



TOWN COUNCIL

Regular Meeting

May 21, 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. None
4. Public Comments (3 minutes per speaker)
5. Consent Agenda
 - A. Approval of Agenda Format
 - B. Approval of Minutes
6. Department Reports
 - *A. Treasurer's Report
 - B. Planning Commission and Boards
 - C. Other Department Reports
7. Old Business
 - *A. PSA/Regional Wastewater Update
 - *B. Harbor Development Certificate Application
 - *C. Historic District Review Board Fee Structure
 - *D. FY 2015-2016 Proposed Budget – Schedule Public Hearing
8. New Business
 - *A. Charter Communications/Comcast Corporation Merger Termination
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - May 25, 2015 – Town Offices Closed in Observance Of Memorial Day
 - May 26, 2015 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - May 30-31, 2015 – Bike MS-Virginia's Ocean to Bay Ride
 - May 30, 2015 – State of the Town Meeting, 10:00 AM
 - May 30, 2015 – Benefit By the Bay, 6:00 PM – 11:00 PM
 - May 30-31, 2015 – Bike MS: Virginia's Ocean to Bay Ride
 - June 4, 2015 – Town Council Work Session, 6:00 PM
 - June 6, 2015 – Clean the Bay Day
 - June 11, 2015 – Town Council Work Session, 6:00 PM
 - June 13, 2015 – King Neptune Maquette Dedication Ceremony, 10:00 AM
 - June 13-14, 2015 – Tall Ships at Cape Charles
 - June 18, 2015 – Town Council Regular Meeting, 6:00 PM
11. Adjourn at 8:00 P.M.



DRAFT
TOWN COUNCIL
Budget Work Session
Cape Charles Civic Center
April 9, 2015
4:00 p.m.

At 4:07 p.m., Mayor George Proto called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Public Works/Utilities Director Dave Fauber and Town Clerk Libby Hume. Councilwoman Natali arrived at 4:08 p.m. and Councilman Bennett arrived at 4:09 p.m. Councilmen Brown, Godwin and Wendell were not in attendance. There were no members of the public in attendance.

Mayor Proto announced the business for the evening would be to review i) the proposed Fiscal Year (FY) 2015/2016 General Fund Departmental budgets for the Public Works and Town Manager departments; ii) changes from the March 26 meeting; and iii) Preliminary General Fund Revenue.

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:

Public Works: i) Under Repair & Maintenance, funding was included for periodic deep cleaning of the Town Hall; ii) The Heating line was increased for heating the Civic Center; iii) Telecommunications was increased for cell phone service for a number of employees in the department; iv) Repair & Maintenance/Labor was reduced to \$60K based on previous years' and this year's expected usage; v) Beach Maintenance & Safety was reduced to \$15K due to the sand replenishment performed by the USACE's harbor dredge project. There was some discussion regarding FEMA's requirement to include funding for annual beach replenishment; vi) Vehicle & Powered Equipment Supplies was increased to \$10K for the purchase of a snow plow attachment for the dump truck, a spreader and other general repairs. There was much discussion regarding the town's ability to plow the roads and possible liability issues. Dave Fauber stated that the plow would be used for the various parking lots, Fire Department and town facilities. The roads in town would be difficult to plow due to the parked vehicles; vii) Machinery & Equipment included \$35K to replace the 20-year old tractor with a new Kubota tractor for sweeping the increased beach area. This item could possibly qualify for a USDA RD grant/loan; viii) \$60K was included as a Capital item to replace the playground equipment. The equipment replacement was recommended by VML Insurance for safety reasons. \$15K had been raised in donations and staff was planning to apply for a number of grants to reduce the direct cost to the town; ix) \$20K was included for additional improvements to the Mason Avenue leased parking area; x) \$60K was included for construction of the commercial trash management area, completion of the design and bid package for the Pine Street Parking area behind the library; xi) \$20K was included for the improvements to the Strawberry Street Pedestrian Plaza; and xii) \$10K was included for a map and way-finding signage as part of the Art Walk project.

Town Manager: i) Included 1 full time town manager and 1 part time assistant town manager at 2 days per week for 32 weeks. A portion of the assistant town manager salary would count towards the match for the Trail Project; ii) Personnel Lapse Allowance of -\$14,965, which amounted to 1% of the total salaries plus FICA, was included to allow for position vacancies;

ii) Relocation Costs of \$2K was included in case the new town manager had not completed his move in FY 2015; iii) \$10K was included under Management Consulting for Davenport and other consulting firms; iv) IT Consulting & Website Assistance was increased to \$4,600 based on previous years' usage; v) The Legal expense lines were split by department for better tracking ability. \$40K was included for general legal expenses, \$5K for the finance department for tax and/or utility liens, \$5K for code enforcement issues and \$5K for zoning issues; vi) Postage for all departments except utility billing was consolidated into the Town Manager budget; vii) Telecommunications was reduced to \$6,780 due to the reduction in the cost of phone service with the new system. The line also included cell phone reimbursement for the town manager; viii) Buildings & Land was decreased to \$1,300 for the lease payments of the railroad parking lot; ix) Grant Expense Passthru and Match for Arts Enter of \$5K each was included; x) Community Support – CC Volunteer Fire Department included their request of \$115K for a new fire truck at \$100K and \$15K annual support; xi) Community Support – Cape Charles Business Assn included their request for \$2,500; xii) Community Support – July 4th Fireworks was \$10,750 which included a 5% postponement fee in case of bad weather; xiii) Cape Charles Historical Society included their request of \$10K; xiv) Eastern Shore Tourism Commission included \$15K which was the same level as FY 2015. There was much discussion regarding obtaining reports from the commission regarding use of the town's funding. Mayor Proto would send a letter to the commission requesting a quarterly update regarding their activity and news of upcoming events; xv) Nothing was included under Contingency Expenditure. There was much discussion regarding maintaining a contingency account; xvi) Eventacular – Tall Ships & Birding Festivals included their request for \$10K; xvii) Marketing – Social Media-CC By the Bay, Printed Materials, and CC By the Bay Website Maintenance and Hosting included a total of \$20,500 per the contract with Flash of G. There was much discussion regarding the continued ownership of the website; xviii) Harbor for the Arts included \$5K for performances; xix) New line items were added for Bonus Pool – All Funds and Merit Increase Pool – All Funds to include funding for potential merit increases and bonuses. The Bonus Pool included 1% of total salaries and FICA and the Merit Increase Pool included .25% of total salaries and FICA; and xx) \$1,300 was included in Computer Purchase for new laptop and MS Office for the town manager.

The Transient Occupancy Tax (TOT) Revenue and Expenses Report was reviewed. There was much discussion regarding the use of Transient Occupancy Tax revenue for funding requests from non-profits in and around the town.

B. Changes from March 26 Meeting:

Deborah Pocock briefly reviewed the changes made to the General Fund Departmental Budgets, the Enterprise Fund Budgets, the Summary of Capital Projects, and a Budget Balancing Worksheet showing all departments and funds which reflected a shortfall of \$36,131.90 with the following recommendations: i) denial of the fire truck funding request for FY 2016 (\$100K). A grant was available that would pay the majority of the expense for a new fire truck but an application was not feasible by the FY 2016 deadline. Town Planner Larry DiRe had experience with this grant and would assist the fire company in its application for FY 2017; ii) denial of the iPads for Council/Management (\$5K); iii) appropriation of PNC loan proceeds for both parking projects (\$60K); iv) additional of a \$40K contingency to the Town Manager budget; and v) instituting a 3% charge for credit card payments to help recover Merchant Service fees.

C. Preliminary General Fund Revenue:

Deborah Pocock reviewed the projected General Fund revenue including real property taxes, personal property taxes, prior year real estate and personal property tax collections, license tax, golf cart decals, machinery & tools tax, penalties – all property taxes, consumer utility

taxes, electric, gas & telephone taxes, BPOL, admission taxes, TOT, meals taxes, short term rental taxes, historic review fees, building permits, planning & review fees, various permits and fees, code enforcement charges, rental inspections, court fines and forfeitures, parking fines, interest & dividend income, use of facility fees, lease revenue, various service fees, gifts & donations, sale of salvage & surplus property, storm damages recovery from FEMA, payments from Northampton County for the library, Assistance to Local Police HB 599 funding, local sales & use taxes, various grants, loan proceeds, and miscellaneous revenue for a total projected General Fund revenue of \$3,934,867.60.

The Water/Sewer Fund revenue included interest from bank deposits, interest & dividends on investments, loan proceeds, grant funding, water and sewer charges, water and sewer sales to the Harbor, penalties & interest for water, sewer and utility charges, and connection and facility fees for a total revenue of \$1,726,743.

The Harbor Fund revenue included fuel sales, dockage fees, wharfage fees, electric sales, credit card fees, lease payments, miscellaneous sales, and event income for a total of \$1,965,837.

The Sanitation Fund revenue included refuse and bulk refuse collection fees and penalties & interest for a total of \$175,300.

The total projected revenue for the Town was \$7,802,767.60.

The next budget work session was scheduled for May 7th beginning at 6:00 PM.

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
TOWN COUNCIL
Regular Meeting
Civic Center
April 16, 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 Brown and Godwin, and Councilwoman Natali. Councilman Bennett arrived at 6:08 p.m. Councilman Wendell was not in attendance. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Town Planner Larry DiRe and Town Clerk Libby Hume. The Department Heads were in attendance as well as seven (7) 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. National Safe Boating Week Proclamation

Mayor Proto read Proclamation 20150416 Proclaiming May 16 – May 22, 2015 as National Safe Boating Week. (Please see attached.)

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to adopt Proclamation 20150416 Proclaiming May 16 – May 22, 2015 as National Safe Boating Week. The motion was approved by unanimous vote.

Mayor Proto presented the proclamation to Mr. Ron West, representing U.S. Coast Guard Auxiliary, Flotilla 12-02 Painter.

PUBLIC COMMENTS:

Phil Goetkin, 602 Jefferson Avenue

Mr. Goetkin addressed Council regarding sidewalks in town and the requirement for property owners to install sidewalks when constructing a new house. Mr. Goetkin quoted § 62.4 of the Cape Charles Town Code which stated that the Town Council “may require the owner of property within the town to construct or maintain sidewalks ...” He stated that he felt this ordinance had not been consistently enforced since the current sidewalks were not continuous on any of the streets within the town. He asked the Council to study this issue and develop a sidewalk plan to install and maintain sidewalks throughout the town.

Diane D’Amico, 602 Jefferson Avenue

Ms. D’Amico continued regarding the sidewalk issue and stated that their property was on a corner lot at Jefferson Avenue and Nectarine Street. They did not have a problem with constructing the sidewalk along the front of the house on Jefferson Avenue, but did not feel that they should be required to install a sidewalk on the Nectarine Street which was the side street. Rather than installing this sidewalk, they offered to put the money in a “pot” to help the town install sidewalks where they were needed. Ms. D’Amico added that she and her husband would volunteer to serve on a Sidewalk Committee to study the issue and look for funding to complete the sidewalks in the town.

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

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the March 12, 2015 Budget Work Session, the March 19, 2015 Regular Meeting, the March 26, 2015 Budget Work Session, and the April 7, 2015 Special Joint Meeting with the Planning Commission.

Motion made by Councilwoman Natali, seconded by Councilman Brown, to approve the minutes from the March 12, 2015 Budget Work Session, the March 19, 2015 Regular Meeting, the March 26, 2015 Budget Work Session, and the April 7, 2015 Special Joint Meeting with the Planning Commission as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated March 31, 2015 which showed the Total Cash on Hand of \$1,589,275, the Total Cash Held in Reserve was \$1,368,667 and the Total Cash – All Accounts was \$2,957,942. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the Capital Improvement Project Tracking Report, 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, the 3-Year Revenue Comparison Graph, and the Town of Cape Charles Debt Summary.

Motion made by Councilwoman Natali, 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) Four applications for zoning clearance were received. Each project met the requirements of the Zoning Ordinance and were approved; ii) The Planning Commission and Town Council held a joint meeting on April 7th and reviewed the proposed revised Cape Charles Comprehensive Plan. The Commission was awaiting comments from Council; iii) The Planning Commission held their regular meeting on April 7th immediately following the joint meeting and reviewed the draft Tourism Zone Ordinance and 2014 Annual Report. The review of Article IV, Section 4.9 of the Zoning Ordinance regarding satellite dishes was postponed due to time restraints; iv) The Historic District Review Board held two meetings in March. Two applications were reviewed and approved at the March 17th meeting and the annual election of officers was held. Joe Fehrer and John Caton were re-elected Chair and Vice-Chair respectively. On March 24th, the Board discussed the Historic District Design Guidelines, new construction design standards, and the current fee structure. The Board would be recommending changes in fees for the initial application and adding new fees for plan modification review and a fee for a special meeting required by an applicant's violation of the approved Certificate of Appropriateness; v) He was working on a grant application from the Department of Historic Resources to provide training workshops which would be open to Historic District Boards of any local government and any Virginia resident. The application deadline was May 15th and required no local funding match; vi) The Board of Zoning Appeals did not meet; and vii) The Harbor Area Review Board would meet April 20th to review two applications – 1 Mason Avenue for a hotel, and 300 Mason Avenue which was also known as the Strawberry Station project.

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.

Mayor Proto commented on the amounts of total construction and permit fees this fiscal year. Jeb Brady added that six (6) new houses were expected to be permitted within the next few weeks.

Councilwoman Natali asked about the status of the Cape Charles Lofts project. Jeb Brady stated that the project was in the trim out stage. The electricity would be connected soon and the contractor was expecting a June completion date. There was some discussion regarding a tour for the Council members and Jeb Brady stated that he would ask the Clerk to poll Council via email to determine a date in May.

Town Harbor:

Harbor Master Smitty Dize reported the following: i) The repairs/maintenance to the water lines had been completed; ii) The form had been set for the Virginia Watermen's Memorial and concrete would soon be poured; iii) The new assistant harbor master, Barbara Michaux, started on April 13th; iv) The 8th Annual Blessing of the Fleet would be held on April 24th. All the eateries in town were participating in the Taste of Cape Charles to help raise funds for the new playground equipment. Delegate Robert Bloxom would be the Master of Ceremonies and Congressman Scott Rigell would be a speaker; and v) Notifications were sent to those with delinquent accounts giving them a number of days to pay their accounts current before their credit cards would be charged.

Cape Charles Memorial Library:

Librarian Ann Rutledge reported the following: i) A baby changing station had been installed in the bathroom thanks to the Friends of the Cape Charles Memorial Library (FOL); ii) The Library was cleaned thoroughly also thanks to the FOL; iii) On May 18th, Mr. Jeff Holland, Executive Director of the Chesapeake Bay Bridge Tunnel (CBBT), would be presenting a program regarding the future of the CBBT; iv) The work started on April 14th on the heating and air conditioning for the second floor of the library; and v) She was looking forward to a great summer.

Police Department:

Police Chief Jim Pruitt stated that he had nothing new to add to his written report and asked whether Council had any questions.

Mayor Proto asked Chief Pruitt to turn around and show the audience the new body camera.

Public Utilities/Public Works Departments:

Public Utilities/Public Works Director Dave Fauber reported that Branscome, VDOT's contractor, would start milling Mason Avenue on April 17th.

Councilman Bennett brought up the difference in total water production at 3,729,911 gallons vs the total wastewater production at 4,745,500 gallons. There was some discussion regarding inflow & infiltration and rain events as possible causes. Dave Fauber stated that the numbers should be better once the manhole repair/replacement project had been completed.

Recreation Department:

Recreation/Community Events Coordinator Jen Lewis reported that next week was the unofficial start to the summer season with the Blessing of the Fleet kicking everything off on April 24. The Blessing of the Worms was scheduled for April 26.

Councilwoman Natali asked about the signage on the beach and whether a golf cart, with a handicapped driver, was able to drive on the beach boardwalk. Bob Panek stated that the boardwalk was actually a sidewalk and not to be used by bicycles, skateboards or motorized vehicles. This was a conflict with the Cape Charles Trail Project (the boardwalk would become part of the Cape Charles Trail system) which was for all non-motorized transportation. Golf carts were still prohibited. The Town Ordinance would have to be updated to reflect this information. Jen Lewis added that she would check the signage and add information regarding golf carts on the boardwalk.

OLD BUSINESS

A. *Cape Charles Community Trail – Phase 2:*

Bob Panek stated that two bids were received and opened on April 8, 2015. The apparent low bidder was Conrad Brothers of Virginia, however, their bid was about \$350K more than the estimate and there was insufficient grant funding available to accommodate the additional cost. Our consulting firm, Land Studio, PC, was reviewing the bid in detail, developing options to move forward and would be contacting VDOT. It was likely that a portion of the Phase 2 project would have to be deferred until additional funds became available.

NEW BUSINESS:

A. *National Police Week Proclamation:*

Mayor Proto read Proclamation 20150416A In Honor of Peace Officers' Memorial Day and National Police Week. (Please see attached.)

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to adopt Proclamation 20150416A In Honor of Peace Officers' Memorial Day and National Police Week. The motion was approved by unanimous vote.

Mayor Proto presented the proclamation to Chief Jim Pruitt.

B. *Building Safety Month Proclamation:*

Mayor Proto read Proclamation 20150416B – Building Safety Month – May 2015. (Please see attached.)

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adopt Proclamation 20150416B for Building Safety Month – May 2015. The motion was approved by unanimous vote.

Mayor Proto presented the proclamation to Code Official Jeb Brady.

C. *National Public Works Week Proclamation:*

Mayor Proto read Proclamation 20150416C In Honor of National Public Works Week. (Please see attached.)

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adopt Proclamation 20150416C In Honor of Public Works Week. The motion was approved by unanimous vote.

Mayor Proto presented the proclamation to Public Works Director Dave Fauber.

D. *Municipal Clerks Week Proclamation:*

Mayor Proto read Proclamation 20150416D – Municipal Clerks Week, May 3 – 9, 2015. (Please see attached.)

Motion made by Councilman Bennett, seconded by Councilman Brown, to adopt Proclamation 20150416D for Municipal Clerks Week. The motion was approved by unanimous vote.

Mayor Proto presented the proclamation to Town Clerk Libby Hume.

E. *Credit Card Fees:*

Deborah Pocock stated that the Town currently paid the merchant services provider an average of 3% for credit card payments. Over the past year, the Town paid \$7,791 in credit card fees. Council had previously voted to allow the Harbor to charge a 3% fee on credit card purchases and payments for Harbor services. Staff was not aware of any other municipalities that allowed credit card payments to be made using a Town-owned merchant services account. All the municipalities contacted required citizens to use the Official Payments system for processing credit and debit cards. The fee for that service was generally 3% and was paid to Official Payments and not to the government agencies and the agencies were not subject to any associated fees. The Town's citizens already had the option to use Official Payments to pay Town invoices online or by phone if they chose but most used the Town's services without having to pay any fees. Deborah Pocock requested Council consideration to allow a 3% convenience fee to be applied to credit card payments for taxes, utilities, permit and miscellaneous fees charged to us by the merchant services provider. Staff would conduct additional research to see if it would be beneficial to follow the lead of other municipalities and strictly use Official Payments rather than our own merchant services account in the future.

Motion made by Vice Mayor Bannon, seconded by Councilman Godwin, to implement a 3% convenience fee for credit card payments to help cover the service fees paid by the Town effective July 1, 2015. The motion was approved by majority vote with Councilmen Bennett and Brown opposed.

F. *Application and Permit Fee Review:*

Larry DiRe stated that in February 2015, the Historic District Review Board (HDRB) discussed the process of reviewing the application fee relative to similar boards in the Commonwealth of Virginia, as well as establishing a fee for additional meeting(s) required by an applicant who either modified their initial plan and/or required a special meeting due to non-compliance with the Certificate of Appropriateness. The HDRB proposed the following changes to the application fee schedule: \$100 for the initial application; \$50 for a modification meeting; and \$125 for a special meeting. Currently there was no cost for any additional meetings. Staff would be reviewing all planning, zoning and building fees and any proposed fee changes would be brought to Council for consideration at a budget meeting in May.

G. *2014 Planning Commission Annual Report:*

Larry DiRe stated that Virginia Code § 15.2-2221.5 required the local planning commission to submit an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction. The 2014 Planning Commission Annual Report included a brief recap of development that occurred, planning commission and/or staff updates, a breakdown of applications received by the Planning and Zoning Department, and a list of other work items that were reviewed by the Commission in 2014. The Planning Commission reviewed the report at their April 7th meeting and voted to forward the report to the Town Council.

Councilman Bennett stated that the level of detail included in the report was appropriate but suggested possibly including three to four years of historical data in future reports for permits and projects.

H. *Appropriation of Insurance Proceeds:*

Bob Panek stated that the completion of the Cape Charles Lofts was projected for early June 2015. Paragraph 15.C. of the sales contract specified that the Town would pay to the Purchaser the amount of insurance proceeds received by the Town in connection with earthquake damage sustained on or about August 23, 2011. The insurance proceeds in the amount of \$41,073.91 were received in FY 2012 and deposited to the General Fund. The Town needed to pay this amount to Charon Ventures by the completion date of the project. While the insurance proceeds were in the General Fund Balance, the expenditure was not included in the FY 2015 budget because of construction schedule uncertainty. Council needed to appropriate the funds and amend the budget so that this contractually required payment could be made. The Town would be receiving approximately \$50K from Charon Ventures for connection changes around the same timeframe.

Motion made by Councilman Bennett, seconded by Councilman Brown, to appropriate \$41,073.91 and amend the FY 2015 budget in order to satisfy the contractual requirement. The motion was approved by unanimous vote.

MAYOR AND COUNCIL COMMENTS

Mayor Proto, Vice Mayor Bannon, and Councilmen Bennett, Brown and Godwin did not have any additional comments.

Councilwoman Natali stated that the Blessing of the Fleet was scheduled for April 24th and was not listed under the announcements.

ANNOUNCEMENTS

- April 24, 2015 – Blessing of the Fleet, 6:00 PM.
- April 25, 2015 – Boater Safety Class at the Cape Charles Civic Center, 8:30 AM – 4:30 PM.
- 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.

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

Mayor Proto

Town Clerk

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: George R. Proto
Mayor George Proto

ATTEST:

Libby Hume
Town Clerk

**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 citizens 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;

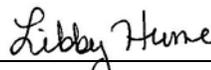
NOW, THEREFORE, the Town Council of Cape Charles calls upon all citizens of the Town of Cape Charles and upon all patriotic, civic and educational organizations to observe the week of May 10 - 16, 2015 as National Police Week with appropriate ceremonies and observances in which all of our people may 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

Proclamation 20150416B

Building Safety Month — May, 2015

WHEREAS, our Town'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.

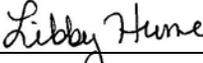
NOW, THEREFORE, the Town Council of the Town of Cape Charles does hereby proclaim the month of May 2015 as Building Safety Month and encourages our citizens to join with their communities in participation in Building Safety Month activities.

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



Mayor George Proto

ATTEST:



Town Clerk

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.

George R. Proto

Mayor George Proto

ATTEST: _____

Libby Hume

Clerk of the Council



DRAFT
TOWN COUNCIL
Budget Work Session
Cape Charles Civic Center
May 7, 2015
6:00 p.m.

At 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 Brown and Godwin and Councilwoman Natali. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Public Works/Utilities Director Dave Fauber, Code Official Jeb Brady and Town Clerk Libby Hume. Councilmen Bennett and Wendell were not in attendance. There were no members of the public in attendance.

Mayor Proto announced the business for the evening would be to review i) the proposed Historic District Review Board (HDRB) Fee Structure; ii) changes from the April 9 meeting; iii) Enterprise Funds/Utility Rate Review; and iv) the proposed FY 2016 Budget Overview and Balancing Worksheet.

A. HDRB Fee Structure:

Town Planner Larry DiRe stated that at the HDRB February 24, 2015 Regular Meeting, the issue of the current application fee and potential fee required for additional special meetings was raised. The specific instance inspiring that discussion pertained to an applicant who performed work on a new home that was not in conformity to the original application or the specifics of the approved Certificate of Appropriateness (COA). A stop work order was issued and additional staff time and a special meeting were necessary to address the issues. Staff researched fee structures of other Virginia localities to determine whether the Town's current \$50 application was comparable and whether other localities imposed an additional fee for special called meetings resulting from the applicant's misconduct. Larry DiRe explained the staff time and photocopying costs to prepare and assemble the meeting agenda packets and presented a spreadsheet of the various fees charged by other localities. The HDRB recommendation was to increase the initial application fee to \$100, add a modification fee of \$50 per meeting request, and a special meeting fee of \$125 per incident. HDRB COA violations would be included under the existing zoning ordinance violations at \$100 per day. These changes were recommended to take effect on July 1, 2015.

There was much discussion regarding this issue which would be placed on the May 21, 2015 Town Council Regular Meeting agenda for a vote.

B. Changes from April 9th Meeting & Enterprise Funds:

Treasurer Deborah Pocock began her review with a report on debt service for proposed projects to include a tractor for the Public Works Department, new financial software, and vehicles for the Code Enforcement and Police Departments. The total projected cost was \$139,571. \$48,850 would be received from grants and \$90,721 would be financed at 3.75% for annual payments of \$20,526. There was some discussion and Council agreed to include the video security systems for Central Park, the Civic Center and the Beach which was estimated at \$10K. Councilman Brown stated that there were law enforcement grants available for security systems and requested staff to research possible grants.

Deborah Pocock went on to review the proposed FY 2016 Transient Occupancy Tax (TOT) Revenue and Expenses report and added that the amounts shown under the proposed expenditures included the total amounts requested by a number of non-profit organizations.

There was much discussion regarding the amounts requested. Town Manager Brent Manuel read comments provided by Councilman Bennett suggesting that the Town limit its contributions to non-profits to 50% - 75% of the total TOT revenue. In reviewing the report, it was determined that the total amount requested from the non-profit organizations amounted to about 62% of the anticipated TOT revenue.

Deborah Pocock asked Council if there were any questions or comments regarding the memo included for the FY 2016 Operating Budgets. She added that the \$10K amount included in the Legislative budget for iPads should actually show \$5K. Also, the Town could “purchase” four iPads utilizing credit card points which would further reduce the amount to about \$3,500. Town Clerk Libby Hume added that after a review of the FY 2015 Legislative Budget, a number of line items would be coming in well under budget to allow for the purchase of the remaining iPads and accessories this year. Mayor Proto asked about a possible carry-over of budgeted funds to FY 2016. Assistant Town Manager Bob Panek explained that any unused funds in the FY 2015 budget would be credited to the Fund Balance and would have to be re-appropriated. There were also regulations in place regarding the use of monies in the Fund Balance. It was concluded that it would be better to use any extra funds remaining in the FY 2015 budget vs. having the amount credited to the Fund Balance. There were no further questions regarding the Operating Budgets.

Council reviewed the Budget Balancing Worksheet which showed a total net shortfall of \$14,562 for all funds. Deborah Pocock stated that a number of lower priority projects were added for consideration making a potential shortfall of \$69,812. Council reviewed the additional requested Capital items as follows:

- i) Sidewalk Infill – This project was suggested for three annual phases to install sidewalks in the areas of the Historic District which were missing sidewalks. There was some discussion regarding the requirement of property owners to install sidewalks when building new homes and the possibility of expanding the requirement for significant renovations or requiring owners of existing homes without sidewalks to install them. It was also noted that this project could qualify for VDOT’s Revenue Share Program for a 50% match. \$30K was requested but after discussion, Council reduced the amount to \$20K which would be a net reduction of \$20K, including the VDOT Revenue Share match, resulting in a total shortfall \$49,812.
- ii) Central Park Drainage Area Improvement – The drainage areas in Central Park were designed to contain stormwater and limited runoff that contributed to flooding at the intersections of Plum Street and Monroe and Madison Avenues. They performed as designed however there had been some citizen complaints regarding standing water. VDOT had made improvements to the stormwater sewer system that reduced street flooding providing the opportunity to fill in the swales somewhat to limit standing water. The area could also be landscaped with water loving plants to improve appearance. This project was estimated to cost \$25K and planned for one fiscal year, but could possibly be phased in over a number of years. There was much discussion regarding this project and Council opted to remove the project from the FY 2016 budget. This reduction resulted in a total shortfall of \$24,812.
- iii) Damaged Tree Removal & Replacement – This project was to improve aesthetics as well as safety. The trees lining the town streets had been severely damaged over the years from pruning by the power companies. There were about 83 dead trees in need of removal. The trees would be removed, the stumps ground, and new, more appropriate trees would be planted. The estimated cost was about \$90K with the project being spread over three years at \$30K per year. There was some discussion and Council felt this was a needed project.

- iv) Bay Avenue Electrical & Street Light Upgrade – This project was proposed to improve the appearance of Bay Avenue by moving the utility lines underground, installing new lighting similar to those in Central Park, and installing electrical pedestals for vendors' use during special events. This project was estimated at \$60K and proposed to be spread over two years at a cost of \$30K per year. There was much discussion about this project. Although it would be nice to have the wires run underground, Councilman Brown suggested delaying the project until the Cape Charles Trail Project since it would incorporate the boardwalk as part of the Trail. Some of the proposed work could be done as part of the Trail project. Council opted to defer this project until completion of the next phase of the Cape Charles Trail Project. This reduction resulted in balancing the proposed budget with \$5,198 added to the contingency fund.

Deborah Pocock stated that the Central Park Playground Equipment was initially presented at the April 9th meeting but Council requested additional information regarding the project. The project included replacement of the playground equipment as recommended by VML Insurance to avoid the possibility of injury, splinters, etc. with a cost of about \$60K for the equipment, removal of the old equipment and installation materials. The installation would be done by the Public Works crew. \$15K would be provided by private donations, \$15K would be from a potential Eastern Shore of Virginia Community Foundation Grant and Mr. Hank Mayer was assisting to apply for other grants to help further reduce the cost to the Town. There was much discussion regarding purchasing the equipment piece by piece, possibly spreading it out over two years, and contacting the Cape Charles Christian School for possible funding assistance since the playground was used by the school on a regular basis. Council opted to reduce the FY 2016 funding to \$30K and spreading the project over two years and possibly obtaining additional grant funding or other assistance. This reduction resulted in an increase in the contingency fund to approximately \$90K.

There was much discussion regarding the \$7,144 included in the Harbor Fund budget for Clam Slam overtime. Deborah Pocock explained that this amount included overtime wages for the Police Department including the hiring of officers from other local entities and Public Works. The Clam Slam event required a lot of staff time and the overtime wages were moved to the Harbor Fund to better track the actual cost of the event. Mayor Proto stated that he would like to be able to track the expenses for all events to which Deborah Pocock responded that she could create spreadsheets to track all the other events but the Clam Slam was the Town's largest event. Councilman Brown expressed his concern that the amounts for overtime in the Police and Public Works Departments were duplicated in the actual Department budgets and asked that the figures be double checked.

There was also some additional discussion regarding the TOT revenue and funding contributions to the various non-profit organizations. Brent Manuel read comments from Councilman Bennett regarding the Cape Charles by the Bay website and the need to find another organization to take over the ownership of the website. There was some discussion regarding this issue and Councilwoman Natali stated that if the Town was providing the majority of the funding, it should have major control of the website.

Brent Manuel stated that in his past experience, the Recreation Department was partially funded from the TOT account and that this might be something to think about for the future. He added that he had asked Recreational / Community Events Coordinator Jen Lewis to track her time between events and her regular programs for future consideration. Mayor Proto stated that he did not think the TOT requests for this year should be cut. When notifying the organizations of the budgeted contribution amounts, the letter should include a request for the organizations to provide regular updates on the use of the funding.

There was some discussion regarding the Cape Charles Volunteer Fire Company's (CCVFC) request for \$100K to purchase a new pumper truck. Deborah Pocock stated that this amount was removed from the proposed FY 2016 budget but there were grants available to help the CCVFC purchase a new truck. Deborah Pocock added that Town Planner Larry DiRe had experience with grants for fire equipment and had offered to assist the CCVFC to apply for a grant next year since the deadline had passed for FY 2016 consideration. Code Official Jeb Brady added that since the CCVFC's request, their tanker blew up and the CCVFC was considering the purchase of a 15-year old pumper/tanker combination truck at a cost of about \$300K.

Mayor Proto thanked Deborah Pocock for a job well done.

C. Utility Rate Review:

Council reviewed the Public Utility Rate Review and agreed to maintain the current rates for a total of \$107.92 per month.

Upcoming Meetings:

Since the proposed FY 2016 budget had been balanced, the May 14th budget work session was not necessary.

An Executive Session was scheduled for May 14th beginning at 6:00 p.m. to interview applicants to fill board vacancies.

A Work Session was still needed for May 14th to review two Harbor Area Review Board applications. The ordinance required a preliminary meeting with Council to review the applications prior to a meeting to vote on the Harbor Development Certificate.

Councilwoman Natali requested a closed session to review the County's contract proposal for the PSA/Regional Wastewater System. Town Clerk Libby Hume stated that this meeting could be held after the Council Work Session on May 14th if it met the FOIA exemption requirements. Mayor Proto agreed with scheduling this meeting on May 14th after the Work Session.

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

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Executive Session
Town Hall
May 14, 2015
6:00 PM

At 6:05 p.m. Mayor George Proto, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Brown and Councilwoman Natali. Councilmen Godwin and Wendell were not in attendance. Town Manager Brent Manuel was also in attendance.

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

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

Specifically: Interview Candidates to Fill Board Vacancies

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to return to Open Session. The motion was unanimously approved.

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

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to appoint Ms. Diane D'Amico to the Board of Zoning Appeals. The motion was unanimously approved.

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

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Work Session
Cape Charles Civic Center
May 14, 2015
Immediately Following Executive Session

At 6:15 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 Brown and Councilwoman Natali. Also in attendance were Town Manager Brent Manuel, Town Planner Larry DiRe, Town Clerk Libby Hume and Pam Thornes, applicant for 1 Mason Avenue. Councilmen Godwin and Wendell were not in attendance. There were two members of the public in attendance.

Mayor Proto announced the business for the evening would be to review information regarding Harbor Development Certificate applications for 1 Mason Avenue and 300 Mason Avenue.

i. 1 Mason Avenue:

Town Planner Larry DiRe stated that this property was the only property north of Mason Avenue in the Harbor District. The property was also in the Historic District and was a contributing structure. The property owner appeared before the Historic District Review Board (HDRB) on December 16, 2014 and received a Certificate of Appropriateness (COA). A demolition permit was approved on February 23, 2015 and that work had been completed. On April 21, 2015, the owner appeared before the HDRB for a modification to the COA pertaining to window placement, railing materials and a potential new dormer to accommodate an elevator installation. The HDRB approved the modifications. The Harbor Area Review Board (HARB) met on April 20, 2015. The utility connections would be underground and all mechanical equipment would be in the rear on platforms screened by fencing and vegetation. HARB recommended Council approval of a Harbor Development Certificate.

There was some discussion regarding the expected timeframe for completion. The Mayor and Council members in attendance agreed that it was a great project. This would be an action item on the May 21, 2015 Town Council Regular Meeting agenda.

ii. 301 Mason Avenue:

Larry DiRe stated that the property owner had appeared before the Board of Zoning Appeals on April 14, 2014 and received four variances as follows: i) The parking requirement was reduced to 40 spaces; ii) The front yard setback was reduced from 8' to 4'; iii) The cantilevered balconies were approved to the lot line; and iv) The open space requirement was reduced from 25% to 20%. The HARB reviewed the application and plans on April 20, 2015. The utility connection could be underground and all mechanical equipment would be located on the roof and not visible from the street view. HARB recommended Council approval of a Harbor Development Certificate.

There was much discussion regarding the submitted plans. Councilman Bennett expressed his concern regarding the following: i) The plans showed the property being purchased by the Town as a future phase; ii) The proposed roof line was out of character with the surrounding buildings; iii) He would like to see the materials labeled on the drawings; iv) The lower balconies should be removed since they only appeared to be about 4' off the ground and the exposed area beneath needed to be enclosed; v) It appeared that some of the windows shown on plan SD-2 were below floor level; vi) The drawings needed to show the locations of the mechanical equipment on the roof and the equipment needed to be screened; vii) The site

plan did not appear to be in conformance with the guidelines; and viii) The plans (SD-2) needed to show which areas were residential and which were commercial. Councilman Bennett added that he did not think this project was ready to be voted upon. Mayor Proto and the other Council members in attendance expressed their agreement.

Mayor Proto stated that upon receipt of a response to the above stated concerns, another work session would be scheduled.

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

Mayor Proto

Town Clerk

DRAFT

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
April 30, 2015**

CASH POSITION

Cash on Hand	3/31/2015	4/30/2015	Increase/(Decrease)
Shore Bank Checking Account	\$ 1,193,055	\$ 1,024,671	\$ (168,384)
LGIP Account 1 - Unrestricted	\$ 97,426	\$ 97,437	\$ 11
LGIP Account 2 - Unrestricted	\$298,793	\$298,827	\$ 34
Total Cash On Hand	\$ 1,589,275	\$ 1,420,935	\$ (168,340)

Restricted and Reserved Cash Balances	3/31/2015	4/30/2015	Increase/(Decrease)
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$139,046	\$234,446	95,400
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	\$1,738	\$1,868	130
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,585	\$257,587	3
Total Cash Held in Reserve	\$ 1,368,667	\$ 1,464,200	\$ 95,533
Total Cash - All Accounts	\$ 2,957,942	\$ 2,885,135	\$ (72,807)

DEBT SERVICE

Next Debt Service Payments:
2006B VML/VACO

Due Date
7/20/2015

Amount
\$121,963.75

REVENUE VS. EXPENDITURES

<u>FUND</u>	<u>CURRENT MONTH</u>	<u>PRIOR YEAR-TO-DATE</u>	<u>CURRENT YEAR-TO-DATE</u>	<u>INCREASE/ (DECREASE) YTD</u>	<u>ANNUAL BUDGET</u>	<u>% REALIZED/ EXPENDED FY15</u>
GENERAL						
REVENUES	86,153	1,963,138	2,141,023	177,885	3,707,715	57.75%
EXPENDED	127,840	1,669,748	1,587,088	(82,660)	3,707,715	42.81%
NET	(41,688)	293,390	553,935	260,544	0	
PUBLIC UTILITIES						
REVENUES	110,535	1,244,616	1,369,989	125,373	1,648,921	83.08%
EXPENDED	201,758	1,225,901	1,315,632	89,731	1,648,921	79.79%
NET	(91,223)	18,716	54,357	35,641	0	
HARBOR						
REVENUES	57,301	676,770	626,906	(49,863)	1,157,987	54.14%
EXPENDED	26,713	882,694	732,150	(150,544)	1,157,987	63.23%
NET	30,588	(205,924)	(105,244)	100,681	0	
SANITATION						
REVENUES	13,082	144,277	146,718	2,441	171,800	85.40%
EXPENDED	14,288	126,126	127,093	967	171,800	73.98%
NET	(1,206)	18,151	19,625	1,474	0	

FY 2015 Capital Improvement Project Tracking Report

As of:
4/30/2015

	<u>FY15 Status or Start Date</u>	<u>Percent of Completion</u>	<u>FY15 Budgeted</u>	<u>FY15 QTR 1 Expended</u>	<u>FY15 QTR 2 Expended</u>	<u>FY15 QTR 3 Expended</u>	<u>FY15 QTR 4 Expended</u>	<u>FY15 YTD Expended</u>	<u>(Over)/Under Budget</u>
General Fund									
Dump Truck	Completed January 2015	100%	\$ 30,000	\$ -	\$ 34,574	\$ -	\$ -	\$ 34,574	\$ (4,574)
Cape Chas Multi-Use Trail Phase 2	Spring 2015 into FY2016	1%	\$ 1,570,000	\$ 24	\$ 3,414	\$ 4,581	\$ -	\$ 8,019	\$ 1,561,981
Library Building HVAC 2nd Floor	To be completed in May	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Furniture and Equip - Civic Center	Pending IPAD purchases	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 St Parking/Waste Mgmt Design	Began August 2014	28%	\$ 10,000	\$ 1,273	\$ 1,554	\$ -	\$ -	\$ 2,828	\$ 7,172
Mason St RR Parking Lot Improvements	added to project list in March	2%	\$ 20,000	\$ -	\$ -	\$ -	\$ 300	\$ 300	\$ 19,700
Beach Swimming Area	added to project list in March	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
subtotal			\$ 1,711,538	\$ 21,379	\$ 68,979	\$ 10,163	\$ 300	\$ 100,821	\$ 1,610,717
Water Fund									
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 (shared) revised mid-year	Ordered - Delivery late June	0%	\$ 11,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,900
Chloramine System		0%	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000
subtotal			\$ 114,900	\$ 7,995	\$ 15,604	\$ 21,086	\$ -	\$ 44,684	\$ 70,216
Sewer Fund									
Truck (shared) revised mid year	Ordered - Delivery late June	0%	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500
Pump Station Redesign Engineering	Started in March	21%	\$ 30,000	\$ -	\$ -	\$ 6,244	\$ -	\$ 6,244	\$ 23,756
Manhole Rehab (adjusted mid-year)	April or May 2015	14%	\$ 45,000	\$ -	\$ -	\$ 6,175	\$ -	\$ 6,175	\$ 38,825
subtotal			\$ 87,500	\$ -	\$ -	\$ 12,419	\$ -	\$ 12,419	\$ 75,081
TOTAL		8%	\$ 1,913,938	\$ 29,374	\$ 84,583	\$ 43,667	\$ 300	\$ 157,925	\$ 1,756,013
TOTAL excluding the Trail Project		45.9%							

MUNICIPAL CORPORATION OF CAPE CHARLES
April 30, 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 04/30/2015			
Total Budgeted	\$	1,073,856	
Total Bills Mailed	\$	1,140,276	
Total Collected per Budget	\$	<u>1,062,306</u>	99%
Amount Due	\$	77,970	

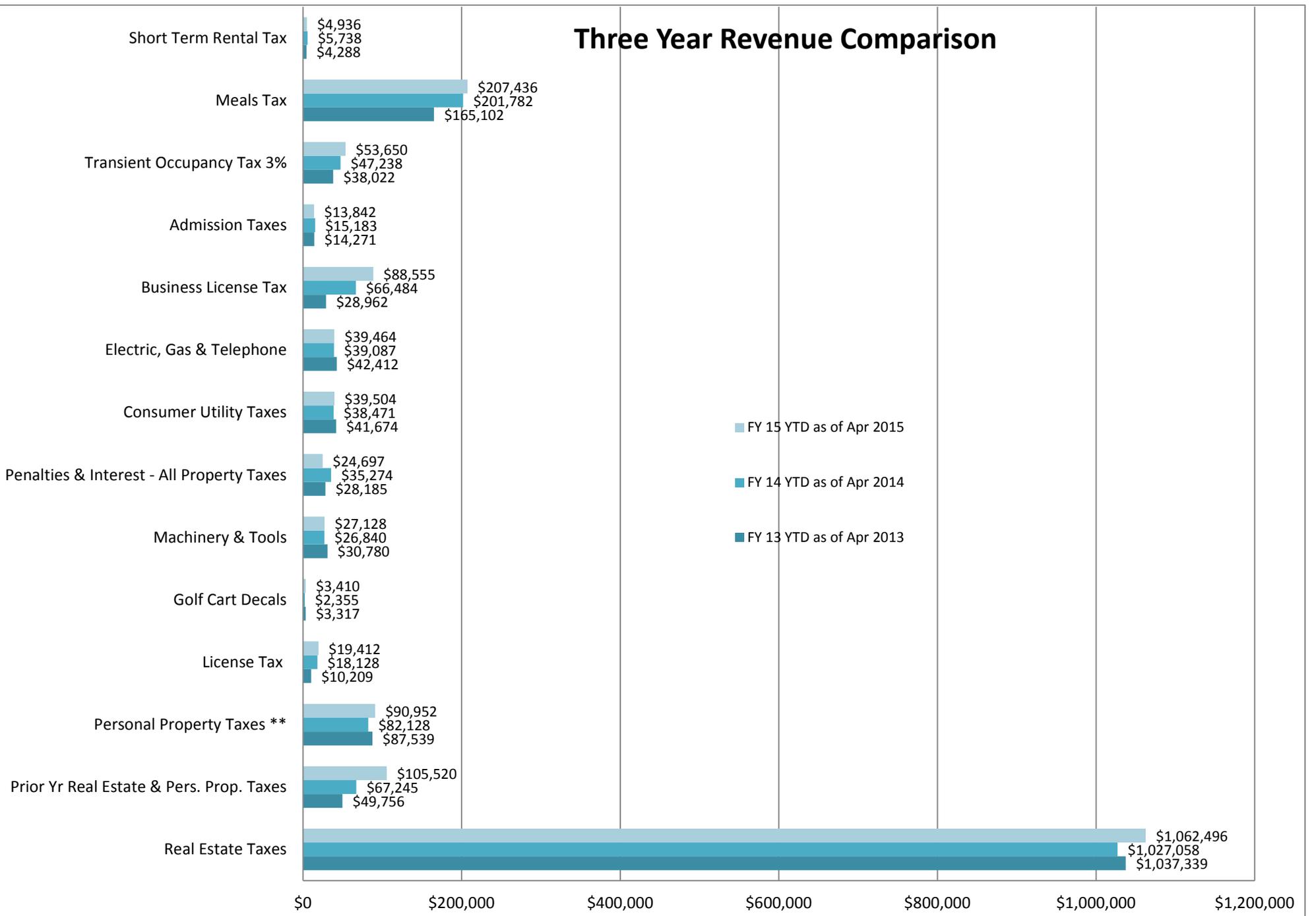
**YTD 2014 Personal Property Tax, Machinery and Tools Tax, &
2015 License Tax Collections**

Total Personal Property Value	\$	13,577,500	
as of 04/30/2015			
Total Budgeted FY14	\$	160,000	
Total Bills Mailed	\$	173,253	
Total Adjusted	\$	(6,179)	
Total Collected perBudget	\$	<u>137,053</u>	89%
Amount Due	\$	30,020.71	

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

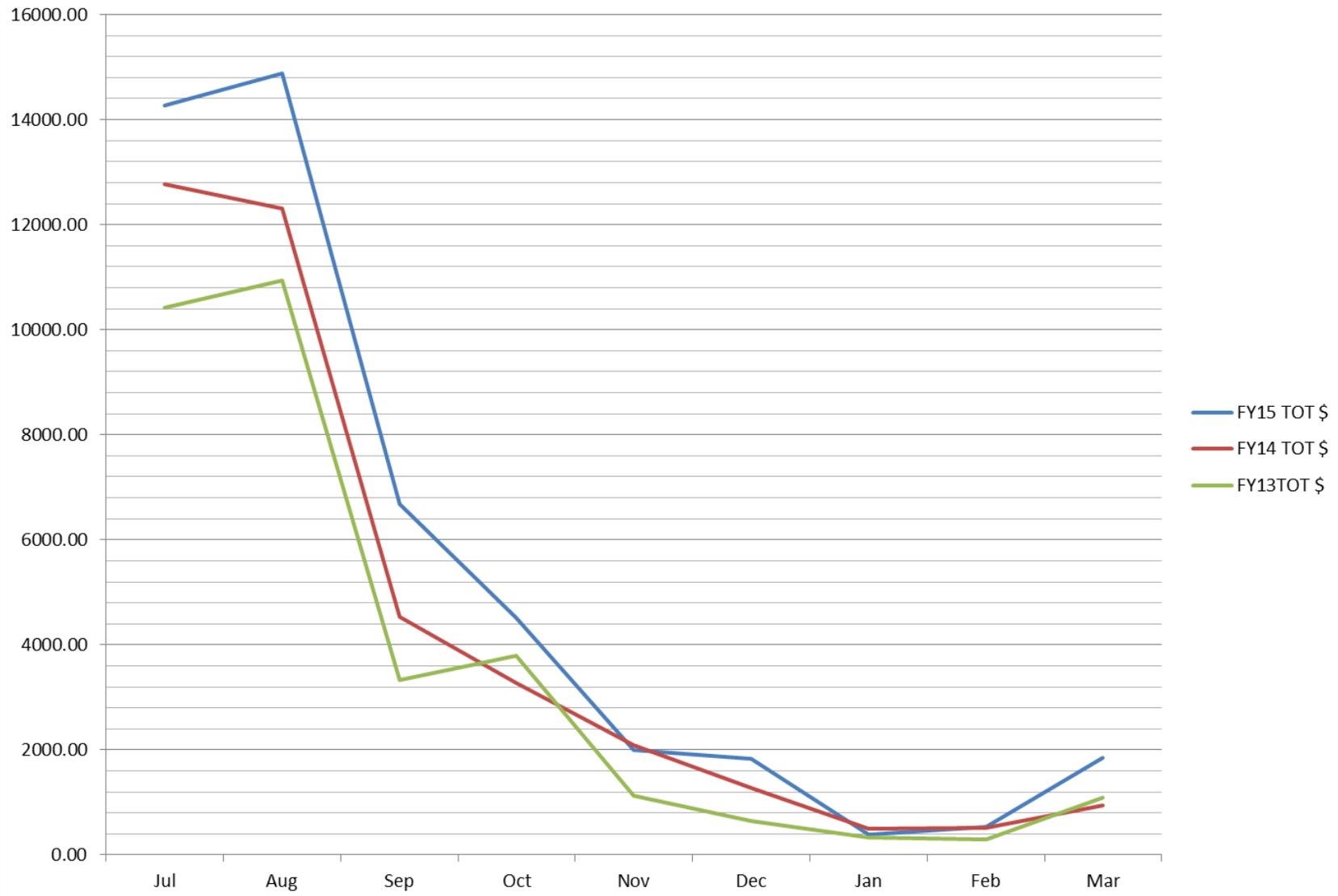
as of 04/30/2015			
Total Budgeted FY 2015	\$	125,000	
Total Collected	\$	<u>130,264</u>	104%
Amount Anticipated/Over	\$	(5,264)	

Three Year Revenue Comparison



TOT Revenue History

as of Apr 30th, 2015



Code Enforcement

Month of April FY 2015

Building Permits Issued/Permit Fees Collected:

Permits this month: 25	
Permits this year: 312	Total permits last year: 269
Total construction this month: \$217,683	
Total construction this year: \$5,637,681	Total construction last fiscal year: \$6,874,978
Permit fees this month: \$4,178.29	
Total permit fees this fiscal year: \$164,088.62	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: \$219.50	
Total Fire Dept. levies this year: \$4,812.57	Total Fire Dept. levies last fiscal year: \$3,343.33
State levy this month: \$43.91	
Total state levies this year: \$962.65	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: 33	
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 April FY 2015

Other items of note:

1. Completed **80** inspections
2. Conducted 0 zoning clearances
3. Completed 4 courtesy residential inspections
4. Conducted 10 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 1 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 0 residential plan reviews
8. Issued 0 Public Utilities Shallow Well permits
9. Cape Charles Lofts is moving along. Site work is in progress.
10. Old Northampton Hotel has finished demo work. Plans will be submitted soon for review once a HARB Certificate of Appropriateness is obtained.
11. Strawberry Street Station will be submitting plans soon once an approved Site Plan is in place.

05/04/15

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
0090-00-00-00	PES15000	Erosion & Sed	04/07/2015	1 Clubhouse Way	Nicklaus Course 4 & 5 Bulkhead Revetment	\$860.00	\$18,512
	PT150003	UST/ AST	04/06/2015	138 Heron Pointe Driv	500 Gallon UST	\$56.00	\$250
	PG150008	Gas	04/06/2015	138 Heron Pointe Driv	New Gas Line	\$56.00	\$200
	PM150041	Mechanical	04/28/2015	138 Heron Pointe Driv	NEW GEOTHERMAL SYSTEM FOR S/F RES	\$352.80	\$48,000
	PEL 15000	Elevator	04/15/2015	155 Heron Pointe Driv	Residential Elevator	\$192.08	\$19,300
	PB150030	Building	04/16/2015	615 Jefferson Avenue	New Siding	\$89.60	\$8,500
	PP150018	Plumbing	04/13/2015	206 Madison Avenue	Plumbing Alteration	\$157.20	\$13,070
	PE150021	Electrical	04/23/2015	206 Madison Avenue	Rewiring Kitchen & Baths	\$75.60	\$6,000
	PM150040	Mechanical	04/27/2015	206 Madison Avenue	New Mechanical	\$218.40	\$24,000
083A1-0100-03	PB150029	Building	04/09/2015	533 Madison Avenue	Screened in Porch on rear	\$70.00	\$5,000
	PE150020	Electrical	04/17/2015	245 Mason Avenue 10	Commercial Electrical Alteration	\$100.80	\$4,000
	PP150017	Plumbing	04/20/2015	245 Mason Avenue 10	Rough - In Plumbing for 2 Baths	\$84.00	\$2,000
	PB150033	Building	04/27/2015	102 Monroe Avenue	Porch Repair & New Steps	\$92.16	\$8,955
	PB150031	Building	04/16/2015	201 Monroe Avenue	Tear off/reroof small roofs	\$64.96	\$4,100
083A1-0100-48	PB150027	Building	04/01/2015	118 Peach Street	Tear off/reroof	\$146.72	\$11,200
	PES15000	Erosion & Sed	04/07/2015	423 Plum Street	1 Acre	\$860.00	\$1,896
83A3-0100-434	PB150032	Building	04/21/2015	629 Randolph Avenue	Residential Alteration	\$70.00	\$5,000
	PEL 15000	Elevator	04/01/2015	145 Sunset Blvd.	Residential Elevator	\$192.37	\$19,350
083A3-0203-00	PE150019	Electrical	04/01/2015	10 Tazewell Avenue	Electrical Alteration	\$72.80	\$5,500
083A3-0203-00	PP150019	Plumbing	04/27/2015	10 Tazewell Avenue	PLUMBING ALTERATION	\$56.00	\$1,500
	PE150022	Electrical	04/29/2015	211 Tazewell Avenue	Panel & Service Cable Replacement	\$56.00	\$1,400
	PB150034	Building	04/28/2015	234 Tazewell Avenue	Porch Rebuild to include 2nd Floor	\$86.80	\$8,000
	PP150020	Plumbing	04/27/2015	533 Tazewell Avenue	PLUMBING ALTERATION	\$56.00	\$1,500
	PT150004	UST/ AST	04/06/2015	525 Walbridge Bend	500 Gallon UST	\$56.00	\$250
	PG150009	Gas	04/06/2015	525 Walbridge Bend	New Gas Line	\$56.00	\$200
Total Permits:						\$4,178.29	\$217,683

PerDateIssued Range from 04/01/2015 to
04/30/2015



Town Harbor Town Council Report April, 2015

May 2, 2015

Maintenance:

1. Finished replacing the main waterline on the floating docks.
2. Repaired deck boards in the boardwalk that was cut for survey reasons.
3. Continued replacing bad deck boards in the inner harbor boardwalk.
4. Continued re painting the boat ramp parking area.
5. Weeded all flower beds other than the ones by the boardwalk.
6. Replaced rotten picnic table by the HM Office.
7. Replaced broken pile caps.

Upcoming Items that needs to be completed:

1. Re-tighten all cleats on floating docks (In Progress 10% completed, delayed until spring).
2. Re-nail all rubber bumpers (In Progress 25% completed, delayed until spring).
3. Paint the boat ramp parking stripes. (In Progress 45% complete, delayed until spring)
4. Re screw all boards on the board walk in the inner harbor with stainless screws.(In Progress 20% complete)
5. Re-tighten all bolts on the floating docks (0% complete)
6. Scale, prime & paint dirty oil tank. (0% % Complete)
7. Replace misc. light sensors on pedestals. (0% Complete)
8. Measure piles, order new caps to cover the piles that do not have caps.
9. Continue to clean all electric pedestal bus bars.
10. Fix any Damage ice may have caused to the docks. (In Progress)

Capital Projects and Harbor improvements:

1. Offshore Breakwaters – All permits have been extended to at least April 2018.
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.
4. Virginia Port Authority – the announcement will be on May 19th, we will be attending.

Other Items:

1. Follow us on Face Book (**Cape Charles Town Harbor**) over 2400 likes!!!
2. Current Office Hours – 8:00 am to 6:00 pm 7 days a week thru Labor Day Weekend.

Harbor Events:

8th Annual Blessing of the Fleet: The event was well attended with over three hundred people. The taste of Cape Charles aspect went well with over one hundred plates sold. We would really like to thank the Shanty for their clam chowder, Kelly’s for their corn beef pinwheels, Brown Dog for their vanilla and chocolate ice cream, Hook U Up Gourmet for their crab mac ‘n cheese, Cape Charles Coffee House for their oatmeal cookies, Rayfield’s Pharmacy for their ham and cheese wraps, the Coach House Tavern for their crab dip, Sweet Annie’s for their chocolate, Cape Charles Confectionary for their assorted cookies, and finally the seafood eatery at the Oyster Farm for their smoked rockfish. The Taste of Cape Charles tent took in \$973.95 and the cost was \$494. The Biggest Jimmy Contest was won by Capt. Tony Pruitt aboard the Shanna & Brandon from Onancock, VA with an 8.099” jimmy, runner-up was Capt. Maurice Somers aboard the Andrea Jayne from Crisfield, MD with a 7.846” jimmy. The bushel of jimmies was raffled off for \$133. **Next year’s Blessing of the Fleet will be Friday, April 29, 2016 at 6pm.**

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



**Town Harbor
Town Council Report
April, 2015**

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 \$4,350, In kind Sponsorship \$2,000, Prepaid Ticket Sales to date \$1,170.00 Vendor Fees to date: \$600.00. 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.

9th Annual Blessing of the Fleet: April 29th, 2016 @ 6pm.

Business YTD:

Docking

	2013	2014	2015
Monthly	589 = \$ 89,088	577 = \$ 90,954	645 = \$101,493
Weekly	242 = \$ 10,789	115 = \$ 7,452	136 = \$ 9,543
Nightly	917 = \$ 42,816	994 = \$ 52,003	1261 = \$ 70,068
Hourly	3 = \$ 15	3 = \$ 15	90 = \$ 450

Fuel

	2013	2014	2015
Diesel	54,783 = \$193,692	53,636 = \$190,140	56,789 = \$182,671
Transport	38,749 = \$128,933	29,469 = \$ 98,162	6,913 = \$ 17, 873
Regular	25,644 = \$ 90,809	30,536 = \$102,331	27,408 = \$ 83,646
Plus (Non Ethanol)	21,359 = \$ 89,340	19,446 = \$ 82,000	17,010 = \$ 69,737

Wharfees (Lbs)

	2013	2014	2015
Conchs	31,330 = \$ 241	20,540 = \$ 157	9,652 = \$ 75
Crabs	527,895 = \$5,735	323,415 = \$3,387	441,900 = \$4,910
Fish	270,608 = \$ 474	379,305 = \$ 651	311,731 = \$1,018
Horse Shoe Crabs	186,787 = \$ 341	13,440 = \$ 45	10,980 = \$ 27
Oysters	1,100 = \$ 3	3,600 = \$ 9	2,400 = \$ 12



**Town Harbor
Town Council Report
April, 2015**

Accounts Receivable:

	February 28	March 31	April 30
Current	\$ 0	\$ 107	\$ 2,428
1-30	\$ 5,360	\$ 4,819	\$17,111
31-60	\$ 9,228	\$ 2,169	\$ 1,961
61-90	\$ 4,707	\$ 8,127	\$ 1,518
91 +	\$81,314	\$73,610	\$ 73,565

Credit Card Fees this month = \$495.39

Credit Card fees YTD = \$975.95

Interests Charged YTD = \$3945.28

Interests Collected YTD = \$1965.17

Gross Sales by Customer Type:	Actual through 4/30 Projected through 6/30		
	2013	2014	2015
Annual Renters:			
Non Resident	\$ 26,495	\$31,535	\$ 34,058
Resident	\$ 50,289	\$45,331	\$ 45,607
Commercial Watermen	\$ 84,132	\$50,673	\$ 41,481
Commercial Charter	\$ 7,524	\$ 4,211	\$ 8,407
Commercial Other	\$ 22,914	\$ 9,745	\$ 21,061
Seasonal Renters:			
Non- Resident	\$ 6,294	\$ 9,105	\$ 10,857
Resident	\$ 9,235	\$ 6,399	\$ 12,322
Winter	\$ 4,762	\$ 381	\$ 1,065
Commercial Waterman	\$ 63,370	\$ 67,507	\$153,861
Commercial Charter	\$ 0	\$ 0	\$ 0
Commercial Other	\$ 0	\$ 9,604	\$ 16,402
Other:			
Commercial Watermen	\$176,791	\$169,088	\$ 23,244
Commercial Charter	\$ 6,937	\$ 4,439	\$ 5,640
Commercial Other	\$173,251	\$133,970	\$ 49,149
Government Agencies	\$ 14,841	\$ 902	\$ 3,552
Transient	\$260,894	\$373,694	\$428,392
Inner Department Acct.	\$ 37,656	\$ 35,890	\$ 38,169

Waiting List as of 4/30/2015

Length	Annual	Seasonal	Total
20ft	2	5	7
24ft	1	2	3
30ft	5	2	7
36ft	3	1	4
45ft	9	1	10
50ft	0	0	0
60ft	2	0	2
Total	22	11	33

Clubs Reserved for the season = 18

Credit Card Fees this month = \$495.39

Credit Card fees YTD = \$975.95

Cape Charles Memorial Library Report April 2015

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

Preschool Story time - weekly	26 (2 storytimes canceled due to construction)
Toddler Storytime - weekly	45
Chess Club – weekly	25
Easter Pictures with Easter Bunny	170
Kid’s Craft for Spring Break	7
Poetry Reading Program	12
TOTAL	285

2. This month Sharon Silvey attended the Cape Charles Business Association Meeting to re-introduce the library, its services and programs.
3. On April 8 the Library presented an Evening of Poetry in celebration of **National Poetry Month**.
4. On May 15 the Friends of the Library will be having a **Used Book Sale** at the Civic Center from 10:00 to 3:00.
5. The 2015 Summer Library Reading Program, **Read to the Rhythm** will begin on June 15 and will include live music, storytelling, animals, a mime, and many other exciting programs.
6. For additional information about library programs and library related information check out our **Facebook** page.

Planning Department Report for Town Council

From: Larry DiRe 
To: Town Council
Date: May 11, 2015
Subject: Report for Planning Department

Permits:

One Application for Zoning Clearance was received for a fence installation. That application was approved.

Planning Commission:

1. The Planning Commission met in a regular meeting on May 5th. The Commissioners continued their review of the Draft Tourism Zone Ordinance and requested staff provide several years of data from improvement projects completed by businesses that would meet the “qualified business” definitions. That information will be provided at the June 2, 2015 Planning Commission meeting.
2. The Commissioners next continued reviewing the Satellite Dish Ordinance. There was general agreement that the Ordinance should include the current federal language about dish size and the right of property owners to have access to satellite communication services. There was some discussion about dishes that are no longer functioning and if there was a need for the Ordinance at all, given the enforcement difficulties. Staff was directed to bring back the Historic District Review Board’s comments on this matter.
3. During the regular meeting the Commissioners continued reviewing the Zoning Ordinance for consistency of language and citation. There was a lengthy discussion of agreement between the Zoning Ordinance and the Comprehensive Plan.
4. Staff informed the Planning Commission that a resident contacted staff inquiring about having a non-market living unit for a family member above a garage the resident is considering building on her property. The property is zoned Residential-1. The resident was informed that a garage is an accessory building and accessory buildings cannot be used as housing. The Planning Commission directed staff to bring forward information about accessory dwelling units at the June 2, 2015 meeting.

Historic District Review Board:

1. The Historic District Review Board received three applications and met on April 21st. One application was for new work consisting of the removal and rebuilding of a front porch, the other two applications were for modifications to previously approved Certificates of Appropriateness.
2. At the April 21st meeting the Board discussed the current Satellite Dish Ordinance and directed staff to research how several other Virginia municipal historic districts address the issue and report back at the May 19th meeting.
3. The Board continued reviewing the Historic District Guidelines this month by considering the exterior colors section and color palettes.
4. One new Application for Historic District Review was received this month and is on the agenda for the May 19th meeting.

Board of Zoning Appeals:

1. The BZA received one application for variance and is scheduled to meet May 21, 2015 at 9:30 am.

CAPE CHARLES POLICE DEPARTMENT

MONTHLY STATISTICS

April 2015

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

- Calls for service in Cape Charles: 62
- Calls for service outside of Cape Charles: 15
- Felony arrests: 3
- Misdemeanor Arrests: 4
- D.U.I. Arrests: 0
- Traffic Summons: 16 (see below)
- Traffic Warnings: 22 (written& verbal):
- Parking tickets: 3
- Building Checks: 42
- Assisted Northampton County Sheriff's Office: 11
- Assisted Virginia State Police: 2
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 10
- Foot Patrol Hours: 84
- Bay creek patrol hours: 61

The following took place in April:

- Jake & Chelsea completed two day street survival seminar April 15th and 16th
- All officers completed firearm qualifications

Traffic summons:

1. Speeding 43/25 zone
2. Speeding 44/25 zone
3. Speeding 41/25 zone
4. Speeding 42/25 zone
5. Improper turn
6. No driver's license
7. Speeding 42/25 zone
8. Following too close
9. Reckless driving 59/25 zone
10. Reckless driving 50/25 zone
11. Speeding 41/25 zone
12. No driver's license
13. Speeding 42/25 zone
14. Littering
15. Speeding 41/25 zone
16. Pass on double lines

Arrests:

1. Drunk in public
2. P.W.I.D. (marijuana)
3. Assault & battery on police
4. Assault & battery on police
5. Assault on police
6. D.I.P.
7. Disorderly conduct

Public Utilities

Monthly Report April 2015



Production Summary

- Miss Utility Tickets: 21
- Emergency Call Outs After Hours and Weekends:
 - Number of times called out: 7
 - Total Man Hours: 16
- Fire Calls: Man Hours: 0
- Sludge: 8 Tons
- Water: Total Production: 3,315,970
High: 146,500 on the 14th
Low: 85,300 on the 21st

Average	Raw Water	Finished Water
Hardness	418.8	116
Iron	7.98	.022
Manganese	.490	.003

All Data in PPM

- Waste Water:
 - Average Flow 144,900 gpd
 - Maximum 337,800 gpd on April 20th
 - Total for Month 4,347,000 Gallons
 - Nutrients:
 - Phosphorus Average .09 Limit .3 mg/l annual average
 - Nitrogen Average 2.6 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. .
- An automatic flush valve has been installed in Heron Point

Public Utilities

In Progress

- Working with GHD on preparing for upgrades to the Plum Street and Pine Street Pump Stations.
- Pipe line from Keck Wells.

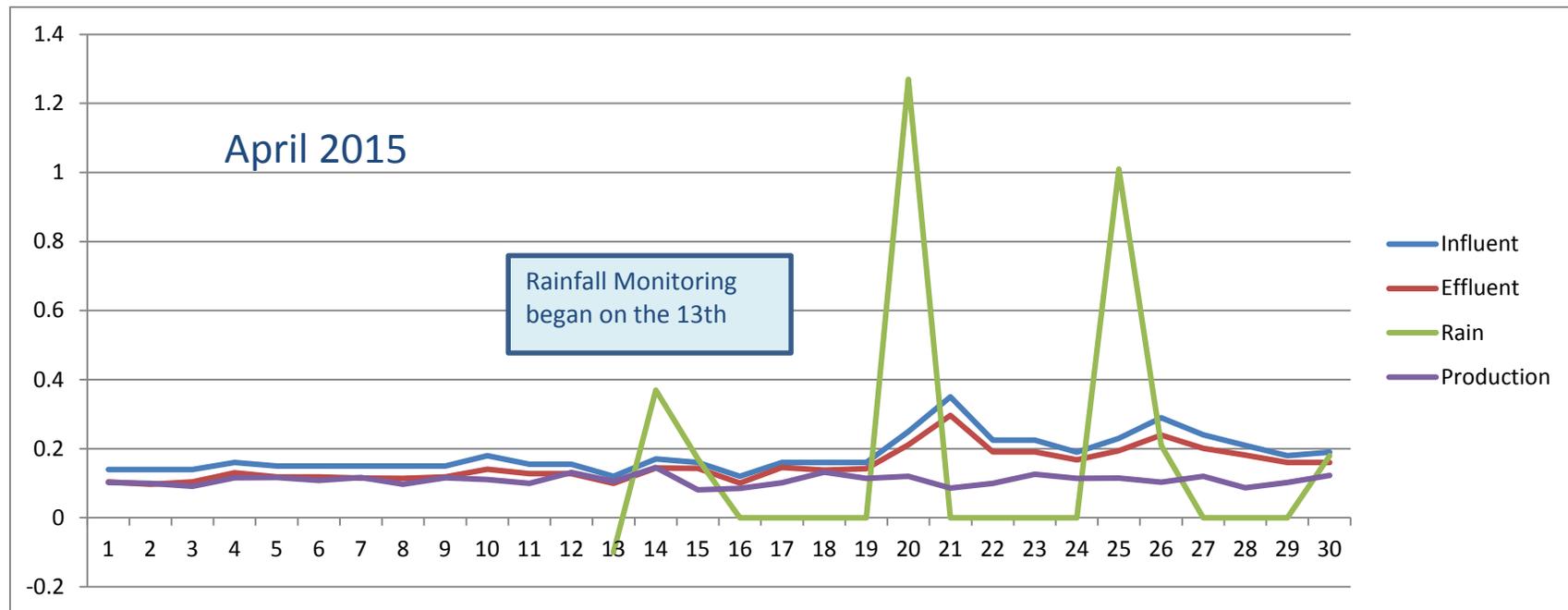
Upcoming Projects

- Install water fountains in Central Park, Library and at Beach Bathrooms.
- Install auto-flush on Creekside Lane.

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.
 - 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.

Cape Charles Water Production and Wastewater Flow



Influent is waste water coming into the WWTP

Effluent is water being discharged into the Bay from the WWTP

Production is water pumped from wells into the Water Treatment Plant

Influent, **effluent** and **production** are in millions of gallons.

Rainfall is in inches.

PUBLIC WORKS

April 2015

Dump Fees

- Recycled 7 truckloads of bags & leaves
- Recycled 2 truckloads of non-chipable brush

Staff Report

- Flu affected 48 Hours of manpower

Completed Projects

- Monthly meter reads & training of new areas in progress
- Tennis court light front load brackets installed on all existing fixtures
- Yearly Town fire extinguisher inspection (Tuesday 4-28)
- Alley maintenance
- Re-painted Bay Ave cement benches & planters
- Vehicle maintenance checked all P.W. fleet and topped off fluids
- Construct 4 additional new plastic swinging beach refuge containers on 4x4 posts for new beach area
- New salt-treated 6' X 6' platform constructed & installed in Bay Creek
- L.O.F. Performed on 2- Police vehicles, 2- Utilities vehicles, 2- P.W. trucks & 4-new tires installed on white Charger & grey Charger
- Harbor/Shanty/Railroad/Golf cart path - scraped shell road surface (3 times)
- Mowed 9 Town properties 3 times

Events

- VDOT - Milling & asphaltting Bay Ave, Mason Ave & Route 184
- Patriots Day (Monday 4-20)
- Blessing of the Fleet (Friday 4-24)
- Low Country Shrimp Boil (Saturday 4-25)
- Boating Course (Saturday 4-25)
- Blessing of the Worms (Sunday 4-26)

In Progress

- Manual street gutter clean - 90% complete
- Tennis court 1 new light fixture modification to install
- Central Park water fountain repair & maintenance of interior floor surface
- Vehicle lift installation
- Library photo cell for proper operation of exterior lights
- Town-wide street tree & bush trimming - 85% complete
- Mason Ave parking lot
- Vehicle/equipment maintenance
- Alley maintenance
- Safety Training
- Designing Harbor banner rod system (High Wind)

Upcoming Projects

- Alley tree & bush right of way trimming
- Install new steps to beach from sidewalk at 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 & downstairs 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	50	75	129	4	87	36	40	48	130	4	13

Recreation Report

May 2015

Programming and Events:

Normally I would report on the attendance for programming but things are always very slow during the spring with so many other activities going on around the community.

- Bingo continues to grow and we will be starting Bingo every Friday in the summer.
- New Roots Youth Garden began the spring session on May 7 and will continue for three more weeks. Please find attached to my report summer scheduling instead of my normal report. Please contact me with any questions or concerns.
- Attached is a copy of my summer programming schedule.

Projects:

- Swim area – The paperwork is almost complete to submit to DGIF. Once they review and approve, we can start on placing the swim area. Please contact me with any questions or comments.
- Kiosk – Things are finally moving forward very smoothly for this project. The Kiosk should be in place for the Birding Festival.
- 4th of July – With the warm weather in the past few weeks vendors have been calling every day for this event. The schedule is available and will be posted in time for Memorial Day weekend.
- Town Map – We are working very hard to have a map in place before Tall Ships and the remainder of the summer season.

Town of Cape Charles Recreation Department 2015 Programs

All programs will take place at the Cape Charles Civic Center, 500 Tazewell Ave unless otherwise noted.

For more information on these programs, please visit www.capecharles.org or call Jen Lewis at 757-331-4785.

Arts & Crafts

10:30AM

June 24

July 1

July 8

July 15

July 22

July 29

August 5

August 12

August 19

August 26



Scrapbooking

10:30AM

June 8

June 22

July 13

July 27

August 10

August 24

Adult Book Club

5:30PM

June 1 - *Grandma Gatewood's Walk: The Inspiring Story of the Woman Who Saved the Appalachian Trail*

June 15 - *Grandma Gatewood's Walk: The Inspiring Story of the Woman Who Saved the Appalachian Trail*

July 6 - *Songs of the Humpback Whale*

July 20 - *Songs of the Humpback Whale*

August 3 - *The Hurricane Sisters*

August 17 - *The Hurricane Sisters*

Cape Kids Clubhouse

6:00PM

June 26

July 24

August 28



Bingo

10:30AM

June 5

June 12

June 19

June 26

July 10

July 17

July 24

July 31

August 7

August 14

August 21

August 28



Mommy & Me

10:30AM

June 9

June 23

July 14

July 28

August 11

August 25



Town of Cape Charles Recreation Department 2015 Programs

All programs will take place at the beach unless otherwise noted. In the event of rain, programs will be canceled.

For more information on these programs, please visit www.capecharles.org or call Jen Lewis at 757-331-4785.

Beach Fitness

8:00AM - 8:30AM

June 23	July 28
June 25	July 30
June 30	August 4
July 2	August 6
July 7	August 11
July 9	August 13
July 14	August 18
July 16	August 20
July 21	August 25
July 23	August 27

Beach Activities

10:00AM

June 23 - June 26
June 30 - July 2
July 7 - July 10
July 14 - July 17
July 21 - July 24
July 28 - July 31
August 4 - August 7
August 11 - August 14
August 18 - August 21
August 25 - August 28

Beach Activities

2:00PM

June 23 - June 27
June 30 - July 2
July 7 - July 10
July 14 - July 17
July 21 - July 25
July 28 - July 31
August 4 - August 8
August 11 - August 14
August 18 - August 21
August 25 - August 28

Cornhole

2:00PM

June 24
July 1
July 8
July 15
July 22
July 29
August 5
August 12
August 19
August 26

Beach Volley Ball

4:00PM - 6:00PM

June 23	July 16	August 8
June 25	July 21	August 11
June 27	July 23	August 13
June 30	July 25	August 18
July 2	July 28	August 20
July 7	July 30	August 25
July 9	August 4	August 27
July 14	August 6	

The following programs will take place or meet in Central Park:

Flag Football

4:00PM - 6:00PM

July 8
July 10
<u>Basketball</u>
4:00PM - 6:00PM
June 24
July 22
July 24

Soccer

4:00PM - 6:00PM

June 26
July 15
July 17
<u>Kickball</u>
4:00PM - 6:00PM
July 29

Tennis

4:00PM - 6:00PM

July 1
<u>Can Jam</u>
4:00PM - 6:00PM
August 5
August 7

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Public Service Authority (PSA) and Regional Wastewater.		AGENDA DATE: May 21, 2015
	SUBJECT/PROPOSAL/REQUEST: Update on Southern Node regional wastewater project.		ITEM NUMBER: 7A
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Public Service Authority (PSA) has been exploring a limited Southern Node service area focused on 68 commercial properties around the US 13/SR 184 intersection. The PSA has been working with the Northampton County Board of Supervisors (BOS) to develop financial options for implementing the system. The capital cost for construction would be financed via a combination of tax revenues from a special tax district and the general fund. The operations cost for the new system would include treatment at the Cape Charles wastewater treatment plant and may include collection system maintenance, meter reading and billing, if the PSA contracts with the Town for these services. These costs would be included in customer service rates in the proposed new service district. The PSA and the BOS have been provided the Town estimates for these operational costs.

At the joint BOS/PSA meeting on March 24, 2014, the BOS reaffirmed their support of the PSA and the Southern Node commercial project, and approved creation of a subcommittee of two members each of the BOS, the PSA and Cape Charles to negotiate the provision of treatment services. The BOS appointed Mr. Hogg and Mr. Hubbard. The PSA appointed Mr. Panek and Mr. Ingram. The Town appointed Ms. Natali and Mr. Brown. The BOS also requested evaluation of the Bayview wastewater system as an alternative.

DISCUSSION:

The PSA's engineering firm, Hurt & Proffitt, has completed the evaluation of the Bayview wastewater system as the treatment option for the Southern Node, Phase I project. The evaluation found that the system would require an extensive upgrade in both capacity and quality of treatment, costing an estimated \$2.3M (plus land acquisition). The report recommended that this option not be pursued.

The PSA subcommittee met on May 13, 2015 to review the initial draft of a PSA-Cape Charles agreement for treatment services as offered by the PSA Board. The subcommittee reached consensus on some changes to the draft, and agreed that two items required further study and discussion:

1. The Town had proposed a surcharge over the base price per gallon equating to about 26%. The PSA believes that a 10% surcharge is more reasonable.
2. The PSA believes that no connection charge should be applied. The forgone charge could be recouped over time through the portion of the base price associated with fixed costs (75%) and the surcharge.

The subcommittee discussed two additional possibilities relative to connection charges. First, a connection charge could be established for flow volume beyond the initial customer base (about 30 properties). Second, the base price per gallon could be calculated with only flow generated by the Town, thus keeping it higher and allowing recoupment of the forgone connection charge over a shorter period of time. The PSA Executive Director will calculate the effect of this approach for the subcommittee.

The PSA Board and Town Council will need to evaluate the draft agreement and the above issues to move forward with an agreement.

RECOMMENDATION:

Staff recommends scheduling a Work Session on the above.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Harbor Development Certificate Application		AGENDA DATE: May 21, 2015
	SUBJECT/PROPOSAL/REQUEST: Consideration of application for Harbor Development Certificate for 1 Mason Avenue		ITEM NUMBER: 7B
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

On Monday, April 20, 2015, the Harbor Area Review Board (HARB) met to consider a Harbor Development Certificate application for 1 Mason Avenue.

The owner applied for a review by the Harbor Area Review Board for modifications to the existing building at the address cited above. The property owner has already appeared before the Historic District Review Board (HDRB) on December 16, 2014 and received a Certificate of Appropriateness. In addition, a demolition permit was approved on February 23, 2015 and that work has been completed. On April 21st the owner appeared before the HDRB for a modification of the Certificate of Appropriateness pertaining to window placement, railing materials, and a potential new dormer to accommodate an elevator installation. The Board approved those modifications.

This property has a long history with Town land use actions. The property sits in the Historic District and is a contributing structure. It was rezoned from Residential-1 to Harbor District to allow for future development as a hotel. 1 Mason Avenue is the only property north of the Mason Avenue centerline to be so zoned as Harbor District.

The applicant presented a full-size set of drawings and a site plan to the HARB. There was little discussion of most of the drawings since the project has already been through HDRB review and involves minor change in building footprint and the changes in appearance are within the continuity of the building's appearance prior to renovation. The applicant specifically addressed the following in her narrative submittal to the HARB: open space; scenic assets; access; pedestrian and vehicular traffic; landscape plans; on-site signage; and conceptual renderings of building exteriors. The HARB found the applicant's narrative to be in conformity with the Harbor Design Guidelines.

The applicant was questioned about both the location of and requirement to bury underground the utility connection into the building. Applicant responded that utility connections will likely run under the alley and all mechanical equipment will be in the rear on platforms, screened by fencing and vegetation. The HARB unanimously recommended approval of the application pending burying utility connections and screening the mechanical equipment.

Following the Harbor Area Review Board's recommendation for approval of a Harbor Development Certificate, and the Town Council's review of the summary report at the May 14th work session, staff was directed to bring the application to Council on May 21st for Council action.

RECOMMENDATION:

Staff recommends Council discussion regarding the information presented at the May 14th Work Session and, if deemed appropriate, a decision regarding the issuance of a Harbor Development Certificate.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Historic District Review Board Fee Structure		AGENDA DATE: May 21, 2015
	SUBJECT/PROPOSAL/REQUEST: Historic District Review Board Fee Structure		ITEM NUMBER: 7C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	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 special 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.

ITEM SPECIFICS:

Staff brought the above proposed fee increases and a full staff report to a Council budget work session on May 7th for consideration as part of the Fiscal Year 2016 budget preparation. Council moved the item to the May 21st regular meeting for a vote.

RECOMMENDATION:

Staff requests Council approval of the proposed Historic District Review Board fees as presented.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: FY2015-2016 Proposed Budget and Utility Rates – Schedule Public Hearing		AGENDA DATE: May 22, 2014
	SUBJECT/PROPOSAL/REQUEST: Schedule Public Hearing for FY2015-2016 Proposed Budget and Utility Rates		ITEM NUMBER: 7D
	ATTACHMENTS: FY2015-2016 Revenue & Expenses by Fund; FY16 Capital Projects		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Debbie Pockock, Treasurer	REVIEWED BY: Brent Manuel, Town Manager	

INFORMATION ON THE PROPOSED BUDGET:

Attached is the proposed Fiscal Year 2015-2016 Budget showing a total budget of \$8,022,603. This includes \$3,003,971 for Capital Projects, described in the FY 2016 Summary of Capital Projects by Fund. The total proposed budget for the General Fund is \$4,158,455.

Council has held a number of work sessions over the last several months and following is a summary of the budget as reviewed:

1. General Fund Revenue projected at \$4,158,455 and Expenditures projected at \$4,050,514. Projected surplus of \$107,941 will cover the shortfall in the Harbor Fund, which is due to debt service. \$342,799 higher than FY 2014-2015; an increase of \$260,433 in Capital Projects, as well as wage and compensation study increases, addition of a part-time code enforcement assistant, and police department modernization.
2. Public Utilities Fund Revenue and Expenditures projected at \$1,723,011. \$74,090 higher than FY 2014-2015; primarily an increase in Wastewater/Water Reserves.
3. Harbor Fund Revenue projected at \$1,965,837, and Expenditures projected at \$2,073,778; a deficit of \$107,941 which will be covered by General Fund Surplus. \$915,791 higher than FY2015, primarily increased debt service and the Breakwater Project.
4. Sanitation Fund Revenue and Expenditures projected at \$175,300. \$3,500 higher than FY 2014-2015; addition of a commercial dumpster.
5. The overall FY2015-2016 budget is \$1,336,180 higher than FY2014-2015, with approximately \$115,438 being allocated for a contingency fund in the Town Managers budget, and an increase of \$1,106,833 in Capital Projects.

INFORMATION ON THE UTILITY RATES:

The proposed budget includes new minimum rates for utilities service. The trash collection fee will increase by \$.26 to \$13.76 which represents the cost to the Town under the Davis Disposal contract. The water rate will increase from \$31.15 to \$31.16. The wastewater rate will decrease from \$63.27 to \$63.00. The overall utility rate to the consumer will remain unchanged at \$107.92.

These services are funded by user fees and charges as opposed to general tax revenues. Each year the Town reviews projected expenses, number of connections, and results from previous years to determine the rate that must be charged to generate the revenue needed to provide these services. Expenses can vary from year to year due to a variety of factors such as changes in government regulations, equipment repair and replacement, major capital projects, availability of offsetting grant revenue, etc.

RECOMMENDATION:

The recommendation is to set a public hearing to be held on June 4, 2015 to hear comments regarding the proposed FY 2015-2016 Budget.

MUNICIPAL CORPORATION OF CAPE CHARLES FISCAL YEAR 2015/2016 REVENUE AND EXPENDITURE SUMMARY BY FUND

Fund	Dept	FY15 Total Budget	FY15 Op Budget	FY15 Cap Budget	FY16 Total Budget	FY16 Op Budget	FY16 Cap Budget	FY16 Revenue	Budget Over/(Short)
General	Legislative	37,392	18,467	18,925	25,858	25,858	-		
	Town Clerk	132,268	124,068	8,200	137,465	137,465	-		
	Town Manager	607,936	596,723	11,213	615,942	615,942	-		
	Finance	205,809	205,809	-	261,063	205,994	55,069		
	Police	358,672	335,472	23,200	398,225	361,625	36,600		
	Code Enforcement	78,706	78,706	-	132,358	107,056	25,302		
	Public Works	2,043,096	433,096	1,610,000	2,215,832	390,832	1,825,000		
	Parks & Rec	58,802	58,802	-	65,754	65,754	-		
	Library	118,432	108,432	10,000	124,298	124,298	-		
	Town Planner	66,601	66,601	-	73,720	73,720	-		
General	TOTAL	3,707,715	2,026,177	1,681,538	4,050,514	2,108,543	1,941,971	4,158,455	107,941
Public Utilities	Admin	73,159	73,159	-	75,018	75,018	-		
	Water	484,358	406,858	77,500	478,548	455,048	23,500		
	Wastewater	1,045,826	907,726	138,100	1,122,236	953,736	168,500		
	Utility Billing	45,578	45,578	-	47,209	47,209	-		
Public Utilities	TOTAL	1,648,921	1,433,321	215,600	1,723,011	1,531,011	192,000	1,723,011	-
Harbor	TOTAL	1,157,987	1,148,817	-	2,073,778	1,203,778	870,000	1,965,837	(107,941)
Sanitation	TOTAL	171,800	171,800	-	175,300	175,300	-	175,300	-
Grand Total		6,686,423	4,780,115	1,897,138	8,022,603	5,018,632	3,003,971	8,022,603	-

MUNICIPAL CORPORATION OF CAPE CHARLES
Summary of Capital Projects by Fund
Proposed Fiscal Year 2016

5/13/2015

CAPITAL PROJECTS	BUDGET	GRANT PROCEEDS	PNC 2013 FINANCE	USDA RD FINANCE	TOWN FY16 COST
GENERAL FUND					
FINANCE					
Enterprise Management System (Finance)	55,069	19,274	0	35,795	0
POLICE					
Police Vehicle	26,000	9,100	0	16,900	0
Police Vehicle Cameras & Software (2)	10,600	0	0	0	10,600
PUBLIC WORKS					
4WD Vehicle (*Code Enforcement truck to Harbor)	25,302	10,000	0	15,302	0
4WD Tractor (Public Works)	35,000	12,250	0	22,750	0
Mason Avenue/RR Parking Area Improvements	20,000	0	0	0	20,000
Sidewalk Repair Program (VDOT grant @50%)	20,000	10,000	0	0	10,000
Pine Street Waste Management Area/Parking Lot	60,000	0	60,000	0	0
Strawberry Street Plaza Purchase & Improvements	70,000	0	0	0	70,000
ArtWalk - Wayfinding Signage	10,000	0	0	0	10,000
Central Park Playground Equipment (phase I of II)	30,000	30,000	0	0	0
Cape Charles Multi-Use Trail Phase 2 (80/20 VDOT)	1,570,000	1,256,000	314,000	0	0
Security Cameras for Beach, Park, Civic Center	10,000	10,000	0	0	0
TOTAL GENERAL FUND	<u>1,941,971</u>	<u>1,356,624</u>	<u>374,000</u>	<u>90,747</u>	<u>120,600</u>
WATER/WASTEWATER FUND					
WATERWORKS					
Automatic Flush (2 units)	20,000	0	0	0	20,000
Valve Exerciser (shared with Wastewater)	3,500	0	0	0	3,500
WASTEWATER					0
Valve Exerciser (shared with Wastewater)	3,500	0	0	0	3,500
Engineering for Pump Stations (Plum St & Mason)	165,000	0	165,000	0	0
TOTAL WATER/WASTEWATER FUND	<u>192,000</u>	<u>0</u>	<u>165,000</u>	<u>0</u>	<u>27,000</u>
HARBOR FUND					
Truck (transfer from Code Enforcement)	10,000	0	0	0	10,000
Breakwater	860,000	645,000	215,000	0	0
TOTAL HARBOR FUND	<u>870,000</u>	<u>645,000</u>	<u>215,000</u>	<u>0</u>	<u>10,000</u>
TOTAL BUDGETED CAPITAL EXPENDITURES	<u>3,003,971</u>	<u>2,001,624</u>	<u>754,000</u>	<u>90,747</u>	<u>157,600</u>

**NOTICE OF PUBLIC HEARING
MUNICIPAL CORPORATION OF CAPE CHARLES
FISCAL YEAR 2015/2016 PROPOSED BUDGET AND UTILITY RATES**

Following are the estimated receipts and expenditures of the Municipal Corporation of Cape Charles for the Fiscal Year 2015/2016. The Town Council will hold a Public Hearing on **June 4, 2015** at 6:00 p.m. at the Civic Center to receive written and oral comments on all proposed disbursements. The proposed Fiscal Year 2015/2016 budget will be discussed and brought to a vote at the Town Council Regular Meeting on June 18, 2015 at 6:00 p.m. at the Cape Charles Civic Center located at 500 Tazewell Avenue in Cape Charles.

REVENUES	2015-2016	EXPENDITURES	2015-2016
General Fund		General Fund	
Real Estate Taxes	1,079,374	Legislative	25,858
Personal Property Tax	91,000	Town Clerk	137,465
Prior Year Tax Collections	100,000	Town Manager	355,425
Motor Vehicle License Tax	19,500	Finance	205,994
Machinery & Tools Tax	25,000	Police	361,625
BPOL Tax	117,680	Code Enforcement	107,056
Admissions, Short-term Rental, Trans. Occ. Taxes	93,000	Public Works	390,832
Meals Tax	250,000	Parks & Recreation	65,754
Other Taxes	98,700	Library	124,298
Building Permits & Code Enforcement	75,675	Town Planner	73,720
Recovered Costs & Miscellaneous Income	122,225	Fire Department – State Pass Thru	10,000
Library Revenues	1,000	Debt Service	135,078
Financing Proceeds	465,892	Capital Projects	1,941,971
Grants and Local/State/Federal Aid	1,619,409	Contingency Fund-General	115,438
Total General Fund	4,158,455	Total General Fund	4,050,514
Sanitation Fund	175,300	Sanitation Fund	175,300
Harbor Fund		Harbor Fund	
Operating Revenue	1,105,837	Operating	1,019,262
Financing Proceeds	215,000	Debt Service	184,516
Grant Revenue	645,000	Capital	870,000
Total Harbor Fund	1,965,837	Total Harbor Fund	2,073,778
Water/Wastewater Fund		Water/Wastewater Fund	
Operating Revenue	1,338,646	Water Operations	333,309
Penalties and Late Fees	28,000	Wastewater Operations	535,824
Grant Revenue	0	Meter & Utility Billing, Administration	122,227
Connection Fees	27,065	Debt Service	375,351
Financing Proceeds	165,000	Capital	192,000
Facility Fees	164,300	Facility Fees moved to Reserve	164,300
Total Water/Wastewater Fund	1,723,011	Total Water/Wastewater Fund	1,723,011
TOTAL REVENUES ALL FUNDS	8,022,603	TOTAL EXPENDITURES ALL FUNDS	8,022,603

Following are the proposed tax rates and user fees which are part of the fiscal plan:

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

Real Estate Tax: \$.2759 per \$100; Personal Property Tax \$2.00 per \$100; Boat Tax \$0.01 per \$100

Transient Occupancy Tax: 3.7% Monthly

Meals Tax: 5% Monthly; Admissions Tax: 3% Quarterly; Short Term Rental Tax: 1% Quarterly

Water Rate: Residential 0-2,000 gal.: \$31.16 minimum; 2,001 to 5,000 gal.: \$2.63 per 1,000; 5,001 to 10,000: \$3.75 per 1,000; 10,001 to 15,000 gals: \$5.00 per 1,000; Over 15,000 gals: \$7.50 per 1,000; Commercial 0-2,000 gal: \$31.15 minimum; 2,001-10,000 gal: \$2.50 per 1,000; 10,001-15,000 gals: \$3.75 per 1,000; Over 15,000 gals: \$5.00 per 1,000

Wastewater Rate: Residential 0-2,000 gal.: \$63.00 minimum; 2,001 to 5,000 gal.: \$4.11 per 1,000; 5,001 to 10,000 gals: \$5.85 per 1,000; 10,001 to 15,000: \$7.80 per 1,000; Over 15,000 gals: \$11.70 per 1,000; Commercial 0-2000 gal: \$63.27 minimum; 2,001-10,000 gals: \$3.90 per 1,000; 10,001-15,000 gals: \$5.85 per 1,000; Over 15,000 gals: \$7.80 per 1,000

Trash Collection Fee: \$13.76 per month

George Proto, Mayor



**TOWN OF
CAPE
CHARLES**

AGENDA TITLE: Charter Communications/Comcast Corporation Merger Termination

AGENDA DATE:
May 21, 2015

SUBJECT/PROPOSAL/REQUEST: Termination of Comcast/Charter Merger Agreement for Cable Franchisee

ITEM NUMBER:
8A

ATTACHMENTS: Resolution 20150521, Letters from Comcast Corporation and Charter Communications

FOR COUNCIL:
Action (X)
Information ()

STAFF CONTACT (s):
Libby Hume

REVIEWED BY:
Brent Manuel, Town Manager

BACKGROUND:

On September 18, 2014, Council adopted Resolution 20140918A approving the transfer of the cable franchise from Charter Communications to Comcast Corporation as part of the merger agreement between the two entities. The transfer consent was executed per the stipulations cited in Paragraph 8 of the original non-exclusive franchise agreement granted by Council in 2001.

DISCUSSION:

Separate letters were received from Comcast Corporation and Charter Communications notifying the Town of the termination of the merger agreement between the two entities and Comcast has withdrawn the FCC Form 394 filing. Copies of the letters are attached for Council review. In light of the termination, Resolution 20140918A which granted the transfer consent needs to be rescinded.

RECOMMENDATION:

In light of the merger termination, staff recommends Council adoption of Resolution 20150521 Rescinding Resolution 20140918A-Transfer Consent by roll call vote.

RESOLUTION 20150521
RESCINDING RESOLUTION 20140918A WHICH
CONSENTED TO THE CHARTER COMMUNICATIONS
CABLE FRANCHISE TRANSFER TO
COMCAST CORPORATION

WHEREAS, on April 25, 2014, Charter Communications, Inc. and Comcast Corporation entered into the Comcast/Charter Transactions Agreement to form CCO Transfers, LLC which would have become a wholly-owned subsidiary of Comcast Corporation, and an FCC Form 394 was filed with the Town of Cape Charles; and

WHEREAS, on September 18, 2014, the Cape Charles Town Council adopted Resolution 20140918A consenting to the transfer as requested; and

WHEREAS, letters were received from Comcast Corporation and Charter Communications, Inc. notifying the Town of the decision to terminate the merger agreement. As a result of the termination, there will be no change to the cable service provider in this area.

NOW, THEREFORE, BE IT RESOLVED that the Cape Charles Town Council rescinds Resolution 20140918A which consented to the transfer of the Franchise to Comcast Corporation.

Adopted by the Town Council of Cape Charles on May 21, 2015.

By: _____
Mayor

ATTEST:

Town Clerk



One Comcast Center
Philadelphia, Pennsylvania 19103

April 27, 2015

Heather Arcos
Town Manager
Town of Cape Charles
Municipal Building
2 Plum Street
Cape Charles, VA 23310

Re: Comcast/Time Warner Cable/Charter Transactions Terminated

Dear Ms. Arcos:

More than a year ago, Comcast Corporation ("Comcast"), entered into a merger agreement with Time Warner Cable, Inc. ("Time Warner Cable") and a subsequent transactions agreement with Charter Communications, the ultimate parent of the cable franchisee in your community.

At this time, we have made a determination to terminate our merger agreement with Time Warner Cable and our transactions agreement with Charter Communications, Inc. Accordingly, by this letter, Comcast provides formal notice that our transaction with Charter will not be consummated and withdraws the FCC Form 394 filing. We do, however, greatly appreciate the careful consideration that was given to our transfer application. It is not necessary for you to take any further action at this time.

If you have any immediate questions, you are welcome to contact me at (215) 286-5585, send an email to klay_fennell@comcast.com, or contact Charter's Government Affairs.

Sincerely,

A handwritten signature in black ink that reads "Klayton F. Fennell".

Klayton F. Fennell
Senior Vice President, Government Affairs

cc: Mark Brown, VP of Government Affairs, Charter Communications



April 29, 2015

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

RE: Charter/Comcast Transaction

Dear Ms. Arcos:

This is to inform you that Comcast Corporation has decided to terminate its merger agreement with Time Warner Cable and its related transactions with Charter Communications. As a consequence, there will be no change to the cable service provider in your area; Charter (through one of its subsidiaries) will continue to hold the cable franchise in your community.

All of us at Charter are excited about the future. The Company's mission remains unchanged: to continue our investment in our network and technology innovations, and to focus on providing the highest quality of customer service to bring unmatched value to our subscribers. By delivering on these commitments, Charter provides superior entertainment and communications products that can consistently exceed the expectations of our growing customer base.

If you have any questions or comments, please feel free to contact me at (864) 286-5090 or jim.corrin@charter.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Corrin".

Jim Corrin
Director, Government Affairs