



TOWN COUNCIL Regular Meeting

March 19, 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
 - A. Employee and Citizen Commendations
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
 - A. Cape Charles Multi-Use Trail Phase 2 Update
 - *B. Budget Re-Allocation
 - *C. Harbor Rates Amendment
8. New Business
 - *A. Appointment of Zoning Administrator
 - *B. Sewer System Manhole Rehabilitation Project
 - *C. Facilities Painting Contractor
 - *D. Cape Charles Dog Committee Report
 - *E. Clean the Bay Day Municipal Partner Cooperative Agreement
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - March 26, 2015 – Town Council Budget Work Session, 3:00 PM
 - April 2, 2015 – Town Council Budget Work Session, 6:00 PM
 - April 9, 2015 – Town Council Budget Work Session, 3:00 PM
 - April 16, 2015 – Town Council Regular Meeting, 6:00 PM
11. Adjourn at 8:00 P.M.

TO: Libby Hume
FROM: Jim Pruitt
RE: Commendations
DATE: March 9, 2015

This letter is a request to issue Commendations to Officer Tom Potts, Sergeant Jay Bell and Keith Lewis.

On the night of March 5, 2015 at 1943 hrs (7:43 p.m.), a man fell off the dock and into the frigid water at the Cape Charles Harbor. Keith Lewis (citizen) saw the subject in the water and called 911. He then preceded out on the dock to attempt to help the subject in the water. Officer Tom Potts arrived on scene and also aided in the life saving effort. The rescue effort required both Keith Lewis and Officer Potts to lay on the dock and crawl out to the man due to the ice covered dock. Officer Potts told me later on the phone that while he was holding the man trying to keep him above water that he knew that the man was going to die right there in his arms. Sergeant Jay Bell arrived on scene and also crawled on his stomach to help. The three men were then able to pull the man out of the water and crawl back up the dock while dragging the victim to a waiting ambulance. The man was transported to the hospital where he made a full recovery.

If not for the heroic and selfless effort by all three men, this incident would have had a grave outcome.

The Town of Cape Charles and the Cape Charles Police Department are grateful for the quick thinking of Keith Lewis and both Police Officers.

Jim Pruitt
Chief of Police



DRAFT
TOWN COUNCIL
Work Session
Cape Charles Civic Center
February 12, 2015
6:00 PM

At approximately 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Work Session. In addition to Mayor Proto, present were Councilmen Bennett, Brown and Wendell and Councilwoman Natali. Vice Mayor Bannon and Councilman Godwin were not in attendance. Also in attendance were Interim Town Manager Bob Panek, Treasurer Deborah Pocock, Code Official Jeb Brady, Town Planner Larry DiRe and Town Clerk Libby Hume. There were no members of the public in attendance.

A. *FY 2015 Mid-Year Review Update:*

Deborah Pocock reviewed the summary of changes made to the Capital Improvement Plan resulting from discussion at the February 5, 2015 Budget Retreat as follows: i) Pine Street Parking Lot was re-phased to build a trash management facility in FY 2016 and parking lot in FY 2017; ii) Added \$50K placeholder in FY 2017 and FY 2018 for Mason Avenue Streetscape Improvements; iii) Added \$30K in FY 2018 for a beach pavilion on the north end; iv) Added \$100K to increase jetty height in FY 2017; v) Beach Safety – moved \$10K from FY 2016 to FY 2015 for a designated swimming area and \$26K from FY 2016 to FY 2017 for lifeguard equipment; vi) Moved the basketball court from FY 2016 to FY 2017; vii) Moved Improve and Landscape Drainage Areas in Central Park from FY 2017 to FY 2016; viii) Moved Video Security Systems from FY 2017 to FY 2016; ix) Revised cost estimate for Dashboard Cameras to \$22K based on current quotes; x) Moved Enterprise Resources Planning/Financial Management System from FY 2017 to FY 2016; xi) Revised cost of HVAC for Second Floor of Library to \$10K; xii) Moved the Chloramine System from FY 2016 to FY 2015; xiii) Moved Keck Wells Pipeline from FY 2016 to FY 2017; xiv) Revised cost estimate for Manhole Refurbishment from \$100K to \$40K; xv) Moved Emergency Generator for Mason Avenue Pump Station from FY 2016 to FY 2017; and xvi) Added \$100K to “Beyond” column for Membrane Replacement.

The revised FY 2015 New Project Proposals were also reviewed. The following was included in the General Fund: i) \$2K for Harbor for the Arts Festival Marketing; ii) \$1K for a Tourism Brochure and Map; iii) \$11K for the Compensation Study Implementation as of March 1, 2015; iv) \$50K for the purchase of the Strawberry Street Plaza; v) \$20K was estimated for the Leased Parking Lot Improvements; vi) \$10K for the 100% Design and Bid for the Pine Street Lot Trash Management Area; and vii) \$10K for the Beach Swimming Area Safety Measures. The Water/Sewer Fund included: i) \$8,800 additional cost for a truck in the water/sewer department; and ii) \$33K for the Water Plant Chloramine System. The total re-directed expenditures amount to \$145,800. \$43,200 would be reserved for a potential Rainy Day Fund and \$21K would remain in the Contingency budget.

Bob Panek stated that a report would be presented at next week’s regular meeting to amend the budget to accommodate these changes.

B. *Planning Commission Update:*

Larry DiRe reported the following: i) The Planning Commission and Town Council held a joint public hearing and special meeting on February 3, 2015 regarding the proposed modifications to the Cape Charles Zoning Ordinance, Article VI-Flood Plain District. No comments were heard. After some discussion regarding insurance premiums, requirements of mortgage companies and homeowners' associations, the Commissioners recommended that the Town Council approve the modifications as presented. Per the recommendation from the Commission, the Town Council adopted the revised Flood Plain District ordinance by unanimous vote; ii) At their March 3 meeting, the Commissioners would be reviewing the final draft of the Comprehensive Plan. The Commissioners had recommended a joint work session with the Council to review the changes. The Tourism Zone, which was last on the Planning Commission agenda in October 2014, would also be reviewed again by the Commission. Former Planner Rob Testerman was scheduled to meet with Andrew Follmer, president of the Cape Charles Business Association, but the meeting was postponed when Rob resigned. Larry DiRe stated that he had been in contact with Mr. Follmer and a meeting would be scheduled. There was some discussion regarding the typically seasonal nature of tourism-related businesses. The businesses would pay the necessary fees up front and would be rebated a portion of the fees paid depending on the criteria for the incentives being met; iii) The Historic District Review Board (HDRB) held a special meeting on January 27th to review a number of violations at 404 Jefferson Avenue regarding dormers, sliding glass doors and a stairway that were installed which were not on the approved plans necessitating the issuance of a stop work order. The property owner apologized to the HDRB explaining that he was very busy with his current number of projects; iv) The HDRB would be meeting on February 17th regarding administrative issues and to review the By-Laws, Historic District Guidelines, etc.; v) There was no business for the Board of Zoning Appeals to review; and vi) A permit application was received from the Virginia Marine Resources Commission (VMRC) for a pier project outside of the town limits. The VMRC was notified and put in contact with Northampton County representatives.

Bob Panek stated that the Mayor suggested reconsideration of the HDRB application fees, especially in regards to emergency meetings due to violations or other situations. Larry DiRe would bring the issue to the HDRB for their recommendation to Council.

Larry DiRe stated that the County's Zoning Ordinance Public Information Meeting was scheduled for next Thursday beginning at 7:00 p.m. at Kiptopeke Elementary School. Mayor Proto stated that it was the intention for all Council members to attend the meeting.

C. *Code Enforcement Update:*

Jeb Brady gave an overview of construction growth and code enforcement of existing structures. (Please see attached.)

There was some discussion regarding the definition of a bedroom and Council requested the Planning Commission review the definition from the Federal Housing Administration (FHA) and other resources to draft an appropriate definition for the Town.

Jeb Brady asked for Council guidance regarding possible demolition if the structure could not be brought into compliance. In the past, Council had been reluctant to demolish contributing structures in the National Historic District. After much discussion regarding safety issues and fire hazards of many of these structures, Council

was in agreement to proceed with demolition as a last resort if the property owner was unable or unwilling to repair the structure. If taxes were owed on a property, the Town could pursue a tax sale. The demolition cost per structure was approximately \$3K - \$4K.

D. *Harbor Development Update:*

Mayor Proto and Councilman Bennett updated Council regarding their meetings with South Port Investors relating to their future plans. The Town had provided South Port with all the necessary information for them to process but was still awaiting submittal of their project plans for approval. Councilman Bennett added that South Port wanted to begin the project immediately, but the Harbor Area Review Board (HARB) process had not been started yet and the proper steps needed to be followed. South Port was also interested in purchasing parcels 19 and 20 which were currently leased from the Town. South Port would be obtaining appraisals and submitting their proposals to purchase the parcels. Their plan was to sell individual sites vs. subleasing which was a difficult process.

Bob Panek added that the purchase option was outlined in the lease and the Town held a public hearing when the parcels were leased to South Port so the public process requirements had already been met. South Port was aware of the HARB process and the need to obtain a Harbor Certificate before beginning any work on the planned projects.

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

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
February 18, 2015
6:00 p.m.

At approximately 6:00 p.m. Mayor Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown, Godwin and Wendell, and Councilwoman Natali. Also in attendance were Treasurer Deborah Pocock, Harbor Master Smitty Dize and Assistant Town Clerk Amanda Hurley. The majority of 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:

There were no visitors or presentations.

PUBLIC COMMENTS:

Phil Goetkin – 602 Jefferson Avenue

Mr. Goetkin explained that he and his wife, Diane, recently moved to Town from Northern Virginia and were very excited to be here and looked forward to getting involved with the Town.

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

Mayor Proto stated that item #8H Acquisition of Mason Avenue Parcel would be added to New Business and item #8B Manhole Rehabilitation Project would be removed.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to approve the agenda format as amended. The motion was approved by majority vote with Councilman Bennett opposed.

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the January 15, 2015 Regular Meeting, the January 20, 2015 Executive Session, the January 22, 2015 Executive Session, the February 3, 2015 Joint Public Hearing and Special Meeting with Planning Commission, the February 5, 2015 Budget Retreat and the February 5, 2015 Special Meeting.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to approve the minutes from the January 15, 2015 Regular Meeting, the January 20, 2015 Executive Session, the January 22, 2015 Executive Session, the February 3, 2015 Joint Public Hearing and Special Meeting with Planning Commission, the February 5, 2015 Budget Retreat and the February 5, 2015 Special Meeting as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. Treasurer's Report:

Treasurer Deborah Pocock reviewed the Treasurer's report dated January 31, 2015 which showed the Total Cash on Hand of \$1,868,318 (a decrease of \$33,918 which was a normal fluctuation), the Total Cash Held in Reserve was \$1,365,007 and the Total Cash – All Accounts was \$3,233,326. 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 Councilwoman Natali, seconded by Councilman Brown, to accept the Treasurer's Report as submitted. The motion was approved by unanimous consent.

B. *Planning Commission and Boards:*

Town Planner Larry DiRe reported the following:

i) The Planning Commission met on February 3, 2015 to hold a joint public hearing with Town Council regarding proposed modifications to the Cape Charles Zoning Ordinance, Article VI-Flood Plain District. Town Council approved the modifications and adopted the revised Flood Plain District Ordinance; ii) The Historic District Review Board (HDRB) convened a Special Meeting on January 27, 2015 for a previous Certificate of Appropriateness (COA) for 404 Jefferson Avenue that was not in compliance. The Board unanimously approved the modifications to the COA with some conditions. The February 17, 2015 HDRB meeting was postponed due to the weather. An alternate meeting date would be determined this week; and iii) The March 3, 2015 Planning Commission meeting would include review of the tourism zone and comments regarding the Comprehensive Plan from Ms. Elaine Meil of the Accomack-Northampton Planning District Commission. A joint work session with Town Council would be scheduled to review the final draft.

Councilwoman Natali informed everyone that the February 19, 2015 Northampton County Public Input meeting had been cancelled, but would be rescheduled at a later date.

There was some discussion regarding the tourism zone and Larry DiRe offered to share the information with anyone who was interested. Councilwoman Natali reminded everyone that the upcoming Planning Commission meeting was open to the public.

C. *Code Enforcement:*

Code Official Jeb Brady reported that last week, a site plan had been received for a multi-use commercial building on the south side of Mason Avenue and had been submitted to VDOT for their comments. The developer would be submitting conceptual drawings which would then be reviewed by the Harbor Area Review Board.

Jeb Brady also reported that 70 permits were issued last month and 105 new construction inspections had been completed.

Councilwoman Natali commented that she was impressed with the total construction year to date and the total permit fees. This year's permit fees had already exceeded last year's.

423 Plum Street was in the drywall phase of construction. Vice Mayor Bannon pointed out that there was a significant need for year round rentals.

Town Harbor:

Harbor Master Smitty Dize stated that there were no changes to his written report.

Cape Charles Memorial Library:

Mayor Proto stated that Librarian Ann Rutledge was not in attendance.

Police Department:

Police Chief Jim Pruitt reported that all police vehicles were equipped with Automated External Defibrillators. Northampton County would be replacing them on February 25, 2015.

Chief Pruitt and Corporal Pfeiffer would be attending a 40 hour in-service training the first week of March which had to be completed every two years. Corporal Pfeiffer and Officer Leuer would be attending training in a couple months.

Councilwoman Natali thanked Chief Pruitt for conducting the January 31, 2015 meeting with Bay Creek property owners. 20-30 people attended and Chief Pruitt answered all their questions.

Public Utilities/Public Works Departments:

Public Utilities/Public Works Director Dave Fauber reported that Public Works and Public Utilities were having a rough time with the extreme temperatures and had responded to a number of leaks around town. There was some discussion on the emergency numbers for water and wastewater issues. Meters would be read by the end of the week and if a residence appeared to have a leak, the water would be shut off.

Councilman Bennett pointed out the gap between total water produced and wastewater treated was continuing to increase. Groundwater intrusion didn't seem to be contributing to the issue. Dave Fauber stated that they would continue to look into the problem.

Mayor Proto asked when the manhole rehabilitation project would be completed and Dave Fauber stated that with the Town Council meeting being moved back and the inclement weather, he hadn't had a chance to review the bids.

Recreation Department:

Mayor Proto stated that Recreation Coordinator Jen Lewis was not in attendance.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS:

A. *Reappointment of Historic District Review Board Member:*

Joseph Fehrer was currently the Chairman of the Historic District Review Board. His term expired January 8, 2015 and he had expressed interest in continuing his service on the Board for another term.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to reappoint Mr. Joseph Fehrer to the Historic District Review Board for another five-year term. The motion was approved by majority vote with Councilman Wendell opposed.

B. *FY 2014 Budget Re-Appropriation:*

Deborah Pocock stated that expenses related to the Compensation Plan were budgeted in FY14, however only \$7,200 of the \$30,000 was spent during the year. In FY15 the Town was billed for \$19,540, with an anticipated \$2,960 yet to be billed. The total requested to be re-appropriated into FY15 was \$22,500.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali to re-appropriate \$22,500 in order to satisfy the obligation that was contracted in FY14, but which was primarily payable in FY15. The motion was approved by unanimous vote.

Deborah Pocock stated that there were several FY15 budgeted items that would cost less than 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 could be allocated to meet new funding needs in the current year. It was expected that there would be a combination of budget savings and available contingency funds of \$145,800 which may be re-directed to other projects that Council had shown an interest in funding in FY15. The savings were in the legal fees, beach sand replenishment and manhole repair project accounts.

Motion made by Councilman Godwin, seconded by Vice Mayor Bannon, to re-allocate the funds for proposed projects as presented.

Much discussion followed regarding the FY 2015 project proposals. Due to the uncertainty of the bids for the manhole repair project, it was felt that approval of the project as anticipated was premature.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to amend Councilman Godwin's motion to approve the compensation study implementation as of March 1, 2015, purchase the Strawberry Street Plaza and make improvements to the leased parking area for a total of \$81,000. The motion was approved by majority vote with Councilman Bennett opposed.

C. *Re-appropriation of Police Department's Forfeited Assets:*

Deborah Pocock stated that the Police Department had accumulated \$1,230.89 since 2012 which was considered a forfeited asset by the U.S. Department of Treasury and could only be spent to benefit the Police Department. Chief Pruitt had requested to use \$800 of the funds for equipment to outfit the newest police vehicle.

Motion made by Councilman Godwin, seconded by Vice Mayor Bannon, to allow the budget to be amended to bring forward \$800 from the Police Forfeited Assets Bank Account in order to purchase equipment for the new police truck in FY2015. The motion was approved by unanimous vote.

D. *Local Government Challenge Grant – Arts Enter:*

The grant application was due April 1, 2015 and the Town must confirm in writing to the Virginia Commission for the Arts Local Government Challenge Grant Council's decision to appropriate the matching funds by July 1, 2015. The local match of \$5K was included in the FY2015/2016 budget and the amount would be reviewed by Council at a future budget work session.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve the submittal of the Local Government Challenge Grant application by the April 1, 2015 deadline. The motion was approved by unanimous vote.

E. *Personnel Compensation*

The Council reviewed the proposed Pay Scale and Position Classification Plan. Fourteen full-time and two part-time employees would receive pay increases. The annual cost of implementing the recommendations was approximately \$39,000. During the FY 2015 Mid-Year Review, Council expressed a consensus to implement the plan effective March 1, 2015, at a cost of approximately \$13,000 in FY 2015. Funds were available in the FY 2015 budget to accomplish this. The full annual cost would be included in the FY 2016 budget. The new personnel compensation plan should ensure competitiveness in the labor market and would be effective in addressing personnel turnover rates.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to approve the new Pay Scale and Position Classification Plan, effective March 1, 2015.

Councilman Brown pointed out that there was no Code Enforcement Officer listed on the Position Classification Plan.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to amend the motion to approve the new Pay Scale and Position Classification Plan, effective March 1, 2015, with the exception of changing Building Official to Code Enforcement Official. The motion was approved by majority vote with Councilman Wendell opposed.

F. *2015 Town Harbor Rates*

Smitty Dize explained that the Harbor was proposing a new 3% credit card fee to be assessed for all credit card charges which would help offset the cost of credit card fees which was

approximately \$30,000 per year. A new rate for slip/storage based on an agreement with Chesapeake Marine Systems was also proposed. All recommended rates were base rates. The Harbor was also proposing to continue the 5% discount for Town residents and the 15% discount for commercial users. Smitty Dize proposed implementation of annual, semiannual and quarterly billing options vs. monthly billing for annual and seasonal slip holders which would result in a more stable revenue flow and minimize receivables management.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve the proposed rates effective March 1, 2015. The motion was approved by unanimous vote.

G. Acquisition of Mason Avenue Parcel

Strawberry Street Station, LLC offered to sell a 70' x 105' portion of their parcel to the Town for use as a public right of way for \$50,000 and offered to improve the parcel with pavers and landscaping at an additional cost of \$20,000.

Councilman Bennett expressed his opposition to the purchase stating that \$70,000 for a view shed was too expensive.

Councilman Wendell stated that the purchase of the parcel was a one-time opportunity to secure public access to the parking lot leased from Bay Coast Railroad and to provide a public area for future events, etc.

There was much discussion regarding the purchase of the parcel.

Motion made by Vice Mayor Bannon, seconded by Councilman Godwin, to authorize the Interim Town Manager to conclude an agreement to acquire and improve the parcel as presented. The motion was approved by majority vote with Councilman Bennett opposed.

MAYOR AND COUNCIL COMMENTS

Councilman Bennett stated that the acquisition of the Mason Avenue Parcel was a very poor decision and the way business was conducted was not handled well. There was no time to review the item before the meeting.

Vice Mayor Bannon stated that the Epiphany Party brought in \$6,400 and the Fire Department brought in about \$1,600.

Councilman Wendell stated that there should have been more effective negotiations between the Town and the developer of Strawberry Street Plaza, LLC during the variance process.

Mayor Proto asked everyone to drive safely and stay warm.

ANNOUNCEMENTS

- February 28, 2015 – February Freeze
- March 5, 2015 – Town Council Budget Work Session, 3PM
- March 12, 2015 – Town Council Budget Work Session, 6PM
- March 19, 2015 – Town Council Regular Meeting, 6PM

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

Mayor Proto

Assistant Town Clerk



DRAFT
TOWN COUNCIL
Budget Work Session
Cape Charles Civic Center
March 5, 2015
3:00 p.m.

At 3:05 p.m., Vice Mayor Chris Bannon, having established a quorum, called to order the Work Session of Town Council. In addition to Vice Mayor Bannon, present were Councilmen Bennett, Godwin and Wendell. Councilwoman Natali arrived at 3:06 p.m. Mayor Proto and Councilman Brown were not in attendance. Also present were Treasurer Deborah Pocock, Public Works/Utilities Director Dave Fauber, Harbor Master Smitty Dize and Town Clerk Libby Hume. There were no members of the public in attendance.

Vice Mayor Bannon announced the business for the evening would be to review the proposed Fiscal Year (FY) 2015/2016 Enterprise Fund budgets which included Public Utilities Administration, Waterworks, Wastewater, Meter & Utility Billing, Sanitation and Harbor.

Treasurer Deborah Pocock began by reviewing the budget assumptions and highlights and Council discussed the following:

All Department Personnel: i) All Personnel Services included a proposed 1.7% cost of living allowance (COLA) for existing employees. This was the percentage used by the Social Security Administration for 2015 and was based on the Consumer Price Index from the last quarter 2013 and first quarter 2014.

All Department Benefits: The health insurance premiums for the three plans offered would increase about 7% effective April 1, 2015. The insurance rates would be reviewed at the March 12th Budget Work Session.

All Department Telecommunications: The cost for phone service for the Town Hall was included in the Town Manager's budget. The initial budgets included the cost for the current phone system and the figures would be updated accordingly once the new phone system was installed and operational and would most likely decrease. This line also included department cell phones.

Public Utilities Administration: i) Personnel Services and Employee Benefits included two-thirds of the Director's salary, 10% of the Treasurer, 10% of the Accountant and 10% of the Town Manager.

Waterworks: i) Included three full-time employees (two in operations and one in maintenance); ii) A Capital request for the installation of three automatic flush systems which would help with the issue of TTHM levels in the water. Currently the Town staff performed quarterly Town-wide water system flushes and this would alleviate that process; iii) A Capital request for a valve exerciser to maintain the integrity of the water and sewer valves. This cost was being split 50/50 with Wastewater; and iv) Deborah Pocock stated that the Debt Service amounts were incorrect as listed and would be decreasing by approximately \$8K. The corrected figures would be reviewed at the March 12th meeting.

Wastewater: i) Included four full-time employees (three in operations and one in maintenance); ii) A Capital request to upgrade controls at the Mason Avenue Pump Station which handled about 75% of the town's sewage flow. Replacing the aging controls would increase the station's reliability; iii) A Capital request to upgrade the Pine Street and Plum Street Pump Stations to increase the capacity and make the stations more efficient. This would also decrease flow to the

Mason Avenue Pump Station by diverting flow from the Plum Street Station directly to the Mason Avenue Force Main. This cost of this project would be spread over two years (FY 2016 and FY 2017); iv) A Capital request for the engineering of a Septage Receiving Station to permit the Town to receive septage from companies pumping septic systems throughout the County. Currently, these companies must take the septage to Pocomoke City, MD. This system would bring in revenue which could possibly reduce utility bills for town residents; v) A Capital request for a Valve Exerciser to be split 50/50 with Waterworks; and vi) Deborah Pocock noted that the Debt Service amounts were incorrect and would be decreasing by approximately \$48K. The corrected figures would be reviewed at the March 12th meeting.

Meter & Utility Billing: i) Included one full-time employee; ii) The cost to lease a new folding/stuffing machine was included at \$462 per quarter. This machine would save two days of labor for two employees. There was a savings realized as a result of changing from card stock utility invoices to standard paper invoices and in labor costs and efficiencies which more than covered the cost of this lease; and iii) A new Utility Billing Module as part of the Financial Management System Capital Expenditure request at an estimated cost of \$6K.

Sanitation: i) Per the contract, Davis Disposal's prices were remaining at \$13.50 per residence for FY 2016.

Harbor: i) Included three full-time employees, four seasonal employees, and five part-time employees for the Clam Slam. Overtime was also included for the Police Department and Harbor for the Clam Slam event; ii) The Town submitted a carryover request to the Virginia Port Authority (VPA) for \$860K in grant funding. The Town's match was 25% or \$215K; iii) The Travel lines were increased to allow Harbor staff to attend the Virginia Beach and Ocean City Boat Shows to advertise for the Harbor; iv) The Harbor was awarded a \$35K Boating Infrastructure grant for which the Town's match was \$8,750. \$10K was for advertising and the remainder was to be used for boater safety equipment; v) A Capital request to construct the third section of Offshore Breakwater for added protection. This project would be funded by the VPA grant with a town match of \$215K; vi) A Capital request to transfer the Code Enforcement truck to the Harbor for picking up supplies, making bank deposits, etc. Currently, staff was using their personal vehicles. Since Code Enforcement was included as part of the General Fund, a transfer must be done; and vii) Deborah Pocock noted that the Debt Service amounts were incorrect and would be decreasing by approximately \$23K. The corrected figures would be reviewed at the March 12th meeting.

The next Budget Work Session was scheduled for March 12, 2015 beginning at 6:00 PM.

Motion made by Councilwoman Natali, seconded by Councilman Godwin, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

Vice Mayor Bannon

Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
February 28, 2015**

CASH POSITION

Cash on Hand	1/31/2015	2/28/2015	Increase/(Decrease)
Shore Bank Checking Account	\$ 1,468,785.94	\$ 1,231,982.17	\$ (236,804)
LGIP Account 1 - Unrestricted	\$ 97,407.27	\$ 97,416.23	\$ 9
LGIP Account 2 - Unrestricted	\$302,125	\$298,762	\$ (3,363)
Total Cash On Hand	\$ 1,868,318	\$ 1,628,160	\$ (240,158)

Restricted and Reserved Cash Balances	1/31/2015	2/28/2015	Increase/(Decrease)
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$139,029	\$139,029	0
Shore Bank Checking Account - Police Funds	\$431	\$431	0
LGIP Account 2 - Restricted for USDA Police Vehicle loans	\$7,483	\$10,875	3,392
PNC Account- 2013 Bond Proceeds - Principal	\$958,993	\$958,993	0
PNC Account- 2013 Bond Proceeds - Interest	\$1,490	\$1,608	118
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,582	\$257,585	3
Total Cash Held in Reserve	\$ 1,365,007	\$ 1,368,520	\$ 3,513
Total Cash - All Accounts	\$ 3,233,326	\$ 2,996,680	\$ (236,646)

DEBT SERVICE

<u>Next Debt Service Payments:</u>	<u>Due Date</u>	<u>Amount</u>
VRA 2010C Principal Payment	4/20/015	\$120,586.73
2013 Dodge Charger	4/23/2015	\$4,163.00

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
GENERAL						
REVENUES	60,990	1,680,888	2,008,289	327,401	3,707,715	54.17%
EXPENDED	125,493	1,278,336	1,320,172	41,836	3,707,715	35.61%
NET	(64,503)	402,552	688,116	285,565	0	
PUBLIC UTILITIES						
REVENUES	115,227	960,159	1,124,223	164,064	1,648,921	68.18%
EXPENDED	171,277	947,355	1,000,995	53,640	1,648,921	60.71%
NET	(56,050)	12,804	123,228	110,424	0	
HARBOR						
REVENUES	10,714	594,869	543,839	(51,031)	1,157,987	46.96%
EXPENDED	87,148	811,494	674,477	(137,017)	1,157,987	58.25%
NET	(76,434)	(216,625)	(130,638)	85,986	0	
SANITATION						
REVENUES	13,137	116,272	118,096	1,823	171,800	68.74%
EXPENDED	14,383	96,679	98,404	1,725	171,800	57.28%
NET	(1,245)	19,593	19,692	98	0	

FY 2015 Capital Improvement Project Tracking Report

As of:
2/28/2015

	FY15 Status or Start Date	Percent of Completion	FY15 Budgeted	FY15 QTR 1 Expended	FY15 QTR 2 Expended	FY15 QTR 3 Expended	FY15 QTR 4 Expended	FY15 YTD Expended	(Over)/Under Budget
General Fund									
Dump Truck	January 2015	100%	\$ 30,000	\$ -	\$ 34,574	\$ -	\$ -	\$ 34,574	\$ (4,574)
Cape Chas Multi-Use Trail Phase 2	Start - January 2015	0%	\$ 1,570,000	\$ 24	\$ 3,414	\$ 1,662	\$ -	\$ 5,100	\$ 1,564,900
Library Building HVAC 2nd Floor	February or March 2015	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Furniture and Equip - Civic Center	Complete-December	85%	\$ 18,925	\$ 13,895	\$ 2,098	\$ 92	\$ -	\$ 16,085	\$ 2,840
New Phone System	January or February 2015	17%	\$ 11,213	\$ -	\$ -	\$ 1,869	\$ -	\$ 1,869	\$ 9,344
Replacement Police Vehicle	Completed in November	100%	\$ 23,200	\$ -	\$ 25,326	\$ -	\$ -	\$ 25,326	\$ (2,126)
Shore Scan Products	Complete December or January	100%	\$ 8,200	\$ 6,188	\$ 2,013	\$ -	\$ -	\$ 8,200	\$ -
Pine Street Parking Design	Began August 2014	28%	\$ 10,000	\$ 1,273	\$ 1,554	\$ -	\$ -	\$ 2,828	\$ 7,172
<i>subtotal</i>			\$ 1,681,538	\$ 21,379	\$ 68,979	\$ 3,622	\$ -	\$ 93,981	\$ 1,587,557
Water Fund									
Keck wells Engineering & Construction	Began August 2104 Start pending Bay Creek's acknowledgement	50%	\$ 60,000	\$ 7,995	\$ 15,604	\$ 6,530	\$ -	\$ 30,129	\$ 29,871
Automatic Flush (1/5)	NLT February	59%	\$ 10,000	\$ -	\$ -	\$ 5,877	\$ -	\$ 5,877	\$ 4,123
Truck (48%)	NLT February	0%	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
<i>subtotal</i>			\$ 77,500	\$ 7,995	\$ 15,604	\$ 12,407	\$ -	\$ 36,006	\$ 41,494
Sewer Fund									
Truck (52%)	NLT February	0%	\$ 8,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,100
Pump Station Redesign Engineering	Spring 2015	0%	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Manhole Rehab	April or May 2015	6%	\$ 100,000	\$ -	\$ -	\$ 6,041	\$ -	\$ 6,041	\$ 93,959
<i>subtotal</i>			\$ 138,100	\$ -	\$ -	\$ 6,041	\$ -	\$ 6,041	\$ 132,059
TOTAL		7%	\$ 1,897,138	\$ 29,374	\$ 84,583	\$ 22,070	\$ -	\$ 136,028	\$ 1,761,110

MUNICIPAL CORPORATION OF CAPE CHARLES
February 28, 2015

YTD 2014 Real Estate Tax Collections

Total Land Value	\$	206,709,800
Total Improvement Value	\$	<u>203,219,700</u>
Total Real Estate Value	\$	409,929,500

	as of 02/28/2015		as of 3/11/15		
Total Budgeted	\$	1,073,856	\$	1,073,856	
Total Bills Mailed	\$	1,140,276	\$	1,140,276	
Total Collected	\$	<u>1,059,251</u>	93%	\$ <u>1,059,666</u>	93%
Amount Due	\$	81,024		\$	80,609

**YTD 2014 Personal Property Tax, Machinery and Tools Tax, &
2015 License Tax Collections**

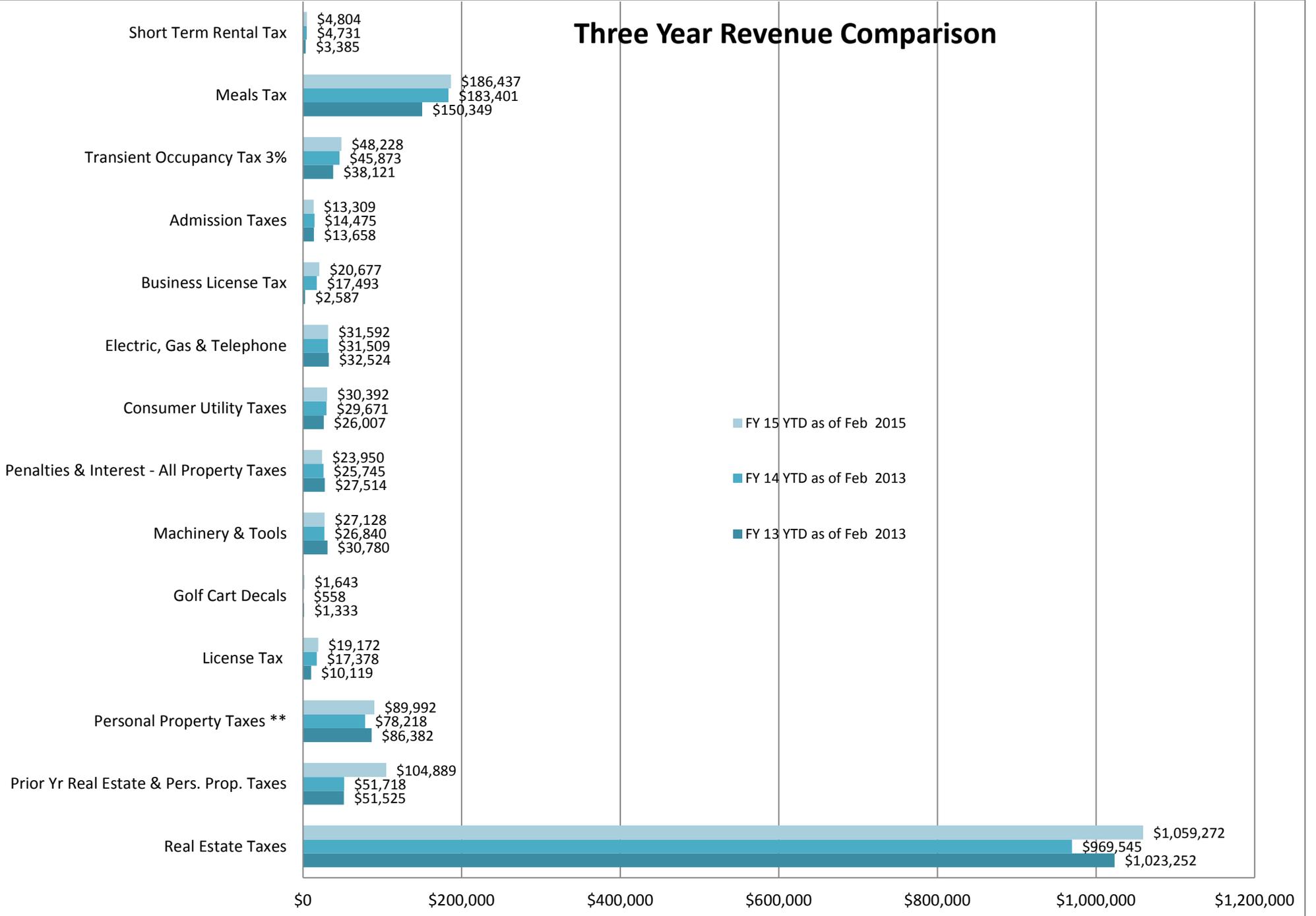
Total Personal Property Value	\$	13,577,500
--------------------------------------	-----------	-------------------

	as of 02/28/2015		as of 3/11/15		
Total Budgeted FY14	\$	160,000	\$	160,000	
Total Bills Mailed	\$	173,253	\$	173,253	
Total Adjusted	\$	(6,179)	\$	(6,179)	
Total Collected	\$	<u>136,292</u>	79%	\$ <u>136,603</u>	79%
Amount Due	\$	30,781.71		\$	30,471.05

**FY 2015 YTD Prior Year Real Estate Tax, Personal Property Tax,
Interest and Penalty Collections**

	as of 02/28/2015		as of 3/11/15		
Total Budgeted FY 2015	\$	125,000	\$	125,000	
Total Collected	\$	<u>128,839</u>	103%	\$ <u>129,016</u>	103%
Amount Anticipated/Over	\$	(3,839)		\$	(4,016)

Three Year Revenue Comparison



Planning Department Report for Town Council

From: Larry DiRe
To: Town Council
Date: March 4, 2015
Subject: Report for Planning Department

Permits:

No permits were issued this month. One Application for Zoning Clearance was received for the installation of a pre-fabricated storage shed on an existing pad. Materials include treated lumber and architectural shingles. The shed will not have an electrical connection and meets the setback requirements. Application was approved.

Planning Commission:

1. The Planning Commission met on March 3rd for a regular meeting. There were two agenda items for consideration, in addition to approving the minutes of the January 6th and January 12th meetings and hearing the staff report. First, the Commission reviewed the draft Comprehensive Plan comments from Ms. Elaine Meil of the Accomack-Northampton Planning District Commission. There was some discussion about document text addressing the Town Library. Commissioner Burke put forward a motion to strike the current language reading "More space is needed for the Library, which can be accomplished through expansion of the existing building or a new location." There was no second. There was some discussion about the language addressing the land use designation of harbor-adjacent railroad property. The current zoning ordinance states: "Any area annexed by the Town of Cape Charles shall, unless otherwise stated, immediately upon the effective date of such annexation be automatically classified as an R-1 district until a zoning plan for such area has been adopted by the Town Council. The Planning Commission shall prepare and present to the Town Council a zoning plan of the annexed area within six months of the annexation." There was general consensus that such property should not be zoned R-1. The Commissioners discussed a date to hold a joint work session with the Town Council. The date of April 7th was set for that meeting. The Planning Commission will also hold their regular meeting that night.

Second, the draft Tourism Zone ordinance was reviewed. Since this item has not been on a Planning Commission agenda since September 2014 there was considerable discussion about the need for input from the local businesses. Commissioner Buchholz stated that he would bring the issue before the Cape Charles Business Association Board at their next meeting. There was general consensus that a representative from the Business Association participate in the Planning Commission's continuing discussions of the Tourism Zone ordinance. The Commissioners discussed several issues including the minimum capitalization threshold, the terminology of "grant" to describe the incentive programs presented, and the process of tracking and reporting the tax and/or permitting fee revenue paid back to an eligible qualified business. The Commissioners decided that the draft ordinance required further work and will appear on the agenda for upcoming meetings. No action was taken. Meeting was adjourned.

Historic District Review Board:

1. The HDRB held their regular meeting on February 24th to discuss some administrative matters. Due to inclement weather that night two Board members did not attend and so the annual elections for office were deferred until the March 17th meeting. Specifically,

the Board discussed two issues at some length: application fees; and new construction guidelines. No actions were taken but the Board members in attendance were in general agreement that the current \$50.00 application fee was modest considering the staff time involved. Likewise, they were in agreement that a special meeting necessitated by the actions of a property owner in violation of prior Board approval needs to be a fee separate from the initial application process. They tasked staff with gathering fee schedules from other historic districts around Virginia. Similarly, the Board tasked staff with gathering new construction guidelines/standards from other Virginia towns. Staff will provide an update at the March meeting.

2. Two Applications for Historic District Review were received this month and will be on the agenda for the March 17th meeting.

Board of Zoning Appeals:

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

Code Enforcement

Month of February FY 2015

Building Permits Issued/Permit Fees Collected:

Permits this month: 23	
Permits this year: 252	Total permits last year: 269
Total construction this month: \$263,301	
Total construction this year: \$5,198,264	Total construction last fiscal year: \$6,874,978
Permit fees this month: \$3,250.54	
Total permit fees this fiscal year: \$156,376.43	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: \$0	
Total Tap fees this year: \$98,800	Total Tap fees last fiscal year: \$37,050
Fire Dept. levy this month: \$290.23	
Total Fire Dept. levies this year: \$4,318.61	Total Fire Dept. levies last fiscal year: \$3,343.33
State levy this month: \$58.05	
Total state levies this year: \$863.84	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: \$0	
Enforcement fees collected this year: \$17,823.48	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 February FY 2015

Other items of note:

1. Completed **52** inspections
2. Conducted 2 zoning clearances
3. Completed 3 courtesy residential inspections
4. Conducted 7 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 1 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 0 residential plan reviews
8. Issued 0 Public Utilities Shallow Well permits
9. Cape Charles Lofts is moving along. Drywall Stage is underway.
10. Old Be-Lo building has been razed and they are in the process of cleaning up the site. A Site Plan has been submitted for Phase 1 of the Strawberry Street Plaza.
11. **Became a Certified Floodplain Manager.**

03/03/15

Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PB150015	Building	02/12/2015	505 Harbor Avenue	Residential Interior Alteration	\$98.00	\$10,000
	PP150008	Plumbing	02/11/2015	155 Heron Pointe Driv	New Plumbing for S/F Res	\$184.80	\$18,000
	PG150002	Gas	02/11/2015	155 Heron Pointe Driv	New Gas appliances and piping	\$81.20	\$7,000
083A1-010018	PP150006	Plumbing	02/09/2015	404 Jefferson Avenue	New Plumbing for S/F Res	\$84.00	\$7,500
083A1-010018	PM150029	Mechanical	02/09/2015	404 Jefferson Avenue	New Mechanical for S/F Res.	\$84.00	\$7,500
	PM150031	Mechanical	02/24/2015	200 Madison Avenue	1 NEW AIR TO AIR HEAT PUMP	\$68.06	\$4,651
	PB150012	Building	02/12/2015	206 Madison Avenue	Residential Alteration per Application	\$280.00	\$35,000
	PB150016	Building	02/23/2015	1 Mason Avenue	Interior Demolition	\$420.00	\$30,000
	PB150020	Building	02/25/2015	117 Mason Avenue C	Residential Alteration	\$224.00	\$25,000
	PE150011	Electrical	02/19/2015	245 Mason Avenue 10	New Electrical for Commercial Area	\$84.00	\$2,500
083A3-0100-61	PB150017	Building	02/23/2015	321 Mason Avenue	Commercial Alteration	\$434.00	\$31,250
	PP150005	Plumbing	02/05/2015	301 Patrick Henry Av	Water and Sewer line alterations	\$134.40	\$7,000
	PE150010	Electrical	02/09/2015	301 Patrick Henry Av	Adding Circuits	\$84.00	\$600
	PB150018	Building	02/25/2015	722 Prestwick Turn	Repair from flood damage	\$56.00	\$2,500
	PB150019	Building	02/25/2015	724 Prestwick Turn	Repair Water Damage	\$56.00	\$2,500
	PM150030	Mechanical	02/09/2015	237 Randolph Avenue	2 New Air to Air Heat Pumps for Rehab	\$96.88	\$9,800
	PM150033	Mechanical	02/23/2015	506 Randolph Avenue	1 New Mini Split	\$67.20	\$4,500
	PM150032	Mechanical	02/23/2015	506 Randolph Avenue	1 New Mini Split System	\$78.40	\$6,500
	PP150009	Plumbing	02/11/2015	145 Sunset Blvd.	New Plumbing for S/F Res	\$184.80	\$18,000
	PG150003	Gas	02/11/2015	145 Sunset Blvd.	New Gas appliances and piping	\$70.00	\$5,000
	PP150007	Plumbing	02/09/2015	819 Turnberry Arch	Permit to finish for C.O.	\$56.00	\$500
	PB150014	Building	02/12/2015	526 Washington Aven	Repair Water Damage	\$162.40	\$14,000
083A1-0100-02	PB150013	Building	02/12/2015	528 Washington Aven	Repair Water Damage	\$162.40	\$14,000

Total Permits: 23

\$3,250.54

\$263,301

PerDateIssued Range from 02/01/2015 to
02/28/2015



**Town Harbor
Town Council Report
February, 2015**

March 7, 2015

Maintenance:

1. Completed working on the Bath House

Upcoming Items that need 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.
12. Fix any Damage ice may have caused to the docks.

Capital Projects and Harbor improvements:

1. Offshore Breakwaters – Received an extension from the VMRC no word from the USACE.
2. Dredging – Has begun for the first phase which could be completed by the end of March.
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 – Visited the VPA to give our presentation and request for carryover.

Other Items:

1. Follow us on Face Book (**Cape Charles Town Harbor**) over 2350 likes!!!
2. Current Office Hours – 9:00 am to 4:30 pm Monday – Friday thru mid-march.
3. New Office hours beginning March 17th 8:00 am – 5:00 pm 7 days a week.
4. Waiting list – No change from January

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

Cape Charles Memorial Library Report
February 2015

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

Preschool Story time - weekly	27
Toddler Storytime - weekly	10
Chess Club – weekly	11
TOTAL	48 -2 weeks cancelled due to snow

2. The library has a limited supply of the following **tax forms**: 1040A, 1040EZ, and Form 1040. You can also call 1-800-829-3676 to order tax products or visit www.irs.gov for all your tax needs.
3. On March 22, author **Kate Gray** will lead a discussion of her debut novel; *Carry the Sky* at the Cape Charles Civic Center, 500 Tazewell Avenue, Cape Charles, from 2 p.m. to 4 p.m. All who have read her book are invited to attend and participate. Light refreshments will be available.
4. The **Friends of the Library** will be hosting two nationally renowned authors at CCMC, on Monday, March 23, from 7 p.m. to 9 p.m. Each author will read excerpts from their latest novels. Kate Gray from Portland, Oregon, will read from *Carry the Sky* and Sheri Reynolds from Cape Charles; will read from *The Homespun Wisdom of Myrtle T. Cribb* (as well as from her even newer, yet to be published book!) Light refreshments will be available.
5. As of today our Facebook page has 459 likes. For additional information about library programs and library related information check out our **Facebook** page.

CAPE CHARLES POLICE DEPARTMENT

MONTHLY STATISTICS

February 2015

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

- Calls for service in Cape Charles: 53
- Calls for service outside of Cape Charles: 9
- Felony arrests: 0
- Misdemeanor Arrests: 0
- D.U.I. Arrests: 0
- Traffic Summons: 1 (see below)
- Traffic Warnings: 8 (written& verbal):
- Parking tickets: 3
- Building Checks: 200 +
- Assisted Northampton County Sheriff's Office: 9
- Assisted Virginia State Police: 0
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 2
- Foot Patrol Hours: 65
- Bay Creek patrol hours: 72.5

The following took place in February:

- Chelsea Pfeiffer was promoted from Corporal to Sergeant effective March 1, 2015.
- Jay Bell was also promoted to Sergeant effective March 1, 2015.

Traffic Summons

1. Expired inspection

Due to the weather conditions in the month of February vehicle traffic was down. We spent many days checking homes for water leaks and assisted other town departments in any way we could to help safe passage through town.

Public Utilities

Monthly Report February 2015



Production Summary

- Miss Utility Tickets: 35
- Emergency Call Outs After Hours and Weekends:
Number of times called out:
Total Man Hours:
- Fire Calls: Man Hours:
- Sludge: Tons
- Water: Total Production: 4,752,858
High: 309,500 on February 20
Low: 100,500 on February 3

Average	Raw Water	Finished Water
Hardness	397.4	123.9
Iron	8.12	.028
Manganese	.488	.005

All Data in PPM

- Waste Water: Average Flow 136,500 gpd
Maximum 225,700 gpd
Total for Month 3,822,000 Gallons
Nutrients:
Phosphorus Average .06 Limit .3 mg/l annual average
Nitrogen Average 7.69 Limit 4 mg/l annual average

Personnel

- Water
 - Patrick Christman Operator Class 3 Water,
 - Ron Bailey Operator Class 3 Water
 - Scottie Neville Operator Class 3 Water, Operator in Charge
 - 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

In Progress

- Working with GHD on preparing 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. Town offices were closed on the due date, so the bid due date was extended to the 19th. Low bidder was Eastern Shore Landscape Management.

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

February 2015

Dump Fees

- Oyster Landfill: 0 trips - \$0.00
- Recycled 2 truckloads of bags & leaves
- Recycled 4 truckloads of non-chip able brush

Staff Report

- Mike Mullner on Vacation (2-27 thru 3-6)

Completed Projects

- Monthly meter reads.
- Water valve repair completed Bay & Randolph Avenues.
- Fishing Pier - replaced missing safety rails on older end section.
- Police Charger #167-810L: LOF & tires rotated & filters all cleaned.
- Police Explorer #167-846L: new battery & wipers installed.
- P.W. Chevy Dump #119-528L: LOF & tool holders designed & installed on bed side.
- P.W. (4) small engine equipment: cleaned, serviced & fuel topped off with fuel stabilizer.
- P.W. Barber beach sweeper: defective bearings & tension bolts replaced.
- P.W. Gator: tune up, scraped rusted areas & primed.
- Water Plant Colorado: LOF and filter's cleaned.
- Public Utilities jetter: rusted area scraped & primed, new battery installed along with a battery safety cut off switch.
- 8 Town street signs reported to Northampton County compliance for repair.
- Silt fence installed @ P.W. yard.
- Bay Ave: Winter sand blow swept up from sidewalks & steps.
- Vehicle maintenance: checked all P.W. fleet and topped of fluids

Events

- Movie in the making on Mason Ave (Wednesday 2-4)
- Valentine's Day (Saturday 2-14)
- Presidents Day (Monday 2-16)
- Webinar on Recycling (Thursday 2-26)
- February Freeze (Saturday 2-21, Re-Scheduled to Saturday 2-28, then to Saturday 3-7 due to frozen Bay)

In Progress

- Manual street gutter clean - 90% complete.
- Beach winter fence & burlap erosion control maintenance.
- Vehicle lift installation.
- Town wide street tree & bush trimming - 60% complete.
- Bay Ave sand sweeping from curbs & street.
- Vehicle/equipment maintenance.
- Allie 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 1st 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
44	105.5	43	36.5	41	58	23.5	40.5	10	64.5	4	19

Recreation Department February 2015 Council Report

Programs and Events – Several events were cancelled or had low attendance due to weather.

1. Arts and Crafts
 - A. February 4 – 1
 - B. February 11- 5
 - C. February 18 – Cancelled
 - D. February 25 – Cancelled

2. Adult Book Club
 - A. February 23 – Carry the Sky – 4
The Friends of the Library have sponsored a book signing and author discussion with Kate Gray. The book club members are looking forward to the two scheduled events.

3. Mommy and Me
 - A. February 10 – 6
 - B. February 24 – 2

4. Line Dancing – Due to low attendance line dancing will be put on hold. We had a lot of people come out on different weeks but never seemed to come out at the same time.

5. Scrapbooking
 - A. February 9 – 3
 - B. February 23 – Cancelled due to weather

6. Bingo
 - A. February 6 – 9
 - B. February 20 – Cancelled due to weather

7. Valentines Party – Only 2 participants attended. In years past we have had 20-40 children. This year Valentine's Day fell on the same day as the actual party which may have contributed to less participants. It may just be time to think of some new and interesting ideas.

Projects:

1. The Dog Committee met for its wrap up session on February 24. A staff report will be submitted to Council.
2. February Freeze has been rescheduled twice for bad weather. The event will now take place on March 7, 2015.
3. Jen will be getting together a committee to discuss a town wide map for publication as early as Memorial Day. Anyone interested in working on this project should contact Jen.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Cape Charles Community Trail – Phase 2		AGENDA DATE: March 19, 2015
	SUBJECT/PROPOSAL/REQUEST: Progress update.		ITEM NUMBER: 7A
	ATTACHMENTS: None.		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Bob Panek	REVIEWED BY: Bob Panek, Interim Town Manager	

BACKGROUND:

Council adopted the Cape Charles Master Trail Plan on September 11, 2007. This multi-use trail is being constructed in phases as funding is available. Eighty percent of the cost is funded by Federal grants authorized under the Transportation Enhancement Act for the 21st Century (TEA-21), now succeeded by the Transportation Alternatives Program, and twenty percent by local funds. To date, the Town has been awarded \$2.3M in grant funding. Of that, about \$1M was utilized for the Master Plan and for design, engineering and construction of Phase 1 in Central Park. About \$1.4M remains available for Phase 2 – North Peach St. and Washington Ave.

DISCUSSION:

Our consulting firm, Land Studio, PC, submitted the 100% design documentation, including the bid package, to VDOT for review on May 1, 2014. The overall layout is as previously presented (available in the Town Hall). Land Studio has incorporated the minor design changes resulting from the VDOT review, as well as the update of the National Environmental Policy Act review documentation. Additionally, the Town has provided VDOT the required water quality and right of way certifications.

We have provided “before” and “after” drawings to property owners along the route so they can become familiar with the planned improvements, and have now obtained all required construction easements.

Town staff and our consultants met with VDOT representatives on December 2, 2014 to review the enhanced construction administration and inspection (CA&I) requirements specified by VDOT and the Federal Highway Administration. These requirements are greater than previously planned and add about \$100K to the project cost estimate. CA&I responsibilities will be shared between Town staff and our consultants.

The project cost estimate is now \$1.7M, including design, engineering, construction, administration & inspection. The Federal share is \$1.36M, and the Town share is \$0.34M. This is within the funding budgeted for FY 2013 thru FY 2015.

FHA/VDOT approved the bid package and an invitation for bids has been advertised in the Eastern Shore Post, Eastern Shore News, the Daily Times in Salisbury, the Virginian Pilot and the Daily Press as well as on the Town’s website. The bids are due by 11:00 a.m. on March 25, 2015 and the contract should be awarded at the April meeting. Construction duration is estimated to be about 8 months.

RECOMMENDATION:

Provided for information only.

 TOWN OF CAPE CHARLES	AGENDA TITLE: FY2015 Budget Re-allocation		AGENDA DATE: 3/19/2015
	SUBJECT/PROPOSAL/REQUEST: Request to re-allocate FY15 Capital Project Budgets		ITEM NUMBER: 7B
	ATTACHMENTS: Allocation Schedule		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Deborah Pocock	REVIEWED BY: Bob Panek, Interim Town Manager	

BACKGROUND:

As discussed at the February meeting there are several FY15 budgeted items that will cost less than anticipated, leaving a budget surplus that may be re-directed to other projects as desired by Council. There is also a contingency budget available for re-allocation. In February, Council voted to proceed with the Strawberry Street Plaza Purchase for \$50,000, the leased parking area improvements for \$20,000 and the Compensation Study Implementation for \$11,000, and hold the other projects until the Manhole Bids had been studied.

DISCUSSION:

With a bid for the Manhole Project at \$41,792 and a firm price of \$15,000 (previously listed at \$10,000) for the Pine Street Lot Trash Management Area 100% design, the Town is in good position to approve the remaining projects as listed on the attached schedule. The remaining projects will cost \$69,800, for a total of \$150,800 in re-directed expenditures. A balance of \$59,200 will remain in the contingency fund.

RECOMMENDATION:

Staff recommends that the projects be approved as listed on attached schedule.

SCHEDULE A

FY 2015 New Project Proposals – Revision #2

Projects Pending Approval

General Fund

\$2,000	Harbor for the Arts Festival Marketing
\$1,000	Tourism Brochure/Map
\$15,000	100% Design - Pine Street Lot Trash Management Area
\$10,000	Beach Swimming Area Safety Measures (buoys, markers, signage)

Water/Sewer Fund

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

\$69,800	Total Redirected Funding Projects Pending Approval
-----------------	---

\$81,000	*Total Approved in February
-----------------	------------------------------------

\$38,200	Potential Rainy Day fund
----------	--------------------------

\$21,000	Remaining Contingency
----------	-----------------------

\$210,000	Total planned spending and contingency
------------------	---

***Projects approved in February**

\$11,000	Compensation Study Implementation as of March 1st, 2015
----------	---

\$50,000	Purchase Strawberry Street Plaza
----------	----------------------------------

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

\$81,000	Total Previously Committed
-----------------	-----------------------------------

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

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Rates Amendment		AGENDA DATE: March 19, 2015
	SUBJECT/PROPOSAL/REQUEST: Amend the Current Rate Structure		ITEM NUMBER: 7C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Smitty Dize, Jr.	REVIEWED BY: Bob Panek, Interim Town Manager	

BACKGROUND:

On February 18, 2015, staff proposed increased rates for slip and storage rentals at the Harbor, which Town Council approved. All recommended rates were base rates. Council also approved ending monthly billing for annual and seasonal rentals, in favor of 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. We felt, at the time, that this should result in a more stable revenue flow and minimize receivables management.

DISCUSSION:

Since the time of approval we have had many complaints about our increased rates. Staff was asked to meet with the Cape Charles Yacht Club to listen to the concerns of slip renters. One of the greatest concerns was that renters did not have time to plan for payment for the year all at once. Current renters asked if it would be possible to grandfather returning slip renters to continue paying monthly at the new yearly rate.

After further consideration we would like to request an amendment to the current rate structure:

1. Allow returning slip renters to continue to pay monthly at their respective new yearly rate.
2. There will be no billing, so they must have payment in by the 10th of each month.
3. If no payment is received by the 10th, we will charge their credit card on file and a 3% fee will be added.

We believe this reasonable accommodation will incentivize slip renters to return to the Harbor, while still achieving the original objectives of the new rate structure.

RECOMMENDATION:

Approve the amended rates effective April 1, 2015.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Appointment of Zoning Administrator		AGENDA DATE: March 19, 2015
	SUBJECT/PROPOSAL/REQUEST: Appoint Zoning Administrator		ITEM NUMBER: 8A
	ATTACHMENTS: Cape Charles Zoning Ordinance Section 2.4.1		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Bob Panek, Interim Town Manager	

BACKGROUND:

Section 2.4.1 of the Cape Charles Zoning Ordinance states that the Town Council shall appoint a Zoning Administrator to serve under the direction of the Town Manager. Section 2.4.1 of the Zoning Ordinance outlines the Zoning Administrator's authority to enforce the Town's Ordinance and is attached for reference purposes.

DISCUSSION:

The Town Planner's duties include guiding long range land use planning and natural resource management for the Town and to implement related programs and regulations, including zoning, subdivision, erosion and sediment control, and flood plain management. The Planner serves as the staff liaison for the Planning Commission, Historic District Review Board, the Harbor Area Review Board, Wetlands & Coastal Dune Board and the Board of Zoning Appeals. The Planner monitors changes in the state and federal law and is responsible for initiating modifications to the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance. The Planner's duties also include conferring with the Town Manager on zoning and subdivision topics and enforcing compliance with the Town's zoning, subdivision and wetland ordinances.

Larry DiRe joined the Town's staff in February 2015 as the new Town Planner.

RECOMMENDATION:

Staff recommends Council discussion and, if deemed appropriate, appointment of Town Planner Larry DiRe as the Zoning Administrator.

Section 2.4 Administration and Enforcement

Section 2.4.1 Enforcement of Ordinance, Guarantees

- A. In accordance with Section 15.2-2286 of the Code of Virginia, there is hereby created the office of Zoning Administrator. The Zoning Administrator, who may also hold another office in Town, shall be appointed by the Town Council and shall serve under the direction of the Town Manager, who will coordinate department actions and such assistance as may be required to carry out the responsibilities of this ordinance. In the event that the Town Manager is appointed to serve as Zoning Administrator, same shall serve under the direction of the Mayor.

- B. The Zoning Administrator shall be vested with all necessary authority on behalf of the Town Council to administer and enforce the provisions of this ordinance, including:
 - 1. the ordering in writing of the remedying of any condition found in violation of this ordinance;
 - 2. the bringing of legal action, after approval by the Town Council, to ensure compliance with the provisions of this ordinance, such action to include injunction, abatement, or other appropriate action or proceedings;
 - 3. in specific cases, making findings of fact and, with the concurrence of the Town Attorney, conclusions of law regarding determinations of rights accruing under Section 2.5 of this ordinance and Section 15.2-2307 of the Code of Virginia.

- C. Pursuant to Section 15.2-2299 of the Code of Virginia, the Zoning Administrator shall have all necessary authority on behalf of the Town Council to administer and enforce conditions attached to a rezoning or amendment to a zoning map, including:
 - 1. the ordering in writing of the remedy of any noncompliance with the conditions;
 - 2. the bringing of legal action, after approval by the Town Council, to ensure compliance with the conditions, including injunction, abatement, or other appropriate action or proceeding; and
 - 3. requiring a guarantee, satisfactory to the Town Council, in an amount sufficient for and conditioned upon the construction of any physical improvements required by the conditions, or a contract for the construction of the improvements and the contractor's guarantee, in like amount and so conditioned, which guarantee shall be reduced or released by the Town Council, or agent thereof, upon the submission of satisfactory evidence that construction of the improvements has been completed in whole or in part. Failure to meet all conditions shall constitute cause to deny the issuance of any of the required use, occupancy, or building permits as may be appropriate.

- D. The Zoning Administrator shall respond within 20 days of a request for a decision or determination on zoning matters within the scope of his or her authority unless the requester has agreed to a longer period.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Sewer System Manhole Rehabilitation		AGENDA DATE: March 19, 2015
	SUBJECT/PROPOSAL/REQUEST: Award contract for the rehabilitation of the specified sewer system cleanout manholes		ITEM NUMBER: 8B
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Dave Fauber	REVIEWED By: Bob Panek, Interim Town Manager	

BACKGROUND:

The identification and repairs of breaches in the town sewage 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 4th for the rehabilitation of 33 manholes. 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 Town Manager.

DISCUSSION:

Bids were due on February 17, 2015. The Town offices were closed on the bid date due to inclement weather and the bid due date was extended to February 19. Of the three contractors submitting bids for the manhole rehabilitation project, Eastern Shore Landscaping Management (ESLM) was the low bidder. The project contains three separate tasks:

- | | |
|-------------------------------------|--------------------|
| 1. The repair of 33 manholes | \$33,792.00 |
| 2. Rebuilding 3 Manholes | \$ 5,700.00 |
| 3. Resurfacing 2 Fine Screen Vaults | <u>\$ 2,300.00</u> |
| Total Bid | \$41,792.00 |

Amount Budgeted: \$100,000

The Town has had a long relationship with ESLM and they have proven to be responsive and reliable.

RECOMMENDATION:

Staff requests Council authorization for the Interim Town Manager to execute a contract with ESLM for rehabilitation of the specified manholes, rebuilding 3 manholes and relining the fine screen vaults.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Facilities Painting Contractor		AGENDA DATE: March 19, 2015
	SUBJECT/PROPOSAL/REQUEST: Painting of Town Facilities to be done as funding becomes available.		ITEM NUMBER: 8C
	ATTACHMENTS: Attachment A of Bid Form		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Dave Fauber	REVIEWED By: Bob Panek, Interim Town Manager	

BACKGROUND:

Staff published an Invitation for Bids (IFB) for Facilities Painting in the Eastern Shore News on Saturday, January 24, 2015. The Town has several structures associated with the Utilities Department, Public Works, Library and administrative buildings. Staff prepared a list of these buildings and associated equipment and appurtenances to bid on individually and to be performed at the town's request as money in the maintenance budget is available.

DISCUSSION:

Each item will be contracted separately as they are scheduled. There is no set timeline and the tasks will be scheduled as the money becomes available. Attached is the schedule of tasks and associated pricing from Attachment A of the Bid Form.

Proposed Total Amount: \$24,350.00

Budgeted: As available in Materials and Supplies budget line.

RECOMMENDATION:

Staff requests Council authorization for the Interim Town Manager to execute a contract with Bill Widgeon for the painting of Town facilities.

Contractor proposes to provide the services as defined in the Scope of Services.

Contractor will charge the Town the following for Facilities Painting as specified in the IFB Attachment A:

- | | |
|-----------------------------------|-------------|
| 1. Water Plant | |
| a. Office | \$ 500.00 |
| b. Filter Room and Hall | \$ 1,650.00 |
| c. Chemical Room | \$ 1,500.00 |
| d. Exterior | 1,250.00 |
| 2. Utilities Building | |
| a. Interior | \$ 900.00 |
| b. Exterior | \$ 1,100.00 |
| 3. Fig Street Pump Station | |
| a. Interior | \$ 750.00 |
| b. Exterior | \$ 400.00 |
| 4. Washington Avenue Pump Station | |
| a. Interior | \$ 750.00 |
| b. Exterior | \$ 550.00 |
| 5. Pine Street Pump Station | |
| a. Interior | \$ 750.00 |
| b. Exterior | \$ 550.00 |
| 6. Mason Avenue Pump Station | |
| a. Interior | \$ 750.00 |
| b. Exterior | \$ 350.00 |
| 7. Plum Street Pump Station | |
| a. Interior | \$ 750.00 |
| b. Exterior | \$ 350.00 |
| 8. New Quarter Pump Station | |

a. Interior	\$ <u>760.00</u>
b. Exterior	\$ <u>400.00</u>
9. Heron Point Pump Station	
a. Interior	\$ <u>750.00</u>
b. Exterior	\$ <u>400.00</u>
10. Civic Center	
a. Exterior	\$ <u>5500.00</u>
11. Beach Bathroom	
a. Exterior	\$ <u>400.00</u>
12. Central Park Bathroom	
a. Exterior	\$ <u>300.00</u>
13. Flag Pole at Mason and Bay	\$ <u>1200.00</u>
14. 50 Fire Hydrants	\$ <u>1000.00</u>
15. 40, 20 foot sections Street Curb	\$ <u>800.00</u>
Total	\$ <u>24,350.00</u>

By submitting this Proposal, the Contractor certifies that he/she has read and understands the Bid Documents, General Bid Instructions, Conditions and Scope of Work and has familiarized his/herself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the work. Bidder represents that they have examined copies of the following Addenda, receipt of which is hereby acknowledged:

Addendum No. None Dated: 2-9-15

Communications concerning this Proposal shall be addressed to:

Name: BILL WIDGEON
 Firm: _____
 Address: 22216 Seaside Rd
Cape Charles VA, 23310

 TOWN OF CAPE CHARLES	AGENDA TITLE: Cape Charles Dog Committee Update		AGENDA DATE: March 19, 2015
	SUBJECT/PROPOSAL/REQUEST: Update re: Dog Committee and Recommendations		ITEM NUMBER: 8D
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT(s): Jen Lewis, Recreation Coordinator	REVIEWED BY: Bob Panek, Interim Town Manager	

BACKGROUND:

Over the years, the Mayor, Town Council and staff have been approached by citizens on different occasions regarding possible ways to make the Town more of a pet-friendly destination. In the fall of 2014, the Mayor asked for volunteers to serve on a citizen committee to review the rules regarding dogs on the beach and throughout the Town. Recreation Coordinator Jen Lewis serves as the staff liaison for the committee which consists of 3 Cape Charles citizens – Beth Davis, Miriam Elton, and George Ferguson.

DISCUSSION:

The committee discussed a designated area to be open to dogs and their owners on a year-round basis but felt that the main issue of concern was owner responsibility. Discussions included ways to assist the dog owners in cleaning up after their pets as well as new hours for summer beach use. Much discussion was focused on enforcement of the Town’s existing ordinances.

The committee offers the following recommendations:

1. Change the summer beach hours to prohibit dogs on the beach from 10:00 a.m. to 7:00 p.m. from Memorial Day to Labor Day. The Town’s current ordinance prohibits dogs on the beach from 9:00 a.m. to 9:00 p.m. from April 1 through Labor Day. New signage would be installed at each beach entrance or on all doggie stations with just this information.
 - a. This change would require a public hearing and Council adoption of an ordinance.
2. The buckets would be removed from all Doggie Stations throughout the Town and pet owners would be encouraged to use the regular trash receptacles. Staff would ensure that baggies are available at all Doggie Stations at all times.
3. The Police Department would work with local citizens to enforce the Town’s ordinance. The committee felt that a conversation between violators and a police officer would be enough to make noticeable changes for such issues as feces throughout Central Park and private property, as well as adhering to the leash law.

RECOMMENDATION:

Staff requests Council review and discussion regarding the above recommendations and guidance regarding moving forward with the recommendations.



TOWN OF
CAPE CHARLES

AGENDA TITLE: 27th Annual Clean the Bay Day Municipal Partner Cooperative Agreement

AGENDA DATE:
March 19, 2015

SUBJECT/PROPOSAL/REQUEST: Authorization to sign an agreement with the Chesapeake Bay Foundation to become a host port.

ITEM NUMBER:
8E

ATTACHMENTS: Municipal Partner Cooperative Agreement

FOR COUNCIL:
Action (X)
Information ()

STAFF CONTACT (s):
Smitty Dize, Jr.

REVIEWED BY:
Bob Panek, Interim Town Manager

BACKGROUND:

For the past 26 years the Chesapeake Bay Foundation has held an annual Clean the Bay Day event around the Chesapeake Bay Watershed. Last year, along with Davis Disposal, Cape Charles unofficially took part of the Clean the Bay Day. A dumpster was placed at the Harbor and boaters picked up trash from the area.

DISCUSSION:

In order for Cape Charles to become an official port for the 27th Annual Clean the Bay Day, the Town would need to sign the Municipal Partner Cooperative Agreement which is attached. The Town would also need to designate a Clean the Bay Day coordinator to act as the liaison with the Chesapeake Bay Foundation.

There would be minimal cost to the Town for eight man hours, fuel for the boat and signage. The dumpster is being sponsored by Davis Disposal.

The benefits include a cleaner watershed around the Town, community bonding, great publicity and advertisement for the Town.

Although this was not a budgeted item, this is an event that will benefit the citizenry as a whole in ways that are difficult to attach a monetary amount.

RECOMMENDATION:

Staff requests authorization for the Interim Town Manager to execute the Municipal Partner Cooperative Agreement with the Chesapeake Bay Foundation and designate Recreation/Community Events Coordinator Jen Lewis as the Clean the Bay Day Coordinator.



**Municipal Partner
Cooperative Agreement**
(please remit no later than March 6, 2015)

Chesapeake Bay Foundation, Inc. (CBF) and _____
(Municipal Partner or MP) wish to cooperatively participate in **Clean the Bay Day** (CTBD) to be held Saturday, **June 6, 2015**. To achieve a safe, well organized, and successful event, CBF and the MP agree as follows:

CBF will:

1. Provide the MP with copies of the CTBD Zone Captain's Guide (Guide). The Guide will provide recommendations and advice on the recruitment, training, and coordination of volunteers at individual clean-up sites. It also will provide liability release forms and clean-up reporting forms.
2. Provide the MP with promotional materials for use by the MP. This includes the CTBD logo and artwork, which CBF authorizes the MP to reproduce, subject to CBF review and approval prior to distribution.
3. Promote CTBD through local media, CBF's website, and other opportunities. This includes a phone number for information and citizen registration.
4. Forward to the MP the names of citizens interested in volunteering for the MP at its clean-up site(s).
5. Publicly acknowledge the MP's participation in CTBD.

The MP will:

1. Designate a CTBD coordinator for the MP. The coordinator will serve as the MP liaison with CBF.
2. Select Zone Captains and provide a training session for them. The training session will cover the materials contained in the Guide, including instructions to obtain liability releases from all volunteers, and provide an opportunity for discussion and recommendation on coordinating the clean-up.
3. Select the clean-up site(s) and obtain all authorizations required to allow the MP to conduct a clean-up at the selected site(s). MP will determine the estimated linear distance of the site(s) to be cleaned.
4. Recruit, organize, and manage the volunteers its clean-up site(s). This includes the registration and supervision of all volunteers, control of clean-up site(s), and proper disposal of all trash collected.
5. Obtain liability releases on the CTBD Safety Tips forms and CTBD Parental Permission forms contained in the Guide from all of its volunteers working at its clean-up site(s).
6. Whenever possible display the CTBD logo in any promotional materials, as well as the logos of "key sponsors" as identified by CBF.
7. Collect the information noted on the clean-up reporting forms and provide the collected information to CBF, either by phone or online. Final results of clean-up/data should be reported **no later than 2:00pm on the day of the clean-up(s)** and include: total # volunteers, total estimated distance of area cleaned, total estimated weight of debris collected, as well as any anecdotal information relevant to the clean-up event. Information, including liability release forms, will be made available to CBF if copying is needed no later than **June 12, 2015**. Originals of all additional materials, including release and registration forms, will be returned to CBF no later than **June 19, 2015**.

(Continued)



The Chesapeake Bay Foundation, Inc. and the Municipal Partner (MP) acknowledge that an actual clean-up event located in the MP's jurisdiction is an MP activity and that all volunteers are volunteering for the MP.

Municipal Partner: _____
Please give the Municipal Partner name exactly as you want it to appear on CTBD print materials.

Address (for shipping materials): _____

City/State/Zip: _____

"Your Handle:" How would you like your area to be identified on the volunteer website? (E.g. City of Norfolk, James River State Park, Rivanna Watershed, etc...) _____

Website? (where you highlight your CTBD/other environmental efforts): _____

Name of MP Coordinator/Point of Contact: _____

Daytime telephone: (____) _____ Cell Phone: (____) _____

Email(s), primary means of communication – for anyone associated with coordination of your program:

Number of clean-up sites in 2015 (best guess): ____ Number of Zone Captains in 2015 (best guess): ____

Date of clean-up, **if other than June 6, 2015** (generally, we prefer this date to be *before* the June 6 event):

This Cooperative Agreement signed this _____ day of _____, 2015.

MP Representative's Signature

CBF Representative's Signature

Please retain a copy of this Agreement for your files and email or mail signed copy to:

Tanner Council, CBF
3663 Marlin Bay Drive
Virginia Beach, VA 23455
E-mail: tcouncil@cbf.org Phone: 757/622-1964 x 3305