



TOWN COUNCIL
Special Meeting
Cape Charles Civic Center
November 13, 2014
6:00 PM

1. Call to Order: Roll Call

2. Order of Business
 - A. Proclamation for St. Stephen's African Methodist Episcopal Church
 - B. Draft 5-Year Capital Improvement Plan
 - C. Council Oversight Roles
 - D. Future Work Session Priorities

3. Motion to Adjourn

	<u>Fund</u>	<u>Grant Sources</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>Beyond</u>
<u>Public Works</u>								
Pine Street Parking Lot 34 spaces, trash facility, alley access, landscaping	General	CBSF, CBRF	10,000	60,000				
Mason Ave. Leased Parking Lot, Improvements Grading, gravel, signs	General			10,000				
Multi Use Trail Phase 3, south Peach Street, design FY 16 &17	General	TAP 80%	1,570,000	45,000	40,000	550,000	50,000	6,500,000
Art Walk Way-finding FY 16, town entrance FY 17, Strawberry Plaza FY 18/19	General			10,000	100,000	50,000	500,000	
Visitor Center Improvements at museum	General				50,000			
Remove & Replace Trees in VDOT ROW Sick, dying and unsightly trees in historic district	General			30,000	30,000	30,000		
Sidewalk Infill Construct sidewalks where lacking in historic district	General			30,000	30,000	30,000		
Beach Pavillion Construct shaded pavillion near the south point/fishing pier	General				30,000			
Bay Avenue Electrical & Street Light Upgrade	General			30,000	30,000			
Vehicle Replacement	General	USDARD	30,000			30,000		
<u>Parks & Recreation</u>								
Beach Safety Swimming area buoys, float line, signs, lifeguard stands	General			15,000				
Playground Equipment Replacement	General	CCP, Epiphany ESCF		40,000				
Basketball Court, including fencing	General			75,000				
Improve & Landscape Drainage Areas in Central Park	General	CBSF, CBRF			25,000			
<u>Police Department</u>								
Patrol Vehicle Replacement	General	USDARD	23,200	24,000	24,000	24,000	24,000	
Dashboard Cameras for Patrol Vehicles 4 vehicles, one already equipped	General	USDARD		20,000				
<u>Administration & Finance</u>								
Civic Center Furniture & Equipment	General		18,925					
Town Hall Phone System Replacement	General		11,213					
Electronic Document Scanning	General		8,200					

	<u>Fund</u>	<u>Grant Sources</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>Beyond</u>
Enterprise Resources Planning System Replacement	General				50,000			
Vehicle Replacement Code Enforcement/Damage Assessment 4WD	General				25,000			
<u>Library</u>								
HVAC Second Floor	General		10,000					
Total General Fund			1,681,538	389,000	434,000	714,000	574,000	6,500,000
<u>Harbor</u>								
Offshore Breakwaters	Harbor General	VPA 75%		860,000			860,000	860,000
Inshore Wave Attenuator, A Dock, With Additional Slips	Harbor	VAP 75% BIG			250,000			
Inner Basin Bath House	Harbor	VPA 75% BIG				175,000		
Inner Basin Floating Slips	Harbor	VPA 75% BIG						1,000,000
New Fueling & Harbor Master's Dock	Harbor	VPA 75%						620,000
Harbor Master's Building	Harbor	VPA 75%						650,000
Total Harbor Fund				860,000	250,000	175,000	860,000	3,130,000
<u>Waterworks</u>								
Chloramine System Ammonia injection during warm weather to reduce TTHMs	W&WW			20,000				
Keck Wells Pipeline	W&WW	Facility Fees	60,000	400,000				
Prechlorination System Improve filter performance & combat SRB	W&WW			10,000				
Automatic Flush Systems Reduce TTHMs & flush WW collection system	W&WW		10,000	20,000	20,000			
Drying Bed for Backwash Waste Disposal of iron & manganese sediment	W&WW				250,000			
Pretreatment for Lower Aquifer Withdrawal	W&WW	Facility Fees				75,000	650,000	
Vehicle Replacement	W&WW		7,500			8,000		
Plant Expansion Depending on growth, increase from 500K to 1M gpd	W&WW	Facility Fees						2,300,000
<u>Wastewater System</u>								

	<u>Fund</u>	<u>Grant Sources</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>Beyond</u>
Manhole Refurbishment	W&WW		100,000					
Gravity Pump Stations Refurbishment Plum and Pine Streets	W&WW		30,000	100,000	100,000			
Emergency Generator, Mason Avenue Pump Station Replace aging unit	W&WW			50,000				
New Pump Controls, Mason Avenue Pump Station Replace old technology and interface with plant SCADA	W&WW			65,000				
Septage Receiving Facility Ability to process septic tank pump outs	W&WW	Sales Revenue		50,000	200,000			
Residual Solids Composting Facility Compost & sell solids instead of landfill	W&WW	Tip Fees & Sales Revenue				50,000	450,000	
Membrane Replacement 7 year nominal, maybe 10. Plant recapitalization in Facility Fee calculation.	W&WW	Facility Fees					50,000	
Plant Expansion Depending on growth, increase from 250K to 500K gpd	W&WW	Facility Fees						5,000,000
Reuse Pipeline & Reject Storage Depending on growth (250K gpd limit)	W&WW	Facility Fees						750,000
Vehicle Replacement	W&WW		8,100			8,000		
Total Water & Wastewater Fund			215,600	715,000	570,000	141,000	1,150,000	8,050,000
Total All Funds			1,897,138	1,964,000	1,254,000	1,030,000	2,584,000	17,680,000



TOWN COUNCIL

Work Session Topics

Item 2D

Discuss Work Session Topics and prioritize for future work session scheduling.

_____ Harbor Breakwater Project – VPA grant funding thru 6/30/15. **Permit expires March 2015.**
(Dependent on VPA match requirements and match funding.)

_____ PSA Sub-Committee – consent to move forward with an agreement. (Work Session held
9/18/14. Waiting on PSA Sub-Committee report.)

_____ With Library Board re: Bylaws and policies, Ordinance.

_____ CC Master Trail Plan – include Arts Walk in the plan and prioritize phases.

_____ Personnel Manual Update. (Waiting for feedback from VMLIP.)

_____ Wage Compensation Report – How to move forward. (Waiting on update with Exmore &
Onancock data.)

_____ **Ethics Training for TC, PC and all other Boards (Mike Sterling)**

_____ Winter Retreat (January 2015)

- FY2015 Mid-Year Review
- Budget Planning for FY 2016
- Fund Balance Policies
- Plan for Financing Capital Improvements

_____ Beach Safety

- Swimming Area Designation (Can't place buoys until after dredging project.)
- Water Safety
- Lifeguards

_____ Annexation Overview (Mike Sterling)

_____ Town Code Modifications:

- MuniCode Legal Review Changes
- State Code Changes – can we adopt by blanket ordinance similar to Code 42 – Traffic
- Animal Ordinance – Leash Law / Dogs on the Beach (Dog Committee formed.)
- Harbor Committee – Modify and or reactivate

_____ With PLANNING COMMISSION:

- Tourism Zone
- Comp Plan
- Flood Plain Ordinance

_____ Strategic Planning/Retreat (check with Tedd Povar re: facilitator)

_____ Beautification of Downtown

_____ CC Tourism Committee or Board – to handle TOT funds, etc.