL:</b> Action (X) Information ( )
	<b>STAFF CONTACT (s):</b> Heather Arcos	<b>REVIEWED BY:</b> Heather Arcos, Town Manager	

**BACKGROUND:**

In September 2012, the Town Council authorized the Town Manager to submit a grant application to the USDA Rural Development (USDA RD) in the amount of \$25K to purchase equipment, furniture, shelving, copies and other possible equipment needs for the Library. The grant covers equipment needs only, not rehabilitation of a building.

**DISCUSSION:**

The Town Manager received notification of the grant award in the amount of \$25K which requires a Town Match in the amount of \$8,375 for a total project cost of \$33,375. Staff is reviewing several options, which will be presented at the meeting, to cover the cost of the match.

A commitment by resolution is required to confirm the Town's desire to work with USDA on this grant to meet the equipment needs for the library.

**RECOMMENDATION:**

Authorize Town Manager to execute the appropriate forms to accept the USDA RD Grant award for Library equipment.

## RESOLUTION 20130627

### APPROVING THE BUDGET FOR FISCAL YEAR (FY) 2013/2014 AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR

**WHEREAS**, the Council of the Town of Cape Charles has prepared a budget for FY 2013/2014 pursuant to Section 15.2-2503 of the Code of Virginia; and

**WHEREAS**, the budget has been advertised and a public hearing has been held pursuant to Section 15.2-2506 of the Code of Virginia; now

**THEREFORE BE IT RESOLVED**, by the Town Council of Cape Charles, this 27<sup>th</sup> day of June 2013, that the budget for FY 2013/2014 be approved as follows:

<b>REVENUES</b>	<b>2013-2014</b>	<b>EXPENDITURES</b>	<b>2013-2014</b>
<b>General Fund</b>		<b>General Fund</b>	
Real Estate Tax	1,073,856	Legislative	19,897
Personal Property Tax	136,000	Town Clerk	119,563
Prior Year Tax Collections	45,000	Town Manager	295,992
Motor Vehicle License Tax	24,000	Finance	195,971
Machinery & Tools Tax	30,500	Police	367,645
BPOL Tax	83,000	Code Enforcement	77,955
Adms, Meals, Rentals, Transient Occ. Taxes	283,500	Public Works	406,620
Other Taxes	178,928	Parks & Recreation	60,611
Building Permits & Code Enforcement	61,150	Library	118,598
Review Fees, Miscellaneous Income	31,800	Town Planner	66,906
Library Revenues	800	Fire Department – State Pass Thru	8,000
Interest	22,000	Debt Service	109,425
Grants and Local/State/Federal Aid	986,649	Capital	1,110,000
<b>Total General Fund</b>	<b>2,957,183</b>	<b>Total General Fund</b>	<b>2,957,183</b>
<b>Sanitation Fund</b>	<b>160,452</b>	<b>Sanitation Fund</b>	<b>160,452</b>
<b>Harbor Fund</b>		<b>Harbor Fund</b>	
Operating Revenue	1,481,869	Operating	1,272,631
Harbor Proceeds	500,000	Debt Service	182,238
Grant Revenue	585,000	Capital	1,112,000
<b>Total Harbor Fund</b>	<b>2,566,869</b>	<b>Total Harbor Fund</b>	<b>2,566,869</b>
<b>Water/Wastewater Fund</b>		<b>Water/Wastewater Fund</b>	
Operating Revenue	1,349,632	Water Operations	341,156
Connection Charges	12,250	Wastewater Operations	520,134
Grant Revenue		Meter & Utility Billing, Administration	123,295
Facility Fees	74,200	Debt Service	376,497
Financing Proceeds	60,000	Capital	135,000
<b>Total Water/Wastewater Fund</b>	<b>1,496,082</b>	<b>Total Water/Wastewater Fund</b>	<b>1,496,082</b>
<b>TOTAL REVENUES ALL FUNDS</b>	<b>7,180,586</b>	<b>TOTAL EXPENDITURES ALL FUNDS</b>	<b>7,180,586</b>

The following tax rates and user fees are established:

- Vehicle Tax \$31.00 per vehicle subject to Virginia State Registration (Trailers \$18.00) and Golf Cart Decal is \$31.00.

- Real Estate \$ .2759 per \$100; Personal Property Tax \$2.00 per \$100; Boat Tax \$0.01 per \$100
- Transient Occupancy Tax: 3% Monthly; Meals Tax: 5% Monthly; Admissions Tax: 3% Quarterly; Short Term Rental Tax: 1% Quarterly
- Water Rate –Residential 0-2,000 gal.: \$34.50 minimum; 2,001 to 5,000 gal.: \$2.63 per 1,000; 5,001 to 10,000 gal: \$3.75 per 1,000; 10,001 to 15,000 gal: \$5.00 per 1,000; over 15,000 gal: \$7.50 per 1,000; Commercial 0-2,000 gal: \$34.50 minimum; 2,001-10,000 gal: \$2.50 per 1,000; 10,001-15,000 gal: \$3.75 per 1,000; over 15,000 gal: \$5.00 per 1,000
- Wastewater Rate –Residential 0-2,000 gal.: \$60.85 minimum; 2,001 to 5,000 gal.: \$4.11 per 1,000; 5,001 to 10,000 gal: \$5.85 per 1,000; 10,001 to 15,000 gal: \$7.80 per 1,000; over 15,000 gal: \$11.70 per 1,000; Commercial 0-2000 gal: \$60.85 minimum; 2,001-10,000 gal: \$3.90 per 1,000; 10,001-15,000 gal: \$5.85 per 1,000; over 15,000 gal: \$7.80 per 1,000
- Trash Collection Fee: \$12.57 per month; and

**BE IT FURTHER RESOLVED**, that pursuant to Section 15.2-2506 of the Code of Virginia, funds are appropriated from all sources of revenue for expenditures during the period July 1, 2013 through June 30, 2014 as follows:

General Fund - \$2,957,183  
 Sanitation Fund - \$160,452  
 Harbor Fund - \$2,566,869  
 Water/Wastewater Fund - \$1,496,082;

and that the Town Manager is authorized to transfer amounts among Funds with advance notification to the Town Council.

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Adopted by the Town Council of Cape Charles on June 27, 2013.

By: \_\_\_\_\_  
 Mayor

ATTEST:

\_\_\_\_\_  
 Town Clerk

MUNICIPAL CORP OF CAPE CHARLES						
REVENUE & EXPENSE SUMMARY BY FUND						
FISCAL YEAR 2013 & 2014						
	FY 2013			FY 2014		
	OPERATING	CAPITAL	TOTAL	OPERATING	CAPITAL	TOTAL
	EXP/REV	PROJECTS	BUDGET	EXP/REV	PROJECTS	BUDGET
<b>GENERAL FUND</b>						
<b>REVENUES</b>	1,898,557	76,800	1,975,357	2,068,883	888,300	2,957,183
<b>EXPENSES</b>						
Legislature	13,753	0	13,753	19,897	0	19,897
Town Clerk	100,585	0	100,585	119,563	0	119,563
Town Manager	408,846	0	408,846	413,417	0	413,417
Treasurer	181,936	0	181,936	195,971	0	195,971
Police	375,933	0	375,933	367,645	0	367,645
Code Enforcement	99,734	0	99,734	77,955	0	77,955
Public Works	407,776	131,000	538,776	406,619	1,110,000	1,516,619
Parks & Recreation	62,641	0	62,641	60,611	0	60,611
Library	105,725	0	105,725	118,598	0	118,598
Planner	87,428	0	87,428	66,906	0	66,906
	1,844,357	131,000	1,975,357	1,847,183	1,110,000	2,957,183
<b>PUBLIC UTILITIES</b>						
<b>REVENUES</b>	1,446,910	2,088,744	3,535,654	1,436,082	60,000	1,496,082
<b>EXPENSES</b>						
Administration	74,388	0	74,388	74,826	0	74,826
Water	431,336	412,500	843,836	428,555	105,000	533,555
Wastewater	755,463	1,838,327	2,593,790	809,232	30,000	839,232
Meter & Billing	23,640	0	23,640	48,469	0	48,469
	1,284,827	2,250,827	3,535,654	1,361,082	135,000	1,496,082
<b>HARBOR</b>						
<b>REVENUES</b>	1,547,874	500,000	2,047,874	1,491,869	1,075,000	2,566,869
<b>EXPENSES</b>	1,547,874	500,000	2,047,874	1,454,869	1,112,000	2,566,869
<b>SANITATION</b>						
<b>REVENUES</b>	188,300	0	188,300	160,452	0	160,452
<b>EXPENSES</b>	188,300	0	188,300	160,452	0	160,452
<b>TOTAL REVENUE</b>	<b>5,081,641</b>	<b>2,665,544</b>	<b>7,747,185</b>	<b>5,157,286</b>	<b>2,023,300</b>	<b>7,180,586</b>
<b>TOTAL BUDGET</b>	<b>4,865,358</b>	<b>2,881,827</b>	<b>7,747,185</b>	<b>4,823,585</b>	<b>2,357,000</b>	<b>7,180,586</b>
Revised						
6/3/2013						

**MUNICIPAL CORPORATION OF CAPE CHARLES  
CAPITAL PROJECTS BY FUND  
FISCAL YEAR 2014**

6/20/2013

	<b>BUDGET</b>	<b>GRANT PROCEEDS</b>	<b>TOWN MATCH/EXPENSE</b>
<b><u>GENERAL FUND</u></b>			
<b>PUBLIC WORKS</b>			
Cape Charles Multi-Use Trail Phase 2 (80/20 VDOT)	750,000	600,000	150,000
Fishing Pier Old Section Replacement	310,000	288,300	21,700
Handicapp Access for Old Library	40,000	0	40,000
Sidewalk - Connection from Heritage Acres	<u>10,000</u>	<u>0</u>	<u>10,000</u>
<b>TOTAL</b>	<b><u>1,110,000</u></b>	<b><u>888,300</u></b>	<b><u>221,700</u></b>
<b><u>WATER/WASTEWATER FUND</u></b>			
<b>WATERWORKS</b>			
Engineering Keck Wells Connection	60,000		60,000
Replacement Generator	45,000		45,000
<b>WASTEWATER</b>			
Engineering for Pump Stations (Plum St)	<u>30,000</u>		<u>30,000</u>
<b>TOTAL</b>	<b><u>135,000</u></b>		<b><u>135,000</u></b>
<b><u>HARBOR FUND</u></b>			
Floating Slip Section	100,000	75,000	25,000
Gator	12,000	0	12,000
Wave Attenuators	<u>1,000,000</u>	<u>1,000,000</u>	<u>0</u>
<b>TOTAL</b>	<b><u>1,112,000</u></b>	<b><u>1,075,000</u></b>	<b><u>37,000</u></b>
<b>TOTAL CAPITAL PROJECTS FY 2014</b>	<b><u>2,357,000</u></b>	<b><u>1,963,300</u></b>	<b><u>393,700</u></b>