



TOWN COUNCIL

Regular Meeting

April 16, 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. National Safe Boating Week Proclamation
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 Update
8. New Business
 - *A. National Police Week Proclamation
 - *B. Building Safety Month Proclamation
 - *C. National Public Works Week Proclamation
 - *D. Municipal Clerks Week Proclamation
 - *E. Credit Card Charges
 - F. Application and Permit Fee Review
 - G. Planning Commission 2014 Annual Report
 - *H. Appropriation of Insurance Proceeds
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - April 25, 2015 – Low Country Shrimp Boil, 5:00 PM
 - April 26, 2015 – Blessing of the Worms, 1:30 PM
 - April 28, 2015 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - May 7, 2015 – Town Council Budget Work Session, 6:00 PM
 - May 12, 2015 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - May 14, 2015 – Town Council Budget Work Session, 6:00 PM
 - May 16, 2015 – Crabby Blues Festival, 3:00 PM
 - May 21, 2015 – Town Council Regular Meeting, 6:00 PM
 - May 25, 2015 – Town Offices closed for Memorial Day
11. Adjourn at 8:00 P.M.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: National Safe Boating Week Proclamation		AGENDA DATE: April 16, 2015
	SUBJECT/PROPOSAL/REQUEST: Proclaim May 17 th – May 22, 2015 as National Safe Boating Week		ITEM NUMBER: 3A
	ATTACHMENTS: National Safe Boating Week Proclamation		FOR COUNCIL: Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Americans increasingly head to the water for recreation and relaxation. It is vital that all boaters practice safe boating habits, especially wearing life jackets. Approximately 88% of those who drown in boating-related accidents were not wearing life jackets.

DISCUSSION:

May 16 – 22, 2015 is National Safe Boating Week. In an effort to promote National Safe Boating Week, U.S. Coast Guard Auxiliary, Flotilla 12-02 Painter requests that the Town Council of Cape Charles adopt a proclamation naming May 16th – 22nd as Safe Boating Week within the Town of Cape Charles.

RECOMMENDATION:

Staff request Council approval Proclaiming the week of May 16 – 22, 2015 as National Safe Boating Week.

PROCLAMATION 20150416
PROCLAIMING MAY 16 – MAY 22, 2015 AS
NATIONAL SAFE BOATING WEEK

WHEREAS, Recreational boating is fun and enjoyable, and we are fortunate that we have sufficient resources to accommodate the wide variety of pleasure boating demands. However, our waterways can become crowded at times and be a place of chaos and confusion. While being a marvelous source of recreation, boating, to the unprepared, can be a risky sport. Not knowing or obeying the navigation rules or the nautical “Rules of the Road,” drinking alcohol or taking drugs while operating a boat, or choosing not to wear your life jacket when doing so is clearly NOT the smart thing to do, are all examples of human error or a lack of proper judgment. One particular behavior that can reduce the number of boaters who lose their lives by drowning each year by approximately 80% is the wearing of a life jacket. It is a simple task that has the potential to reduce terrible loss in lives.

WHEREAS, on average, 800 people die each year in boating-related accidents in the U.S.; nearly 70% of these are fatalities caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

WHEREAS, modern life jackets are more comfortable, more attractive, and more wearable than styles of years past and deserve a fresh look by today’s boating public; and

WHEREAS, U. S. Coast Guard Auxiliary Flotilla 12-02 Painter, provides safe boating instruction for persons of all ages in order to prevent boating accidents and to teach rescue and survival techniques in case one does occur;

NOW THEREFORE, BE IT PROCLAIMED that the Town Council of Cape Charles supports the goals of the North American Safe Boating Campaign and hereby proclaims May 16 – 22, 2015 as National Safe Boating Week and the start of the year-round effort to promote safe boating and encourages all boaters to wear their life jackets, boat responsibly and enroll in a safe boating class.

IN WITNESS THEREOF, the Town Council of Cape Charles urges all those who boat to “Boat Smart. Boat Safe. Wear it.” And practice safe boating habits.

Adopted by the Town Council of Cape Charles on April 16, 2015.

By: _____
Mayor George Proto

ATTEST:

Town Clerk



DRAFT
TOWN COUNCIL
Budget Work Session
Cape Charles Civic Center
March 12, 2015
6:00 p.m.

At approximately 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Work Session of Town Council. 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 present were Treasurer Deborah Pocock, Harbor Master Smitty Dize and Town Clerk Libby Hume. There were no members of the public in attendance.

Mayor Proto announced the business for the evening would be to review i) modifications from the March 5, 2015 meeting; and ii) health and dental insurance plans and premiums.

A. *Modifications from March 5, 2015 Meeting:*

Deborah Pocock reviewed the modifications from the last budget work session as follows:

All Department Personnel: The 1.7% COLA was removed netting a \$25K savings. This also affected various benefit lines which would be adjusted accordingly.

All Department Benefits: Health insurance premiums increased but the Town could see a small savings by funding the least expensive of the three plans. The plans and costs would be discussed later in the meeting. The Town also currently paid \$1.95 per month per employee for an Employment Assistance Program (EAP). The EAP would be dropped this fiscal year since a similar program was offered by Farm Bureau at no additional cost.

All Department Insurance: Insurance amounts could change once an audit of the VML Insurance schedules was completed by the finance department.

Public Utility Admin: i) Salary and appropriate benefits were reduced removing the 1.7% COLA; and ii) Allocated Benefits was omitted from the original report presented on March 5 and was added at a cost of \$4,763. This amount included the cost of 10% of the Town Manager, Treasurer and Accountant's benefits.

Waterworks: i) Salary and appropriate benefits were reduced removing the 1.7% COLA; ii) A salary increase request was added for one employee; and iii) corrections were made to the debt service amounts as discussed at the last meeting.

Wastewater: i) Salary and appropriate benefits were reduced removing the 1.7% COLA; ii) A salary increase request was added for one employee; iii) The amount requested for General Liability appeared to be high. The amount would be double checked; iv) The amount requested for Office Supplies appeared to be low compared to actual amounts expended over the last five years. Deborah Pocock would check with Dave Fauber and adjustments would be made accordingly; v) The amount requested for Other Operating Supplies was moved to Repair & Maintenance Supplies; vi) The Septage Receiving Station was deferred to FY 2017 to allow staff the time for additional research and analyses; and vii) corrections were made to the debt service amounts as discussed at the last meeting.

Meter and Utility Billing: Salary and appropriate benefits were reduced removing the 1.7% COLA.

Sanitation: No changes were made.

Harbor: i) Salary and appropriate benefits were reduced removing the 1.7% COLA; ii) The Assistant Harbor Master's salary was increased per the compensation study; iii) Water Usage and Sewer Usage were reduced to be more in line with FY 2015 actual usage; iv) The requested amount for Holiday Decorations was deleted; v) The Boating Infrastructure Grant revenue and expense were deferred to a future year with a smaller debt service burden for the Town match since the Town had three years to use the funding; and vi) corrections were made to the debt service amounts as discussed at the last meeting.

B. *Health and Dental Insurance Review:*

Deborah Pocock reviewed the various health plans offered and premiums costs. In previous years, the Town used the PPO plan as the benchmark plan and funded 100% of the coverage cost for the employee. The amount funded in FY 2015 was \$535.15 per month per employee. The difference in premiums for employees who chose an HMO plan, up to \$500 per benefit year, was credited into a health savings plan. Unfortunately, the Affordable Care Act based premiums on age and the Town's workforce was aging. The average of the premiums was used to calculate the amount funded for FY 2015. Also, the amounts credited to the health savings plans were not figured into the total cost so most of the employees received this additional benefit. The Town had also funded the cost for dental and vision coverage for all full-time employees.

Deborah Pocock stated that the premiums had increased for all three plans. The costs were as follows: i) The PPO (Anthem Gold PPO 1000/20) would be \$743.15 per employee; ii) The mid-level plan was an HMO (Anthem HealthKeepers Gold 500/20) at a cost of \$579.56 per employee; and iii) The lower-level plan was an HMO (Anthem HealthKeepers Gold 1000/20) at a cost of \$535.54 per person. Both HMO options were open HMOs and permitted employees to see a specialist without first having to obtain a referral. The main difference in the two HMO options were the deductible amounts and out-of-pocket maximums. Both HMO options appeared to be better than the PPO. The only issue with an HMO was that providers outside of Virginia were not covered unless it was an emergency.

Deborah Pocock went on to review the dental plan through Delta Dental. The premiums for this plan decreased from \$36.96 per month per employee to \$36.41 per month per employee. Vision coverage was also included as an addendum to the health coverage for \$6.55 per month per employee.

Deborah Pocock also reviewed the benefits included in the employee assistance plan through Farm Bureau.

Staff recommendation was to fund the lower-level HMO, vision and dental coverage for full-time employees. Council was in agreement with the staff recommendation. The departmental budgets would be adjusted accordingly.

Motion made by Councilwoman Natali, seconded by Councilman Bennett 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
March 19, 2015
6:00 p.m.**

At approximately 6:00 p.m. Mayor George 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 and Wendell, and Councilwoman Natali. Councilman Godwin was not in attendance. Also in attendance were Interim Town Manager Bob Panek and Town Clerk Libby Hume. The Department Heads were in attendance as well as five 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:

A. *Employee and Citizen Commendations*

Mayor Proto read Chief Pruitt's commendation recommendation for Officer Tom Potts, Sergeant Jay Bell and citizen Keith Lewis. (Please see attached.) The Mayor followed by presenting Officer Potts and Sergeant Bell with certificates of commendation and thanked both for their heroic efforts.

B. *Thank You Letter to Sergeant Chelsea Pfeiffer*

Mayor Proto read a letter of thanks regarding Sergeant Chelsea Pfeiffer. (Please see attached.)

C. *Mayor's Announcement – New Town Manager*

Mayor Proto made an announcement regarding the new town manager. (Please see attached.)

PUBLIC COMMENTS:

Wayne Creed, 548 Monroe Avenue

Mr. Creed addressed Council regarding: i) Beach safety stating that he did not want to see another drowning like last summer and asked Council to find money for better signage and to possibly hire some teenagers to walk the beach with whistles; and ii) Basketball court asking that Council find money to put the basketball court back as kids had nowhere to play basketball anymore. Mr. Creed suggested removing the skateboard park, which was rarely used, and use the entire area for a basketball court.

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

Motion made by Councilman Bennett, seconded by Councilman Brown, 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 February 12, 2015 Work Session, the February 18, 2015 Regular Meeting, and the March 5, 2015 Budget Work Session.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to approve the minutes from the February 12, 2015 Work Session, the February 18, 2015 Regular Meeting, and the March 5, 2015 Budget Work 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 February 28, 2015 which showed the Total Cash on Hand of \$1,628,160, the Total Cash Held in Reserve was \$1,368,520 and the Total Cash - All Accounts was \$2,996,680. 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 FY 2015 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 Councilman Bennett, to accept the Treasurer's Report as submitted. The motion was approved by unanimous vote.

B. *Planning Commission and Boards:*

Town Planner Larry DiRe reported the following: i) The Planning Commission met on March 3rd and reviewed the draft Comprehensive Plan and discussed language regarding the library needing additional space and the land use designation of harbor-adjacent railroad property. The Commissioners requested a joint meeting with the Council on April 7th to explain the proposed changes to the Comprehensive Plan. Ms. Elaine Meil, Executive Director of the Accomack-Northampton Planning District Commission, would also be in attendance; ii) The Commissioners also reviewed the draft Tourism Zone ordinance from September 2014. Several items, including the minimum capitalization threshold, the terminology of "grant" describing the incentive programs, and the process of tracking and reporting the tax and/or permitting fee revenue paid back to an eligible qualified business. The Commissioners felt that further work was necessary as well as a meeting with representatives from the Cape Charles Business Association (CCBA). Larry DiRe added that he would be attending the April CCBA meeting; and iii) The Historic District Review Board held their regular meeting on February 24th and discussed administrative matters, application fees and new construction guidelines. No actions were taken but the attendees were in general agreement that the current \$50 application fee was modest considering the staff time involved. They also were in agreement that a special meeting necessitated by the actions of a property owner in violation of prior Board approval needed to be a fee separate from the initial application. Staff was tasked with gathering fee schedules from other historic districts around Virginia. Due to inclement weather, two of the Board members were not in attendance so the annual elections were postponed until the March 17th meeting.

Councilman Wendell asked how the language regarding the library needing more space came about. Larry Dire stated that the language had originally been proposed to be removed but was left in the Comprehensive Plan for long-term planning. Councilwoman Natali added that the Comprehensive Plan dealt with issues 5-10 years into the future and the current library was over 90% utilized with a computer lab, sitting and reading areas, and kids' and teenagers' areas. There was much discussion regarding this issue although Mayor Proto noted that this discussion was more suitable for the joint meeting with the Planning Commission.

C. *Code Enforcement:*

Code Official Jeb Brady stated that he had nothing new to add to his written report and asked whether Council had any questions.

Councilman Wendell stated that he had hoped that Mr. Patrick Hand would have removed the debris from the demolition of the former grocery building and asked the timeframe for the clean-up of the area. Jeb Brady stated that this issue was brought up at this week's Department Head meeting as well and he would be contacting Mr. Hand regarding the issue.

Town Harbor:

Harbor Master Smitty Dize stated that he had nothing new to add to his written report and asked whether Council had any questions.

Councilman Wendell referred to the Treasurer's Report which showed the current year-to-date numbers for the Harbor Fund at a negative \$130,638 and asked for an explanation. Smitty Dize responded that the majority of income for the Harbor came in April, May and June.

Cape Charles Memorial Library:

Librarian Ann Rutledge was not in attendance.

Vice Mayor Bannon stated that the Friends of the Cape Charles Memorial Library were sponsoring two authors and events would be held on March 22nd at the Civic Center and March 23rd at the Library.

Police Department:

Police Chief Jim Pruitt reported that due to the weather conditions in February the Police Department conducted checks for water leaks and helped ensure safe passage throughout the town. A notice was also placed on their Facebook page offering to check rental property for out-of-town property owners.

Public Utilities/Public Works Departments:

Public Utilities/Public Works Director Dave Fauber was not in attendance. Interim Town Manager Bob Panek noted that the increase in total water production was due to the amount of water lost to leaks due to frozen pipes. Bob Panek also noted the nitrogen average and stated that he would check with Dave Fauber upon his return but the increase was most likely due to the cold weather. The Manhole repairs project contract award and the Chlorination project were on the agenda and would be reviewed later in the evening.

Recreation Department:

Recreation/Community Events Coordinator Jen Lewis reported the following: i) The tennis courts were closed temporarily due to a problem with the lights which staff felt was a safety hazard; and ii) She was working on a proposal and cost estimate regarding beach safety and the designated swim area. She asked Council their preference on the width of the swim area – from the jetty to Randolph, Tazewell or Monroe Avenues. Pricing was still being obtained for the float lines. The measurements would have to be adjusted after the completion of the dredge project. The buoys cost about \$150 each and the anchors for each buoy would cost about \$70 each. Once the application was submitted, it would take about three to four weeks for the decision from the DGIF.

Bob Panek stated that the Council needed to make a decision on the width of the swim area but the project should be well within the \$10K estimated for the project during the mid-year budget review.

Councilwoman Natali asked whether the project may qualify for an infrastructure improvement grant through Northampton County. Bob Panek stated that the Town had used the Tourism Infrastructure Grant funding in the past for various projects and would contact the County to see if this project would qualify.

OLD BUSINESS

A. Cape Charles Community Trail – Phase 2:

Bob Panek stated that FHA/VDOT approved the bid package and an invitation for bids was advertised in the Eastern Shore Post, the 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 were due on March 25, 2015, but could be extended to March 30th. Staff was hopeful that the bids would

come in within the budgeted amount. VDOT must approve the bidders and the contract could possibly be awarded at the April meeting. Duration of construction was estimated to be about eight months.

There was some discussion regarding the timeframe for VDOT review/approval of the bids and the re-engineering of the project to include erosion protection at the north end of the beach since a significant amount of sand was lost due to Hurricane Sandy a couple of years ago.

B. *FY 2015 Budget Re-Allocation:*

Deborah Pocock stated that, as discussed at the February meeting, there were several FY 2015 budgeted items that would cost less than anticipated, leaving a budget surplus that could be redirected to other projects as desired by Council. There was also a contingency budget available for re-allocation. In February, Council voted to proceed with the Strawberry Street Plaza purchase for \$50K, the leased parking area improvements for \$20K, and the Compensation Study Implementation for \$11K. The decision regarding the other proposed projects was tabled until the Manhole bids had been studied. The Manhole Project bid came in at \$41,792 and a firm price of \$15K was received for the Pine Street Lot Trash Management Area 100% design. The Town was in a good position to approve the remaining projects which would cost \$69,800, for a total of \$150,800 in redirected expenditures. A balance of \$59,200 would remain in the contingency fund.

Bob Panek stated that the FY 15 New Project Proposals were discussed at the Budget Retreat and included \$2K for Harbor for the Arts Festival marketing, \$1K for a Tourism Brochure/Map, \$15K for the 100% Design of the Pine Street Lot Trash Management Area, \$10K for the Beach Swimming Area Safety Measures, \$8,800 additional cost for a new truck for the Public Utilities Departments, and \$33K for the Water Plan Chloramine System for a total of \$69,800.

Motion made by Councilman Bennett, seconded by Councilman Brown, to approve the re-allocation of funding for the list of projects as presented with the addition of six body worn cameras for the Police Department. The motion was approved by unanimous vote.

C. *Harbor Rates Amendment:*

Smitty Dize stated that at the February meeting, Council approved the increased rates for slip and storage rentals as recommended by staff. Council also approved discontinuing monthly billing in favor of annual, semiannual and quarterly billing options. Since the implementation, staff had received a number of complaints from existing slip renters regarding the rate increase and structure. Smitty Dize met with the Cape Charles Yacht Club (CCYC) and their greatest complaint was the lack of time to prepare for the change from monthly billing. The CCYC requested the possibility of grandfathering existing slip renters allowing them to continue paying on a monthly basis at the new annual rate. After further consideration, staff requested an amendment to the rate structure as follows: i) Returning slip renters could continue to pay monthly at their respective annual rate; ii) There would be no billing and payments would be due by the 10th of each month; and iii) If payment was not received by the due date, the credit card on file would be charged including the 3% fee.

There was some discussion regarding the issue and the fact that staff did not foresee the reaction from the existing slip renters and whether the grandfathering arrangement would be considered for this year only or ongoing. Council was in agreement that the arrangement should only be for a limited period of time. Smitty Dize added that in the future, the rates would be reviewed in November or December to allow adequate time to notify the slip renters.

Motion made by Councilman Bennett, seconded by Councilman Brown, to approve the amendment to grandfather the existing slip renters to continue with monthly payments until April 1, 2016. The motion was approved by unanimous vote.

NEW BUSINESS:

A. Appointment of Zoning Administrator:

§ 2.4.1 of the Cape Charles Zoning Ordinance stated that the Town Council was to appoint a Zoning Administrator to serve under the Town Manager and outlined the Zoning Administrator's authority to enforce the Town's Ordinance.

Motion made by Councilwoman Natali, seconded by Vice Mayor Bannon, to appoint Town Planner Larry DiRe as the Zoning Administrator. The motion was approved by unanimous vote.

B. Sewer System Manhole Rehabilitation Project:

Bob Panek stated that after extensive inspection of the manholes, 33 were identified as needing repairs, 3 needed to be rebuilt, and 2 fine screen vaults needed resurfacing. The Town advertised an invitation for bids (IFB) with a bid deadline of February 17, 2015. Three bids were received and Eastern Shore Landscaping Management (ESLM) was the low bidder at \$41,792 which was below the budgeted amount of \$100K. The Town had a long relationship with ESLM which had proven to be responsive and reliable.

Motion made by Councilman Brown, seconded by Councilwoman Natali, to authorize the Interim Town Manager to execute a contract with ESLM for the rehabilitation of the specified manholes, rebuilding 3 manholes and relining the fine screen vaults at a cost of \$41,792. The motion was approved by unanimous vote.

C. Facilities Painting Contractor:

Bob Panek stated that an IFB for Facilities Painting associated with the Utilities Department, Public Works, Library and administrative buildings. The bidders proposed a cost for each building separately and the painting would be done at the town's request as money in the maintenance budget was available. Two bids were received and Bill Widgeon was the low bidder at a total cost of \$24,350.

There was much discussion regarding the task order contract and the fact that the work would be performed as funding was available in the maintenance budget vs. the project being a budgeted item. There was no proposed time limit to the contract.

Councilman Wendell asked why the painting work had to be contracted out when the town had maintenance staff to do the work. Much debate followed regarding this issue.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to authorize the Interim Town Manager to execute a contract with Bill Widgeon for the painting of town facilities. The motion was defeated. Roll call vote: Bannon, no; Bennett, no; Brown, no; Natali, yes; Wendell, no.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to table the decision regarding awarding of the painting contract until more information was provided by the Public Works/Utilities Director Dave Fauber. The motion was approved by unanimous vote.

D. Cape Charles Dog Committee Report:

Jen Lewis stated that 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. 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. The committee recommended the following: i) Change in the beach hours to prohibit dogs on the beach from 10:00 a.m. to 7:00 p.m. from Memorial Day to Labor Day; ii) Removal of the buckets from all Doggie Stations throughout the town, since the buckets were used for regular trash, and encouragement to pet owners to deposit baggies in the regular trash receptacles. Staff would ensure that baggies were available at all Doggie Stations at all times; and iii) Have the Police

Department 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. An article would also be published in the Cape Charles Gazette urging owners to clean up after their pets.

After much discussion regarding the change in times, police enforcement, and a designated area for dogs, Council agreed that the times for dogs on the beach would not be changed at this time; but agreed with the second and third items which were recommended by the Dog Committee.

E. *Clean the Bay Day Municipal Partner Cooperative Agreement:*

Smitty Dize stated that the Chesapeake Bay Foundation held an annual Clean the Bay Day event around the Chesapeake Bay Watershed. Last year, Cape Charles unofficially took part in Clean the Bay Day by having Davis Disposal place a dumpster at the Harbor for boaters to pick up trash from the area. In order for the town to become an official port for the 27th Annual Clean the Bay Day, a Municipal Partner Cooperative Agreement would need to be executed with the Chesapeake Bay Foundation and a Clean the Bay Day coordinator would have to be designated. There would be minimal cost to the town for eight man hours, fuel for the boat and signage. The dumpster would be provided by Davis Disposal at no cost to the town.

Motion made by Councilman Wendell, seconded by Councilman Brown, to authorize 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. The motion was approved by unanimous vote.

MAYOR AND COUNCIL COMMENTS

Vice Mayor Bannon, Councilmen Bennett and Brown and Councilwoman Natali stated that they did not have any additional comments.

Councilman Wendell expressed his excitement to have Mr. Brent Manuel on board. It was a unanimous decision by Council to offer the position to Mr. Manuel and he added that he thought it was wonderful that Mr. Manuel planned to reside in town. Councilman Wendell stated his concurrence with the Mayor's comments earlier this evening and asked everyone to welcome Mr. Manuel aboard.

Mayor Proto stated his agreement with Councilman Wendell's comments and added that Bob Panek had done a great job as interim town manager.

ANNOUNCEMENTS

- March 26, 2015 – Town Council Budget Work Session, 3:00 PM.
- April 2, 2015 – Town Council Budget Work Session, 6:00 PM.
- April 7, 2015 – Town Council/Planning Commission Special Joint Meeting, 6:00 PM.
- April 9, 2015 – Town Council Budget Work Session, 3:00 PM.
- April 16, 2015 – Town Council Regular Meeting, 6:00 PM.

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

Mayor Proto

Town Clerk

Commendation Recommendation:

March 9, 2015
From: Chief Jim Pruitt

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 hours (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 proceeded 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 Cape Charles Police Department are grateful for the quick thinking of Keith Lewis and both police officers.

Thank You Letter re: Sergeant Pfeiffer:

I would like to take this time to thank a member of the Cape Charles Police Department (CCPD) for her patience, diligence and professionalism regarding her investigation of vandalism in and around our neighborhood in Bay Creek.

Over the last two years the cul de sac that we live in has been plagued by someone throwing what appears to be dry wall mix on cars and in the driveways. The CCPD did an excellent job of recording these events which numbered well over some eighteen incidents over this time period and involved all but two of the neighbors.

Needless to say, these acts of vandalism were very discomfoting and annoying to the people living here. I was impressed with Sgt. Pfeiffer's "can do" attitude and the fact that she maintained a positive approach to this situation. I would also like to thank Chief Jim Pruitt for his help and mention that Jim came here on several occasions using his own personal equipment to help this investigation move forward.

At the time of this writing, the cul de sac has not been vandalized in over one month and this has been a great relief to my neighbors and me. These are what are called quality of life issues and as we get older, safety and security are paramount. The CCPD should be commended for their vigilance and professional approach to an issue they could have easily set to the side or neglected.

Respectfully,
Joe Vaccaro

Mayor Proto's Announcement:

It is my pleasure to inform you that Mr. Brent Manuel, currently assistant town manager of the town of Woodstock, VA, has accepted the offer of the position of town manager for the town of Cape Charles. He will begin his term of employment I Cape Charles on Monday, April 6th.

Mr. Manuel has a B. Sc. In Urban Studies and Planning from VCU and a Public Management Certificate from Shenandoah University. He comes to us with more than 16 years' experience in public administration. A brief press release outlining more details of Mr. Manuel's background and qualifications will appear in the Gazette and also has been sent to the Wave.

Mr. Manuel comes to us with a great deal of experience and with a lot of enthusiasm not only for the position but for our town itself.

The Town Council and I look forward to his beginning his tenure and to the contributions I believe he will make to our town. Mr. Manuel is unable to be here this evening due to the need to wrap up items in his current position, and I'll introduce him formally at a subsequent Town Council meeting. Please give him a great Cape Charles welcome when he begins work.



DRAFT
TOWN COUNCIL
Budget Work Session
Cape Charles Civic Center
March 26, 2015
3:00 p.m.

At approximately 3:00 p.m., Mayor George Proto called to order the Work Session of Town Council. In addition to Mayor Proto, present were Councilman Bennett and Councilwoman Natali. Vice Mayor Bannon arrived at 3:17 p.m. Councilmen Brown, Godwin and Wendell were not in attendance. Also present were Interim Town Manager Bob Panek, Treasurer Deborah Pocock, Police Chief Jim Pruitt, Code Official Jeb Brady, Town Planner Larry DiRe, Community Events/Recreation Coordinator Jen Lewis, Librarian Ann Rutledge, and Town Clerk Libby Hume. There were no members of the public in attendance.

Mayor Proto announced the business for the evening would be i) to review the proposed Fiscal Year (FY) 2015/2016 General Fund Departmental budgets for the Police Department, Code Enforcement, Planning, Recreation, Library, Finance, Clerk and Legislative.

A. FY 2015/2016 General Fund Departmental Budget:

Treasurer Deborah Pocock reviewed the following departmental budget requests. The appropriate Department Head also participated in the discussion and answered questions as needed:

Police Department: i) Included 5 full time staff – the Chief and 4 officers; ii) Overtime was included for hours worked during special events; iii) A line item was added for Employee Bonus. There was much discussion regarding the line item and it was agreed that a line item for possible merit bonuses would be included in the Town Manager budget vs. the individual department budgets; iv) A line item was added for Police Contracted Service to hire extra officers for special events. The Town typically hired off-duty officers from other localities and the County to work and the wages were taken from the Overtime line. This new line item would separate the non-employee wages from the employee wages; v) \$2K was included in the Police – Consulting line item for a study for a Law Enforcement Officers’ (LEO) Retirement benefit program. Currently, the Town was the only locality not providing this coverage for its officers. Law Enforcement Officers could retire after 25 years of service and the LEO Program would pay an additional benefit to the officer until they became eligible for social security. A study must be performed before the Town could offer this benefit; vi) The line items for Mileage/Gas/Tolls, Lodging & Meals, and Convention & Education were increased for additional training opportunities for the officers; vii) Grant Expenses of \$17,900 were included to replace the 2011 Dodge Charger. The Town would apply for a USDA RD grant of \$8,100 to help with the cost of the new vehicle; viii) The Dues & Associations line item was increased to \$250 to allow the Chief to join the International Association of Police Chiefs; ix) Office Supplies was increased to \$4K to allow the department to maintain an inventory of needed safety supplies and equipment; x) The Uniforms line was increased to \$8K to purchase body cameras. The cameras were approved by Council for purchase this fiscal year so the line was reduced by \$2K; xi) The Education line was increased for additional training for the officers; and xii) A Capital request of \$22K was included to purchase in-car dash cameras. Currently the Town had one camera but cameras were needed in all the police vehicles. Bob Panek stated that Chief Pruitt was attempting to modernize the Police Department and equipment. Chief Pruitt noted that the Town was the only force without dash cameras in the vehicles.

There was much discussion regarding a number of line items where funding was budgeted in previous years but not utilized.

There was also some discussion regarding the current year overtime amounts being incorrectly posted to the Salaries & Wages – Regular rather than the Overtime line. Deborah Pocock would have this corrected.

Code Enforcement: i) Included 1 full time staff person; ii) As recommended by Springsted, Inc., a part-time permit technician position was being requested for 32 hours per week; iii) The Repair & Maintenance (Contractor/Demo) line was increased to \$5K as a result of a recent Council work session regarding increased code enforcement and the possibility of having to demolish several houses; iv) The Advertising line was increased to \$500 to allow for advertising for the new position if approved by Council; v) The Mileage/Gas/Tolls, Lodging & Meals, and Education lines were increased for training classes for the new permit technician; vi) The Computer Purchases line included \$1K to purchase a new computer for the permit technician; and vii) A Capital request for \$25K was included to purchase a new 4WD SUV. Jeb Brady explained that at times, he had to drive his personal 4WD truck to inspect sites and when state and federal officials came to town to inspect/review sites, separate vehicles had to be driven to the site as the town did not have any vehicles which could accommodate more than two people. His current truck (2006 Chevrolet Colorado) would be sold to the Harbor for approximately \$10K.

Bob Panek noted that in 2007, there were three employees in the Code Enforcement Department. This was reduced to two employees in 2008 when Dave Fauber was promoted to Director of Public Works/Utilities and again reduced to one employee in 2009 when Doug Smith left.

Planning: i) The Printing & Binding line was reduced from \$2K to \$250 since most of the printing was done in-house; ii) The Advertising line was reduced to \$750 to reflect prior years' actual spending; iii) Postage was reduced to reflect prior years' actual spending; iv) Telecommunications included cell phone reimbursement for the use of the planner's personal cell phone; iv) Mileage/Gas/Tolls was reduced as the planner preferred to drive a town vehicle to any necessary meetings; v) Lodging & Meals was reduced since the planner had no plans to attend any overnight classes or conferences; vi) Dues & Associations was reduced for membership in only three associations; v) Books & Subscriptions was deleted as there were no subscriptions that were needed and information would be found online; vi) Furniture & Fixtures were deleted as the planner had no need for any additional furniture; and vii) \$750 was included in Computer/Electronics to purchase a desktop scanner to allow the planner to scan applications and plans into the Shore Scan system.

Recreation: i) \$3,500 was included under Contract Labor to hire a seasonal part-time special events assistant to help with summer programming. Jen Lewis stated that she received a proposal from a Northampton PE teacher offering his services for summer programs; and ii) \$225 was included in Advertising for the annual Halloween ad. This expense was previously included in the Town Manager budget.

A Capital request would be included in the Public Works budget for new playground equipment. Jen Lewis showed photographs of the proposed equipment and added that \$11,360.56 had already been donated by the Citizens for Central Park and proceeds from the Epiphany Party. Miriam Elton was also planning a Brown Dog Ice Cream fundraiser to benefit the playground. Jen Lewis stated that a total of \$60K was needed and added that she was researching a number of grants as well.

Library: i) \$2K was included in Repair & Maintenance for cleaning services; ii) \$2,500 was included in Maintenance Service Contracts for the HVAC annual service agreement. Mayor Proto felt that the budgeted amount was high. Deborah Pocock stated that she would talk to Dave Fauber to check the figure; iii) The Advertising line was increased to \$300 to purchase a permanent banner advertising the Summer Reading Program to be hung on the front bannister; iv) The Heating was reduced from \$8K to \$1,500. The actual cost to heat the new building was much less than the former building; v) The Convention & Education line was increased to allow Library Assistant Sharon Silvey to attend a conference; vi) The Dues & Associations line was increased to \$350 to reflect the actual expense over the last two years; vii) Nothing was budgeted for Computer Purchases. There was some discussion regarding the age of computers in the Computer Lab and Council recommended replacing two to three computers annually to keep the Computer Lab equipment current. \$2,400 was added to this line; viii) The Library Programs lines were split to show those programs which were funded by grants and the Friends of the Library. The Library Programs line was reduced to \$400, Library Programs-Friends Funded was increased to \$1,600, and Library Programs-Grant Funded was increased to \$200; ix) Repair & Maintenance Supplies remained at level funding of \$1,500. Councilwoman Natali stated that the columns in the Library needed to be painted and the second floor needed work. Deborah Pocock stated that structural items were budgeted under Public Works and interior equipment and furniture were included in the Library budget; and x) There was some discussion regarding the \$15,732 amount requested for Books & Subscriptions. This line would be reduced to \$15K.

Finance: i) \$3.5K was included in the Overtime line for overtime hours during tax and BPOL season. Deborah Pocock also proposed a compensatory time buyout for an employee who had 135 hours of accrued comp time. With the workload, the employee would not be able to use all the accrued comp time; ii) The Computer Consultants/Software Support was reduced from \$11,924, which was the annual support fee charged by Edmunds, to \$5,397 for a new financial software company; iii) Payroll Processing Fees was reduced from \$11,162, which was the fees currently being paid to ADP for their time clock and payroll system, to \$7,675 for a new vendor; iv) Deborah Pocock stated that a RFP would be prepared for a new auditing firm and she would check the bid process to have a new one in place for next year's audit; v) \$500 was included for Collections Fees & Services for legal filings to collect outstanding debt to the town for utilities and code enforcement; vi) The Lodging & Meals and Convention & Education lines were increased to allow Deborah Pocock and Jerry Murphy to attend training classes. Deborah Pocock stated that there was a certification for treasurers and she was hoping to begin her training process; vii) The Office Supplies line was reduced to reflect prior years' actual spending; viii) Bank Service Charges, Fees & Fines was split to track credit card fees separately. \$125 was included for the cost of bank wire fees. \$7,750 in credit card fees would be budgeted under Merchant Service Charges. There was some discussion regarding the possibility of implementing a charge for credit card payments. This issue would be discussed at the April Council meeting; ix) Funding was included in Computer Purchases to replace the accountant's computer which was failing; x) Timekeeping System included \$1,580 to purchase three biometric time clocks. The town was currently leasing three time clocks from ADP at a cost of \$110 each per month; and xi) A Capital request of \$41,779 was included for new financial software system. A grant/loan package was available through USDA RD. 35% would be covered under the grant and the remainder would be financed for up to five years at 3.75%.

Clerk: i) Telecommunications included cell phone reimbursement for the Clerk, as offered to other department heads, to use her personal cell phone for phone calls and emails. The new phone system provided the ability for employees to forward calls to their cell phones if they were going to be out of the office; ii) Mileage/Gas/Tolls, Lodging & Meals, Convention & Education, and Education were increased to allow the assistant town clerk to begin her

certification training. Amanda Hurley actually began her CMC training this year with money that was refunded due to the clerk obtaining a scholarship for the Clerk's Academy last fall; and iii) Computer Purchases included \$2K to replace the assistant town clerk's computer, which was one of the oldest computers currently in use, and to purchase necessary software.

Legislative: i) The Telecommunications line was increased to reflect actual costs for the Mayor's cell phone from previous years; ii) Public Officials Liability was budgeted at \$6K to reflect previous years' actual cost; iii) Mileage/Gas/Tolls, Lodging & Meals, and Convention & Education were increased to include the Mayor's attendance at the annual VML Mayor's Conference and the attendance of up to three Council members for the Newly Elected Officials Conference since 2016 was an election year. There was some discussion regarding the practice over the past several years to include the expense for the town manager's attendance at the annual VML conference. This expense would be transferred to the Town Manager budget; iv) \$1,500 was included under Community Election Support for the cost of the May 2016 election; and v) \$3,100 was included under Furniture & Fixtures to purchase a wireless printer, cabinets, shelving and storage for the Civic Center.

There was much discussion regarding the possibility of purchasing iPads for the Mayor and Council in lieu of providing printed agenda packets. Libby Hume would research the expense for further discussion at a future budget work session.

The next budget work session was scheduled for April 7th beginning at 4:00 PM to review the Public Works and Town Manager budgets as well as changes made to the General Fund Departmental budgets reviewed this evening and a preliminary review of General Fund revenue.

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

Mayor Proto

Town Clerk



DRAFT
PLANNING COMMISSION & TOWN COUNCIL
Special Joint Meeting
Cape Charles Civic Center
April 7, 2015
6:00 p.m.

At 6:00 p.m. Chairman Dennis McCoy, having established a quorum, called to order the Special Meeting of the Planning Commission. In addition to Chairman McCoy, present were Commissioners Andy Buchholz, Dan Burke, Joan Natali, Sandra Salopek, Bill Stramm and Michael Strub. Also in attendance were Town Planner Larry DiRe, Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Town Clerk Libby Hume and Elaine Meil, Executive Director of the Accomack-Northampton Planning District Commission (A-NPDC). There was one member of the public in attendance.

Mayor George Proto, having established a quorum, called to order the Special Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Brown and Wendell, and Councilwoman Natali. Councilman Bennett arrived at 6:01 p.m. Councilman Godwin was not in attendance.

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

PUBLIC COMMENTS:

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

Review of Proposed Revised Comprehensive Plan:

Ms. Elaine Meil began by informing everyone in attendance that she heard back from VDOT and there were several items that must be included in the Comp Plan including a Functional Class map. As she was reviewing the Comp Plan, she noticed that the 2013 Average Annual Daily Traffic County map had not been updated in the Plan. Ms. Meil distributed copies of the two maps for review.

Ms. Meil went on to give a brief background of the updating process to the Council stating that the Planning Commission began their preliminary review in September 2013. The Commissioners completed their initial review in March 2014 and the A-NPDC came in to assist with the process. Two public input sessions were held in November and December 2014. There were no attendees on the Saturday session in November and several members of the public attended the evening session in December. About 400 edits were done – mostly minor changes including deletions and additions. There were about 50 changes of substance. The updated Plan contained a lot of new data from the 2010 Census, IRS information, hospital zip code data and a new appendices section was added summarizing the demographic and economic data information. A new transportation requirement was included – III-C.5 – Chapter 729 Consistency with VDOT Statewide Transportation Plan. Councilman Bennett suggested including language in this new section explaining the reason for the addition.

Ms. Meil concluded by stating that the Commissioners took their time and worked on the document in depth thinking the issues through. There was a very good public process with public input.

Mayor Proto stated that overall the Comp Plan was a good document and commended the Commission for their hard work adding that he was pleased with the product. Dennis McCoy thanked Ms. Meil for her assistance in the process and added that the original Comp Plan was a nice document to start with.

Mayor Proto asked for comments and/or questions from the attendees.

Michael Strub stated that the lettering on the two maps were inconsistent in their direction and asked that it be changed.

There was much discussion regarding the following: i) the recommendation to hire an Economic Development Management Coordinator and forming an Economic Development Management Committee; ii) BPOL taxes; iii) the age of the majority of the references; iv) the creation of a document or list of items/projects that the Town had accomplished; v) acquisition of strategic waterfront properties and the definition of "strategic;" vi) Language on page 12 regarding expansion of the library and the fact that the Town purchased a building about two years ago for the current library. It was noted that this language was included in the original Comp Plan. Revised language was suggested; vii) timeframe definitions, i.e. 2 years for short term, 5 years for medium term, and 10 or more years for long term; viii) the definition and locations for the R-3 zone and permitted uses in the zone; ix) "High Standard" in § III-A.4-Characteristics which stated that "All property needs to be maintained at a high standard with both owner occupants and absentee landlords having a commitment to the quality and livability of the property under their control including keeping the property clean, healthy and litter-free." The language was problematic since the town could not enforce aesthetics; x) Language on page 52 stating that several facilities were housed in inadequate buildings; and xi) the inclusion of recommendations for private properties ("Preservation and restoration of the Rosenwald School").

Councilman Bennett stated that he had a list of about 50 items needing review including a lot of areas where he had questions regarding the meaning of the language and several sections did not read well. There were also inconsistencies throughout the document with some language printing all in capitals.

Ms. Meil explained that under the Code of Virginia, since the Planning Commission had approved the Plan and referred it for Council review, if the Council had issues with it, they could send it back to the Commission for edits.

Mayor Proto asked whether there were any other questions or further discussion and instructed Council to submit their comments and suggestions in writing to Libby Hume to disseminate to all members of the Council and the Commission.

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

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

Chairman Dennis McCoy

Mayor George Proto

Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
March 31, 2015**

CASH POSITION

Cash on Hand	1/31/2015	2/28/2015	Increase/(Decrease)
Shore Bank Checking Account	\$ 1,231,982.17	\$ 1,193,054.91	\$ (38,927)
LGIP Account 1 - Unrestricted	\$ 97,416.23	\$ 97,426.18	\$ 10
LGIP Account 2 - Unrestricted	\$298,762	\$298,793	\$ 32
Total Cash On Hand	\$ 1,628,160	\$ 1,589,275	\$ (38,886)

Restricted and Reserved Cash Balances	1/31/2015	2/28/2015	Increase/(Decrease)
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$139,029	\$139,046	17
Shore Bank Checking Account - Police Funds	\$431	\$431	0
LGIP Account 2 - Restricted for USDA Police Vehicle loans	\$10,875	\$10,875	0
PNC Account- 2013 Bond Proceeds - Principal	\$958,993	\$958,993	0
PNC Account- 2013 Bond Proceeds - Interest	\$1,608	\$1,738	130
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,585	\$257,585	0
Total Cash Held in Reserve	\$ 1,368,520	\$ 1,368,667	\$ 147
Total Cash - All Accounts	\$ 2,996,680	\$ 2,957,942	\$ (38,738)

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	55,644	1,813,102	2,063,953	250,851	3,707,715	55.67%
EXPENDED	139,610	1,419,611	1,459,880	40,269	3,707,715	39.37%
NET	(83,967)	393,492	604,073	210,582	0	
PUBLIC UTILITIES						
REVENUES	135,221	1,094,699	1,259,454	164,755	1,648,921	76.38%
EXPENDED	112,601	1,139,035	1,113,459	(25,577)	1,648,921	67.53%
NET	22,620	(44,336)	145,995	190,331	0	
HARBOR						
REVENUES	25,766	615,609	569,605	(46,003)	1,157,987	49.19%
EXPENDED	30,921	836,290	705,438	(130,853)	1,157,987	60.92%
NET	(5,155)	(220,682)	(135,832)	84,849	0	
SANITATION						
REVENUES	15,540	129,100	133,636	4,536	171,800	77.79%
EXPENDED	14,400	110,913	112,805	1,891	171,800	65.66%
NET	1,140	18,187	20,831	2,644	0	

FY 2015 Capital Improvement Project Tracking Report

As of:
3/31/2015

	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
<u>General Fund</u>									
Dump Truck	Completed January 2015	100%	\$ 30,000	\$ -	\$ 34,574	\$ -	\$ -	\$ 34,574	\$ (4,574)
Cape Chas Multi-Use Trail Phase 2	Spring 2015	1%	\$ 1,570,000	\$ 24	\$ 3,414	\$ 4,581	\$ -	\$ 8,019	\$ 1,561,981
Library Building HVAC 2nd Floor	April 2015	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Furniture and Equip - Civic Center	Pending a few items	85%	\$ 18,925	\$ 13,895	\$ 2,098	\$ 92	\$ -	\$ 16,085	\$ 2,840
New Phone System	Completed in March	100%	\$ 11,213	\$ -	\$ -	\$ 5,490	\$ -	\$ 5,490	\$ 5,723
Replacement Police Vehicle	Completed in November	100%	\$ 23,200	\$ -	\$ 25,326	\$ -	\$ -	\$ 25,326	\$ (2,126)
Shore Scan Products	Completed	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	\$ 10,163	\$ -	\$ 100,521	\$ 1,581,017
<u>Water Fund</u>									
Keck wells Engineering & Construction	Began August 2104	65%	\$ 60,000	\$ 7,995	\$ 15,604	\$ 15,190	\$ -	\$ 38,788	\$ 21,212
Automatic Flush (1/5)	Started in February	59%	\$ 10,000	\$ -	\$ -	\$ 5,896	\$ -	\$ 5,896	\$ 4,104
Truck (48%)	Ordered	0%	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
<i>subtotal</i>			\$ 77,500	\$ 7,995	\$ 15,604	\$ 21,086	\$ -	\$ 44,684	\$ 32,816
<u>Sewer Fund</u>									
Truck (52%)	Ordered	0%	\$ 8,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,100
Pump Station Redesign Engineering	Started in March	21%	\$ 30,000	\$ -	\$ -	\$ 6,244	\$ -	\$ 6,244	\$ 23,756
Manhole Rehab	April or May 2015	6%	\$ 100,000	\$ -	\$ -	\$ 6,175	\$ -	\$ 6,175	\$ 93,825
<i>subtotal</i>			\$ 138,100	\$ -	\$ -	\$ 12,419	\$ -	\$ 12,419	\$ 125,681
TOTAL		8%	\$ 1,897,138	\$ 29,374	\$ 84,583	\$ 43,667	\$ -	\$ 157,625	\$ 1,739,513

MUNICIPAL CORPORATION OF CAPE CHARLES
March 31, 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 03/31/2015

Total Budgeted	\$	1,073,856	
Total Bills Mailed	\$	1,140,276	
Total Collected	\$	<u>1,062,536</u>	93%
Amount Due	\$	77,740	

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

Total Personal Property Value	\$	13,577,500	
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as of 03/31/2015

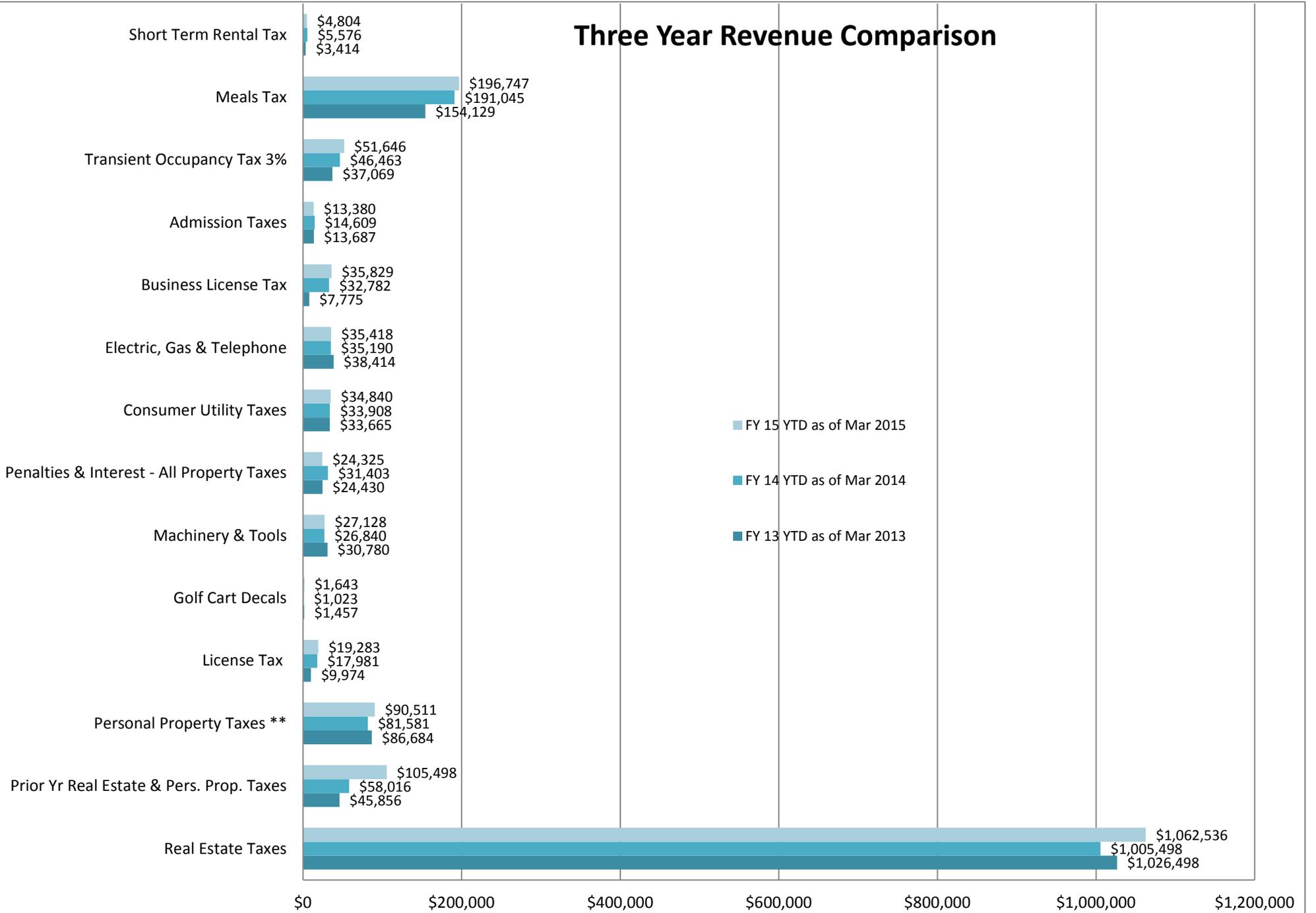
Total Budgeted FY14	\$	160,000	
Total Bills Mailed	\$	173,253	
Total Adjusted	\$	(6,179)	
Total Collected	\$	<u>136,923</u>	79%
Amount Due	\$	30,151.33	

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

as of 03/31/2015

Total Budgeted FY 2015	\$	125,000	
Total Collected	\$	<u>129,906</u>	104%
Amount Anticipated/Over	\$	(4,906)	

Three Year Revenue Comparison



TOWN OF CAPE CHARLES DEBT SUMMARY

Data as of: **4/14/2015**

BEGINNING DEBT ALLOCATION BY AMOUNT

Bond	Amount	Water	Sewer	Harbor	General
2006B	\$ 1,795,000.00	\$ -	\$ 234,068	\$ 405,311	\$ 1,155,621
2010F	\$ 4,856,284.95	\$ -	\$ 4,856,285	\$ -	\$ -
2010A/D	\$ 2,120,000.00	\$ 94,700	\$ 759,172	\$ 873,504	\$ 392,624
2010B/F	\$ 500,000.00	\$ -	\$ -	\$ 500,000	\$ -
2013A	\$ 1,201,000.00	\$ 1,145,754	\$ 55,246	\$ -	\$ -
2013B	\$ 1,000,000.00	\$ 454,500	\$ 272,750	\$ -	\$ 272,750
Total	\$ 11,472,284.95	\$ 1,694,954	\$ 6,177,521	\$ 1,778,815	\$ 1,820,995

PAYMENTS MADE TO DATE

Bond	Amount Paid	Water	Sewer	Harbor	General
2006B	\$ 635,000.00	\$ -	\$ 82,804.00	\$ 143,383.00	\$ 408,813.00
2010C	\$ 756,336.18	\$ -	\$ 756,336.18	\$ -	\$ -
2010A/D	\$ 115,000.00	\$ 5,137.05	\$ 41,181.50	\$ 47,383.45	\$ 21,298.00
2010B/F	\$ 330,000.00	\$ -	\$ -	\$ 330,000.00	\$ -
2013A	\$ 25,000.00	\$ 23,850.00	\$ 1,150.00	\$ -	\$ -
2013B	\$ 18,000.00	\$ 8,181.00	\$ 4,909.50	\$ -	\$ 4,909.50
Total	\$ 1,879,336.18	\$ 37,168.05	\$ 886,381.18	\$ 520,766.45	\$ 435,020.50

REMAINING DEBT BALANCES

Bond	Current Debt Balance	Water	Sewer	Harbor	General
2006B	\$ 1,160,000.00	\$ -	\$ 151,264.00	\$ 261,928.00	\$ 746,808.00
2010F	\$ 4,099,948.77	\$ -	\$ 4,099,948.77	\$ -	\$ -
2010A/D	\$ 2,005,000.00	\$ 89,563.35	\$ 717,990.50	\$ 826,120.15	\$ 371,326.00
2010B/F	\$ 170,000.00	\$ -	\$ -	\$ 170,000.00	\$ -
2013A	\$ 1,176,000.00	\$ 1,121,904.00	\$ 54,096.00	\$ -	\$ -
2013B	\$ 982,000.00	\$ 446,319.00	\$ 267,840.50	\$ -	\$ 267,840.50
Total	\$ 9,592,948.77	\$ 1,657,786.35	\$ 5,291,139.77	\$ 1,258,048.15	\$ 1,385,974.50

Code Enforcement

Month of March FY 2015

Building Permits Issued/Permit Fees Collected:

Permits this month: 35	
Permits this year: 287	Total permits last year: 269
Total construction this month: \$221,734	
Total construction this year: \$5,419,998	Total construction last fiscal year: \$6,874,978
Permit fees this month: \$3,533.90	
Total permit fees this fiscal year: \$159,910.33	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: \$274.46	
Total Fire Dept. levies this year: \$4,593.07	Total Fire Dept. levies last fiscal year: \$3,343.33
State levy this month: \$54.90	
Total state levies this year: \$918.74	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 March FY 2015

Other items of note:

1. Completed **95** inspections
2. Conducted 1 zoning clearances
3. Completed 2courtesy residential inspections
4. Conducted 16 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 1 Public Utilities Shallow Well permits
9. Cape Charles Lofts is moving along. Site work is starting this week.

04/06/15

Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PP150013	Plumbing	03/24/2015	504 Bay Avenue	Plumbing Alteration	\$56.00	\$500
	PM150037	Mechanical	03/09/2015	409 Harbor Avenue	2 Replacement Heat Pumps	\$152.88	\$12,300
	PP150014	Plumbing	03/23/2015	138 Heron Pointe Driv	New Plumbing for S/F Res	\$184.80	\$18,000
	PM150035	Mechanical	03/04/2015	155 Heron Pointe Driv	2 Sets of Gas Logs	\$56.00	\$1,500
	PU150001	PU Shallow W	03/05/2015	155 Heron Pointe Driv	Shallow Well for irrigation	\$100.00	\$650
	PT150002	UST/ AST	03/12/2015	155 Heron Pointe Driv	330 Gallon UST	\$56.00	\$250
	PG150006	Gas	03/12/2015	155 Heron Pointe Driv	New Gas Line	\$56.00	\$200
083A1-0100-10	PB150023	Building	03/16/2015	209 Jefferson Avenue	Rear Deck	\$56.00	\$2,000
083A1-0100-09	PM150038	Mechanical	03/23/2015	217 Jefferson Avenue	2 New Air to Air Heat Pumps	\$159.94	\$13,560
083A1-0100-09	PE150018	Electrical	03/23/2015	217 Jefferson Avenue	Electrical Alteration	\$56.00	\$400
083A1-010018	PE150017	Electrical	03/17/2015	404 Jefferson Avenue	New Electrical for S/F Res	\$67.20	\$4,500
	PE150012	Electrical	03/02/2015	206 Madison Avenue	Replacing meter base and panels	\$56.00	\$2,500
	PES15000	Erosion & Sed	03/31/2015	900 Marina Village Cir	Breakwater & Stabilization @ Aqua	\$360.00	\$20,000
	PP150010	Plumbing	03/06/2015	117 Mason Avenue C	Plumbing Alteration	\$56.00	\$2,500
	PE150016	Electrical	03/12/2015	117 Mason Avenue C	Relocating Wiring for Kitchen & Bath Alterat	\$70.00	\$5,000
	PB150025	Building	03/25/2015	203 Mason Avenue	New Membrane Roof	\$243.33	\$14,225
	PM150036	Mechanical	03/10/2015	301 Mason Avenue	1 New Air to Air Heat Pump	\$127.68	\$6,400
	PB150024	Building	03/20/2015	9 Monroe Avenue	Interior Framing	\$56.00	\$2,500
	PP150012	Plumbing	03/20/2015	506 Monroe Avenue	Residential Alteration	\$64.40	\$4,000
	PG150007	Gas	03/20/2015	506 Monroe Avenue	New Gas Line & Tankless Water Heater	\$58.80	\$3,000
083A3-0100-26	PP150015	Plumbing	03/24/2015	525 Monroe Avenue	New Onsite Water Line	\$56.00	\$1,400
	PE150015	Electrical	03/12/2015	416 Plum Street	Electrical Alteration	\$98.00	\$10,000
083A1-0100-05	PB150021	Building	03/02/2015	614 Plum Street	Residential Alteration	\$193.20	\$19,500
	PB150022	Building	03/16/2015	724 Prestwick Turn	Repair water damage	\$56.00	\$2,100
	PE150013	Electrical	03/05/2015	237 Randolph Avenue	New Electrical for Rehab	\$81.20	\$7,000
	PP150011	Plumbing	03/06/2015	237 Randolph Avenue	Interior Demo	\$92.40	\$9,000
	PB150028	Building	03/31/2015	125 Strawberry Street	250 Gallon UST	\$56.00	\$2,500
	PT150001	UST/ AST	03/12/2015	145 Sunset Blvd.	New Gas Line	\$56.00	\$250
	PG150005	Gas	03/12/2015	145 Sunset Blvd.	New Gas Line	\$56.00	\$200
	PP150016	Plumbing	03/25/2015	4 Tazewell Avenue	New Onsite Water & Sewer Line	\$58.80	\$3,000
	PE150014	Electrical	03/12/2015	229 Tazewell Avenue	Electrical Alteration	\$145.60	\$11,000

04/06/15

Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
083A3-0100-38	PB150026	Building	03/25/2015	415 Tazewell Avenue	Residing Structure	\$207.19	\$21,999
	PM150034	Mechanical	03/04/2015	525 Walbridge Bend	Gas Logs	\$56.00	\$2,000
	PG150004	Gas	03/04/2015	525 Walbridge Bend	New Gas Piping	\$56.00	\$2,000
	PM150027	Mechanical	03/17/2015	525 Walbridge Bend	New Mechanical for S/F Res	\$172.48	\$15,800
Total Permits:						\$3,533.90	\$221,734

PerDateIssued Range from 03/01/2015 to 03/31/2015



***Town Harbor
Town Council Report
March, 2015***

April 2, 2015

Maintenance:

1. Reinstalled all water faucets in the inner harbor. Only a short section needed to be replaced.
2. Began reinstalling the water faucets on the floating docks, it appears that most of the two inch main (*that wasn't replaced last year*) needs to be replaced. *Note that we will add drop lines on the main pier.*
3. We had 3 pile brackets break over the winter, 1 by the eastern gangway and 2 on A-Dock. We have repaired the one by the Gangway, we lost one on A-Dock and we are in the process of repairing the other.
4. We continued re-screwing dock boards in the inner harbor.
5. Added some shells to the western parking area.

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 15% complete)
5. Re-tighten all bolts on the floating docks (0% complete)
6. Scale, prime & paint dirty oil tank. (0% complete)
7. Replace light censor on boardwalk lights. (0% Complete)
8. Replace misc. light sensors on pedestals. (0% Complete)
9. Measure piles, order new caps to cover the piles that do not have caps.
10. Continue to clean all electric pedestal bus bars.
11. Fix any Damage ice may have caused to the docks. (In Progress)

Capital Projects and Harbor improvements:

1. Offshore Breakwaters – Received an extension from the VMRC we continue to work with USACE and expect permit extension to soon be issued.
2. Dredging – First phase is done, awaiting the completion of the upland site to begin the inner harbor. This may not get started until June. The boardwalk and cart/pedestrian path will be reconfigured during this time.
3. Watermen's Memorial – The form has been set and concrete will soon be poured, trying to get the form completed by the Blessing of the Fleet,
4. Virginia Port Authority – No word on the VPA grant extension, normally we here back by May 15

Other Items:

1. Barbara Michaux has accepted the position of Assistant Harbor Master, she will begin work between April 20 and 27.
2. Follow us on Face Book (**Cape Charles Town Harbor**) over 2350 likes!!!
3. Current Office Hours – 8:00 am to 5:00 pm 7 days a week thru May 4th.



**Town Harbor
Town Council Report
March, 2015**

Harbor Events:

8th Annual Blessing of the Fleet: This will be held April 24th, 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. Delegate Robert Bloxom Jr. will be our Master of Ceremonies.

27th Annual Clean the Bay Day: June 6, 2015 @ 8:00 am. All people who would like to volunteer need to contact Jen Lewis at 331-2176 ext. 18

National Marina's & Harbor's Day: June 13, 2015. This event is celebrated every 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.

Clam Slam 2015 & 5th Annual Boat Docking contest: Will be July 31, 2015 through August 2nd, 2015. We had our second meeting in January. We are well underway and ahead of the game, we currently have secured the fireworks, Black Elvis and the Kasey Rae Band will play Friday Night. The Nikki Love Project, Mercy Creek and The Janitors will play Saturday, still looking for music for Sunday. We have tentatively secured up and coming country singer Madeline Smith for Clam Slam 2016. Sponsorships to date \$3,100.00 Prepaid Ticket Sales to date \$720.00 Vendor Fees to date: \$525.00. We are also in the process of trying to secure an eight ride carnival. We are waiting to get an agreement from the vendor.

3rd Annual Trick or Treat with Pirate Pete: October 24, 2015: More details to follow

4th Annual Lighted Boat Parade: More Details to follow

2nd Annual Dropping of the Crab Pot: December 31st at 10pm. Mason Ave.

Business YTD:

Docking

	2013		2014		2015
Monthly	491	= \$ 73,727	504	= \$ 78,001	557 = \$ 84,168
Weekly	152	= \$ 6,499	69	= \$ 5,287	133 = \$ 9,189
Nightly	868	= \$ 41,258	956	= \$ 49,866	1187 = \$ 67,169
Hourly	3	= \$ 15	3	= \$ 15	90 = \$ 450

Fuel

	2013		2014		2015
Diesel	40,140	= \$143,580	46,083	= \$163,029	48,126 = \$160,943
Transport	36,349	= \$121,109	29,469	= \$ 98,162	6,913 = \$ 17, 873
Regular	22,807	= \$ 81,101	27,858	= \$ 93,155	25,239 = \$ 78,533
Plus (Non Ethanol)	20,091	= \$ 83,944	18,655	= \$ 75,593	16,599 = \$ 68,350

Actual through 3/31



**Town Harbor
Town Council Report
March, 2015**

Gross Sales by Customer Type

Projected through 6/30

	2013	2014	2015
Annual Renters:			
Non Resident	\$ 26,495	\$31,535	\$ 32,084
Resident	\$ 50,289	\$45,331	\$ 44,802
Commercial Watermen	\$ 84,132	\$50,673	\$ 41,432
Commercial Charter	\$ 7,524	\$ 4,211	\$ 8,703
Commercial Other	\$ 22,914	\$ 9,745	\$ 20,482
Seasonal Renters:			
Non- Resident	\$ 6,294	\$ 9,105	\$ 10,426
Resident	\$ 9,235	\$ 6,399	\$ 12,689
Winter	\$ 4,762	\$ 381	\$ 2,389
Commercial Waterman	\$ 63,370	\$ 67,507	\$153,210
Commercial Charter	\$ 0	\$ 0	\$ 0
Commercial Other	\$ 0	\$ 9,604	\$ 15,425
Other:			
Commercial Watermen	\$176,791	\$169,088	\$ 40,848
Commercial Charter	\$ 6,937	\$ 4,439	\$ 5,648
Commercial Other	\$173,251	\$133,970	\$ 39,261
Government Agencies	\$ 14,841	\$ 902	\$ 3,086
Transient	\$260,894	\$373,694	\$427,793
Inner Department Acct.	\$ 37,656	\$ 35,890	\$ 38,857

Waiting List as of 3/31/2015

<u>Length</u>	<u>Annual</u>	<u>Seasonal</u>	<u>Total</u>
20ft	2	5	7
24ft	2	3	5
30ft	5	3	8
36ft	4	1	5
45ft	11	1	12
50ft	0	0	0
60ft	2	0	<u>2</u>
Total	26	13	39

Clubs Reserved for the season = 17
 Credit Card Fees this month = \$441.01
 Credit Card fees YTD = \$441.01

Cape Charles Memorial Library March 2015

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

Preschool Story time -weekly	59
Toddler Storytime - weekly	15
Chess Club – weekly	25
Author Discussion Program	16
Author Reading Program	70
TOTAL	185

2. On March 22, author **Kate Gray** lead a discussion of her debut novel; *Carry the Sky* at the Cape Charles Civic Center, 500 Tazewell Avenue. This lively discussion was sponsored by the **Friends of the Cape Charles Memorial Library**.
3. On March 23 the **Friends of the Library** hosted two authors at the library. Kate Gray from Portland, Oregon read from her novel *Carry the Sky* and Sheri Reynolds from Cape Charles read from *The Homespun Wisdom of Myrtle T. Cribb* (as well as from her even newer, yet to be published book!) Light refreshments were served to a crowd of 70! Thank you **Friends of the Library** for these two great programs!
4. The 2015 Summer Library Reading Program, **Read to the Rhythm** will begin on June 15.
5. April is **National Poetry Month** and the Library will be presenting **An Evening of Poetry** on April 8 at 7:00 at the library.
6. For additional information about library programs and library related information check out our **Facebook** page.

March 2015 Library Programs		
4 meetings	Storytime: Toddlers	56
1 meeting	:preschool	8
4 meetings	Chess:	25
1 time	Author Reading:	70

Planning Department Report for Town Council

From: Larry DiRe 
To: Town Council
Date: April 8, 2015
Subject: Report for Planning Department

Permits:

Four Applications for Zoning Clearance were received for the following projects: a sunroom and deck; a detached screened deck; a fence installation; and a substantial project to a contributing property in the Historic District involving replacing windows, removing chimneys, repairing shutters, and reconstructing a rear porch. In each instance the project met the requirements of the Zoning Ordinance. All applications were approved.

Planning Commission:

1. The Planning Commission met in both a joint special meeting with the Town Council and a regular meeting on April 7th. The joint special meeting was for the purpose of discussing the latest draft document of the proposed revised Town Comprehensive Plan. As required by the Code of the Virginia, the Plan is reviewed every five years to determine if it is advisable to amend the Plan.
2. During the regular meeting the Chair postponed discussion of Article IV Section 4.9 of the Zoning Ordinance (regulating satellite dishes). That item will be on the May 5th meeting agenda. There was discussion of the Tourism Zone Ordinance draft. The Commissioners reached consensus on the following: the term "credit(s)" better describes the incentive program than does the term "grant"; the entire Town is an appropriate footprint for the proposed zone; for the purpose of this Ordinance, a full-time employee is defined according to the US federal definition found in 26 US Code Subtitle D Chapter 43 Section 4980H; and the words "fishing", "communication", and "transportation" also be included as qualified businesses. There was discussion of the role of the Ordinance administrator.
3. Staff provides an annual report to the Planning Commission. Draft copies of that report were distributed to the Commissioners to provide comment. Based on those comments, staff will bring the annual report to Town Council at the April 16 meeting.

Historic District Review Board:

1. The Historic District Review Board received two applications and met on March 17th and March 24th. The Board approved Certificates of Appropriateness for each of the applications on March 17th. At the March 24th meeting the Board discussed new construction design standards from other Virginia historic districts and other historic district fee data for the purpose of review and future action. They held the election of officers at the March 17th meeting. Joe Fehrer and John Caton were re-elected Chair and Vice Chair respectively. One application for front porch removal and replacement construction was received on March 31st and will be on the April 21st meeting agenda. Staff is working on a grant application from the Department of Historic Resources to provide training workshops open to Historic District Boards of any Certified Local

Government and any Virginia resident. The application is due May 15th and requires no local funding match.

2. At the March 24th meeting the Board discussed the current fee structure. Following consideration of Town process costs and comparing fees of other Virginia municipalities they proposed the following changes: initial application fee increase from the current \$50.00 to \$100.00; fee for approved plan modification application is \$50.00; fee for special meeting required by applicant's violation of project Certificate of Appropriateness is \$125.00.
3. One new Application for Historic District Review and one request for modification of an earlier Certificate of Appropriateness were received this month and will be on the agenda for the April 21st meeting.

Board of Zoning Appeals:

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

CAPE CHARLES POLICE DEPARTMENT

MONTHLY STATISTICS

March 2015

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

- Calls for service in Cape Charles: 45
- Calls for service outside of Cape Charles: 12
- Felony arrests: 0
- Misdemeanor Arrests: 0
- D.U.I. Arrests: 0
- Traffic Summons: 15 (see page 2.)
- Traffic Warnings: 8 (written& verbal):
- Parking tickets: 1
- Building Checks: 23
- Assisted Northampton County Sheriff's Office: 9
- Assisted Virginia State Police: 1
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 14
- Foot Patrol Hours: 59.5
- Bay creek patrol hours: 73

The following took place in March:

- Jim & Chelsea completed 40 hours of training, including firearm recertification, legal update, and certification from (National Highway Traffic Safety Administration) for D.U.I. detection and standardized field sobriety tests.

- All officers recertified in AED and CPR on March 31st.

Traffic summons:

1. Reckless driving 48/25 zone
2. Expired inspection
3. Speeding 40/25 zone
4. Expired registration
5. No inspection sticker
6. Reckless driving 48/25 zone
7. Failure to title vehicle
8. No insurance
9. No insurance
10. Driving while suspended
11. Expired inspection
12. Expired inspection
13. Speeding 42/25 zone
14. Speeding 41/25 zone

Public Utilities

Monthly Report March 2015



Production Summary

- Miss Utility Tickets: 20
- Emergency Call Outs After Hours and Weekends:
Number of times called out:
Total Man Hours:
- Fire Calls: Man Hours:
- Sludge: 25 Tons
- Water: Total Production: 3,729,911
High: 225,900 on the 25th
Low: 93,000 on the 31st

Average	Raw Water	Finished Water
Hardness	428	127.4
Iron	8.59	.016
Manganese	.517	.005

All Data in PPM

- Waste Water: Average Flow 153,081 gpd
Maximum 318,700 gpd
Total for Month 4,745,500 Gallons
Nutrients:
Phosphorus Average .09 Limit .3 mg/l annual average
Nitrogen Average 2.11 Limit 4 mg/l annual average

Personnel

- Water
 - Scottie Neville Operator Class 3 Water, Operator in Charge
 - Patrick Christman Operator Class 3 Water,
 - Ron Bailey Operator Class 3 Water
 - Freddie Meditz Trainee
 - Gerald Elliott Maintenance
- Waste Water
 - Patrick Christman Operator Class 2 WW, Operator in Charge
 - Freddie Meditz Operator Class 3 WW
 - 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. Seven years next month.

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. Platform and Tank have been set in place.

Public Utilities

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 has prepared a 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. The intent is to upgrade the controls and equipment at both stations and to increase capacity at the Plum Street Station. We are looking at diverting some, or all, of this flow away from the Mason Avenue Pump Station, directly into the Mason Avenue Force Main.

PUBLIC WORKS

March 2015

Dump Fees

- Oyster Landfill: 1 trip - \$0.00 / 1 mattress picked up \$25.00
- Recycled 6 truckloads of bags & leaves
- Recycled 3 truckloads of non-chip able brush

Staff Report

- Brent Mears attended CPR class (Tuesday 3-31)

Completed Projects

- Monthly meter reads
- J.D. Backhoe broken bucket control repaired
- Installed movie projector screen in Civic Center
- Removed Beach lateral fencing & refuge containers due to dredging/ beach sand project
- Trimming & mulching of hump area, beach bathrooms Memorial, Civic Center, Municipal building
- Vehicle maintenance checked all P.W. fleet and topped of fluids
- Construct 5 new plastic swinging beach refuge containers on 4x4 post - for new beach area
- Water tank platform constructed & installed in Bay Creek
- Opened up Beach & Central Park bathrooms for the season
- Police Charger L.O.F. & Tires
- Utilities 4x4 truck L.O.F. fuel & air filter changed
- Harbor J.D. Gator installed trailer light connector
- Harbor/Shanty/Railroad - scrape shell road surface (3 times)
- Library sealed front air shaft along with 1st to 2nd floor stairway gap & weather sealed rear door
- Installed 2 portable Library receptacles 1 @ Bay Ave kiosk & 2nd @ Playground fence in Central Park
- Blessing of the Fleet banners installed

Events

- February Freeze (Saturday 2-21, Re-Scheduled to Saturday 2-28, then to Saturday 3-7 due to frozen bay) Great turn out!
- 1st day of Spring (Friday 3-20)
- Library event (Saturday 3-21)
- Bay dredging - Cape Charles Beach 1st phase completed (Thursday 3-26)

In Progress

- Manual street gutter clean - 90% complete
- Tennis court light fixture repair
- Vehicle lift installation
- Town wide street tree & bush trimming - 85% complete
- Bay Ave sand sweeping from curbs & street - ongoing
- Vehicle/equipment maintenance
- Allie maintenance
- Safety Training
- Designing Harbor banner rod system (High Wind)

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
35	38	106	62	28	49	65	35	49	74	2	18

Recreation Department

April 2015 Council Report

Programming and Events:

Due to inclement weather the recreation department has had very low attendance for programming.

1. Scrapbooking
March 16 – 2
April 6 – 2
2. Adult Book Club
March 2 – Motor City Burning – 4
March 15 – Motor City Burning – 3
April – Water for Elephants – 3
3. Bingo
March 6 – 2
March 20 – 7
April 3 – 8
4. Kids day at the movie on March 13 – 4
5. Mommy and Me
March 10 – 6
March 24 – 6
6. The Easter egg hunt was cancelled this year due to weather. The Easter Bunny hopped on into the library for pictures and to pass out eggs. Over 180 parents and children were in attendance.

Projects:

1. Artwork is being obtained for the new beach Kiosk. It is hopeful that the kiosk will be in place by Fall.
2. Staff is working on a rack card to highlight all the Town information needed by tourist and locals during the upcoming busy season. They will be placed in B&B's, rentals and businesses throughout Town.
3. Staff is working on a swim area for the newly improved Beach.
4. Maps are being designed to help our visitors locate all the great things the Town of Cape Charles have to offer. Staff hopes to have these available by Memorial Day.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Cape Charles Community Trail – Phase 2		AGENDA DATE: April 16, 2015
	SUBJECT/PROPOSAL/REQUEST: Progress update.		ITEM NUMBER: 7A
	ATTACHMENTS: None.		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, 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 to VDOT for review on May 1, 2014. The overall layout is as previously presented (available in the Town Hall).

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 (FHA). These requirements are greater than previously planned and added about \$100K to the project cost estimate.

VDOT approved the bid package and an invitation for bids was 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. Two bids were received and opened on April 8, 2015. The apparent low bidder is Conrad Brothers of Virginia. However, their bid is about \$350K more than the estimate and there is insufficient grant funding remaining to accommodate the additional cost.

Our consultants are reviewing the bid in detail and developing options to move forward. It is likely that we will need to defer a portion of the Phase 2 project until additional funds are available.

RECOMMENDATION:

Provided for information only.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: National Police Week Proclamation		AGENDA DATE: April 16, 2015
	SUBJECT/PROPOSAL/REQUEST: Proclaim May 15, 2015 as Peace Officers' Memorial Day and the week of May 10 – May 16, 2015 as National Police Week		ITEM NUMBER: 8A
	ATTACHMENTS: Proclamation #20150416A		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Police Chief Jim Pruitt	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

In 1962, President John F. Kennedy signed Public Law 87-726 designating May 15 as Peace Officers' Memorial Day and the week in which May 15 falls as National Police Week. The law was amended in 1994 directing that the flag of the United States be displayed at half-staff on all government buildings on May 15 of each year.

DISCUSSION:

Friday, May 15, 2015 is Peace Officers' Memorial Day and the week of May 10 – 16, 2015 is National Police Week. In honor of all law enforcement officers, the Department of Justice Community Oriented Policing Services (C.O.P.S.) suggests municipalities adopt a proclamation for Peace Officers' Memorial Day and National Police Week.

RECOMMENDATION:

Staff requests Council adoption of Proclamation #20150416A In Honor of Peace Officers' Memorial Day and National Police Week.

**TOWN OF CAPE CHARLES
PROCLAMATION #20150416A**

**IN HONOR OF PEACE OFFICERS' MEMORIAL DAY
AND NATIONAL POLICE WEEK**

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

WHEREAS, the members of the Town of Cape Charles Police Department play an essential role in safeguarding the rights and freedoms of the Town of Cape Charles; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their police department, and that members of the Cape Charles Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Town of Cape Charles Police Department unceasingly provide a vital public service;

NOW, THEREFORE, the Town Council of Cape Charles calls upon all citizens of the Town of Cape Charles and upon all patriotic, civic and educational organizations to observe the week of May 10 - 16, 2015 as National Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens;

IN ADDITION, the Town Council of Cape Charles further calls upon all citizens of the Town of Cape Charles to observe Friday, May 15, 2015, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Adopted by the Town Council of Cape Charles on this 16th day of April, 2015.

Mayor George Proto

ATTEST: _____
Clerk of the Council



TOWN OF
CAPE CHARLES

AGENDA TITLE: Building Safety Month Proclamation

AGENDA DATE:
April 16, 2015

SUBJECT/PROPOSAL/REQUEST: Proclaim month of May as
National Building Safety Month

ITEM NUMBER:
8B

ATTACHMENTS: Building Safety Month Proclamation

FOR COUNCIL:
Action (X)
Information ()

STAFF CONTACT (s):
Jeb Brady, Code Official

REVIEWED BY:
Brent Manuel, Town Manager

BACKGROUND:

The International Code Council (ICC) is the most widely adopted building safety, energy and fire prevention codes in the nation and are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters. Building Safety Month is sponsored by the ICC to remind the public about the critical role of our local code officials who assure us of safe, efficient and livable buildings.

DISCUSSION:

The month of May every year is dedicated as Building Safety Month. The proclamation asks citizens to consider projects to improve building safety and sustainability at home and in the community.

RECOMMENDATION:

Staff requests Council adoption of Proclamation 20150416B designating the month of May as Building Safety Month.

Proclamation 20150416B

Building Safety Month — May, 2015

WHEREAS, our (City's, Town's, County's, State's) continuing efforts to address the critical issues of safety, energy efficiency, water conservation, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;

WHEREAS, our confidence is achieved through the devotion of vigilant guardians--building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry--who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;

WHEREAS, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

WHEREAS, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety--our local code officials--who assure us of safe, efficient and livable buildings, and;

WHEREAS, "Resilient Communities Start with Building Codes" the theme for Building Safety Month 2015, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, water safety and conservation; energy efficiency and new technologies in the construction industry. Building Safety Month 2015 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, the Town Council of the Town of Cape Charles does hereby proclaim the month of May 2015 as Building Safety Month and encourages our citizens to join with their communities in participation in Building Safety Month activities.

Adopted by the Town Council of Cape Charles on this 16th day of April, 2015.

Mayor George Proto

ATTEST:

Town Clerk



TOWN OF
CAPE CHARLES

AGENDA TITLE: National Public Works Week Proclamation

AGENDA DATE:
April 16, 2015

SUBJECT/PROPOSAL/REQUEST: Proclaim the week of May 17-23, 2015 as National Public Works Week

ITEM NUMBER:
8C

ATTACHMENTS: Proclamation 20150416C

FOR COUNCIL:
Action (X)
Information ()

STAFF CONTACT (s):
Dave Fauber

REVIEWED BY:
Brent Manuel, Town Manager

BACKGROUND:

Public Works infrastructure, facilities and services are of vital importance to sustainable communities and to the health, safety and well-being of the people of the Town of Cape Charles and could not be provided without the hard work and dedication of the Public Works Department.

Many times, the work done by the Public Works crews is taken for granted by the general public. The American Public Works Association annually sponsors the National Public Works Week to recognize and thank the employees in Public Works for all that they do on a daily basis.

RECOMMENDATION:

Staff requests Council adoption of Proclamation 20150416C designating the week of May 17 – 23, 2015 as National Public Works Week and to thank the Town's Public Works employees for their dedication in helping to keep the Town of Cape Charles such a great place to live, work and visit.

PROCLAMATION #20150416C

IN HONOR OF NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works infrastructure, facilities, and services are of vital importance to sustainable communities, and to the health, safety, and well-being of the people of the Town of Cape Charles; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works managers and employees; and

WHEREAS, the Town is thankful to all those who plan, design, build, operate, and maintain the public buildings, structures, facilities and properties essential to our people; and

WHEREAS, it is critical that the people of the Town are educated about and participate in the shaping of public works programs in the community; and

WHEREAS, the year 2015 marks the 55th annual National Public Works Week sponsored by the American Public Works Association;

NOW, THEREFORE, the Town Council of Cape Charles hereby recognizes May 17-23 as National Public Works Week in the Town and call this observance to the attention of all our citizens.

Adopted by the Town Council of Cape Charles on this 16th day of April, 2015.

Mayor George Proto

ATTEST: _____
Clerk of the Council

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Municipal Clerks Week Proclamation		AGENDA DATE: April 16, 2015
	SUBJECT/PROPOSAL/REQUEST: Proclaim the week of May 3-9, 2015 as Municipal Clerks Week		ITEM NUMBER: 8D
	ATTACHMENTS: Proclamation 20150416D		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The office of the Municipal Clerk is the oldest among public servants and the Municipal Clerk acts as the professional link between the citizens and the local governing bodies. Municipal Clerks serve as the Council's foundation and perform a variety of duties, including meeting preparations and management, maintenance of ordinance and resolution files, keeping the municipality's historical records and serving as the clearinghouse for information about the local government. Because some elements of government are constantly changing, Clerks must stay current of changes in order to advise their Council and inform their community. There are many responsibilities of the Municipal and Deputy Clerk that the public takes for granted, such as keeping the Council advised of legislation that affects them. The functions of the Clerk necessitates a thorough knowledge of law procedure, administration and interpersonal relations.

The International Institute of Municipal Clerks (IIMC) has sponsored Municipal Clerks Week since 1969. In 1984 and 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

RECOMMENDATION:

Staff requests Council adoption of Proclamation 20150416D designating the week of May 3 – 9, 2015 as Municipal Clerks Week.

Proclamation 20150416D

Municipal Clerks Week

May 3 - 9, 2015

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, The Office of the Municipal Clerk is the oldest among public servants; and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, region and international professional organizations; and

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, Be it Proclaimed that the Town Council of the Town of Cape Charles recognizes the week of May 3 through May 9, 2015, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Libby Hume, Deputy Clerk, Amanda Hurley, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Adopted by the Town Council of Cape Charles on this 16th day of April, 2015.

Mayor George Proto

ATTEST: _____
Clerk of the Council



TOWN OF
CAPE CHARLES

AGENDA TITLE: Application and permit fee review

AGENDA DATE:
April 16, 2015

SUBJECT/PROPOSAL/REQUEST: Fee structure and additional meetings

ITEM NUMBER:
8F

ATTACHMENTS: None

FOR COUNCIL:
Action ()
Information (X)

STAFF CONTACT (s):
Larry DiRe

REVIEWED BY:
Brent Manuel, Town Manager

BACKGROUND:

In February 2015 the Historic District Review Board discussed the process of reviewing the application fee relative to similar Boards in the Commonwealth of Virginia. They were also interested in establishing a fee for additional meeting(s) required by an applicant who either modifies their initial plan and/or requires a special meeting due to not abiding by the Certificate of Appropriateness. The latter arose from an applicant who did just that, received a stop work order, and required a meeting to gain approval of the work done. At the February 24th meeting the Board directed staff to acquire fee data from other Boards. In March the Board reviewed comparative fee data from approximately one dozen municipalities. At the March 24th meeting the Board agreed to propose the following changes to the Town's fee schedule: \$100.00 for initial application (up from the current 50.00); \$50.00 for a modification meeting; \$125.00 for a special meeting. Currently there is no cost for any meeting after the initial one.

This month staff will be reviewing all planning, zoning, and building fees.

ITEM SPECIFICS:

Staff will be bringing any proposed fee increases and a full staff report to Council in May for consideration as part of the Fiscal Year 2016 budget preparation.

 TOWN OF CAPE CHARLES	AGENDA TITLE: 2014 Planning Commission Annual Report to Town Council		AGENDA DATE: April 16, 2015
	SUBJECT/PROPOSAL/REQUEST: Planning Commission's Annual Report to Council		ITEM NUMBER: 8G
	ATTACHMENTS: 2014 Annual Report		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

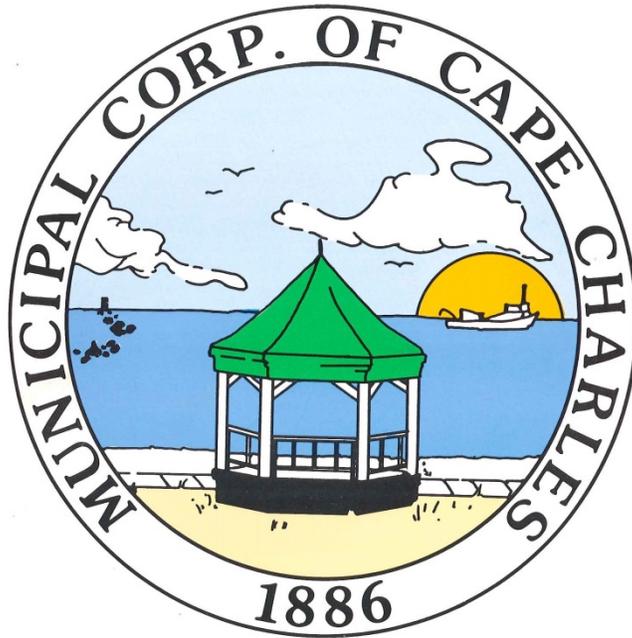
BACKGROUND:

Virginia State Code § 15.2-2221.5, under duties of commissions, states that the local planning commission shall “make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.”

ITEM SPECIFICS:

Pursuant to § 15.2-2221.5, staff has prepared the attached annual report to Town Council. The report includes a brief recap of development that occurred within the town in 2014, and lists any planning commission and/or staff updates that occurred in 2014. The report also gives a breakdown of different applications received in 2014 by the Planning and Zoning Department, and also lists other work items that were reviewed or worked on during 2014 by the Planning Commission.

The Planning Commission reviewed the report at their April 7 meeting and voted unanimously by those in attendance to forward the report on to Town Council.



Town of Cape Charles
Planning Commission

2014 Annual Report
(January 2014-December 2014)

Dennis McCoy
Chairman

Lawrence DiRe, MA MPA
Town Planner

2014 Planning Commission Members

Dennis McCoy, Chairman

Michael Strub, Vice Chair

Andy Buchholz

Dan Burke

Joan Natali

Sandra Salopek

Bill Stramm

2014 Planning and Zoning Staff

Rob Testerman, Town Planner (January- November 2014)

Introduction

Section 15.2-221, of the Code of Virginia, as amended, prescribes the duties of the local planning commission. The duties include a requirement to provide an annual report to the local governing body concerning the operation of the commission and the status of planning in its jurisdiction.

Development in Cape Charles

2014 saw both new development and redevelopment in Cape Charles. Notable projects included the renovations to the former high school building (now becoming residential units), the Shanty Restaurant, and twelve new single family homes constructed\permitted. Overall new construction in calendar year 2014 totaled \$6,995,215 valuation. There were 123 new businesses licenses issued in 2014 above the 2013 total of 215.

Planning Commission and Staff Updates

The Planning Commission elected Dennis McCoy as Chairman and Michael Strub as Vice Chair for 2014 (November 2013).

There were staff changes to the Planning and Zoning department in 2014. Town Planner Rob Testerman, AICP resigned to take a similar position in another jurisdiction (November).

2014 Summary of Permits and Projects Reviewed by Planning:

Home Occupations	0
Site Plan Reviews	13
Violations	16
Zoning Clearance	21
Historic District Review	13
Harbor Area Review	1
Wetlands Board Review	0
Board of Zoning Appeals Review	1*
Rezoning	0
Conditional Use Permits	0

*Four variances issued to applicant.

Code Amendments

Approved, the Planning Commission forwarded a code amendment to the Town Council for consideration regarding the Floodplain Ordinance in Article VI of the Zoning Ordinance.

Denied, the Planning Commission voted to disapprove a code amendment regarding urban backyard chickens (conditional use Zoning Ordinance Sections 3.1, 3.2, 3.3). The Town Council, likewise, voted to deny amending the Zoning Ordinance for this use.

Pending, the Planning Commission continued working on the proposed Tourism Zone Ordinance.

Comprehensive Plan

In 2014 the Planning Commission continued reviewing the Town of Cape Charles Comprehensive Plan update. The Commission heard from professional staff from both the Accomack-Northampton Planning District Commission and the Town at several meetings. Public meetings and work sessions were held in 2014. All relevant information was posted on the Town's website.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Payment of insurance proceeds.		AGENDA DATE: April 16, 2015
	SUBJECT/PROPOSAL/REQUEST: Appropriate funds and amend budget for contractually required payment.		ITEM NUMBER: 8H
	ATTACHMENTS: None.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Town entered into a contract with Echelon Resources, Inc., dated June 28, 2014, for the sale, historic rehabilitation and redevelopment of the former Cape Charles School property into rental apartments. Paragraph 15.C. of the contract specifies that the Town "...shall pay to Purchaser to be applied toward Purchaser's Project expenses the amount of insurance proceeds received by Seller in connection with earthquake damage sustained by the Property on or about August 23, 2011." Insurance proceeds in the amount of \$41,073.91 were received in FY 2012 and deposited to the General Fund.

DISCUSSION:

As allowed, the contract was subsequently assigned by Echelon Resources to Charon Ventures, LLC. Completion of the project is projected for early June 2015. The Town needs to pay the above amount to Charon Ventures at that time. While the insurance proceeds are in the General Fund Balance, the expenditure was not included in the FY 2015 budget because of construction schedule uncertainty. Council needs to appropriate the funds and amend the budget so that this contractually required payment may be made.

RECOMMENDATION:

Staff recommends a motion to appropriate \$41,073.91 and amend the FY 2015 budget for this purpose.