



# TOWN COUNCIL

## Regular Meeting

February 18, 2015

Cape Charles Civic Center

6:00 PM

1. Call to Order
  - A. Roll Call
  - B. Establish quorum
2. Invocation and Pledge of Allegiance
3. Recognition of Visitors / Presentations – None
4. Public Comments (3 minutes per speaker)
5. Consent Agenda
  - A. Approval of Agenda Format
  - B. Approval of Minutes
6. Department Reports
  - \*A. Treasurer's Report
  - B. Planning Commission and Boards
  - C. Other Department Reports
7. Old Business – None
8. New Business
  - \*A. Reappointment of Historic District Review Board Member
  - \*B. Manhole Rehabilitation Project
  - \*C. FY 2014 Budget Re-Appropriation
  - \*D. Re-appropriation of Police
  - \*E. Local Government Challenge Grant - Arts Enter
  - \*F. Personnel Compensation
  - \*G. 2015 Town Harbor Rates
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
  - February 21, 2015 – February Freeze
  - March 5, 2015 – Town Council Budget Work Session, 6PM
  - March 12, 2015 – Town Council Budget Work Session, 6PM
  - March 19, 2015 – Town Council Regular Meeting, 6PM
11. Adjourn at 8:00 P.M.



**DRAFT**  
**TOWN COUNCIL**  
**Regular Meeting**  
**Civic Center**  
**January 15, 2015**  
**6:00 p.m.**

At approximately 6:00 p.m. Vice Mayor Bannon, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Vice Mayor Bannon, present were Councilmen Bennett, Brown and Godwin, and Councilwoman Natali. Mayor George Proto arrived at 6:10 p.m. Councilman Wendell was not in attendance. Also in attendance were Interim Town Manager Bob Panek and Assistant Town Clerk Amanda Hurley. The Department Heads were in attendance as well as four members of the public.

A moment of silence was observed and was followed by the recitation of the Pledge of Allegiance.

**RECOGNITION OF VISITORS/PRESENTATIONS:**

*Dixon Tucker, Virginia Department of Health*

Mr. Tucker presented the 2013 Water Fluoridation Quality Award to Designated Operator in Charge Patrick Christman. Mr. Tucker continued to state that the staff of Cape Charles were consistent in their diligence in maintaining optimal levels of fluoridation in its drinking water.

*Kerry Allison, Executive Director of the Eastern Shore Virginia Tourism Commission*

Ms. Allison presented 2014/2016 Marketing Blueprint PowerPoint presentation (please see attached).

Councilman Godwin and Vice Mayor Bannon were in agreement that the ESVTC had done a great job.

Bob Panek asked what the criteria was for determining top events. Ms. Allison stated that the list of top ten events wasn't ready yet, but top events were marketed as arts and culture or events that built regional presence that were distinctive and unique to the area.

Joan Natali asked if there were any plans or projections for originating entities to obtain the transient occupancy tax numbers. Ms. Allison stated that the data could be found on the state website, but it took over a year to receive the numbers back and went on to state that she would pass the data on to the town once received.

**PUBLIC COMMENTS:**

There were no public comments to be heard nor any written comments submitted prior to the meeting.

**CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:**

**Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve the agenda format as presented. The motion was approved by unanimous vote.**

**CONSENT AGENDA – APPROVAL OF MINUTES:**

The Town Council reviewed the minutes of the December 18, 2014 Regular Meeting, the January 8, 2015 Work Session and the January 8, 2015 Executive Session.

**Motion made by Councilman Bennett, seconded by Councilman Brown, to approve the minutes from the December 18, 2014 Regular Meeting, the January 8, 2015 Work Session and the January 8, 2015 Executive Session as presented. The motion was approved by unanimous vote.**

**DEPARTMENT REPORTS:**

**A. *Treasurer's Report:***

Treasurer Deborah Pocock reviewed the Treasurer's report dated December 31, 2014 which showed the Total Cash on Hand of \$1,902,209 (an increase of \$700,045 due to tax payments coming in), the Total Cash Held in Reserve was \$1,365,691 and the Total Cash – All Accounts was \$3,267,900. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the Capital Improvement Projects, the YTD 2014 Real Estate, Personal Property, Machinery and Tools Tax & 2015 License Tax Collections, the YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections, and the 3-Year Revenue Comparison Graph.

**Motion made by Councilman Brown, seconded by Councilwoman Natali, to accept the Treasurer's Report as submitted. The motion was approved by unanimous consent.**

**B. *Planning Commission and Boards:***

Interim Town Manager Bob Panek reported the following:

i) Interviews for the Town Planner position were held on December 17 and 19, 2014. The new Planner, Larry DiRe, would be starting February 2, 2015. Mr. DiRe had a Master's in Public Administration and had been a Town Administrator/Manager for a number of localities and taught urban planning at the college level; ii) The Planning Commission met on January 6, 2015 to review the public input regarding the Comprehensive Plan. They would be doing a final review so the draft could be finalized at their January 12<sup>th</sup> Regular Meeting. Dates would be discussed for a joint work session with the Town Council to review the proposed changes in preparation for a joint public hearing; iii) The Historic District Review Board met on December 16, 2014 and approved the application for 1 Mason Avenue, the former Northampton Hotel. The building was a contributing structure with a proposed use as a hotel/restaurant; iv) A Board of Zoning Appeals public hearing and meeting was held on January 7, 2015 to review an application for exception from the Chesapeake Bay Preservation Area Overlay District Resource Protection Area (RPA) requirements for holes 4 and 5 of the Bay Creek Nicklaus Golf Course which had sustained substantial erosion from various storms and must be reinforced to prevent further loss. That section of the golf course was now within the RPA governed by Article VII – Chesapeake Bay Preservation Area Overlay District of the Cape Charles Zoning Ordinance. The exception request was granted.

**C. *Code Enforcement:***

Code Official Jeb Brady reported that every five years, the Eastern Shore Hazard Mitigation Committee met monthly at the Eastern Shore Community College. FEMA required a regional plan for localities to participate in to be eligible for funding. It would take a year and a half for the plan to be finalized.

Councilman Brown questioned why there was such an increase in enforcement fees this year from last year. Jeb Brady stated that many properties had changed hands so back taxes and enforcement fees were being paid.

Jeb Brady attended the Bay Creek Builder's Guild and learned that they had a larger marketing budget and were hoping to double what they did last year.

*Town Harbor:*

Harbor Master Smitty Dize reported that he spoke with Ed Lewis of the Waterman's Memorial and Mr. Lewis stated that he hoped to have the memorial established before March.

Smitty Dize also added that he had been invited by Virginia Institute of Marine Science to the College of William and Mary's working waterfront meeting in Richmond on January 29<sup>th</sup>.

Bob Panek pointed out that there had been many great comments on the Harbor's Facebook page about the Dropping of the Crab Pot. Smitty Dize stated that the event was well attended with approximately 400-500 people.

*Cape Charles Memorial Library:*

Librarian Ann Rutledge reported that the Library was distributing library cards every week. There were still large groups of children attending story time despite the cold weather and almost 75 people attended the library one day last week.

*Police Department:*

Police Chief Jim Pruitt reported that he would be meeting with Bay Creek residents on January 31, 2015 at 10:00 a.m. regarding enforcement in the Bay Creek neighborhood.

Mayor Proto and Councilman Bennett congratulated Jim Pruitt on his one year anniversary as Police Chief.

*Public Utilities/Public Works Departments:*

Public Utilities/Public Works Director Dave Fauber reported the following: i) There was a water leak at the corner of Bay and Randolph Avenues as a result of a broken O-ring; and ii) There was an issue at the Plum Street pump station, but it had been resolved.

Councilman Bennett stated that every month it seemed like water production was less than wastewater production. Dave Fauber stated that the inflow and infiltration from rain water could be the cause of this and went on to state that the manhole covers were being looked into for repairs, but so far there were not many needing repair.

Councilman Brown commended Dave Fauber on the nice looking Public Works maintenance yard.

*Recreation Department:*

Recreation Coordinator Jen Lewis reported that she sent event listings to Allan Burns with the Eastern Shore of Virginia Tourism Commission and encouraged organizations to send their event information to the Town as there had been several instances where misinformation was received from other sources.

**OLD BUSINESS**

A. *Public Service Authority/Regional Wastewater Update:*

Bob Panek stated that at the December 15, 2014 meeting, the PSA Board authorized the Chairman to amend the engineering contract with Hurt & Proffitt to evaluate the Bayview wastewater treatment system and the possibility of its use as the treatment option for the Southern Node, Phase I project. The next meeting of the PSA subcommittee would be scheduled after the initial draft of a PSA-Cape Charles agreement was available. There was some discussion on the capacity of the Bayview wastewater treatment plant.

**NEW BUSINESS:**

A. *Grounds Maintenance Contract Award:*

Dave Fauber stated that Eastern Shore Landscape Management, Inc. (ESLM) had been the grounds maintenance contractor for the past 6 years. The original contract was signed in 2008

and was extended, as allowed by the contract, for two subsequent years. In 2011 ESLM was once again awarded the contract which was extended another 2 years. An Invitation for Bids was published November 26, 2014 with proposals due December 16, 2014. ESLM was the sole bidder with mowing services and maintenance costs comparable to last year's prices.

Councilman Bennett questioned why the Town seemed to receive a lot of one bid contracts and asked if there was something the Town could do to attract more bidders. Dave Fauber stated that bids could remain open longer, but most of the contractors who bid were the ones Dave Fauber called directly even though bids were advertised in the Eastern Shore News, Eastern Shore Post and on the Town's website.

**Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to authorize the award of the Grounds Maintenance Service Contract, including the maintenance of Central Park to Eastern Shore Landscape Management, Inc. The motion was approved by unanimous vote.**

*B. Flood Plain Ordinance – Set Public Hearing:*

Bob Panek stated that the Planning Commission had been working on the draft Flood Plain Ordinance and the Town was under the impression that it was to be completed by May 18, 2015. However, the State had given the incorrect date and the Town was required to adopt an updated Flood Plain Ordinance by March 2, 2015 and submit it to the FEMA Regional Office for approval. The adopted measures would be reviewed by the FEMA Regional Office and the Town would be notified when the measures were approved.

**Motion made by Councilman Brown, seconded by Councilman Bennett, to schedule a joint public hearing and meeting with the Planning Commission on February 3, 2015. The motion was approved by unanimous vote.**

*C. Virginia Port Authority Aid to Local Ports Grant Request:*

Every year during the General Assembly session, staff met with the Virginia Port Authority (VPA) staff to ask informally for grant funds to be authorized to continue to improve the Harbor as part of the Harbor Redevelopment Plan. A date had been set for February 20, 2015. The VPA required a letter signed by the Mayor by March 1<sup>st</sup> to officially request a new grant or carryover an existing grant. The VPA Board typically considered requests in May, with approved funding becoming available in July.

Last year, the VPA approved a carryover of \$500K that the Town requested for Phase 3 of the offshore breakwaters and \$75K for the inshore wave attenuator and docks. This carryover was necessary because local matching funds were not available.

The VPA also awarded the Town a new grant of \$255K for a wave attenuator. This was requested as part of a proposed marine terminal project, but not authorized as such.

Previously, the VPA's policy required a 25% local funding match for projects costing \$500K or less, but a 50% match for anything greater than \$500K. This requirement made Phase 3 of the offshore breakwaters unaffordable for the Town, as the project was estimated to cost about \$860K (\$430K local match). Recently, however, the VPA had adopted an amended policy that all grants would require only a 25% match. This dropped the local match for Phase 3 of the offshore breakwaters to \$215.2K.

Councilman Bennett proposed moving forward with a breakwater and Bob Panek stated that it would be addressed in the mid-year budget review.

**Motion made by Councilman Bennett, seconded by Councilman Brown, to authorize the Mayor to send a letter to the VPA requesting carryover of the currently authorized grants. The motion was approved by unanimous vote.**

*D. Library HVAC Contract Award:*

Staff published an IFB for the design and installation of the Library Second Floor HVAC on December 10, 2014. Proposals were due and opened on January 8, 2015. The Herbert Senn Co., Inc. was the sole bidder. The price was well within the budget and left ample funds for updating the electrical to handle the HVAC system.

**Motion made by Councilman Brown, seconded by Councilman Bennett, to authorize the award of the Library Second Floor HVAC Contract to The Herbert Senn Co., Inc. The motion was approved by unanimous vote.**

**MAYOR AND COUNCIL COMMENTS**

Councilwoman Natali wished everyone a happy new year and pointed out that the Town was doing well financially and thought it was nice of the VPA to change their local funding match percentage.

Councilwoman Natali invited everyone to the Epiphany Party which would be held January 17, 2015 at 6:30 p.m. and invited volunteers to help set up the Fire House at 1:00 p.m.

Councilman Godwin stated that he was pleased with what was going on in the Town so far.

Vice Mayor Bannon stated that the article about little towns in the A&N Electric Cooperative magazine was one of the best.

Mayor Proto wished everyone a happy new year and reminded everyone of the upcoming budget review. Mayor Proto was pleased with the direction the Town was going.

**ANNOUNCEMENTS**

- January 16, 2015 – Town Offices Closed in Observance of Lee-Jackson Day
- January 17, 2015 – Epiphany Party at Cape Charles Fire House
- January 19, 2015 – Town Offices Closed in Observance of Martin Luther King Jr. Day
- January 28, 2015 – VML Day at the Capital, Richmond
- February 5, 2015 – Town Council Work Session, 6PM
- February 16, 2015 – Town Offices Closed in Observance of Presidents’ Day
- February 19, 2015 – Town Council Regular Meeting, 6PM

**Motion made by Councilwoman Natali, seconded by Councilman Brown, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.**

---

Mayor Proto

---

Assistant Town Clerk

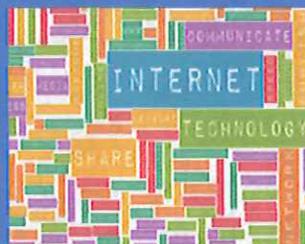
# 2014/2016 Marketing Blueprint

Eastern Shore of Virginia Tourism Commission



Fall 2014

# MARKETING BASELINE



2

## Key Data

- 3.5 Million CBBT Crossers
- 90% of Travelers Plan Online
- Planning: 52% Own Experience/  
Friends, Family
- Pinterest: Fast Growing for Travel/Leisure
- Images Key to Travel/Leisure
- Mobile Platform Essential

## Key Product Areas

- History = 34%
- Outdoors/Nature = 31%
- Shopping = 30%
- Beach = 20%
- Dining/Wine = 19%

Source: Virginia Tourism Corp.

Also Space, Artisan Trail,  
Virginia Oyster

## Key Demographics

- 39% = 45 to 64
- 33% = 25 to 44
- 22% = 65 plus

Source: Virginia Tourism Corp

## Traveler Origin/Planning

- #1, Virginia
- #2, Pennsylvania
- #3, North Carolina
- #4, New York
- #5, New Jersey

Source: ESVATC Welcome Center

# STRATEGY



## Strategic Pathways

- Digital Presence  
Deep & Broad, Dominate Search Results
- New Markets/Products  
Multi Gen, Expand 25 to 44, Girlfriends,  
Culinary, Arts, Support Partnership Formation, Shoulder  
Season Growth
- Packages/Deals/Itineraries  
High Media & Consumer Demand, Simplifies Trip Planning
- Better, More Engaging Information  
Across Channels, Interactive Maps, Itineraries, Top Ten  
Events, Short Videos, Pinterest Boards

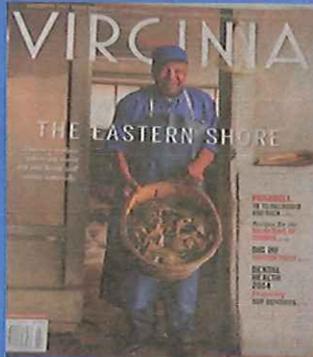
## TACTICS



## Action

- Content Marketing
- New Consumer Email
- New Social Media Channels
- Top Events, Itineraries
- Leverage – Artisans Trail, Virginia Oyster
- Targeted Advertising: VTC Coop/SEM, Facebook Boost, Facebook PPC, Pinterest

## KPIs



## Tax Revenue Increase

- Region: \$241,063,863 in 2013
- 3.8% Increase YOY '12 to '13
- Highest increase in VA
- State Average = 1.4%

Source: VTC/US Travel Association: Travel Economic Impact (Expenditures (food, lodging, transport, purchases, entertainment, recreation), Payroll, Employment, Direct Travel Related Tax Receipts)

## Signals of Intent to Travel

- Website Visits: +48% YOY
- Social Media Engagement: Adding 1000 K/month FB Likes
- Guide Orders: Up 20%
- Newsletter Sign Ups: 1500 Since Sep Start
- % New Website Visitors: (65 to 80%)
- View Stay on Website: Top 5 Page 6 Months

## Earned Social Media

### Measure Engagement

#### Facebook

- Likes
- Shares
- Comments

(New: Instagram, Pinterest, YouTube)

## Earned Mainstream Media

- **Washington Post, June**  
Virginia's Eastern Shore: A natural fit for summer
- **Forbes, July**  
Forget The Hamptons, Chincoteague Island Is The Place To Be This Summer
- **Virginia Living, July/August**  
Cover & six page photo essay about the Eastern Shore
- **Martha Stewart Living, July/August**  
Blue Sky Lavender Farm
- **Coastal Living**  
Named Chincoteague Happiest Seaside Town

## INDUSTRY PROGRAM



## Industry Strategy

- Marketing Plan Visibility
- Industry Email 1x Quarter
- Annual Tourism Summit, Workshops
- Dashboard (KPIs)
- Strategic Planning

You'll  
Love  
our  
Nature   
EASTERN SHORE, VA



***DRAFT***  
**TOWN COUNCIL**  
**Executive Session**  
**Cape Charles Civic Center**  
**January 20, 2015**  
**5:45 PM**

At approximately 5:45 p.m. Mayor George Proto, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Wendell. Councilman Godwin and Councilwoman Natali arrived after the meeting went into closed session. Mr. John Anzivino from Springsted, Inc. was also in attendance.

**Motion made by Councilman Brown, seconded by Vice Mayor Bannon, and unanimously approved to go into Closed Session in accordance with Section 2.2-3711-A of the Code of Virginia of 1950, as amended for the purpose of:**

**Paragraph 1:** Discussion consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

**Specifically:** Town Manager Interviews

**Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to return to Open Session. The motion was unanimously approved.**

Motion to certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, yes.

**Motion made by Councilman Brown, seconded by Councilman Bennett, to adjourn the Town Council Executive Session. The motion was unanimously approved.**

---

Mayor Proto

---

Town Clerk



***DRAFT***  
**TOWN COUNCIL**  
**Executive Session**  
**Town Hall**  
**January 22, 2015**  
**5:45 PM**

At approximately 5:45 p.m. Mayor George Proto, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Wendell. Councilman Godwin and Councilwoman Natali arrived after the meeting went into closed session. Mr. John Anzivino from Springsted, Inc. was also in attendance.

**Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, and unanimously approved to go into Closed Session in accordance with Section 2.2-3711-A of the Code of Virginia of 1950, as amended for the purpose of:**

**Paragraph 1:** Discussion consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

**Specifically:** Town Manager Interviews

**Motion made by Councilman Godwin, seconded by Vice Mayor Bannon, to return to Open Session. The motion was unanimously approved.**

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, yes.

**Motion made by Councilman Brown, seconded by Councilwoman Natali, to adjourn the Town Council Executive Session. The motion was unanimously approved.**

---

Mayor Proto

---

Town Clerk



**DRAFT**  
**PLANNING COMMISSION & TOWN COUNCIL**  
**Joint Public Hearing & Special Meeting**  
**Cape Charles Civic Center**  
**February 3, 2015**  
**6:00 p.m.**

At 6:00 p.m. Vice Chairman Mike Strub, having established a quorum, called to order the Public Hearing and Special Meeting of the Planning Commission. In addition to Vice Chairman Strub, present were Commissioners Andy Buchholz, Dan Burke, Joan Natali, Sandra Salopek, and Bill Stramm. Chairman Dennis McCoy was not in attendance. Also in attendance were Interim Town Manager Bob Panek, Town Planner Larry DiRe and Town Clerk Libby Hume. There were 2 members of the public in attendance.

Mayor George Proto, having established a quorum, called to order the Public Hearing and Special Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Godwin and Councilwoman Natali. Councilman Wendell was not in attendance.

Town Clerk Libby Hume read the public hearing notice which was published in the Eastern Shore News, Eastern Shore Post and on the Town's website.

**PUBLIC COMMENTS:**

There were no public comments to be heard nor any written comments submitted prior to the hearing.

**Motion made by Joan Natali, seconded by Dan Burke, to close the Planning Commission Public Hearing. The motion was approved by unanimous vote.**

**Motion made by Vice Mayor Bannon, seconded by Councilman Godwin, to close the Town Council Public Hearing. The motion was approved by unanimous vote.**

*Flood Plain Ordinance:*

Vice Mayor Bannon stated that the majority of the town would be out of the flood zone per the new FEMA flood maps. If a resident were to cancel their flood insurance coverage and if FEMA were to designate their property to be in a flood zone on a future flood map, would the resident have to purchase flood insurance at that time at a higher rate?

Bob Panek stated that would be the case. An article had been published in a past edition of the Gazette advising residents not to cancel their flood insurance. If residents were to keep their flood insurance even though their property was not in a flood zone, the premiums would be much lower than they were now.

Mayor Proto suggested that residents discuss this issue with their insurance companies.

There was some further discussion regarding insurance premiums, requirements of mortgage companies and homeowners' associations.

**Motion made by Dan Burke, seconded by Bill Stramm, to recommend Town Council approval of the Flood Plain District Ordinance as presented. The motion was approved by unanimous vote.**

**Motion made by Joan Natali, seconded by Dan Burke, to adjourn the Planning Commission Special Meeting. The motion was approved by unanimous vote.**

Mayor Proto asked Council whether there were any other questions or further discussion.

**Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adopt the Flood Plain Ordinance as presented. The motion was approved by unanimous vote.**

**Motion made by Councilman Brown, seconded by Councilman Godwin, to adjourn the Town Council Special Meeting. The motion was approved by unanimous vote.**

---

Vice Chairman Mike Strub

---

Mayor George Proto

---

Town Clerk



**DRAFT**  
**TOWN COUNCIL**  
**Budget Retreat**  
**Cape Charles Civic Center**  
**February 5, 2015**  
**12:30 PM**

At approximately 12:30 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Budget Retreat. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Godwin and Councilwoman Natali. Councilmen Brown and Wendell were not in attendance. Also in attendance were Interim Town Manager Bob Panek, Treasurer Deborah Pocock, Harbor Master Smitty Dize, Public Works/Public Utilities Director Dave Fauber and Town Clerk Libby Hume. There were no members of the public in attendance.

1. *FY 2015 Mid-Year Review:*

Deborah Pocock reviewed the Budget Performance Review FY 2015 presentation. (Please see attached.)

There was some discussion regarding the following: i) establishing an official rainy day fund; ii) the desire of some of the Council to see a more detailed report which showed the amounts saved or anticipated savings on specific projects; iii) the possibility of streaming down the Pine Street parking lot project for trash management only as Phase 1 since the Town leased property from the Bay Coast Railroad to provide parking off the south side of Mason Avenue; iv) the 2015 Harbor for the Arts Program and the development of a Tourism Map for the Town; and v) funding of the next section of the offshore breakwater.

2. *Capital Improvement Plan:*

Bob Panek reviewed the Cape Charles Capital Improvement Plan (CIP) and there was discussion regarding the following: i) Pine Street Parking Lot – Advertise for bids in FY 2015 for the design for trash management keeping the plan compatible for a future phase for parking. Construction could be done in FY 2016. The plan for parking lot and landscaping would be deferred; ii) Mason Avenue Leased Parking Lot – Needed to be done in phases with the first phase being completed this year before the start of the summer season. Council requested a conceptual layout from Land Studio; iii) Multi Use Trail – It was likely that only a small amount of the budgeted funds would be spent this year due to the delay in obtaining VDOT approval; iv) Art Walk - Installation of the Way Finding Signs were preferred in the FY 2016 budget. Locations needed to be determined outside of the VDOT right-of-way (ROW); v) Removal and Replacement of Trees in VDOT ROW – About 20 trees in the VDOT ROW were in need of being removed and replaced with more appropriate trees on VDOT’s approved list. Council agreed to keep this item on the CIP beginning in FY 2016 with further discussion at the upcoming budget work session; vi) Sidewalk Infill to construct sidewalks where lacking in the Historic District – VDOT had a revenue share program available to split the costs of new sidewalks 50/50. The current zoning ordinance required property owners construct sidewalks along their property when constructing a new home/building. Some properties were grandfathered and there was discussion regarding the possibility of requiring the construction of sidewalks for houses/buildings being renovated; vii) Beach Pavilion – Adding a shelter to the fishing pier for picnics and events. There was also some discussion regarding something for the north end of the beach. Bob Panek explained that there were plans at the north end of the beach as part of the Trail project

and a sheltered area could be considered; viii) Bay Avenue Electrical and Street Light Upgrade – Burying the electric service and replacing the lights with lights similar to those in Central Park.; ix) Beach Safety – This project could not begin until after the Harbor dredging project was completed since sand from the dredging would be placed on the beach. Mayor Proto stated that a work session was needed to discuss this project in detail; x) Basketball Court and Fencing – Several possible locations were discussed. The courts would be fenced and would possibly have to be staffed. This issue was moved to FY 2017 and would be discussed in more detail at a later time; xi) Improve and Landscape Drainage Areas in Central Park – This project was moved from FY 2017 to FY 2016; xii) Video Security Systems for Central Park, the Civic Center, the Beach and Library – This project was moved from FY 2017 to FY 2016. Council stressed the importance of a system that would be compatible at all locations; xiii) Enterprise Resources Planning System Replacement – The current financial software was very cumbersome requiring a lot of manual entries. The software was not user friendly and the vendor did not provide user manuals for the updated programming. The Harbor was on a different system. Deborah Pocock stated that she was looking at various financial software packages to find one that would better accommodate the Town. Council felt this was a priority and moved the project from FY 2017 to FY 2016; xiv) Offshore Breakwater – The current total project estimate was \$860K with the Town's match of \$215K; xv) Waterworks Chloramine System which would inject ammonia during warm weather to reduce the TTHMs. This project was moved from FY 2016 to FY 2015; xvi) Keck Wells Pipeline – This project was not necessary for capacity but would improve water quality. This construction portion of the project could possibly be moved to FY 2017 from FY 2016; xvii) Automatic Flush Systems – Would reduce TTHMs and eliminate the need for the quarterly water system flushes. Permission was received from Bay Creek with the first location being planned for Heron Point. If the system worked well, four more locations were planned; xviii) Improve Finished Water Aesthetics – This would be a plant improvement to add an aeration system before the filters which would remove iron better than chlorination. This project was currently planned for FY 2017; xix) Manhole Refurbishment – An invitation for bids was advertised with a submittal deadline of February 17<sup>th</sup>. The current cost estimate for this project was \$40K in FY 2015; xx) Gravity Pump Stations Refurbishment for the Plum and Pine Street locations – The engineering started 2 weeks ago; xxi) Emergency Generator for Mason Avenue Pump Station – This was an aging unit. Although it operated well and had not needed to be repaired recently, parts were very difficult to find on a unit of this age. This project was currently earmarked for FY 2016 but could possibly wait until FY 2017; xxii) Septage Receiving Facility – The test worked but was difficult to control. Dave Fauber stated that this service was needed in the County. Currently, Septage was transported to Pocomoke, MD. There were some issues with phosphorus at the time but more analysis was needed to determine the feasibility of the Town offering this service; and xxiii) Membrane Replacement – This could possibly be moved to beyond FY 2019. General Electric recently pulled the current membranes and there were no issues with tears or other damage.

Councilman Bennett asked whether the Town needed to plan for any maintenance to the jetty and suggested adding it to the CIP.

3. *Personnel Compensation Study Implementation:*

Bob Panek stated that several work sessions were held to review the Springsted recommendations for a new pay scale, position rankings and implementation options. The proposed pay scale was reduced by 5% and the ranking for several positions was revised. Employees were placed within the pay scale based on supervisor's assessments. The cost of implementation, including payroll taxes, would be

approximately \$39K for all departments, which was less than the study implementation options mainly due to the 5% reduction in the pay scale. Implementation should achieve market competitiveness and lessen turnover. In reviewing the proposed pay scale from Springsted, it was discovered that the range per pay grade was actually 67% vs. the 50% as stated by Springsted. This error had been corrected. Staff's recommendation was as follows: i) Adopt the new pay scale and positions rankings as discussed; ii) Employee evaluation process must drive future advancement and be done consistently; iii) Cost of Living Allowances (COLA) must be a separate annual consideration based on the change in Consumer Price Index and affordability. The pay scale must be adjusted for any approved COLA. If Council desired, the new pay scale could be implemented effective March 1, 2015 at a cost of approximately \$10K-13K since there was only 4 months left in this fiscal year.

Mayor Proto expressed his agreement in implementation during this fiscal year and thanked Bob Panek for the amount of work he put into this project. Mayor Proto asked Council their thoughts regarding implementation.

The Council members in attendance agreed that implementation should be done effective March 1, 2015. This issue would be on the February Regular Meeting agenda to i) adopt the new pay scale; and ii) implement effective March 1, 2015.

4 *Harbor Rate Review:*

Smitty Dize stated that the Harbor rates were reviewed annually and compared to other nearby harbors and marinas. Unlike other Enterprise Funds, the Harbor rates needed to be determined now in preparation for the upcoming spring season. Smitty Dize went on to review some of the rate comparisons and introduced the recommendations for the 2015 season. Smitty also discussed the cost of credit card fees which amounted to approximately \$30K per year. Other marinas, harbors and localities charged a 3% fee for all credit card purchases and he recommended assessing a 3% credit card fee for this season to help offset the charges to the Town. Feedback would be monitored for the coming year and the issue would be reviewed again next year. This item would be on the February regular meeting agenda for a Council decision.

**Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to adjourn the Town Council Budget Retreat. The motion was approved by unanimous vote.**

---

Mayor Proto

---

Town Clerk

# Budget Performance Review FY 2015

Council Work Session – Budget Retreat  
February 5, 2015

## MID - YEAR BUDGET REVIEW

FUND	CURRENT	ANNUAL	% REALIZED/
	YEAR-TO-DATE	BUDGET	EXPENDED FY15
GENERAL Operating			
REVENUES	1,894,994	3,707,715	51.11%
EXPENDED Operating	1,015,417	2,026,177	50.11%
EXPENDED Capital	90,358	1,681,538	5.37%

- 50% of the Operating Budget was expended in the first half of the Fiscal Year.
- Of this amount, \$93,777, or 4.7% of operating budget, was expended for one time, or unanticipated costs, such as increased liability insurance, Bank of America Franchise Fee Refund, Springsted contracts, and other miscellaneous items.

FY 2015 Anticipated Cost Savings

\$128,000 Operating Budget Savings - Legal fees, Personnel Costs  
Beach Sand Replacement, General Contingency Fund \*

\$ 78,000 Manhole Project, Library HVAC, New Phone System

\$206,000 Total for FY 2015 Discretionary Spending

\* \$22,000 contingency withheld for remainder of year

FY 2015 New Project Proposals

\$50,000 Purchase Strawberry Street Plaza

\$10,000-\$20,000 Leased Parking Area Improvements

\$ 7,100 60% Design Pine Street Parking Lot  
or \$20,200 100% Design & Bid Pine Street Parking Lot

\$13,000 Additional funding for Water/Sewer Truck  
(currently budgeted at \$15,200)

WATER AND SEWER FUND – Performing at Budget Expectation

SANITATION– Performing at Budget Expectation

BUDGET REVIEW – HARBOR FUND

Harbor	Operating revenues	Op expenses less depreciation	Net Income/(loss)	
2012	\$836,089	\$845,124	-\$9,035	
2013	\$897,365	\$896,252	\$1,113	
unaudited 2014	\$908,180	\$1,097,437	-\$189,257	\$185,442 *debt service
projected 2015	\$987,821	\$1,039,767	-\$51,946	\$115,372 *debt service

\*Harbor Fund is overburdened by debt service payments.



**DRAFT**  
**TOWN COUNCIL**  
**Special Meeting**  
**Cape Charles Civic Center**  
**February 5, 2015**  
**Immediately Following Budget Retreat**

At 4:05 p.m. Mayor George Proto, having established a quorum, called to order the Town Council Special Meeting. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Godwin, and Councilwoman Natali. Councilmen Brown and Wendell were not in attendance. Also in attendance were Interim Town Manager Bob Panek and Town Clerk Libby Hume. There were no members of the public in attendance.

Mayor Proto stated that Northampton County had scheduled a Public Information Meeting regarding their proposed revised zoning ordinance on February 19<sup>th</sup> which was the same date as the Town Council Regular Meeting. There would be a second Public Information Meeting on February 25<sup>th</sup> at Occohannock Elementary School and the Town had requested a special briefing from the County to review the zoning ordinance and were awaiting dates from the county administrator. Vice Mayor Bannon and Councilwoman Natali had requested that the Town Council Regular Meeting be rescheduled to allow Council members to attend the Public Information Meeting at Kiptopeke Elementary School. Mayor Proto stated that he did not think a date change was necessary and any Council members wanting to attend the meeting could go to the February 25<sup>th</sup> meeting. Mayor Proto went on to ask the Council members in attendance their opinions regarding this issue.

Councilman Bennett stated that he felt that extenuating circumstances were needed before a regular meeting date was changed and did not think that a change in date was necessary.

Vice Mayor Bannon stated that he felt it important for Council to go to the Kiptopeke meeting along with the citizens of the Town vs. the one in Occohannock.

Councilman Godwin stated that a letter was sent to the County regarding scheduling a meeting but added that if the other Council members felt strongly, the regular meeting date could be changed.

Councilwoman Natali stated that she would like to see the Cape Charles Town Council at the Kiptopeke Meeting to show their presence and to show that they cared about the issue even though they could not provide their input at this meeting. The Council owed it to the citizens of the Town. It would not do anything to go to the Occohannock meeting because Occohannock was not our district.

Councilman Godwin stated that he was agreeable to changing the regular meeting date since Councilwoman Natali felt so strongly about the issue.

**Motion made by Councilman Godwin, seconded by Councilwoman Natali, to change the Town Council Regular Meeting date from Thursday, February 19<sup>th</sup> to Wednesday, February 18<sup>th</sup>.**

Mayor Proto moved for adoption of Resolution 20150205 Changing Day of the February 2015 Cape Charles Town Council Regular Meeting as noticed and forewent reading of the Resolution.

**Resolution 20150205 was adopted by majority vote. Roll call vote: Bannon, yes; Bennett, no; Godwin, yes; Natali, yes.**

**Motion made by Councilwoman Natali, seconded by Vice Mayor Bannon, to adjourn the Town Council Special Meeting. The motion was approved by unanimous vote.**

---

Mayor George Proto

---

Town Clerk

# Planning Department Report for Town Council

From: Larry DiRe  
To: Town Council  
Date: February 10, 2015  
Subject: Report for Planning Department

---

## Permits:

On February 2<sup>nd</sup> the Town received a permit application from the Virginia Marine Resources Commission (MRC), Habitat Management Division for a 100-foot long pier project on Verlinda Landing in the Tower Hill subdivision. I informed the MRC representative by email that this property, while having a Cape Charles address, was not within the Town's jurisdiction. Subsequently, the Northampton County Zoning Administrator provided MRC with the information needed to move the application forward.

## Planning Commission:

1. The Planning Commission met on February 3<sup>rd</sup> to hold a public hearing regarding proposed modifications to the Cape Charles Zoning Ordinance, Article VI- Flood Plain District. This was a joint public hearing with the Town Council. No comments were heard, and no written comments were submitted prior to the public hearing. Upon closing the public hearing, the Commissioners convened a joint special meeting to consider the proposed modifications and make a recommendation to Town Council. The Commissioners had some discussion of insurance premiums, requirements of mortgage companies and homeowners' associations. Upon closing discussion, there was a motion to recommend that the Town Council approve the modifications as presented. The motion passed by a unanimous vote. Per the recommendation from the Planning Commission, the Town Council adopted the revised Flood Plain District ordinance by unanimous vote and the special meeting was adjourned.

## Historic District Review Board:

1. The HDRB convened a special meeting on January 27<sup>th</sup> to question a developer who earlier received a Certificate of Appropriateness (COA) to build a house at 404 Jefferson Avenue. Since receiving that COA, the developer took several actions that were not in compliance with the original project drawings, and not permitted in the Town's historic district. Principal issues included the style of front-facing door on the second floor, the location of an interior stairway, constructing a west-facing dormer, and upper floor emergency exit window. The Board members questioned the developer, who claimed that he lost sight of this project's specifics because he had numerous projects (eighteen) going on contemporaneously. He apologized and assured the Board that this would not happen again. The Board granted permission for the dormer based on there being numerous other buildings in Town featuring the same type of structure. The second floor non-compliant, front-facing, sliding glass doors are being replaced by French doors to keep in continuity with similar style, front-facing doors in the historic district. The developer assured the Board that emergency exit windows would be installed in the upper floors. Upon receiving these assurances, the Board voted unanimously to grant permission for the project to continue and the special meeting was adjourned.

## Board of Zoning Appeals:

1. The BZA had no business to consider and did not meet.

**Code Enforcement**  
Month of January FY 2015

**Building Permits Issued/Permit Fees Collected:**

Permits this month: 70	
Permits this year: 229	Total permits last year: 269
Total construction this month: \$872,047	
Total construction this year: \$4,934,963	Total construction last fiscal year: \$6,874,978
Permit fees this month: \$22,153.97	
Total permit fees this fiscal year: \$153,125.89	Total permit fees last fiscal year: \$95,845.65
Bay Creek Water/Sewer Tap fees: \$0	
The Colony/Sewer Water Tap fees: \$0	
Marina Village/Marina Village East Sewer/Water Tap fees: \$0	
Bayside Village Sewer/Water Tap fees: \$0	
Old-Town Water/Sewer Tap fees: \$12,350	
Total Tap fees this year: \$98,800	Total Tap fees last fiscal year: \$37,050
Fire Dept. levy this month: \$803.94	
Total Fire Dept. levies this year: \$4,028.38	Total Fire Dept. levies last fiscal year: \$3,343.33
State levy this month: \$160.82	
Total state levies this year: \$805.79	Total state levies last fiscal year: \$943.38
Miscellaneous Revenue: \$0	

**Existing Structures Code Enforcement Cases:**

Total Cases: 27	
New this month: 0	
Closed this month: 0	
Rental Inspections: 0	
Rental C.O's Issued: 0	
Rental Inspection fees collected: \$0	
Grass cutting enforcement: 0	
Grass cutting: 0	
Enforcement fees charged this month: \$0	
Enforcement fees charged this year: \$6,700.00	Fees charged last fiscal year: \$10,050
Enforcement fees collected: \$2,633.90	
<b>Enforcement fees collected this year: \$17,823.48</b>	Fees collected last fiscal year: \$1,129.36

**Annual Fire Inspections (updated) (Completed)**

Total Cases: 92  
Inspections conducted: 0  
Closed this month: 0  
Closed altogether: 92  
Cases unresolved: 0

**Annual Fire Reports (updated) (Completed)**

Total Cases: 59  
Received this month: 0  
Closed: 59  
Unresolved: 0

Month of January FY 2015

**Other items of note:**

1. Completed **105** inspections
2. Conducted 2 zoning clearances
3. Completed 1 courtesy residential inspections
4. Conducted 4 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 0 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 1 residential plan reviews
8. Issued 0 Public Utilities Shallow Well permits
9. Cape Charles Lofts is moving along. They are close to getting all framing, insulation and rough-in inspections approved so that they can begin hanging drywall.
10. Old Be-Lo building has been razed and they are in the process of cleaning up the site.
11. Staffed a Planning Commission meeting regarding the floodplain ordinance and final review of the updated comp plan.
12. Staffed two Historic District Review Board meetings. One for the addition at 237 Randolph Avenue. The other was a special called meeting for the board to look at changes being made on the new structure at 404 Jefferson Avenue.
13. Currently attending a 32 hour seminar on Managing Floodplain Development through the National Flood Insurance Program (NFIP).
14. Willing be sitting for the Certified Floodplain Manager's exam on Friday February 9.
15. Attended a Bay Creek Builder's Guild meeting recently held at the Bay Creek Realty Office.

02/03/15

# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PE150009	Electrical	01/28/2015	504 Bay Avenue	Rewiring Kitchen	\$56.00	\$600
	PB150010	Building	01/28/2015	504 Bay Avenue	Residential Alteration	\$644.00	\$100,000
	PM150028	Mechanical	01/29/2015	504 Bay Avenue	New Mechanical for Rehab	\$151.20	\$12,000
	PM150019	Mechanical	01/12/2015	114 Fig Street	1 new air to air heat pump	\$75.59	\$5,997
083A4-0300-00	PM150020	Mechanical	01/05/2015	118 Fig Street	1 New Geothermal Unit	\$224.00	\$25,000
	PB150001	Building	01/07/2015	407 Harbor Avenue	Tear off/retroof	\$95.20	\$9,500
	PM150022	Mechanical	01/14/2015	155 Heron Pointe Driv	New Mechanical for S/F Res	\$218.40	\$24,000
	PE150003	Electrical	01/08/2015	404 Jefferson Avenue	60 amp temp pole	\$56.00	\$150
	PP150004	Plumbing	01/26/2015	602 Jefferson Avenue	New Plumbing for S/F Res	\$61.60	\$3,500
083A1-010018	PM150024	Mechanical	01/26/2015	602 Jefferson Avenue	New Mechanical for S/F Res	\$151.20	\$12,000
	PG150001	Gas	01/26/2015	602 Jefferson Avenue	New Gas Piping	\$56.00	\$1,000
	PE150008	Electrical	01/26/2015	602 Jefferson Avenue	New Electrical for S/F Res	\$70.00	\$5,000
	PB150007	Building	01/26/2015	602 Jefferson Avenue	New Modular Home	\$14,680.11	\$150,000
	PE150006	Electrical	01/22/2015	9 Monroe Avenue	Upgrading Duplex to 2 - 200 Amp Panels	\$56.00	\$1,500
	PB150008	Building	01/27/2015	9 Monroe Avenue	Residential Alteration	\$86.80	\$8,000
	PP150002	Plumbing	01/21/2015	522 Monroe Avenue	New onsite sewer line	\$56.00	\$1,800
	PE150005	Electrical	01/21/2015	300 Nicklaus Drive	Permanent Temp Pole for Communications	\$84.00	\$150
	PB150011	Building	01/29/2015	301 Patrick Henry Av	Commercial interior alteration	\$128.80	\$6,500
	PB150005	Building	01/21/2015	416 Plum Street	Residential Alteration	\$420.00	\$80,000
	PM150002	Mechanical	01/05/2015	423 Plum Street	New mechanical for common area	\$103.92	\$4,277
	PE140061	Electrical	01/05/2015	423 Plum Street	New Electrical for Common Area	\$352.80	\$24,000
	PM150001	Mechanical	01/05/2015	423 Plum Street 101	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140062	Electrical	01/05/2015	423 Plum Street 101	New Electrical for Unit	\$86.80	\$8,000
	PM150003	Mechanical	01/05/2015	423 Plum Street 102	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140063	Electrical	01/05/2015	423 Plum Street 102	New Electrical for Unit	\$86.80	\$8,000
	PM150004	Mechanical	01/05/2015	423 Plum Street 103	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140064	Electrical	01/05/2015	423 Plum Street 103	New Electrical for Unit	\$86.80	\$8,000
	PM150005	Mechanical	01/05/2015	423 Plum Street 104	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140065	Electrical	01/05/2015	423 Plum Street 104	New Electrical for Unit	\$86.80	\$8,000
	PM150006	Mechanical	01/05/2015	423 Plum Street 105	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140066	Electrical	01/05/2015	423 Plum Street 105	New Electrical for Unit	\$86.80	\$8,000

02/03/15

# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PM150007	Mechanical	01/05/2015	423 Plum Street 106	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140067	Electrical	01/05/2015	423 Plum Street 106	New Electrical for Unit	\$86.80	\$8,000
	PM150008	Mechanical	01/05/2015	423 Plum Street 108	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140068	Electrical	01/05/2015	423 Plum Street 108	New Electrical for Unit	\$86.80	\$8,000
	PM150009	Mechanical	01/05/2015	423 Plum Street 109	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140069	Electrical	01/05/2015	423 Plum Street 109	New Electrical for Unit	\$86.80	\$8,000
	PM150010	Mechanical	01/05/2015	423 Plum Street 110	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140070	Electrical	01/05/2015	423 Plum Street 110	New Electrical for Unit	\$86.80	\$8,000
	PM150011	Mechanical	01/05/2015	423 Plum Street 201	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140071	Electrical	01/05/2015	423 Plum Street 201	New Electrical for Unit	\$86.80	\$8,000
	PM150012	Mechanical	01/05/2015	423 Plum Street 202	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140072	Electrical	01/05/2015	423 Plum Street 202	New Electrical for Unit	\$86.80	\$8,000
	PM150013	Mechanical	01/05/2015	423 Plum Street 203	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140073	Electrical	01/05/2015	423 Plum Street 203	New Electrical for Unit	\$86.80	\$8,000
	PM150014	Mechanical	01/05/2015	423 Plum Street 204	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140074	Electrical	01/05/2015	423 Plum Street 204	New Electrical for Unit	\$86.80	\$8,000
	PM150015	Mechanical	01/05/2015	423 Plum Street 205	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140075	Electrical	01/05/2015	423 Plum Street 205	New Electrical for Unit	\$86.80	\$8,000
	PM150016	Mechanical	01/05/2015	423 Plum Street 206	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140076	Electrical	01/05/2015	423 Plum Street 206	New Electrical for Unit	\$86.80	\$8,000
	PM150017	Mechanical	01/05/2015	423 Plum Street 207	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140077	Electrical	01/05/2015	423 Plum Street 207	New Electrical for Unit	\$86.80	\$8,000
	PM150018	Mechanical	01/05/2015	423 Plum Street 208	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140078	Electrical	01/05/2015	423 Plum Street 208	New Electrical for Unit	\$86.80	\$8,000
	PB150009	Building	01/27/2015	237 Randolph Avenue	Residential alteration + Master bath additio	\$252.00	\$80,000
	PB150006	Building	01/21/2015	315 Randolph Avenue	Tear off/rooof porch	\$56.00	\$500
	PM150026	Mechanical	01/29/2015	814 Randolph Avenue	2 New air to air heat pumps	\$262.23	\$15,914
	PM150021	Mechanical	01/14/2015	145 Sunset Blvd.	New Mechanical for S/F Res	\$224.00	\$25,000
	PM150023	Mechanical	01/26/2015	109 Tazewell Avenue	New Mechanical	\$183.12	\$17,700
	PE150007	Electrical	01/26/2015	109 Tazewell Avenue	Upgrading to 200 amp services	\$70.00	\$5,000
	PB150004	Building	01/13/2015	229 Tazewell Avenue	Residential Alteration	\$182.56	\$17,600

02/03/15

# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PP150001	Plumbing	01/15/2015	229 Tazewell Avenue	New Plumbing for Bath & Kitchen Remodel	\$71.12	\$5,200
	PE150004	Electrical	01/12/2015	638 Tazewell Avenue	Upgrading to 400 Amp Service	\$56.00	\$2,300
	PB150003	Building	01/12/2015	638 Tazewell Avenue	Interior Demo	\$56.00	\$2,500
	PE150002	Electrical	01/08/2015	721 Tazewell Avenue	60 Amp temp pole	\$56.00	\$150
	PE150001	Electrical	01/07/2015	819 Turnberry Arch	Electrical work to finish for C.O.	\$56.00	\$2,500
	PB150002	Building	01/07/2015	819 Turnberry Arch	Work to finish for C.O.	\$56.00	\$2,500
	PM150025	Mechanical	01/29/2015	819 Turnberry Arch	Permit to finish work for C.O.	\$56.00	\$2,500
	PP150003	Plumbing	01/21/2015	525 Walbridge Bend	New Plumbing for S/F Res	\$92.40	\$9,000
<b>Total Permits:</b>						<b>70</b>	<b>\$872,047</b>
<b>Total Permits:</b>						<b>\$22,153.97</b>	<b>\$872,047</b>

PerDateIssued Range from 01/01/2015 to  
01/31/2015









**Town Harbor  
Town Council Report  
January, 2015**

February 1, 2015

**Maintenance:**

1. Staff completed winterizing the Harbor.
2. Staff replaced faucet in the sink in the small office restroom.
3. Staff replaced the lever to the shower in the large office restroom.
4. Staff replaced a doorjamb that had been damaged last summer.
5. Staff checked and reworked all water valves and made them ready for spring.
6. Staff checked and repaired all holiday lights so they would be ready for next year.
7. Staff Began working on Bath House to get it prepared for spring

**Upcoming Items that needs to be completed:**

1. Re-tighten all cleats on floating docks (In Progress 5% completed, delayed until spring).
2. Re-nail all rubber bumpers (In Progress 15% completed, delayed until spring).
3. Paint the boat ramp parking stripes. (In Progress 30% complete, delayed until spring)
4. Re screw all boards on the board walk in the inner harbor with stainless screws.(In Progress 10% complete)
5. Re-tighten all bolts on the floating docks (0% complete)
6. Scale, prime & paint dirty oil tank. (0% complete)
7. Repair drywall in men’s shower and females’ restroom (0% Complete)
8. Replace light censor on boardwalk lights. (0% Complete)
9. Replace misc. light sensors on pedestals. (0% Complete)
10. Measure piles, order new caps to cover the piles that do not have caps.
11. Continue to clean all electric pedestal bus bars.

**Capital Projects and Harbor improvements:**

1. Offshore Breakwaters – Sent Letters for permit extensions to the VMRC and USACE.
2. Dredging – Will remove a section of boardwalk that is on an USACE easement.
3. Watermen’s Memorial – Continued working with Ed Lewis to get the memorial started.  
Looks like the end of February or the first of March before the forms are poured. Mr. Lewis also stated that he has ordered some brick pavers.
4. Virginia Port Authority – Wrote a letter requesting a carryover of last year’s grant of \$830k
5. Other Items -

**Other Items:**

1. Follow us on Face Book (**Cape Charles Town Harbor**) over 2250 likes!!!
2. Current Office Hours – 9:00 am to 4:30 pm Monday – Friday thru mid-march.
3. Waiting list – No change from December

<u>Length</u>	<u>Annual</u>	<u>Seasonal</u>	<u>Total</u>
<b>20ft</b>	2	6	8
<b>24ft</b>	7	4	11
<b>30ft</b>	9	7	15
<b>36ft</b>	5	2	7
<b>45ft</b>	9	4	11
<b>50ft</b>	1	1	2
<b>60ft</b>	2	0	2
<b>Total</b>	<b>35</b>	<b>24</b>	<b>59</b>



**Town Harbor  
Town Council Report  
January, 2015**

**Harbor Events:**

**8<sup>th</sup> Annual Blessing of the Fleet:** This will be held April 24<sup>th</sup>, 2015 6 pm to 10 pm. Heather Travis will be singing the National Anthem and special music, The Cape Charles Christian School will be selling snow cones, the Heather & Nathan Band will be playing from 6:30 pm – 10 pm. Eastville Fire Department will again be providing the Ships Bell for Tolling, U.S. Coast Guard Station Cape Charles will again provide the Color Guard, Basket & Bows will again be making the wreath. We are currently working with American Legion Post 56 on securing a cannon, we are working with the Business Association to help boost the event, we are looking for a few food vendors and arts and craft vendors to fill in the event area. We currently have a request for someone to be the Master of Ceremonies we will keep you updated.

**27<sup>th</sup> Annual Clean the Bay Day:** *June 6, 2015 @ 8:00 am.* Last year we started getting involved with the Annual Clean the Bay day event, as we placed a dumpster that was sponsored by Davis Disposal, in the Harbor. The actual event is sponsored by the Chesapeake Bay Foundation. This year we are working with the Bay Foundation to become a partner, (currently we are not). I have spoken with CBF staff and they are sending me a package so that we can officially become a partner if Council approves of what may be required from the CBF.

**National Marina’s & Harbor’s Day:** *June 13, 2015.* This event is celebrated ever year to give visitors and residents a feel for what it takes to operate/maintain a Marina/Harbor. It is also suggested that there be some information or demonstrations on safe boating. This year and most years it falls on tall ships weekend so we will try and do something in conjunction with the tall ships and the Cape Charles Yacht Club. We will update as more information becomes available.

**Harbor Events Continued:**

**Clam Slam 2015 & 5<sup>th</sup> Annual Boat Docking contest:** Will be July 31, 2015 through August 2<sup>nd</sup>, 2015. We had our second meeting in January. We are well underway and ahead of the game, we currently have secured the fireworks, the band Mercy Creek for Saturday, Arts/Crafts & Food Vendor applications have been sent, parade applications and sponsorship letters have been sent. Our Committee this year is *Chairman Smitty Dize, Vice Chairwoman, Events, Parade, Games Jen Lewis, Arts & Craft Vendors Joan Natali, Food Vendors & Amusements Beth Davis, Set Up/Take Down & Garbage Pete Leontieff, Safety & Security Jimmy Pruitt, Budget & Finances Deborah Pocock and at-large members Bob Panek & Mayor Proto.* Sponsorships to date \$850.00

**3<sup>rd</sup> Annual Trick or Treat with Pirate Pete:** October 24, 2015: More details to follow

**4<sup>th</sup> Annual Lighted Boat Parade:** More Details to follow

**2<sup>nd</sup> Annual Dropping of the Crab Pot:** December 31<sup>st</sup> at 10pm. Mason Ave.

**Business:**

	2012	2013	2014
Monthly	406 = \$ 59,934	425 = \$ 64,065	432 = \$ 64,075
Weekly	133 = \$ 5,521	59 = \$ 4,655	129 = \$ 8,838
Nightly	863 = \$ 41,052	954 = \$ 49,818	1115 = \$ 66,192
Hourly	3 = \$ 15	3 = \$ 15	90 = \$ 450
<b>Total</b>	<b>\$106,522</b>	<b>\$118,553</b>	<b>\$139,555</b>

Cape Charles Memorial Library  
Report for January 2015

1. We provide weekly storytimes for children and a weekly Chess Club. Below is the monthly attendance for programs held during January 2015.

Preschool Story time -weekly	41
Toddler Storytime - weekly	20
Chess Club - weekly	21
TOTAL	82

2. January is generally our slowest month of the year and this year was no different , although we did have an increase in circulation and attendance from last year
3. We have canceled Lego Club until the spring.
4. During this slow time of year we are shifting the book collections, organizing our shelves, and planning our summer programs.
5. As of today our Facebook page has 459 likes, with 5 new likes this month. For additional information about library programs and library related information check out our **Facebook** page.



# CAPE CHARLES POLICE DEPARTMENT

## MONTHLY STATISTICS

January 2015

The following information is the monthly statistics regarding law enforcement activities for the Cape Charles Police Department.

- Calls for service in Cape Charles: 51
- Calls for service outside of Cape Charles: 7
- Felony arrests: 1
- Misdemeanor Arrests: 1
- D.U.I. Arrests: 1
- Traffic Summons: 4 (see page 2.)
- Traffic Warnings 8 (written& verbal):
- Parking tickets: 3
- Building Checks: 52
- Assisted Northampton County Sheriff's Office: 6
- Assisted Virginia State Police: 0
- Assisted Federal Agencies: 1
- Assisted Fire& Rescue: 9
- Foot Patrol Hours: 50

The following took place in January:

- Navy Seal Team 10 completed a training exercise at the coast guard base. (very impressive)
- Corporal Pfeiffer is on the Northampton County Sexual Assault Response Team.
- Chief Pruitt had Q&A with Bay Creek homeowners about enforcement on private property.
- Bay Creek patrol hours: 81

Traffic Summons:

1. No drivers license
2. Speeding 70/55 zone
3. No insurance
4. No Inspection

Arrests:

1. Hit & run
2. D.U.I.
3. Conspire to cause riot

# Public Utilities

## Monthly Report January 2015



### Production Summary

- Miss Utility Tickets: 21
- Emergency Call Outs After Hours and Weekends:
  - Number of times called out: 4
  - Total Man Hours: 8
- Fire Calls: Man Hours: .5
- Sludge: Tons
- Water: Total Production: 3,715,262  
High: 189,300 on January 11  
Low: 62,100 on January 30

Average	Raw Water	Finished Water
Hardness	<b>488</b>	<b>120</b>
Iron	<b>9.3</b>	<b>.019</b>
Manganese	<b>.543</b>	<b>.006</b>

All Data in PPM

- Waste Water:
  - Average Flow 158,700 gpd
  - Maximum 247,700 gpd
  - Total for Month 4,919,700 Gallons
  - Nutrients:
    - Phosphorus Average .035 Limit .3 mg/l annual average
    - Nitrogen Average 2.55 Limit 4 mg/l annual average

### Personnel

- Water
  - Patrick Christman Operator Class 3 Water, Operator in Charge
  - Ron Bailey Operator Class 3 Water
  - Scottie Neville Operator Class 3 Water
  - Gerald Elliott Maintenance
- Waste Water
  - Patrick Christman Operator Class 2 WW, Operator in Charge
  - Freddie Meditz Operator Class 3 WW, Lab Manager
  - Dan Dabinett Operator Class 3 WW, Maintenance
  - Billy Powell Maintenance Supervisor

### Completed Projects

- We have responded to DEQ comments on the Keck Well Aquifer Test and Ground Water Withdrawal Permit. Waiting for their Reply.

## Public Utilities

- Repaired water valve at the corner of Randolph and Bay.

### **In Progress**

- Working with GHD on preparing a new Task Order for upgrades to the Plum Street and Pine Street Pump Stations.
- An automatic flush valve will be installed in Heron Point. We have received the OK from Bay Creek and will proceed with the installation. All equipment has arrived and weather permitting will be installed this month.

### **Upcoming Projects**

- Manhole repairs. We have advertised an invitation for bids, due February 17. Will be on the council agenda on the 19<sup>th</sup> for review and approval.

### **Capital Projects**

- Water:
  - Engineering for Keck Wells \$60k
    - Under Task Order No.2, 90% drawings and specifications have been completed and presented to the Town for review. Approved by the Town, they have been submitted to the Department of Health, Office of Drinking Water for review.
    - GHD has delivered the 90% documents to the Town.
    - GHD to address major Town comments and send out permit application packages
    - Up to 3 months or so for permitting agency review
    - 1 month to produce 100% documents once permitting comments are received
    - 1 month final review
    - 2 months bid period
    - 5 months construction
  - Preliminary Engineering for the installation of the chlorination equipment. Under Task Order No.4 a PER was prepared and submitted to the VDH-ODW for review. A response is being prepared for comments received from the ODW. An estimated \$30k will need to be budgeted for next year to install.
- Waste Water
  - Pump Station Improvements
    - GHD is preparing the PER under Task Order No. 5 for improvements to the Pine Street and Plum Street Pump Stations. We had a kick off meeting in January.

# PUBLIC WORKS

January 2015

## Dump Fees

- Oyster Landfill: 0 trips - \$0.00
- Recycled 11 truckloads of bags & leaves
- Recycled 9 truckloads of non-chip able brush

## Staff Report

- Community Service: Tommy Golibart worked Saturday 17<sup>th</sup> & Sunday 18<sup>th</sup> to complete his 50 hours
- PW staff attended a VML Safety webinar (Thursday 22<sup>nd</sup>)

## Completed Projects

- Monthly meter reads
- Central Park Holiday lights removed and stored in tubs
- Mason Ave & Fig Street Town sign holiday lights removed and stored in tubs
- Winter banners installed on Mason Ave & Fig Street
- Bay Ave & Central Park Bathrooms winterized and closed for the season
- Bay Ave winter sand blow swept up from sidewalks & steps
- Atlas air compressor, modified to carry hose & hammers securely & repainted blue
- P.W. small equipment service performed: pressure washer, push mower, 2 weed wackers, 2 chain saws
- Case back hoe, front hydraulic line replaced, topped off all fluids
- LOF & tire rotate - P.W. Chevy 4x4, & Chevy dump truck, 2 Police Chargers & front ceramic brakes installed on 1 Police Charger
- Municipal building business hours installed to glass door
- Vehicle maintenance checked on all P.W. fleet and topped of fluids
- Maintenance performed on beach cleaner, bearings, chain links, all slides removed & cleaned

## Events

- New Years (Thursday 1-1)
- Lee Jackson Day (Friday 1-16)
- Epiphany Party & Auction (Saturday 1-17)
- Martin Luther King, Jr. Day (Monday 1-19)

## In Progress

- Manual street gutter clean - 90% complete
- Beach winter fence & burlap erosion control maintenance
- Grading of Public Works yard
- Wood chipper maintenance- replacement belt & blades
- Town wide street tree & bush trimming - 60% complete
- Bay Ave sand sweeping from curbs & street
- Vehicle/equipment maintenance
- Alley maintenance
- Safety Training

**Upcoming Projects**

- Alley tree & bush right of way trimming
- Construct new steps to beach from sidewalk @ Jefferson Ave
- Equipment clean, wax or repaint
- Re-paint no parking curbs (yellow) Town wide & handicapped areas (blue) on Mason Ave
- Re-paint Municipal building 1<sup>st</sup> floor entrance & down stairs offices
- P.W. shop office space
- Bay Ave Gazebo trim repair

**Man Hours per Project/Task**

Vehicle Maint.	Equipment Maint.	Building Maint.	Public Debris Areas	Street Cleaning	Beach Maint.	Public Sanitation	Public facilities cleaning	Admin. training	Property maint. & repair	Events	Meter Reads
38	48	60	52	132	35	39	44	65	42	0	10

Recreation Department  
February 2015 Council Report

Programming and Events

1. Arts and Crafts
  - A. January 7 – 3 in attendance
  - B. January 17 – Cancelled/school cancelled
  - C. January 21 – 6 in attendance
  - D. January 28 – 3 in attendance
  
2. Adult Book Club
  - A. January 5 – The Husband’s Secret – 4 in attendance
  - B. January 26 – The Husband’s Secret – 5 in attendance
  - C. February 2 – Carry the Sky – 4 in attendance
  
3. Mommy and Me – Due to weather and holiday changes mommy and me did not meet this month.
  
4. Line Dancing – Will resume in February
  
5. Scrapbooking
  - A. January 12 – 2 in attendance
  - B. January 26 – 3 in attendance
  - C. February 2 – 3 in attendance
  
6. Bingo
  - A. December 19 – 15 in attendance
  - B. January 9 – 13 in attendance
  - C. January 23 – 11 in attendance

Meetings

1. Dog Committee – The dog committee met for the first time. Discussion included beach use, responsibility of dog owners and maintenance of dog stations. A recommendation will be presented to Council in the near future.
  
2. Playground – A thermostat will be placed near Fig Street to track the fundraising efforts for the new playground. The hope is to further encourage citizen involvement with this project.

 <b>TOWN OF CAPE CHARLES</b>	<b>AGENDA TITLE:</b> Reappointment of Historic District Review Board Member		<b>AGENDA DATE:</b> February 18, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Reappointment of Historic District Review Board Member		<b>ITEM NUMBER:</b> 8A
	<b>ATTACHMENTS:</b> None		<b>FOR COUNCIL:</b> Action (X) Information ( )
	<b>STAFF CONTACT (s):</b> Larry DiRe, Planner	<b>REVIEWED BY:</b> Bob Panek, Interim Town Manager	

**BACKGROUND:**

The Historic District Review Board oversees the Town's Historic District and reviews applications and plans for renovations to existing structures or new construction within the Historic District. The Board consists of five members serving five-year terms.

**DISCUSSION:**

Joseph Fehrer serves on the Historic District Review Board and is currently the Chairperson for the Board. His term expired on January 8, 2015 and he has expressed his interest in continuing his service on the Board for another term.

**RECOMMENDATION:**

Staff recommends Council reappoint Mr. Joseph Fehrer to the Historic District Review Board for another five-year term.

 <p>TOWN OF CAPE CHARLES</p>	<b>AGENDA TITLE:</b> Manhole Rehabilitation Project		<b>AGENDA DATE:</b> February 18, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Award contract for the rehabilitation of the specified sewer system cleanout manholes		<b>ITEM NUMBER:</b> 8B
	<b>ATTACHMENTS:</b> Map, IFB Attachment D		<b>FOR COUNCIL:</b> Action (X) Information ( )
	<b>STAFF CONTACT (s):</b> Dave Fauber	<b>REVIEWED By:</b> Bob Panek, Interim Town Manager	

**BACKGROUND:**

The identification and repairs of breaches in the collection system is an ongoing effort to slow the intrusion of ground and rainwater into the sewer infrastructure. Over the years we have identified rain gutter systems that were connected to the system and had them removed. We have also removed numerous basement sump pumps that were connected to the system. Smoke testing of the system has been performed 3 times in the past 12 years, identifying numerous clean outs and other items that needed repair. The entire system of sewer mains has been taped with closed circuit TV equipment, as have the sewer laterals to all the commercial buildings on Mason Avenue. As the effort continues to decrease the inflow and infiltration of rain and ground water into the system we have inspected all the manholes in town and identified the ones that are in need of repair.

Staff published an Invitation for Bids (IFB) on February 4<sup>th</sup> for the rehabilitation of 33 manholes identified on the attached map. Also included in the bid package are the replacement of 3 manholes and the relining of the fine screen vaults at the waste water plant. The Director of Public Works reviewed the bid proposal with the Interim Town Manager.

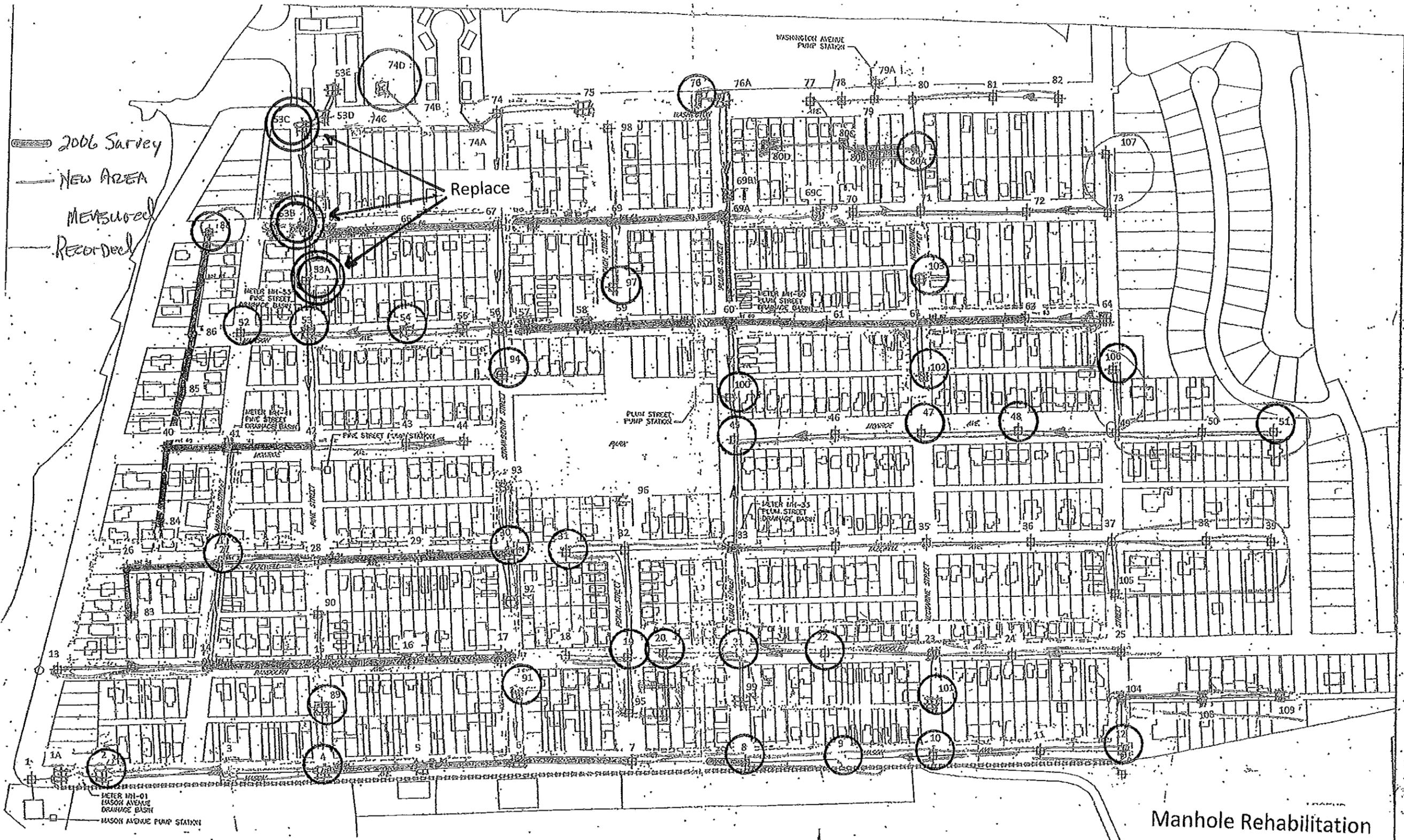
**DISCUSSION:**

At the time that this staff report was prepared, the contractor had not been selected. Four interested parties attended the mandatory pre-bid meeting held on February 9. Bids are due on February 17. The specifications of the proposed process and materials are required along with the bids.

Budgeted            \$100,000

**RECOMMENDATION:**

Staff requests that Council award the contract for rehabilitation of the specified manholes, rebuilding 3 manholes and relining the fine screen vaults.



Manhole Rehabilitation  
Attachment D

MANHOLE INSPECTION AREAS PLAN  
NOT TO SCALE

FOR INFORMATION ONLY  
NOT TO BE USED FOR CONSTRUCTION

FOR APPROVAL		DESIGNER		APPROVER	
DATE	CHECKED	DATE	CHECKED	DATE	CHECKED
PROJECT SUPERVISOR		DEPARTMENT SUPERVISOR			



**Stearns & Wheeler, LLC**  
Environmental Engineers and Scientists

BOWE, MARYLAND

NORTHAMPTON COUNTY, VIRGINIA	
TOWN OF CAPE CHARLES, SEWER AND MANHOLE INSPECTION	
FIGURE 3 INSPECTED MANHOLES	
DATE: 8/17/18	SCALE: 003

  <b>TOWN OF CAPE CHARLES</b>	<b>AGENDA TITLE:</b> FY2014 Budget Re-appropriation and Re-allocation FY2015 Budget		<b>AGENDA DATE:</b> February 18, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Request to re-allocate FY15 Capital Project Budgets and to Re-appropriate FY14 expenditures that carried into FY 15.		<b>ITEM NUMBER:</b> 8C
	<b>ATTACHMENTS:</b> Allocation Schedule		<b>FOR COUNCIL:</b> Action ( X ) Information ( )
	<b>STAFF CONTACT (s):</b> Deborah Pocock	<b>REVIEWED BY:</b> Bob Panek, Interim Town Manager	

**BACKGROUND:**

- A) There are several FY15 budgeted items that will cost less than was anticipated, leaving a budget surplus that may be re-directed to other projects as desired by Council. In addition, Council approved a contingency fund in the FY15 budget which may be allocated to meet new funding needs in the current year.
- B) Expenses related to the Comp Plan were budgeted in FY14, however only \$7,200 of the \$30,000 was spent during the year. In FY15, we have been billed for \$19,540, with an anticipated \$2,960 yet to be billed. The total requested to be re-appropriated into FY15 is \$22,500.

**DISCUSSION:**

It is expected that there will be a combination of budget savings and available contingency funds of \$145,800 which may be re-directed to other projects that Council has shown an interest in funding in FY15. The savings are in the following accounts: legal fees, beach sand replenishment, and the manhole repair project. The projects to be funded with these savings are listed on schedule A.

**RECOMMENDATION:**

Staff recommends that Council re-allocate the budget as listed on the attached schedule for FY 15. Staff further recommends that Council also re-appropriate \$22,500 in order to satisfy obligation that was contracted in FY14, but which is primarily payable in FY15.

SCHEDULE A

**FY 2015 New Project Proposals - Revised**

**General Fund**

\$2,000	Harbor for the Arts Festival Marketing
\$1,000	Tourism Brochure/Map
\$11,000	Compensation Study Implementation as of March 1st, 2015
\$50,000	Purchase Strawberry Street Plaza
\$20,000	Leased Parking Area Improvements
\$10,000	100% Design & Bid Pine Street Lot Trash Management Area
\$10,000	Beach Swimming Area Safety Measures (Bouys, markers, signage)

**Water/Sewer Fund**

\$8,800	Water/Sewer Truck - Additional cost
\$33,000	Water Plant Chloramine System

---

<b>\$145,800</b>	<b>Total Re-directed Expenditures</b>
\$43,200	Potential Rainy Day fund
\$21,000	Remaining Contingency budget
<b>\$210,000</b>	<b>Total Planned spending and contingency</b>

---

Note: \$2K Comp Study Implementation for Water/Harbor to be absorbed by initial budget for FY15

 <p>TOWN OF CAPE CHARLES</p>	<b>AGENDA TITLE:</b> Re-appropriation of Police Department's Forfeited Assets		<b>AGENDA DATE:</b> February 18, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Request for a budget re-appropriation.		<b>ITEM NUMBER:</b> 8D
	<b>ATTACHMENTS:</b> None		<b>FOR COUNCIL:</b> Action ( X ) Information ( )
	<b>STAFF CONTACT (s):</b> Deborah Pocock	<b>REVIEWED BY:</b> Bob Panek, Interim Town Manager	

**BACKGROUND:**

The Police Department is permitted to use Forfeited Cash from drug-related operations to supplement the resources of the department per U.S. Department of Treasury *Guide to Equitable Sharing for Foreign Countries and Federal, State and Local Law Enforcement Agencies*.

**DISCUSSION:**

The Cape Charles Police Department has accumulated \$1,230.89 which is considered a forfeited asset by the U. S. Department of Treasury. It is held in a separate account at Shore Bank, and must only be spent to benefit the Police Department. Chief Pruitt has requested to use these funds for equipment to outfit the newest police vehicle.

**RECOMMENDATION:**

Staff recommends that Council allow the budget to be amended to bring forward \$800 from the Police Forfeited Assets Bank Account where it was deposited in FY2012, in order to purchase equipment for the new police truck in FY2015.



TOWN OF  
CAPE CHARLES

**AGENDA TITLE:** 2015/2016 Virginia Commission for Arts  
Local Government Challenge Grant

**AGENDA DATE:**  
February 18, 2015

**SUBJECT/PROPOSAL/REQUEST:** 2015-2016 Local Government  
Challenge Grant Application

**ITEM NUMBER:**  
8E

**ATTACHMENTS:** Letter from Arts Enter Cape Charles, Inc. &  
Grant Information

**FOR COUNCIL:**  
Action ( X )  
Information ( )

**STAFF CONTACT(s):**  
Bob Panek

**REVIEWED BY:**  
Bob Panek, Interim Town Manager

**BACKGROUND:**

The Town of Cape Charles has participated in the Virginia Commission for the Arts Local Government Challenge Grant since 1997. The Commission matches local government funds up to \$5K.

In Fiscal Year (FY) 2014/2015, the Town allocated \$5,000 as the local match.

**DISCUSSION:**

The grant application deadline is April 1, 2015. The grant application is typically drafted by the Arts Enter and signed by Town Staff. The Town must confirm in writing to the Commission the Council's decision to appropriate the matching funds by July 1, 2015. The local match in the amount of \$5K is included in the draft FY 2015/2016 budget and the amount will be reviewed by Council at a future budget work session. Submission of the application for \$5K does not bind the Town to that amount. Council may opt to reduce the amount to \$2,500 during the budget discussion.

**RECOMMENDATION:**

Staff requests approval to submit the Local Government Challenge Grant application by the April 1, 2015 deadline as discussed.

# Arts Enter Cape Charles, Inc.

## Historic Palace Theatre



### BOARD OF DIRECTORS

CLELIA SHEPPARD  
ARTISTIC DIRECTOR

SHEILA CARDANO  
ARTISTIC DIRECTOR  
EMMERITUS

MARY ANN ROEHM  
ASSISTANT DIRECTOR

PATRICIA BARNES

CELA BURGE

VANESSA COX

LUISA GAZZOLO

ELAINE JONES

JAN NEVILLE

HENRY MAYER

SUE PANEK

### HONORARY MEMBER:

BILL BURTON  
DONALD CLARKE  
EDYTHE OUTTEN  
VIRGINIA SAVAGE  
ARTHUR TROSS  
JACK WHITE  
JACK WOOLLEY

February 4, 2015

Dear Distinguished Member of Town Council,

The Historic Palace Theatre and the Stage Door Gallery as well as the Arts Enter sponsored programs, live shows, musical theatre and art shows sit at the heart of Cape Charles. It is a tremendous burden for our small 501 (c) (3) to maintain the building and continue with necessary repairs and restoration as well as help contribute to the cultural heartbeat in the town.

We would implore the Council to maintain our Local Government Challenge Grant contribution at the 2013 and 2014 level of \$5000 which greatly helps us continue our mission of promoting the arts.

The town of Cape Charles is on the brink of becoming a viable and sustainable destination for new residents and tourists. The impetus of the Our Town grant, the Harbor for the Arts Festival and Experimental Film Virginia and the renewed energy behind organizational partnerships is palpable. Organizations such as the CCBA, CCP, the B&B Association, the new Retail Alliance and other businesses are communicating and working together on the common goal of sustainability. The tourism website, the expanded calendar of events that includes the innovative and successful Harbor for the Arts Festival in August along with the Crabby Blues Festival, Tall Ships, the Clam Slam, Experimental Film Virginia, Birding festival and other events help identify Cape Charles as quaint and charming coastal town ripe for exploration. Please consider the contribution that Arts Enter makes as you consider our request.

In addition, we enthusiastically thank Council for financially supporting the Capecharlesbythebay.com tourism website which encourages visitors to experience our quaint town, shop in our galleries and shops, dine in our restaurants and spend the night!

Yours in Art,

Clelia Sheppard  
Artistic Director

MaryAnn Roehm  
Co-Director



ARTS ENTER - OFFICE  
P.O. Box 226  
Cape Charles, Virginia 23310  
Phone: (757) 331-ARTS (2787)  
www.artsentercapecharles.org

STAGE DOOR GALLERY  
301 Mason Avenue  
Cape Charles, Virginia 23310  
Phone: (757) 331-3669

HISTORIC PALACE THEATRE  
305 Mason Avenue  
Cape Charles, Virginia 23310

 <p><b>TOWN OF CAPE CHARLES</b></p>	<b>AGENDA TITLE:</b> Personnel Compensation.		<b>AGENDA DATE:</b> February 18, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Approve new Pay Scale and Position Classifications.		<b>ITEM NUMBER:</b> 8F
	<b>ATTACHMENTS:</b> 1. Pay Scale. 2. Position Classification Plan		<b>FOR COUNCIL:</b> Action (X) Information ( )
	<b>STAFF CONTACT (s):</b> Bob Panek	<b>REVIEWED BY:</b> Bob Panek, Interim Town Manager	

**BACKGROUND:**

The Town contracted with Springsted Incorporated to perform a compensation and position classification study. This effort was necessary to determine whether inadequate compensation was likely a contributing factor to high personnel turnover rates, particularly in certain departments. The study found that a significant number of positions were underpaid in relation to peer organizations, recommended a new pay scale and a position classification plan.

**DISCUSSION:**

Council has reviewed the study results, recommendations, and implementation options in three work sessions. Through this process, a consensus has formed as follows:

- a. Pay increases are appropriate for certain positions to achieve competitiveness in the labor market.
- b. The Pay Scale recommended by the study should be discounted by 5% to alleviate any remaining benchmarking concerns.
- c. Several adjustments to the Position Classification Plan recommended by the study are appropriate.
- d. Employee pay increases should be based on the supervisor's assessment of where the employee should be within the range for the applicable pay grade, based on experience and performance.
- e. The overall plan must be affordable.

The proposed Pay Scale is at attachment 1, and the proposed Position Classification Plan is at attachment 2. Fourteen full-time and two part-time employees would receive pay increases. The annual cost of implementing the recommendations is approximately \$39,000. During the FY 2015 Mid-Year Review, Council expressed a consensus to implement as of March 1, 2015, at a cost of approximately \$13,000 in FY 2015. Funds are available in the FY 2015 budget to accomplish this. The full annual cost will be included in the FY 2016 budget.

This new personnel compensation plan should ensure competitiveness in the labor market and be effective in addressing personnel turnover rates.

**RECOMMENDATION:**

Staff recommends Council consider approval of the new Pay Scale and Position Classification Plan, effective March 1, 2015.

**Town of Cape Charles Pay Scale, Effective March 1, 2015**

<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Mid Range</u></b>	<b><u>Maximum</u></b>
1	11,075	13,844	16,613
2	11,625	14,531	17,438
3	12,206	15,258	18,309
4	12,817	16,021	19,226
5	13,457	16,821	20,186
6	14,130	17,663	21,195
7	14,837	18,546	22,256
8	15,579	19,474	23,369
9	16,358	20,448	24,537
10	17,175	21,469	25,763
11	18,034	22,543	27,051
12	18,936	23,670	28,404
13	19,883	24,854	29,825
14	20,877	26,096	31,316
15	21,921	27,401	32,882
16	23,017	28,771	34,526
17	24,168	30,210	36,252
18	25,376	31,720	38,064
19	26,645	33,306	39,968
20	27,977	34,971	41,966
21	29,376	36,720	44,064
22	30,845	38,556	46,268
23	32,387	40,484	48,581
24	34,006	42,508	51,009
25	35,706	44,633	53,559
26	37,492	46,865	56,238
27	39,366	49,208	59,049
28	41,335	51,669	62,003
29	43,401	54,251	65,102
30	45,572	56,965	68,358
31	47,850	59,813	71,775
32	50,243	62,804	75,365
33	52,755	65,944	79,133

# Town of Cape Charles Position Classification Plan

## Effective March 1, 2015

Assistant Town Manager	33	Recreation & Community Events Coordinator	24
Treasurer	32	Police Corporal	24
Chief of Police	32	Police Officer	22
Director of Public Utilities/Works	32	Assistant Harbor Master	20
Town Clerk	30	Assistant Town Clerk	20
Building Official	30	WWTP Operator	19
Harbor Master	30	WP Operator	19
Planner	30	Accounting Clerk	19
WWTP Operator in Charge	27	Utilities Maintenance Technician	19
Librarian	26	Permit Assistant	19
WP Operator in Charge	26	Utilities Billing Clerk	18
Police Sargeant	26	Administrative Assistant	18
Utilities Maintenance Supervisor	25	Library Assistant	16
Public Works Supervisor	25	Public Works Maintenance Specialist	15
Accountant	25	Harbor Assistant	15

 <b>TOWN OF CAPE CHARLES</b>	<b>AGENDA TITLE:</b> 2015 Town Harbor Rates		<b>AGENDA DATE:</b> February 18, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Change Town Harbor rates as per attached document		<b>ITEM NUMBER:</b> 8G
	<b>ATTACHMENTS:</b> Proposed Harbor Rates for 2015		<b>FOR COUNCIL:</b> Action (X) Information ( )
	<b>STAFF CONTACT (s):</b> Smitty Dize, Jr.	<b>REVIEWED BY:</b> Bob Panek, Interim Town Manager	

**BACKGROUND:**

Every year staff reviews current rates, compared to other nearby harbors and marinas that are similar. Unlike the other Enterprise Funds, Harbor rates need to be set now for the upcoming spring season.

**DISCUSSION:**

Attached is a comparison of rates and recommendations. Some comparisons are not straightforward as some marinas charge for boat length instead of slip length. We use slip length for all but transient docking. This allows us to prepare more accurate budget projections.

We are proposing a new 3% credit card fee to be applied to all credit card charges. This will help offset the cost of credit card fees charged to us, currently around \$30,000 per year.

We are also proposing a new rate for slip/storage, based on an agreement we are working out with Chesapeake Marine Systems (CMS), to give our boaters an option for storage at a reduced rate. We would like Council's approval to adjust this rate as we finalize the agreement with CMS.

All recommended rates are base rates. We would like to continue the 5% discount for Town Residents and the 15% discount for commercial users. Also, we would like to end monthly billing for annual and seasonal rent and go to annual, semiannual and quarterly billing options. The base rates would be increased by \$0.25 per/foot if the customer chooses semiannual billing, and by \$0.50 per/foot if the customer chooses quarterly billing. Billing in this manner should result in a more stable revenue flow and minimize receivables management.

**RECOMMENDATION:**

Staff requests Council approval of the proposed rates effective March 1, 2015.

	CCTH Current Rates	Kings Creek Marina	Cobbs Marina	Salt Ponds	Somers Cove Marina	Scotts Creek Marina	Recommended Rates
<b>Wet Slips</b>							
Annual 12 months	\$4.50	\$8.00	\$8.00	\$7.25	\$4.50	\$5.85	\$5.25
Wet Slip/Storage 7/5 12 months	NA	NA	\$8.00 + HF	NA	NA	NA	\$7.00
Summer Season May-Nov	\$5.25	\$10.00	NA	\$7.50	\$6.00	\$6.85	\$6.25
Winter Season Dec - April	\$5.25	NA	NA	\$7.50	\$6.00	\$6.85	\$5.25
Quarterly Summer	\$6.50	\$12.00	NA	NA	NA	NA	\$8.00
Quarterly Winter	\$6.50	NA	NA	NA	NA	NA	\$7.00
Monthly Summer	\$9.50	\$14.00	\$10.00	\$7.75	\$15.00	\$7.50	\$9.50
Monthly Winter	\$8.50	\$8.00	\$10.00	\$7.75	\$15.00	\$7.50	\$8.50
Weekly Summer	\$5.25	NA	\$4.00	NA	\$6.00	\$8.75	\$7.00
Weekly Winter	\$4.25	NA	\$4.00	NA	\$6.00	\$8.75	\$6.00
Nightly Summer	\$1.75	\$2.00	\$2.00	\$1.50	\$1.25	\$1.50	\$1.75
Nightly Clubs 10 boats or more	\$1.50	\$2.00	\$2.00	\$1.50	\$1.25	\$1.50	\$1.50
Nightly Winter	\$1.50	\$2.00	\$2.00	\$1.50	\$1.25	\$1.50	\$1.50
<b>Dry Storage</b>							
Annual Storage	\$300.00	NA	NA	NA	\$250.00	NA	\$350.00
Seasonal Storage	\$210.00	NA	NA	NA	NA	NA	\$250.00
Quarterly	\$105.00	NA	NA	NA	NA	NA	\$150.00
Monthly	\$60.00	NA	\$8.00 per/ft	NA	NA	NA	\$75.00
Weekly	\$30.00	NA		NA	NA	NA	\$30.00
Nightly	\$5.00	NA	\$0.75 per/ft	NA	NA	NA	\$5.00
Davits	\$150.00	NA	NA	NA	NA	NA	\$175.00
<b>Rentals</b>							
West Parking Lot	\$100.00	NA	NA	NA	NA	NA	\$150.00
Gazebo	\$50.00	NA	NA	NA	NA	NA	\$75.00
<b>Other</b> Credit Card Fee proposal	3%	Currently we have not been charging for credit card fees, Some other localities do others do not, there are some negative feed back on some marinas social media sites and blogs. Recommend we try it for a year and monitor negative feed back.					

**NOTES: Comparisons**

Cape Charles Town Harbor: 95 Slips, 44 floating, 51 fixed- Mixed use Commercial, recreational, **Rates = Slip Length**

Kings Creek Marina: Around 165 slips all floating and recreational. Resort - **Rates = Boat Length**

Cobbs Marina: 95 slips, fixed/floating, Mixed use but mostly recreational, Haul Out. - **Rates = Boat Length**

Salt Ponds: 254 Floating slips all recreational, Resort - **Rates = Boat Length**

Somers Cove Marina: 500 + Slips Mixed Floating/Fixed, State Owned, Similar to us except two pools. **Rates=slip length**

Scotts Creek Marina 135 slips all floating, Recreational. **Rates = Slip Length**