



TOWN COUNCIL

Regular Meeting

June 18, 2015
Cape Charles Civic Center
6:00 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Invocation and Pledge of Allegiance
3. Recognition of Visitors / Presentations
 - 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. FY 2015-2016 Proposed Budget & Appropriation
 - *B. Cape Charles Community Trail Phase 2
8. New Business
 - *A. Harbor Breakwater Project
 - *B. Code 42-3 – Adoption of State Law
 - *C. Parking Ordinance
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - June 23, 2015 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - July 3, 2015 – Town Offices Closed in Observance Of Independence Day
 - July 4, 2015 – July 4th Celebration & Fireworks Display
 - July 9, 2015 – Town Council Work Session, 6:00 PM
 - July 14, 2015 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - July 16, 2015 – Town Council Regular Meeting, 6:00 PM
11. Adjourn at 8:00 P.M.



**DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
May 21, 2015
6:00 p.m.**

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Godwin, and Councilwoman Natali. 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 five (5) members of the public.

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

RECOGNITION OF VISITORS/PRESENTATIONS:

There were no presentations.

PUBLIC COMMENTS:

John Burdiss, 117 Mason Avenue

Mr. Burdiss addressed Council as the Chairman of the Cape Charles Christian School and gave an update regarding the 2015 Crabby Blues Festival which was held last weekend in Central Park with over 1,100 attendees per the count of wrist bands which did not include the numerous volunteers in attendance – about 300-400 more than last year’s attendance. Mr. Burdiss thanked the Town staff for their assistance, specifically naming Public Works Foreman Pete Leontieff, Recreation/Community Events Coordinator Jen Lewis and the police officers as well as a number of other volunteers and organizations who assisted and/or sponsored the event. Over \$14K was netted this year, which represented a small portion of the school’s operating expenses. This event was their biggest fund raiser and their goal for next year had been raised to \$20K. This was an event the Cape Charles Christian School intended to continue every year. Mr. Burdiss thanked the Town for its support and added that he did not think Central Park had any other events of this scale. He concluded by asking for any other ideas that might help the event grow or otherwise improve in the future.

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 April 9, 2015 Budget Work Session, the April 16, 2015 Regular Meeting, the May 7, 2015 Budget Work Session, the May 14, 2015 Executive Session, and the May 14, 2015 Work Session.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve the minutes from the April 9, 2015 Budget Work Session, the April 16, 2015 Regular Meeting, the May 7, 2015 Budget Work Session, and the May 14, 2015 Executive Session, and the May 14, 2015 Work Session as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated April 30, 2015 which showed the Total Cash on Hand of \$1,420,935, the Total Cash Held in Reserve was \$1,464,200 and the Total Cash – All Accounts was \$2,885,135. 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 Transient Occupancy Tax Revenue History Graph.

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 in addition to his written report: i) The Board of Zoning Appeals met this morning and approved a variance for a shed to be reconstructed on a non-conforming lot; and ii) The Historic District Review Board met on May 19th and per the request and recommendation of Public Works Director Dave Fauber, approved a Certificate of Appropriateness to remove the chimneys from the Civic Center as part of the repair work to eliminate the leaks in the roof on the condition that the item be presented to the Town Council for their approval of the project. This item would be presented at the June 18th Town Council Regular Meeting.

C. *Other Departments:*

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 noted that the total construction in Fiscal Year (FY) 2014 amounted to \$6,874,978 and to date in FY 2015 was \$5,637,681 and asked whether Jeb Brady thought the amount of construction this year could meet last year's numbers. Jeb Brady stated that last year's numbers included the construction of the Bay Creek Beach Club but all the construction to date in FY 2015 had been residential so in terms of residential construction, the numbers were ahead this year.

Town Harbor:

Harbor Master Smitty Dize reported that he attended the Virginia Port Authority Board meeting on May 19th and the Town's \$838K+ carryover request had been approved.

Councilman Bennett noted that the Town Harbor report showed that the permits for the breakwater project had been extended and congratulated staff in getting this approved.

Cape Charles Memorial Library:

Librarian Ann Rutledge distributed the Cape Charles Memorial Library Summer Events schedule and added that the tourists had already started coming in.

Vice Mayor Bannon asked about the presentation given by Mr. Jeff Holland of the Chesapeake Bay Bridge Tunnel Commission earlier this week. Ann Rutledge stated that there were 26 attendees and it was a very informational program.

Mayor Proto asked where the summer schedule was advertised and whether flyers were given to the owners of the Bed & Breakfasts. Ann Rutledge stated that the schedules had not been

delivered to the B&Bs but they were typically distributed to the schools and other media outlets including the Town's website, Facebook, the Cape Charles Happenings, the Northampton County Chamber of Commerce and others.

Councilman Godwin received a call and left the meeting at 6:25 p.m.

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.

Councilman Bennett stated that the monthly reports typically did not include felony arrests and he had never seen an assaults on police officers shown on the report and asked whether Chief Pruitt wanted to comment on the report. Chief Pruitt stated that he was not able to comment on the cases at this time but added that there were no injuries involved.

Mayor Proto asked whether this could be a trend for the future. Chief Pruitt stated that incidents could not be predicted. The day of the offenses was a calm day until the incident happened.

Vice Mayor Bannon asked for an update on the reverse angle parking. Chief Pruitt stated that he walked Mason Avenue earlier today along with the Mayor and Town Manager and talked to a number of business owners and distributed information regarding the reverse angle parking. Last week, a number of verbal warnings were issued and this week 7 written warnings, 10 verbal warnings and 9 parking tickets were issued. There were a total of 6 signs installed along the affected areas of Mason Avenue.

Mayor Proto commented that the Town was not out to make money on parking tickets and he and staff would be looking into the issue over the next several days.

Councilman Brown stated that the Town needed to establish an ordinance regarding reverse angle parking. Currently the tickets were being written per the Code of Virginia for parking on the wrong side of the street, but a specific ordinance needed to be included in the Town Code. There was much discussion regarding this issue.

Councilman Brown also suggested contacting VDOT requesting a solid yellow line down the center of Mason Avenue vs. a broken line.

Public Utilities/Public Works Departments:

Public Utilities/Public Works Director Dave Fauber was not in attendance.

Councilman Bennett asked Assistant Town Manager Bob Panek the status of the manhole repair project. Bob Panek stated that the contract had been awarded but he did not know the status of the project at this time.

Bob Panek noted the graph included by Dave Fauber monitoring rainfall beginning April 13, 2015. The graph showed the peaks coinciding with rainfall events and the resulting increased volume of wastewater flow.

Recreation Department:

Recreation/Community Events Coordinator Jen Lewis distributed a flyer regarding Virginia ABC Training being held on June 8th. She had received a good response from the restaurants in Town but the training would also be beneficial to citizens and organizations working various events which offered alcohol.

Mayor Proto stated that there were a lot of events planned. Jen Lewis stated that she was hoping for a good summer season and added that a number of outdoor events were scheduled at the beach and Central Park. Jen Lewis went on to state that she had talked to Bob Panek regarding a program that he heard about while on vacation where street performers, etc. were contracted during the off-season to bring people out. Jen Lewis stated that she was excited and anxious to see how the summer season went, added that she was open to suggestions and concluded by stating that she pulled a number of activities from the Citizens' Advisory Committee report.

OLD BUSINESS

A. *PSA/Regional Wastewater Update:*

Assistant Town Manager Bob Panek stated that Hurt & Proffitt, the PSA's engineering firm, completed the evaluation of the Bayview wastewater system as a treatment option for the Southern Node, Phase 1 project and reported that the system would require an extensive upgrade in both capacity and quality of treatment at an estimated cost of \$2.3M not including land acquisition. The report recommended that the Bayview option not be pursued. The PSA subcommittee met for the third time on May 13, 2015 and reviewed the initial draft of the PSA-Cape Charles agreement for treatment services offered by the PSA Board and reached the following consensus: i) Further negotiation was needed regarding the surcharge. The Town proposed a 0.3¢ surcharge over the base price per gallon (81.2¢) which equated to about 26% but the PSA believed that a 10% surcharge was more reasonable; ii) The PSA believed that no connection charge should be applied. The charge would be recouped over time through the portion of the base price associated with fixed costs and the surcharge. Bob Panek stated that he would contact the PSA Executive Director regarding this issue and recommended that Council schedule a work session to further evaluate the draft agreement and issues as presented. There was some discussion regarding whether the work session should include the PSA Board. Bob Panek recommended including Mr. Sean Ingram who was one of the PSA Board representatives on the subcommittee.

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to schedule a work session regarding the draft PSA-Cape Charles agreement. The motion was approved by unanimous vote.

B. *Harbor Development Certificate Application:*

Larry DiRe stated that the Harbor Area Review Board (HARB) met on April 20, 2015 to review a Harbor Development Certificate Application for 1 Mason Avenue. The project had previously been reviewed by the Historic District Review Board (HDRB) and a Certificate of Appropriateness (COA) was issued on December 16, 2014. The applicant subsequently appeared before the HDRB on April 21, 2015 regarding modifications to the COA which were also approved. The HARB recommended Council approval of a Harbor Development Certificate. The Town Council reviewed the summary report at their May 14th work session as required under § 3.9 of the Cape Charles Zoning Ordinance and directed staff to bring the application to Council for a vote at a regular meeting.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to approve the issuance of a Harbor Development Certificate for 1 Mason Avenue as presented. The motion was approved by unanimous vote.

C. *Historic District Review Board Fee Structure:*

Larry DiRe stated that the 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 meetings that may be required. Council reviewed the proposed fees at their May 7, 2015 Budget Work Session and moved the item to the May regular meeting for a vote. The proposed

fees were as follows: \$100 for initial application; \$50 for a modification meeting; and \$125 for a special meeting.

Motion made by Councilwoman Natali, seconded by Councilman Brown, to approve the proposed Historic District Review Board fees as presented. The motion was approved by unanimous vote.

D. *FY 2015-2016 Proposed Budget – Schedule Public Hearing:*

Mayor Proto stated that the Fiscal Year (FY) 2015-2016 Budget meetings were complete and a public hearing needed to be scheduled prior to adoption.

Deborah Pocock stated that the proposed FY 2015-2016 Budget showed a total budget of \$8,022,603 and continued to review the following: i) The projected General Fund Revenue was \$4,158,455 with Expenditures of \$4,050,514 leaving a projected surplus of \$107,942 which would cover the shortfall in the Harbor Fund due to debt service; ii) Public Utilities Fund Revenue and Expenditures were projected at \$1,723,011; iii) The Harbor Fund Revenue was projected at \$1,965,837 and Expenditures were projected at \$2,073,778 with a deficit of \$107,941 which would be covered by the General Fund surplus; iv) The Sanitation Fund Revenue and Expenditures were projected at \$175,300. This was \$3,500 higher than FY 2014-2015 due to the addition of a commercial dumpster which would be paid by the user; v) The overall proposed budget was \$1,336,180 higher than FY 2014-2015 with approximately \$115,438 being allocated for a contingency fund in the Town Manager's budget and an increase of \$1,106,833 in Capital Projects; and vi) The overall utility service rate would remain unchanged at \$107.92 although the individual rates would change as follows: i) The trash collection fee would increase by \$.26 to \$13.76 which represented the cost to the Town under the Davis Disposal contract; ii) The water rate would increase from \$31.15 to \$31.16; and iii) The wastewater rate would decrease from \$63.27 to \$63.00.

Councilman Bennett thanked Deborah Pocock for doing a great job in putting everything together and leading Council through the process. The budget was always the most difficult thing but also the most important thing for Council to do. Councilman Bennett went on to compliment Deborah Pocock on her professionalism and in keeping the Council informed of all changes.

Motion made by Councilman Brown, seconded by Councilman Bennett, to schedule a public hearing on June 4, 2015 to hear comments regarding the proposed FY 2015-2016 Budget. The motion was approved by unanimous vote.

NEW BUSINESS:

A. *Charter Communications/Comcast Corporation Merger Termination:*

Town Manager Brent Manuel stated that 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. Earlier this month, letters were received from both entities notifying the Town of the termination of the merger agreement and the FCC filing had been withdrawn. In light of the termination, Resolution 20140918A which granted the transfer consent needed to be rescinded.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to adopt Resolution 20150521 Rescinding Resolution 20140918A as discussed.

Mayor Proto moved for adoption of Resolution 20150521 Rescinding Resolution 20140918A Which Consented to the Charter Communications Cable Franchise Transfer to Comcast Corporation as noticed and forewent reading of the Resolution and asked for a roll call vote.

The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes.

MAYOR AND COUNCIL COMMENTS

Councilmen Bennett and Brown and Councilwoman Natali did not have any additional comments.

Councilman Brown wished everyone a happy and safe Memorial Day holiday.

Mayor Proto wished everyone a happy, safe and fun Memorial Day asking all to remember why Memorial Day was being celebrated. He hoped that everyone would attend the Memorial Day Service at 11:15 a.m. on Monday. In regards to reverse angle parking, the Town was not always going to get things exactly right, but if something was done that didn't turn out as well as it should have, the Town needed to do something to fix it or make it better and in this case, teach people what they needed to do.

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, 9:30 AM.
- May 30, 2015 – Benefit By the Bay, 6:00 PM – 11:00 PM.
- June 4, 2015 – Town Council Budget Public Hearing, 6:00 PM.
- June 4, 2015 – Town Council Work Session, Immediately following public hearing.
- June 6, 2015 – Clean the Bay Day
- June 9, 2015 – Mayor's Office Hours, 2:00 PM – 3:00 PM.
- 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.

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

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Public Hearing
Civic Center
June 4, 2015
6:00 p.m.

At 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Public Hearing of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown, Godwin and Wendell, and Councilwoman Natali. Also in attendance were Town Manager Brent Manuel, Treasurer Deborah Pocock and Town Clerk Libby Hume. There were a number of department heads, police officers and seven (7) members of the public in attendance.

Treasurer Deborah Pocock read the public hearing advertisement announcing that the evening's Public Hearing was to hear public comment regarding the Fiscal Year (FY) 2015-2016 Proposed Budget and Utility Rates. The budget would be discussed and brought to a vote at the regular meeting on June 18, 2015 at 6:00 p.m. at the Civic Center located at 500 Tazewell Avenue.

Mayor Proto opened the floor to public comments.

PUBLIC COMMENTS:

Heinz Sommer, 7 Kings Court

Mr. Sommer began by thanking Deborah Pocock for her time in talking to him earlier in the week and continued to express his disappointment that the audited financials were not available yet for FY 2014. Mr. Sommer continued to ask a number of questions regarding the town's financial situation and projected revenue and expenditures. Mr. Sommer was informed that the answers to his questions could not be provided tonight but that Deborah Pocock would contact him with a response. (Please see attached for Mr. Sommer's questions.)

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

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

Mayor Proto

Town Clerk

Questions to Budget

General Questions:

Are there any discretionary Spending positions included in the different expense categories, except the general Fund Contingency of 115,438 \$

The auditors recognized in the 2013 statements, that there were inadequate internal controls over financial statement reporting. Where these deficiencies corrected during fiscal 2014

Are there any plans to increase the current debt load of approx.. 12 Mill. \$

Are there any plans to increase the marketing activities of Cape Charles in order to promote tourism. If yes, where and what amount.

What is the amount of non performing assets on our balance sheet (Like the 100,000 \$ Property acquired from Foster.
Nonperforming in the sense that they do not provide any reasonable income, or they do not serve any needs for the community and or are not essential for future town developments.

Revenue Projections

1. Prior Year Tax Collection went up by 18 %. Are there any deficiencies in receivable monitoring. Did we have policy changes.
2. Machine and Tools Tax went down by 18 %. Reasons? We all can see and hear more machinery and equipment being used, this year.
3. What does the BPOL Tax mean? What is the reason for an increase of 31 %
4. Building Permits & Code Enforcement went down by 4 %. Reason. It seems we have more building activity going on this year over last year.
5. Recovered Costs & Miscellaneous Income went down by 21 %. Reason
6. Financing Proceeds went up by 48 % . Please explain reasons.
7. Grants and Local/State/Fed Add went up by 25 %. What are the Grants for, and what are the conditions. Are there any repayment provisions involved if they are not used timely.
8. Financing Proceeds for Harbor went up 238 %. Please explain reasons.
9. Grant Revenue went up by 640,000 \$, what is this grant used for

10. Operating Revenue went down by 3 %, even after raising the fee this year, what is the reason.
11. Connection fee totals 27,065 \$, this seems to be extremely low, since the hook up of one dwelling is already about 10,000 \$
12. Financing proceeds went down 13 % . Please explain reasons
13. Facility fees went up by 260 % . Please explain reasons.

Expenditures

1. Legislative went up by 40 % please explain reasons
2. Town Clerk went up by 11 % please explain reasons
3. Town Manager went up by 9 % please explain reasons
4. Code Enforcement went up by 36 %, despite the fact that Revenue decreased by 4 %. please explain reasons
5. Parks and Recreation went up by 12 % Reasons
6. Capital Expenditures went up by 15 %. what are these expenditures and what is the justification.
7. Harbor Debt Service went up by 60 %. Please explain reasons
8. Capital expenditures are 870,000 \$, what are these expenditures.



DRAFT
TOWN COUNCIL
Work Session
Cape Charles Civic Center
June 4, 2015
Immediately Following Public Hearing

At 6:08 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Work Session. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown, Godwin and Wendell, and Councilwoman Natali. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Town Clerk Libby Hume and Cape Charles Business Association President Andrew Follmer. There were a number of department heads, police officers and eight (8) members of the public in attendance.

Mayor Proto announced the business for the evening would be to review information regarding the PSA/Regional Wastewater Service and discuss the draft agreement proposed by the PSA Board.

Assistant Town Manager Bob Panek began with a presentation regarding the background of the project and PSA, treatment cost, town surcharge, potential revenue from the PSA, facility fee and plant expansion, and the way ahead. (Please see attached.)

There was some discussion regarding a possible conflict of interest with Councilman Wendell owning property in the Phase 1 area proposed by the PSA, however a formal opinion had not been requested from the commonwealth attorney. The majority of Council agreed to allow Councilman Wendell to participate in the discussion but not be permitted to vote until an opinion had been obtained.

There was much discussion regarding the following: i) whether to charge an upfront facility fee for properties connecting to the town's wastewater treatment plant (WWTP) and the possible tax implications for the residents of the County and a special tax district proposed by the PSA for the properties within the Phase 1 area. Councilwoman Natali pointed out that the Town would be providing one connection to the PSA and individual property owners would work with the PSA for their connections; ii) the price of treatment offered by the town at \$0.015 per gallon which equated to about a 26% surcharge over cost vs. the PSA's proposal of \$0.013 per gallon which equated to about a 10% surcharge; iii) the capacity of the WWTP which had the same capacity of the older plant that was replaced by mandate, the use of facility fees for future expansion of the plant, and the triggering of the Annexation Agreement at the time of plant expansion; and iv) how to move forward.

Mayor Proto stated that an agreement with the County was necessary regarding the Town Edge area and possible development along Route 13 adding that the proposed Historic Town Overlay District language drafted by the Cape Charles Planning Commission needed to be discussed with the County Board of Supervisors.

Mayor Proto polled Council regarding their preference regarding the facility fee and the surcharge amount. The majority of the Council preferred collection of the facility fees up front and a surcharge of 26.3%, resulting in an initial price of \$0.015 per gallon.

Mayor Proto polled Council regarding the need for an agreement on the overlay district with the County prior to moving forward with the PSA agreement. Council was in unanimous agreement regarding the necessity of reaching an agreement on the overlay district. Councilwoman Natali stated that the Town needed to contact the County Administrator or Board of Supervisors regarding this issue.

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

Mayor Proto

Town Clerk

DRAFT



DRAFT
TOWN COUNCIL

Executive Session

Civic Center

June 4, 2015

Immediately Following Work Session

At 7:45 p.m. Mayor George Proto, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown, Godwin and Wendell, and Councilwoman Natali. Town Manager Brent Manuel and Assistant Town Manager Bob Panek were also in attendance.

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

Paragraph 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Specifically: Review offers to purchase Town-owned properties

Motion made by Vice Mayor Bannon, 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; Godwin, yes; Natali, yes; Wendell, yes.

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

Mayor Proto

Town Clerk

Planning Department Report for Town Council

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

Permits:

Three Applications for Zoning Clearance were received this month. All applications were approved.

Planning Commission:

1. The Planning Commission met in a regular meeting on June 2nd. The Commissioners continued their review of the Draft Tourism Zone Ordinance and came to consensus on the minimum level of capital investment required for eligibility. Other issues discussed included the need to classify eligible businesses as “new”, “existing”, “seasonal”, and “full time.”
2. The Commissioners postponed review of the Satellite Dish Ordinance.
3. There is disagreement between the Zoning Ordinance and the Comprehensive Plan on Accessory Dwelling Units. The Commissioners reviewed the history of the Accessory Dwelling Unit Zoning Ordinance text amendments proposed by the Planning Commission several years ago.
4. Staff presented the Planning Commission several more Zoning Ordinance sections for review. These sections are reviewed due to inconsistencies or lack of clarity. This is an on-going process.
5. The Commissioners are considering several dates to schedule a meeting with Elaine Meil of the Accomack-Northampton Planning District Commission to discuss the received comments on the draft Comprehensive Plan.

Historic District Review Board:

1. The Historic District Review Board received four applications and met on May 19th. The Board approved Certificates of Appropriateness (COA) for each of the applications, which included the following: chimney removal at 500 Tazewell; dormer replacement and expansion at 201 Monroe; chimney and window removal, roof pitch elevation, and second floor addition at 125 Strawberry; and siding replacement at 415 Randolph.
2. The Board approved a public call for volunteers to serve on an ad hoc exterior color palette committee.
3. The Board directed staff to invite a commercial satellite dish representative to speak at the June 16th meeting to provide technical expertise on the siting of dishes.
4. They also directed staff to draft an element on foundation elevation for the Historic District Guidelines as part of their on-going review of that document.

Board of Zoning Appeals:

1. BZA had no business and did not meet.

Code Enforcement

Month of May FY 2015

Building Permits Issued/Permit Fees Collected:

Permits this month: 31	
Permits this year: 343	Total permits last year: 269
Total construction this month: \$903,000	
Total construction this year: \$6,540,681	Total construction last fiscal year: \$6,874,978
Permit fees this month: \$19,873.68	
Total permit fees this fiscal year: \$183,962.30	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: \$12,350	
Old-Town Water/Sewer Tap fees: \$0	
Total Tap fees this year: \$111,150	Total Tap fees last fiscal year: \$37,050
Fire Dept. levy this month: \$600.33	
Total Fire Dept. levies this year: \$5,412.90	Total Fire Dept. levies last fiscal year: \$3,343.33
State levy this month: \$120.07	
Total state levies this year: \$1,082.72	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: 5	
Grass cutting: 9	
Enforcement fees charged this month: \$2,125	
Enforcement fees charged this year: \$8,825	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 May FY 2015

Other items of note:

1. Completed **65** inspections
2. Conducted 0 zoning clearances
3. Completed 3 courtesy residential inspections
4. Conducted 3 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 0 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 1 residential plan reviews
8. Issued 0 Public Utilities Shallow Well permits
9. Cape Charles Lofts is moving along. Site work is in progress.
10. Old Northampton Hotel has finished demo work. Expect to receive plans for rehab this week.
11. Strawberry Street Station will be submitting plans soon once an approved Site Plan is in place.

06/01/15

Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PF150001	Fire Suppresio	05/06/2015	1134 Bayshore Lane	FIREWORKS DISPLAY JULY 4, 2015	\$0.00	\$15,000
	PB150046	Building	05/27/2015	605 Carousel Place	Interior remodel due to water damage	\$812.00	\$130,000
083A3-0100-42	PB150039	Building	05/13/2015	119 Fig Street	Residential Alteration	\$151.20	\$12,000
	PM150042	Mechanical	05/01/2015	138 Heron Pointe Driv	Vent Free Fireplace	\$56.00	\$600
	PG150010	Gas	05/01/2015	138 Heron Pointe Driv	5 Gas Outlets	\$56.00	\$1,200
	PB150035	Building	05/04/2015	647 Madison Avenue	Raising house with new foundation	\$252.00	\$30,000
	PE150026	Electrical	05/18/2015	319 Marina Village Cir	New Electrical for Villa	\$77.84	\$6,400
	PE150027	Electrical	05/18/2015	321 Marina Village Cir	New Electrical for Villa	\$77.84	\$6,400
	PE150028	Electrical	05/18/2015	323 Marina Village Cir	New Electrical for Villa	\$77.84	\$6,400
	PB150040	Building	05/18/2015	700 Marina Village Cir	Finish Off Kitchen Addition	\$168.00	\$10,000
	PM150039	Mechanical	05/05/2015	245 Mason Avenue 10	New Mechanical	\$238.56	\$13,800
	PP150021	Plumbing	05/01/2015	9 Monroe Avenue	New Plumbing for Duplex	\$75.60	\$6,000
	PM150043	Mechanical	05/01/2015	9 Monroe Avenue	New Mechanical for Duplex Renovation	\$252.00	\$30,000
	PE150023	Electrical	05/01/2015	9 Monroe Avenue	Complete Re-Wire of Duplex	\$70.00	\$5,000
	PP150024	Plumbing	05/26/2015	9 Monroe Avenue	New On-Site Water & Sewer Line	\$70.00	\$5,000
083A3-0100-26	PG150011	Gas	05/26/2015	525 Monroe Avenue	New Gas Line	\$56.00	\$250
083A3-0100-25	PP150022	Plumbing	05/04/2015	603 Monroe Avenue	New Onsite Water Line	\$56.00	\$2,500
083A1-0900-00	PP150023	Plumbing	05/19/2015	508 Nectarine Street	New on-site sewer and water line	\$56.00	\$2,000
	PB150042	Building	05/19/2015	222 Randolph Avenue	Residential Alteration	\$98.00	\$10,000
	PT150005	UST/ AST	05/29/2015	237 Randolph Avenue	250 Gallon UST	\$56.00	\$250
	PG150012	Gas	05/29/2015	237 Randolph Avenue	New Gas Line with 3 outlets	\$56.00	\$250
083A3-0100-49	PB150036	Building	05/05/2015	339 Randolph Avenue	Residential Alteration per application	\$60.21	\$3,250
083A3-0100-48	PE150024	Electrical	05/05/2015	415 Randolph Avenue	Upgrading Electric	\$89.60	\$8,500
083A3-0100-48	PB150047	Building	05/27/2015	415 Randolph Avenue	Residential Alteration Per Application	\$240.80	\$28,000
	PE150025	Electrical	05/11/2015	710 Randolph Avenue	New 200 Amp Service	\$0.00	\$2,000
	PB150044	Building	05/21/2015	202 Strawberry Street	Finish house to obtain C.O.	\$56.00	\$2,500
083A3-0100-52	PB150037	Building	05/07/2015	226 Tazewell Avenue	Porch Rebuild	\$79.52	\$6,700
	PB150043	Building	05/19/2015	229 Tazewell Avenue	Porch Rebuild	\$67.20	\$4,500
	PB150045	Building	05/26/2015	500 Tazewell Avenue	Chimney Removal & Roof Repair	\$0.00	\$2,500
	PB150041	Building	05/21/2015	638 Tazewell Avenue	Residential Remodel	\$795.20	\$127,000
	PB150038	Building	05/21/2015	412 Walbridge Bend	New S/F Res	\$15,672.27	\$425,000

06/01/15

Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
Total Permits:						31	\$19,873.68
Total Permits:						31	\$903,000

PerDateIssued Range from 05/01/2015 to 05/31/2015



***Town Harbor
Town Council Report
May, 2015***

June 1, 2015

Maintenance:

Maintenance has come to just the basics as our boating season is in full swing.

1. We replaced the flooring in the restrooms and hallway at the Harbor Masters Office. This was due to a toilet that overflowed and flooded the office and bathrooms and in the bathroom area some of the flooring had buckled and had created a tripping hazard. The current flooring had been in since 2008. We will look at replacing the flooring in the office this fall.
2. Continued replacing bad deck boards in the inner harbor boardwalk.
3. Replaced several boards on the floating docks.
4. Began an overhaul on the 2007 UTV
5. Painted the bottom of the Harbor Masters Boat.

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.

Capital Projects and Harbor improvements:

1. Offshore Breakwaters (No Change)– All permits have been extended to at least April 2018.
2. Dredging (No Change) – 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 the concrete has been poured for the base of the light house. The form for the pad will soon be constructed and and poured..
4. Virginia Port Authority – We were awarded the carryover request for \$830,000 for FY 15/16



***Town Harbor
Town Council Report
May, 2015***

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:

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

4th Annual Tall Ships @ Cape Charles: *June 13 – 14, 2015.* This event will be highlighted by the Picton Castle, which is 179 ft long and registered in the Cooks Islands in the South Pacific. This ship will be joined by: the Lynx, with a length overall of about 122 ft, the Tree of Life, with a length of 91 ft, the Hindu, with a length of 80 ft, the Serenity, with a length of 65 ft, and the Buyboat FD Crockett.

National Marina's & Harbor's Day: *June 13, 2015.* This event is celebrated ever year to give 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 \$5,350, In kind Sponsorship \$2,000, Prepaid Ticket Sales to date \$1,170.00 Vendor Fees to date: \$750.00. 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.



**Town Harbor
Town Council Report
May, 2015**

Business YTD:

Rentals

	2012/2013	2013/2014	2014/2015
Monthly	661 = \$101,439	691 = \$111,457	744 = \$122,350
Weekly	300 = \$ 13,235	190 = \$ 10,503	144 = \$ 9,979
Nightly	1,143 = \$ 53,727	1,471 = \$ 69,323	1632 = \$ 86,901
Hourly	3 = \$ 15	19 = \$ 95	150 = \$ 750

Fuel

	2012/2013	2013/2014	2014/2015
Diesel	68,984 = \$240,873	70,973 = \$251,179	72,689 = \$223,739
Transport	41,149 = \$136,591	29,469 = \$ 98,162	6,913 = \$ 17,873
Regular	29,166 = \$102,776	34,344 = \$115,663	30,802 = \$ 92,321
Plus (Non Ethanol)	23,672 = \$ 99,078	21,630 = \$ 91,742	19,684 = \$ 79,230

Wharfees (Lbs)

	2012/2013	2013/2014	2014/2015
Conchs	32,630 = \$ 251	41,632 = \$ 319	20,556 = \$ 158
Crabs	723,870 = \$7,809	510,716 = \$5,466	720,551 = \$8,006
Fish	321,017 = \$ 482	451,005 = \$ 658	323,421 = \$1,064
Horse Shoe Crabs	281,940 = \$ 625	13,480 = \$ 45	17,574 = \$ 71
Oysters	1,100 = \$ 3	3,600 = \$ 9	2,400 = \$ 12

Accounts Receivable

	March 31	April 30	May 31
Current	\$ 107	\$ 2,428	\$ 803
1-30	\$ 4,819	\$17,111	\$21,397
31-60	\$ 2,169	\$ 1,961	\$ 2,702
61-90	\$ 8,127	\$ 1,518	\$ 344
91 +	\$73,610	\$73,565	\$72,661

Credit Card Fees this month = \$1,224.95
 Credit Card fees YTD = \$2,161.35
 Finance Charges YTD = \$4,587.48
 Finance Charges Collected YTD = \$2,468.04



**Town Harbor
Town Council Report
May, 2015**

Gross Sales by Customer Type	Actual through 5/31 Projected through 6/30		
	2013	2014	2015
Annual Renters:			
Non Resident	\$ 26,495	\$31,535	\$ 33,528
Resident	\$ 50,289	\$45,331	\$ 44,206
Commercial Watermen	\$ 84,132	\$50,673	\$ 42,019
Commercial Charter	\$ 7,524	\$ 4,211	\$ 8,682
Commercial Other	\$ 22,914	\$ 9,745	\$ 22,102
Seasonal Renters:			
Non- Resident	\$ 6,294	\$ 9,105	\$ 10,505
Resident	\$ 9,235	\$ 6,399	\$ 11,443
Winter	\$ 4,762	\$ 381	\$ 1,065
Commercial Waterman	\$ 63,370	\$ 67,507	\$139,812
Commercial Charter	\$ 0	\$ 0	\$ 0
Commercial Other	\$ 0	\$ 9,604	\$ 17,204
Other:			
Commercial Watermen	\$176,791	\$169,088	\$ 19,034
Commercial Charter	\$ 6,937	\$ 4,439	\$ 5,663
Commercial Other	\$173,251	\$133,970	\$ 50,607
Government Agencies	\$ 14,841	\$ 902	\$ 3,554
Transient	\$260,894	\$373,694	\$421,581
Inner Department Acct.	\$ 37,656	\$ 35,890	\$ 37,721

Waiting List as of 5/31/2015

<u>Length</u>	<u>Annual</u>	<u>Seasonal</u>	<u>Total</u>
20ft	2	5	7
24ft	1	2	3
30ft	6	2	8
36ft	3	1	4
45ft	10	1	11
50ft	0	0	0
60ft	2	0	2
Total	24	11	35

Clubs Reserved for the season = 19

Cape Charles Memorial Library
Monthly Report
May 2015

1. Below is the monthly attendance for **programs** held at the Library:

Children's Programs

Preschool Story time -weekly	43
Toddler Storytime - weekly	24
Chess Club – weekly	30
Kiptopeke PreK Students	46

Adult Programming

Bridge Tunnel Presentation	26
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TOTAL 169

2. On May 16 the **Friends of the Library** held a very successful a **Used Book Sale** at the Civic Center and also had a table at the Crabby Blues Festival.
3. On May 18 Mr. Jeff Holland of the Chesapeake Bay Bridge Tunnel District presented a program about the history and original construction of the Bridge Tunnel.
4. 4. The 2015 Summer Library Reading Program, **Read to the Rhythm** will begin on June 15. Children will be able to sign up for the program on this day and pick up a Reading Folder to keep track of their books read.
5. Also, on June 15 at 7:00 the Friends of the Cape Charles Memorial Library will continue their Author Series at the Library. Special guests include Bill Morris, author of *Motor City burning* and our own John Schultz, author of *Songs from a Distant Cockpit*. An author program will be offered each month during the summer.
6. 6. On May 21 we had 46 PreK students from Kiptopeke Elementary School visit the Library while learning about the community.
7. For additional information about library programs and library related information check out our **Facebook** page.

CAPE CHARLES POLICE DEPARTMENT

MONTHLY STATISTICS

May 2015

The following information contains the monthly statistics regarding law enforcement activities for the Cape Charles Police Department:

- Calls for service in Cape Charles:106
- Calls for service outside of Cape Charles: 15
- Felony arrests: 10
- Misdemeanor Arrests: 20
- D.U.I. Arrests: 0
- Traffic Summons: 13 (see below)
- Traffic Warnings: 30 (written& verbal)
- Parking tickets: 20
- Building Checks: 20
- Assisted Northampton County Sheriff's Office:
- Assisted Virginia State Police:
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue:
- Foot Patrol Hours: 82.5
- Bay creek patrol hours: 60

The following took place in May:

- Officer Potts received training in human trafficking from Therapeutic Interventions.

Traffic summons:

1. Speeding 41/25 zone
2. Speeding 40/25 zone
3. Speeding 40/25 zone
4. Reckless driving 45/25 zone
5. Following too close
6. Unsecured child 4 yrs old
7. Unsecured child 5 yrs old
8. Driving while suspended
9. Speeding 41/25 zone
10. Defective equipment
11. Speeding 44/25 zone
12. Speeding 37/25 zone
13. Notice of suspension

Arrests:

1. Capias
2. Possession of marijuana
3. Possession of tobacco
4. Disorderly conduct
5. Disorderly conduct
6. Assault& Batter by mob
7. Entice a riot
8. Assault & batter
9. Assault & batter
10. Entice a riot
11. Assault &batter by mob
12. Assault & batter by mob
13. Entice a riot
14. Assault & batter
15. Assault & batter by mob
16. Entice a riot
17. Assault & batter
18. Assault & batter by mob
19. Entice a riot
20. Assault &batter
21. Conspiracy
22. Entice a riot
23. Assault & batter
24. Assault & batter by mob
25. Reckless driving
26. Hit& run
27. Assault & batter by mob
28. Assault & batter
29. Entice a riot
30. Hit & run

Public Utilities

Monthly Report April 2015



Production Summary

- Miss Utility Tickets: 34
- Emergency Call Outs After Hours and Weekends:
 - Number of times called out: 10
 - Total Man Hours: 20.5
- Fire Calls: Man Hours: 0
- Sludge: 0 Tons
- Water: Total Production: 4,562,542
 - High: 318,300 on the 6th After Flush
 - Low: 99,800 on the 10th

Average	Raw Water	Finished Water
Hardness	412.8	117.5
Iron	8.19	.02
Manganese	.481	.005

All Data in PPM

- Waste Water: Average Flow 126,000 gpd
Maximum 173,200 gpd on May 24th
Total for Month 3,906,000 Gallons
Nutrients:
 - Phosphorus Average .14 Limit .3 mg/l annual average
 - Nitrogen Average 4.3 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. According to our permit writer, we should be receiving the permit very soon.

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. 90% Engineering submitted to VDH.
- Working with VDOT engineers on the new road from 184 to Bayshore Road.
- Staff is compiling updated SOPs for water plant. A draft has been completed for the filter backwash.

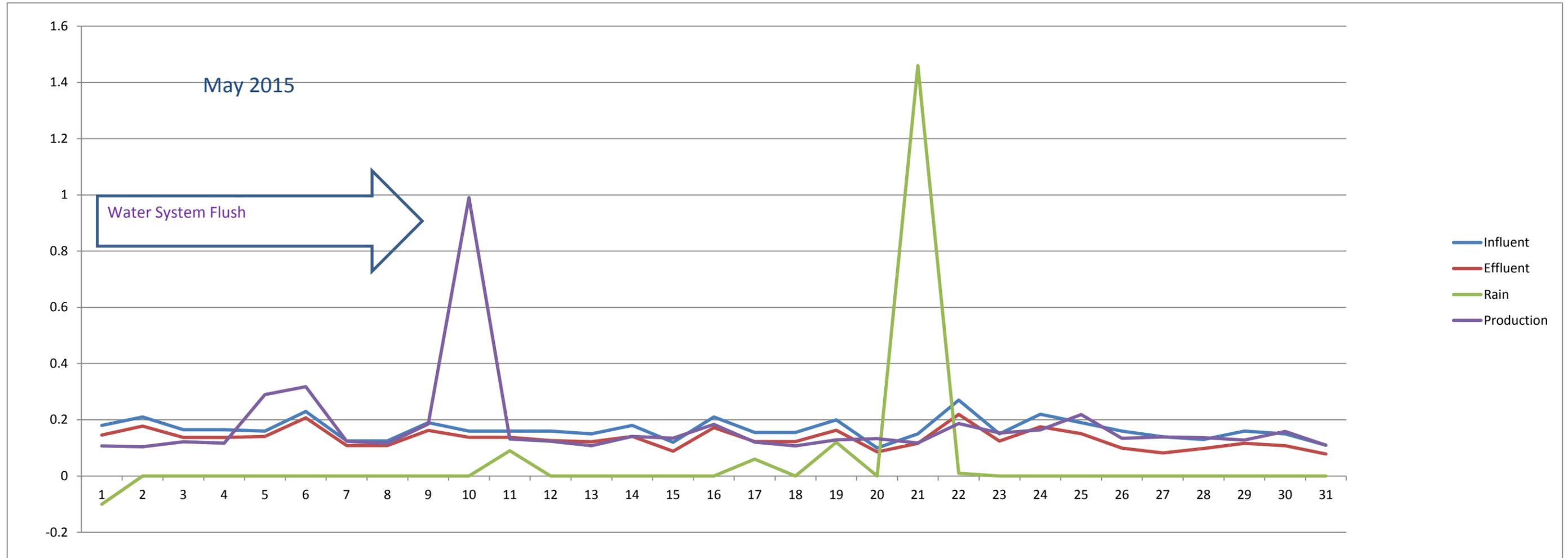
Upcoming Projects

- 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. We received some helpful comments from the ODW this month. 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

MAY 2015

Dump Fees

- Recycled 5 truckloads of bags & leaves
- Recycled 6 truckloads of non-chipable brush

Staff Report

- Weekend shift covering Mason Ave, Fishing Pier, Beach, Central Park garbage & bathrooms in place

Completed Projects

- Monthly meter reads & training of new areas in progress
- Fill dirt to Central Park Bathroom landscape area
- Central Park water fountain interior strip & resurface
- 5 street light locations sent to ANEC for repair (Tuesday 5-15)
- Tennis court wind break screen installed
- Vehicle maintenance checked all P.W. fleet and topped off fluids
- Case backhoe coolant repair, Utilities repair & maintenance of 4 pumps, Colorado new rear brakes installed & truck inspected, J.D. backhoe battery installed, J.D. tractor front rim repair & fluids topped
- Constructed & stained 6 new picnic tables & 2 swinging refuge receptacles on 4" x 4" post to Bay Ave sand area near Fishing Pier
- L.O.F. Performed on 1- Police vehicle, 1- Utilities vehicle, 1- P.W. truck & 4-new tires installed
- Harbor/Shanty/Railroad/Golf cart path - scraped shell road surface (2 times)
- Mowed 9 Town properties 3 times & weed wacked 2 times

Events

- Cinco De Mayo (Sunday 5-3)
- VML safety ride out (Tuesday 5-12)
- National Police Week (Friday 5-15)
- Crabby Blues (Saturday 5-16)
- Memorial Day (Monday 5-25)
- M.S. Bike (Saturday & Sunday 5-30 & 31st)

In Progress

- Manual street gutter clean - 90% complete
- Tennis court 1 new light fixture modification to install
- Central Park water fountain repair (new pump ordered)
- 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 & on-the-job training
- Replace diaphragm in utilities pump
- Jefferson Ave Beach stairs from sidewalk & fencing with rope
- Designing Harbor banner rod system (High Wind) * Bay Ave beach entrance bike racks & "G" can platforms

Upcoming Projects

- Alley tree & bush right-of-way trimming
- Help with installation of King Neptune on Bay Ave
- 4- water fountain installs (1 @ Beach bathrooms, 2 @ Central Park, 1 @ Library)
- Equipment clean, wax or repaint
- Bay Ave re-paint no parking @ all Beach sidewalk stairs
- Re-paint no parking curbs (yellow) town-wide & handicapped areas (blue) on Mason Ave
- Re-paint Municipal building 1st floor entrance & down stairs offices
- P.W. shop office space
- Bay Ave gazebo trim repair

Man Hours per Project/Task

Vehicle Maint.	Equipment Maint.	Building Maint.	Public Debris Areas	Street Cleaning	Beach Maint.	Public Sanitation	Public facilities cleaning	Admin. training	Property maint. & repair	Events	Meter Reads
22	35	66	95	24	23	23	35	46	167	20	11

Recreation Department

June 2015 Council Report

Programming and Events

1. This time of year always slows down due to Little League and school testing schedules. The first two weeks of June will be a break in scheduling for most events. The last day of public school is June 15 and programming will pick up.
2. New Roots Youth Garden- Rain was not our friend this year. Several sessions had to be cancelled due to weather. There was still an average of 20 kids at each session. Jen led get fit exercises and a snack butterfly craft with the kids.
3. Book Club – The group just finished Orphan Train and our now reading Grandma Gatewood's Walk: The Inspiring Story of the Woman Who Saved the Appalachian Trail.

Projects

1. Bay Creek Resort, Cape Charles Yacht Center and the Oyster Farm at King's Creek partnered with the Town for the development of a Town Map. The Map went to the printers at 4:03 p.m. on June 3 and will arrive no later than June 12 in time for Tall Ships.
2. Jen is meeting with Virginia Whitmer from Coastal Zone Management on June 4 to try and finalize the art work for the new Kiosk to be located at the beach front. The kiosk is still scheduled to be in place for the Birding Festival.
3. The Recreation Department will be participating in Tall Ships June 12 and 12. Jen will be selling model ships to be put together and designed on site by children.
4. Save the Bay Day is June 6. Bayshore Concrete will be heading over the Harbor June 5 to do a clean-up.
5. MS Bike Race was again in Town May 30-31.
6. The Beach Wrestling Tournament scheduled for June 20 had been cancelled.
7. ABC Training sponsored by the Town of Cape Charles will be held at the Civic Center Monday, June 15.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Fiscal Year 2015/2016 Proposed Budget & Appropriation		AGENDA DATE: June 18, 2015
	SUBJECT/PROPOSAL/REQUEST: Approve the Proposed FY 2015/2016 Budget & Appropriate Funds		ITEM NUMBER: 7A
	ATTACHMENTS: Resolution 20150618 – Approving the Budget for Fiscal Year 2015/2016 and Making Appropriations for the Fiscal Year, Revenue & Expense Summary by Fund Report, Summary of Capital Projects by Fund Report		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Deborah Pocock	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Town’s budget consists of four separate funds – the General Fund, the Harbor Fund, Sanitation Fund and the Water/Wastewater Fund. The General Fund is supported by real estate taxes, other taxes and other revenues. The Harbor, Sanitation and Water/Wastewater Funds are Enterprise Funds and should be self-sustaining through fees for services and other charges.

DISCUSSION:

Pursuant to Section 15.2-2503 of the Code of Virginia, the Town Council and Staff have held numerous work sessions since March to prepare the budget for Fiscal Year (FY) 2015/2016. As a result of the work sessions, the attached resolution includes the summary of estimated revenues and expenditures by fund for the proposed budget.

The Public Hearing on the proposed FY 2015/2016 budget was held on June 4, 2015 pursuant to Section 15.2-2506 of the Code of Virginia. One citizen spoke and submitted a list of questions which are being reviewed to provide a written response.

RECOMMENDATION:

Staff recommends adoption of Resolution 20150618 – Approving the Budget for Fiscal Year 2015/2016 and Making Appropriation for the Fiscal Year by roll call vote.

RESOLUTION 20150618

APPROVING THE BUDGET FOR FISCAL YEAR (FY) 2015/2016 AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR

WHEREAS, the Council of the Town of Cape Charles has prepared a budget for FY 2015/2016 pursuant to Section 15.2-2503 of the Code of Virginia; and

WHEREAS, the budget has been advertised and a public hearing has been held pursuant to Section 15.2-2506 of the Code of Virginia; now

THEREFORE BE IT RESOLVED, by the Town Council of Cape Charles, this 18th day of June 2015 that the budget for FY 2015/2016 be approved as follows:

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

The following tax rates and user fees are established:

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

- Real Estate \$.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 gal: \$3.75 per 1,000; 10,001 to 15,000 gal: \$5.00 per 1,000; over 15,000 gal: \$7.50 per 1,000; Commercial 0-2,000 gal: \$31.16 minimum; 2,001-10,000 gal: \$2.50 per 1,000; 10,001-15,000 gal: \$3.75 per 1,000; over 15,000 gal: \$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 gal: \$5.85 per 1,000; 10,001 to 15,000 gal: \$7.80 per 1,000; over 15,000 gal: \$11.70 per 1,000; Commercial 0-2000 gal: \$63.00 minimum: 2,001-10,000 gal: \$3.90 per 1,000; 10,001-15,000 gal: \$5.85 per 1,000; over 15,000 gal: \$7.80 per 1,000
- Trash Collection Fee: \$13.76 per month; and

BE IT FURTHER RESOLVED, that pursuant to Section 15.2-2506 of the Code of Virginia, funds are appropriated from all sources of revenue for expenditures during the period July 1, 2015 through June 30, 2016 as follows:

General Fund - \$4,050,514
 Sanitation Fund - \$175,300
 Harbor Fund - \$2,073,778
 Water/Wastewater Fund - \$1,723,011

and that the Town Manager is authorized to transfer amounts among Funds with advance notification to the Town Council.

Adopted by the Town Council of Cape Charles on June 18, 2015.

By: _____
 Mayor

ATTEST:

 Town Clerk

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>

 TOWN OF CAPE CHARLES	AGENDA TITLE: Cape Charles Community Trail, Phase 2		AGENDA DATE: June 18, 2015
	SUBJECT/PROPOSAL/REQUEST: Approve contract change order for construction administration.		ITEM NUMBER: 7B
	ATTACHMENTS: None.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

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

DISCUSSION:

The low bidder for Phase 2 construction is Conrad Brothers of Virginia. However, their bid is about \$350K more than the estimate and there is insufficient grant funding remaining to accommodate the additional cost. Our consultants, Land Studio PC, have reviewed the bid and believe that sufficient cost can be removed by deferring the portion of the trail along Washington Avenue from Peach Street to Fig Street. All planned work on Peach Street and Washington Avenue from Peach Street to Bay Avenue would remain. The deferred eastern segment along Washington Avenue would be included in a future construction phase. We have requested VDOT clearance to make this change and rebid the project.

The scope of our contract with Land Studio includes construction administration, including: daily inspection, materials testing, responding to contractor requests, evaluating proposed changes, reviewing pay requests, preparing VDOT reimbursement requests, etc. This task needs to be authorized via a contract change order. Based on an anticipated construction contract of \$1.35M, and the VDOT guideline of 12 % for administration, the value of the change order is \$162K. This is a “not to exceed” amount with work to be billed on an hourly basis. This change order needs to be executed now to finalize the new scope of work and rebid the construction contract. Sufficient funds are included in the FY 2016 budget.

RECOMMENDATION:

Authorize the Town Manager to execute the Land Studio PC contract change order in the amount of \$162,000 for construction administration.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Breakwater Project		AGENDA DATE: June 18, 2015
	SUBJECT/PROPOSAL/REQUEST: Authorize contract change order for construction documents and contract administration.		ITEM NUMBER: 8A
	ATTACHMENTS: None.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek/Smitty Dize	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Harbor Redevelopment Plan includes five offshore breakwaters for protection of the harbor from westerly swells and waves. The first two have been built with a combination of Virginia Port Authority (VPA) grant and Town matching funds (bond proceeds) at a cost of about \$1M. The first two were the minimum required to provide protection for the new floating docks. The docking area is still negatively affected by swells generated by sustained winds, particularly from the southwest during the summer months. The Town Harbor has received some customer complaints. Excessive movement also results in additional repair requirements. Alternate protection measures such as wave attenuators have been considered, but a recent wave study has shown that offshore breakwaters provide the best protection. The third breakwater will be built to the south of the other two to block these swells. It is estimated to cost about \$860K, including construction engineering.

DISCUSSION:

Three things have recently been accomplished to allow construction of the third breakwater:

1. VPA revised the required local match for larger projects (more than \$500K) from 50% to 25%. This reduces the required Town match from \$430K to \$215K.
2. The U.S. Army Corps of Engineers has extended the construction permit to April 28, 2018.
3. VPA has approved carryover of \$830.2K of previous grant awards

Consequently, Council has included construction of the third breakwater in the FY 2016 budget. Staff would like to initiate action to allow construction in early fall 2015. We will also explore opportunities to construct another shorter breakwater segment, or make other protection improvements, within the available funding.

Our harbor engineering firm, Langley & McDonald, has provided a contract change order to add the necessary construction engineering and administration in the amount of \$39.5K. This includes: hydrographic survey of the bottom, construction plans & specifications, bid assistance, inspections, review of contractor submittals and pay requests, etc.

They have also requested assignment of the existing contract from LM/ECH JV, a previous partnership of Langley & McDonald (LM) and East Coast Hydrographic (ECH). The principal of ECH has died. Hydrographic surveys for this project will be obtained on a subcontract basis.

RECOMMENDATION:

Authorize the Town Manager to execute the contract assignment from LM/ECH JV to Langley & McDonald and the contract change order in the amount of \$39,500 for construction engineering and administration.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Code 42.3 – Adoption of State Law		AGENDA DATE: June 18, 2015
	SUBJECT/PROPOSAL/REQUEST: Adopt Ordinance 20150618 To Adopt Amendments to the Code of Virginia §46.2 and Title 16.1, Chapter 11, Article 9 (§16.1-278 Et Seq.) and Title 18.2, Chapter 7, Article 2 (§18.2-266 Et Seq.), If Any, For Incorporation into the Cape Charles Town Code Chapter 42-Motor Vehicles and Traffic		ITEM NUMBER: 8B
	ATTACHMENTS: Ordinance 20150618		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Jim Pruitt, Police Chief	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Each year a new ordinance must be passed accepting any and all amendments to the provisions and requirements set by Code of Virginia in matters of regulation of motor vehicles and traffic in the Town of Cape Charles and any penalties for traffic violations.

DISCUSSION:

From time to time, the Code of Virginia is amended to either delete or add new safety tactics to protect those traveling the highways, streets and roads. Changes to penalties and violations are also made. In order to have the authority to enforce these new laws, an amendment to the Town Code must be made that adopts any changes.

RECOMMENDATION:

Staff requests adoption of proposed Ordinance 20150618 To Adopt Amendments to the Code of Virginia §46.2 and Title 16.1, Chapter 11, Article 9 (§16.1-278 Et Seq.) and Title 18.2, Chapter 7, Article 2 (§18.2-266 Et Seq.), If Any, For Incorporation into the Cape Charles Town Code Chapter 42-Motor Vehicles and Traffic by roll call vote.

ORDINANCE NO: 20150618

**AN ORDINANCE TO ADOPT
AMENDMENTS TO THE CODE OF VIRGINIA §46.2 AND
TITLE 16.1, CHAPTER 11, ARTICLE 9 (§16.1-278 ET SEQ.) AND TITLE 18.2,
CHAPTER 7, ARTICLE 2 (§ 18.2-266 ET SEQ.), IF ANY, FOR INCORPORATION
INTO THE CAPE CHARLES TOWN CODE
CHAPTER 42-MOTOR VEHICLES AND TRAFFIC**

WHEREAS, it is necessary to follow the guide set by the Code of Virginia to protect the safety and welfare of residents and guests of the Town of Cape Charles;

WHEREAS, from time to time, the Code of Virginia is amended to protect those traveling the highways, streets and roads of the Commonwealth;

WHEREAS, in order to have the authority to enforce these new laws, the Town Council of the Town of Cape Charles must adopt any and all amendments made by the Commonwealth of Virginia; therefore

BE IT ORDAINED: That pursuant to the authority of the Code of Virginia, 1950, as amended, § 46.2-1313, all of the provisions and requirements of the laws of the State contained in Code of Virginia, Title 46.2 and Code of Virginia, Article 9 (§ 16.1-278 et seq.) of Chapter 11 of Title 16.1, and of Article 2 (§ 18.2-266 et seq.) of Chapter 7 of Title 18.2 into ordinances as in force and effect on the date of the adoption of this Code, and as amended in the future, except those provisions and requirements the violation of which constitutes a felony, and except those provisions and requirements which, by their very nature, can have no application to or within the town, are hereby adopted and incorporated in this chapter by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the streets, highways and other public ways within the Town. Such provisions and requirements are hereby adopted, *mutadis mutandis*, and made a part of this chapter as fully as though set forth at length herein. It shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision or requirement which is adopted by this section; provided, that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under the Code of Virginia. This ordinance will take effect July 1, 2015.

Adopted by the Town Council of Cape Charles on June 18, 2015.

Mayor George Proto

ATTEST:

Town Clerk

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Parking Ordinance		AGENDA DATE: June 18, 2015
	SUBJECT/PROPOSAL/REQUEST: Adopt Ordinance 20150618A to adopt Town Code § 42.61-Parking on Town Streets		ITEM NUMBER: 8C
	ATTACHMENTS: Ordinance 20150618A		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Over the last number of years residents and visitors to the Town used the vacant lots at the former grocery store on Mason Avenue for parking when visiting the businesses and coming into town for events. With the sale of the property and planned development, the Town was tasked with developing a parking plan to accommodate the business corridor. The Cape Charles Planning Commission researched parking plans and discovered that although pull-in angled parking was not permitted by the Virginia Department of Transportation (VDOT), reverse angle parking was permissible.

In November 2014, the Town requested VDOT consideration of reverse angle parking along Mason Avenue to increase the number of available parking spaces vs. parallel parking. VDOT approval was received after the initiation of VDOT's milling and paving project and VDOT was able to restripe the parking spaces accordingly as part of their project.

DISCUSSION:

It is necessary to include language in the Cape Charles Town Code regarding parking in general. A new code section has been drafted for Council review and is included in Ordinance 20150618A for Council adoption if deemed appropriate.

RECOMMENDATION:

Staff requests adoption of proposed Ordinance 20150618A To Adopt Town Code § 42.61-Parking on Town Streets by roll call vote.

ORDINANCE NO: 20150618A

**AN ORDINANCE TO ADOPT
TOWN CODE §42.61 PARKING ON TOWN STREETS**

WHEREAS, with the sale of the former grocery store property and associated parking lots to a private entity, the Town was tasked with developing a parking plan to accommodate parking in the Mason Avenue business corridor; and

WHEREAS, the Cape Charles Planning Commission researched parking plans and discovered that although pull-in angled parking was not permitted by the Virginia Department of Transportation, reverse angle parking was permissible; and

WHEREAS, the Town Council requested VDOT consideration of reverse angle parking along Mason Avenue to increase the number of parking spaces vs. parallel parking; and

WHEREAS, the Town received VDOT approval for reverse angle parking along Mason Avenue after the initiation of VDOT's milling and paving project and VDOT was able to accommodate the Town's request when restriping the parking space lines; and

WHEREAS, it is necessary to include language in the Cape Charles Town Code regarding reverse angle parking; now

THEREFORE BE IT ORDAINED by the Town Council of Cape Charles, this 18th day of June, 2015, that Section 42.61 be added to the Town Code regarding parking and regulations as follows:

42-61. Parking on town streets.

No vehicle shall be parked except parallel to the right-hand edge curb or edge of the roadway, and not more than eighteen (18) inches therefrom, except that a vehicle may be parked at a reverse (back-in/head-out) angle where permitted by signs or markers. It shall be unlawful for any person to park a vehicle front-first in any parking space designated by signs or markers for reverse (back-in/head-out) angle parking.

Adopted by the Town Council of Cape Charles on June 18, 2015.

Mayor George Proto

ATTEST:

Town Clerk