



TOWN COUNCIL
Regular Meeting
May 19, 2016
Cape Charles Civic Center
6:00 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Invocation and Pledge of Allegiance
3. Recognition of Visitors / Presentations
 - A. National Safe Boating Week Proclamation
4. Public Comments (3 minutes per speaker)
5. Consent Agenda
 - A. Approval of Agenda Format
 - B. Approval of Minutes
6. Department Reports
 - *A. Treasurer's Report
 - B. Planning Commission and Boards
 - C. Other Department Reports
7. Old Business
 - A. None
8. New Business
 - *A. Proposed FY 2016-2017 Budget – Schedule Public Hearing(s)
 - *B. Northampton County Request Regarding Former Middle School
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - May 21, 2016 – Crabby Blues Festival, 3:00 PM – 8:00 PM
 - May 24, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - May 28, 2016 – Cape Charles Outdoor Market, 9:00 AM – 12:00 PM
 - May 30, 2016 – Town Offices closed for Memorial Day
 - June 2, 2016 – Town Council Work Session, 6:00 PM
 - June 9, 2016 – Town Council Public Hearing re: FY 2017 Budget, 6:00 PM – *if approved*
 - June 14, 2016 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - June 16, 2016 – Town Council Regular Meeting, 6:00 PM
 - June 28, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
11. Adjournment

PROCLAMATION 20160519

PROCLAIMING May 21 – May 27, 2016 as NATIONAL SAFE BOATING WEEK

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, 700 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.

THEREFORE, BE IT RESOLVED, the Cape Charles Town Council hereby supports the goals of the North American Safe Boating Campaign and proclaim May 21 – 27, 2016, as National Safe Boating Week and the start of the year-round effort to promote safe boating. All boaters are encouraged to wear their life jackets, boat responsibly, and enroll in a safe boating class.

IN WITNESS THEREOF, all those who boat are urged to “Boat Smart. Boat Safe. Wear it.” and practice safe boating habits.

Adopted by the Town Council of Cape Charles on this 19th day of May, 2016.

Mayor George Proto

ATTEST: _____
Clerk of the Council



**DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
April 21, 2016
6:00 p.m.**

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Wendell, and Councilwoman Natali. Councilman Godwin was not in attendance. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Planner Larry DiRe and Event Coordinator Jen Lewis. The majority of the Department Heads were in attendance as well as seven members of the public.

Mayor Proto called for a moment of silence followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS

A. There were no guest speakers/presentations.

PUBLIC COMMENTS:

Kris Tucker, Economic Development Northampton County

Mr. Tucker presented the Council with a resolution supporting planning for the development of a small business incubator or community kitchen in Machipongo, Virginia. Mr. Tucker explained there was no request for money, just support for the old middle school as a viable space. There was a grant involved and the Accomack-Northampton Planning District Commission was offering the matching funds. The grant deadline was May 20, 2016. Mayor Proto stated Council would review the request and vote on the resolution at the next council meeting on May 19th. Councilman Wendell asked Mr. Tucker if the existing gym would be retained. Mr. Tucker responded that it was a budget issue but the odds were good as the existing gym was in good condition with minor maintenance issues. Without support, the gym would no longer be available, which would take basketball, volleyball and some summer programming away from Northampton County Parks and Recreation.

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, 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 10, 2016 Budget Work Session, the March 17, 2016 Regular Meeting, the March 31, 2016 Budget Work Session, the April 7, 2016 Budget Work Session, and the April 7, 2016 Executive Session.

Motion made by Councilman Brown, seconded by Councilman Bennett, to approve the minutes from the March 10, 2016 Budget Work Session with a modification regarding the Keck Wells that there would be continued discussion regarding a relative need for the wells and a plan put together of when they would be needed, and the March 17, 2016 Regular Meeting, the March 31, 2016 Budget Work Session, the April 7, 2016 Budget Work Session, and the April 7, 2016 Executive Session as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated March 31, 2016 which showed the Total Cash on Hand of \$1,622,979, the Total Cash Held in Reserve was \$1,466,959 and the Total Cash - All Accounts was \$3,089,939. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the FY 2016 Capital Improvement Project Tracking Report, the YTD 2016 Real Estate, Personal Property, Machinery and Tools Tax & 2016 License Tax Collections, the YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections and the Three Year Revenue Comparison.

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to accept the Treasurer's Report as submitted. The motion was approved by unanimous vote.

B. *Planning Commission and Boards:*

Town Planner Larry DiRe updated Council regarding the next phase of the U.S. Army Corps of Engineers (USACE) Harbor Dredge Project. The notice to proceed would be issued April 29, 2016.

There was much discussion regarding the sand placement on the beach. There was concern of the project running into the tourist season. The Town Planner will continue to keep Council updated with the hopes that this phase of the project would be done in a timely manner. Council questioned how much sand would be placed on the beach and were informed there would be 100,000 cubic yards.

C. *Other Departments:*

Code Enforcement:

Code Official Jeb Brady stated that he did not have anything to add to his written report. There were no questions from Council.

Town Harbor:

Harbor Master Charlie Farlow reported the following: i) Blessing of the Fleet went well with about 100 in attendance. Thank you to Ron West and Jen Lewis for their assistance; and ii) The Harbor staff continued to work on debt collections.

Cape Charles Memorial Library:

Librarian Ann Rutledge reported the following: i) The plumbing was working; ii) Tween Night went well and there would be another Tween Night held on April 22, 2016.

Police Department:

Councilman Steve Bennet expressed his concern regarding the number of felony arrests. Councilman Wendell asked Chief Jim Pruitt if all counts were separate. Chief Pruitt responded that 42 counts were on one individual.

Public Utilities/Public Works Departments:

Public Works/Public Utilities Director Dave Fauber informed Council that the playground would be finished within one to one and a half weeks.

Councilman Bennett stated he was very concerned about the operation of the waste water plant and asked that Dave Fauber include the amount of rain fall in his monthly report.

Councilman Wendell expressed concern for the lack of bio-filters for the Fig Street location and Wendell asked Dave Fauber to look into having replacements in Town and ready to go. Dave Fauber responded that this was a last minute decision as the proper equipment was here to move forward.

Councilman Wendell also asked whether our proposed fines had indeed become assessed fines. Town Manager Brent Manuel replied that the fines were \$70,000.

Mayor George Proto asked Dave Fauber if he felt everything was fixed. Dave Fauber responded affirmatively.

Councilman Wendell asked if the LOVE installation could be angled to catch the sunset to which Dave Fauber responded affirmatively.

Councilman Bennett asked for an update on the Public Works Foreman position and Councilwoman Natali stated the application deadline was April 22, 2016.

Recreation Department:

Recreation Coordinator Jen Lewis invited everyone to the Blessing of the Worms on April 24, 2016 at 3:00 p.m.

OLD BUSINESS

A. *Cape Charles Trail Project Phase 2 Update*

Bob Panek stated there was no change from the report. There was some discussion regarding the Cape Charles Trail Project Phase 2 Update as follows: i) DEQ was continuing their review of the stormwater management plan; and ii) A Filtera system would be installed on Washington Avenue. The cost would be less than \$50K.

NEW BUSINESS:

A. *National Police Week*

Mayor Proto read Proclamation #20160421 In Honor of Peace Officers' Memorial Day and National Police Week.

Proclamation #20160421 was adopted by the Town Council on April 21, 2016 by a roll call vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes; Wendell, yes.

B. *National Public Works Week:*

Mayor Proto read Proclamation #20160421A In Honor of National Public Works Week..

Proclamation #20160421 was adopted by the Town Council on April 21, 2016 by a roll call vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes; Wendell, yes.

C. *National Building Safety Month:*

Mayor Proto read the Proclamation #20160421B for Building Safety Month.

The Proclamation was adopted by the Town Council on April 21, 2016 by a roll call vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes; Wendell, yes.

D. *Harbor Delinquent Accounts Update:*

Bob Panek updated Council on the status of seriously delinquent accounts at the Town Harbor. Mayor Proto thanked Bob Panek and Charlie Farlow for their efforts with collections.

There was much discussion regarding the current billing process and the Harbor Master reassured Council that the current policy was standard for other Harbors and there were no current problems with the billing system.

E. *Harbor Development Certificate – Lot 19*

Larry DiRe presented the application for Harbor Development Certificate at Lot 19 for locating a 464 square foot, single-story, wood frame building for a dock master station and new construction of a 160 square foot bath/shower house on the lot. The proposed uses conformed to the Harbor District Zoning Ordinance.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve the application for Harbor Development Certificate for Lot 19 as presented. The Motion was approved by unanimous vote.

F. *Harbor Development Certificate – Lot 20.*

Larry DiRe presented the application for Harbor Development Certificate at Lot 20 for locating a two-story, wood frame building on a permanent foundation on the lot. The building would be used for general merchandise retail and short-term stay accommodation. The proposed uses conformed to the Harbor District Zoning Ordinance.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to approve the application for Harbor Development Certificate for Lot 20 as presented. Motion was approved by unanimous vote.

G. USDA-RD Grant/Loan

Deborah Pocock presented a request for adoption of Resolution #20160421 to accept the terms of the US Department of Agriculture – Rural Development (USDA-RD) Grant/Loan for a new police vehicle, Public Works tractor and financial management software. The USDA-RD's current interest rate was 2.875% for five years with annual payments of \$16,537. The first annual payment would be due in FY 2016-2017. Adoption of Resolution #20160421 was required stating the Town Council's agreement to abide by the covenants and to execute the forms required by the USDA-RD.

Motion made by Councilman Bennett, seconded by Councilman Brown, to adopt Resolution #20160421 to accept the terms of the USDA-RD Grant/Loan for a new police vehicle, Public Works tractor and financial management software. The motion was unanimously approved by roll call vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes; Wendell, yes.

H. FY 2017 VRS Rate Election

Deborah Pocock presented information regarding the biennial Virginia Retirement System (VRS) employer contribution rate. The certified rate, which was also the default rate, for the Town of Cape Charles for fiscal years 2017 and 2018 was 4.49%. Council could also choose the alternate rate of 7.15% as the biennial employer contribution rate. Resolution #20160421B would have to be adopted if Council opted for the alternate rate, but no action was necessary if the default rate was chosen. Council agreed to the default rate of 4.49%.

VICE MAYOR AND COUNCIL COMMENTS

Councilwoman Natali reminded everyone of the following: i) The Candidate Forum would be held at the Cape Charles Civic Center on Wednesday, April 27, 2016 at 7:00 p.m.; and ii) The Blessing of the Worms would take place at the New Roots Youth Garden on Sunday, April 24, 2016 at 3:00 p.m.

There were no other comments.

Mayor Proto proceeded to read the Announcements.

ANNOUNCEMENTS:

- April 26, 2016 – Mayor's Office Hours, 6:00 p.m. – 7:00 p.m.
- April 28, 2016 – Town Council Budget Work Session, 6:00 p.m.
- May 5, 2016 – Town Council Budget Work Session, 6:00 p.m.
- May 10, 2016 – Mayor's Office Hours 2:00 p.m. – 3:00 p.m.
- May 12, 2016 – Town Council Work Session, 6:00 p.m. (tentative)
- May 19, 2016 Town Council Regular Meeting, 6:00 p.m.
- May 24, 2016 Mayor's Office Hours, 6:00 p.m. -7:00 p.m.

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

Mayor Proto

Event Coordinator



DRAFT
TOWN COUNCIL
Executive Session
Cape Charles Civic Center
April 21, 2016
Immediately Following Regular Meeting

At approximately 8:25 p.m. Mayor George Proto, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Wendell, and Councilwoman Natali. Councilman Godwin was not in attendance. Town Manager Brent Manuel was also in attendance.

Mayor Proto stated that the update regarding pending legal matters was being removed from the evening's agenda.

Motion made by Councilman Bennett, seconded by Councilman Brown, 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 Unsolicited Offer to Purchase Town-Owned Parcels

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

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

Motion made by Councilwoman Natali, seconded by Councilman Bennett, 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
April 28, 2016
6:00 p.m.

At approximately 6:00 p.m., Mayor George Proto called to order the Work Session of 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 present were Town Manager Brent Manuel, Town Clerk Libby Hume and Ms. Judy Morgan from Eastern Shore Communications. There were no members of the public in attendance.

Mayor Proto announced the business for the evening would be to review information regarding i) Cape Charles Beach; ii) Wastewater Treatment Plant; iii) Wi Fi Service Central Park and Beach; and iv) Northampton County Resolution. Item 2C-Wi Fi Service Central Park and Beach would be moved to the beginning of the meeting since Ms. Judy Morgan was in attendance.

C. Wi Fi Service Central Park and Beach:

Mayor Proto invited Ms. Morgan to address Council regarding the unsolicited Wi Fi Service proposal.

Ms. Morgan informed Council that Eastern Shore Communications had done similar projects in other localities and Wi Fi connectivity was a nice amenity and especially important for destination communities. Ms. Morgan went on to explain the proposal.

The proposal included the following information: i) The appropriate poles and equipment would be installed along the beach and in Central Park to provide free Wi Fi access to users; ii) The initial cost to install the service would be \$12,873, \$15,187 or \$9,455 depending in the option chosen; iii) The monthly cost to the Town would be \$314.95 for the service; and iv) Users would be able to obtain basic Wi Fi at no cost but also had the opportunity to pay for upgraded service. 25% of revenues generated by the paid upgrades would be credited to the Town's account.

There was some discussion as follows: i) There was concern regarding the residents in houses neighboring the beach and Central Park possibly being able to access the free Wi Fi vs. the other residents having to pay for their own internet service; ii) Was Wi Fi service at the beach and in Central Park a necessity? Most of the vacation rentals provided internet service; and iii) The cost of the project and possible return on investment.

Mayor Proto stated that he felt it was a great idea and the question was not whether the Town should provide free Wi Fi services at the beach and in Central Park, but when the Town was going to be able to do it. Council needed to get through the budget process for FY 2017 to see if there would be any funding available for such a project.

Ms. Morgan added that she would recommend moving forward with the project before the tourism season began so the Town could get the full benefit of the subscription revenue. If the Town waited until August, it would not have an opportunity to recover any of the initial installation costs until the 2017 season.

A. Cape Charles Beach:

Town Manager Brent Manuel informed Council that the US Army Corps of Engineers (USACE) issued the Notice to Proceed for the dredge of the southern channel on April 28,

2016. The contractor had 20 days to begin the project. The sand placement would begin at the north end of the beach. There was concern that the longer it took the contractor to mobilize, the closer the timeline would be to Memorial Day. Brent Manuel stated that he would contact the USACE to obtain permission to call the contractor regarding their timeline. There was also the concern with the installation of the float lines off the beach and whether the dredge pipeline would interfere with the float lines. Harbor Master Charlie Farlow would be assessing the area regarding locating the anchors from last year and the installation of the new buoys. Once more information was obtained, the Town would notify the public via a Special Gazette, the Cape Charles Happenings, the website, etc. regarding the project timeline.

There was much discussion regarding placement of 100K cubic yards of sand along the beach in addition to the approximately 70K cubic yards that was placed on the beach last year. Several possible alternate locations were mentioned but Council was unsure whether the USACE could place sand on private property.

Discussion continued regarding beach signage, float installation and safety. Additional signage would be installed. Some of the signage from last year were stolen. Brent Manuel stated that he asked Charlie Farlow about beach signage in Virginia Beach and was told that Virginia Beach did not have signs up except at the oceanfront. Some of the suggested signage language included: No lifeguard on duty; Conditions change rapidly, please take precautions along with a graphic of a swimmer wearing a life vest; and Swim at your own risk – No lifeguard on duty. After further discussion, Council agreed that the lifeguard issue would not be pursued at this time.

B. Wastewater Treatment Plant:

Brent Manuel stated that Dave Fauber was off today so the discussion regarding the wastewater treatment plant (WWTP) would be postponed to another work session.

There was some discussion regarding recent issues, the taking of samples to Virginia Beach multiple times each week, equipment failure at the WWTP, fines and having the operators obtain their Class 1 Operator licenses. Mayor Proto asked the Council to submit their questions in writing to Brent Manuel who would provide them to Dave Fauber to get the answers. Mayor Proto added that the Town could possibly bring in an engineering firm to review the issues.

Councilman Bennett suggested that issues regarding the water plant be addressed as well.

D. Northampton County Resolution:

Brent Manuel stated that Mr. Kris Tucker, the new economic development director at Northampton County, spoke at the April 19th Council meeting and requested the Town's support for the development of a small business incubator or community kitchen at the former middle school in Machipongo.

Councilwoman Natali stated that she didn't want to adopt the resolution until a joint meeting had been scheduled with the Northampton County Board of Supervisors.

Mayor Proto informed Council that he had spoken with Supervisors Spencer Murray and Granville Hogg and they were interested in meeting with the Town Council. Mayor Proto added that he had drafted a letter to the Board of Supervisors requesting a joint meeting and asked Council to send him topics for discussion. Some potential topics were discussed as follows: i) Town Edge Overlay; and ii) Property transfers and the length of time it took the County staff to provide the information to the Town.

Mayor Proto went on to state that adoption of the resolution would be an act of goodwill and show that the Town was willing to work with the County regarding economic development and support for small businesses. The County was working with the Accomack-Northampton Planning District Commission which was trying to apply for a grant and this resolution was necessary to proceed with the application. The resolution would be an action item on the May 19th Council meeting agenda.

Other Matters

Councilwoman Natali suggested that a strategic planning session be scheduled this summer after the new Council was in place.

Councilman Bennett stated that, during the Candidate Forum, David Gay had commented that the grass in Central Park had died. Brent Manuel stated that the weeds were treated every year, but this year, the Bermuda grass was still dormant and the weeds had died and turned orange.

Vice Mayor Bannon stated that he would like to see the Civic Center floor refinished.

Motion made by Councilman Bennett, 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
Work Session
Cape Charles Civic Center
May 9, 2016
6:00 p.m.

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

Mayor Proto announced the business for the evening would be i) FY 2017 Budget Overview & Balancing Worksheet; and ii) FY 2017 Enterprise Funds/Utilities Rate Review.

Treasurer Deborah Pocock began by summarizing the modifications to the budget documents as follows: i) The new 2016 assessments were received from Northampton County and were an average of 15.36% lower than last year. The required equalized real estate tax rate, to remain revenue neutral, would be .3260. Each penny equated to \$34,713 in revenue vs. \$41,016 with the previous assessments; ii) The estimated amount for Prior Year Real Estate & Personal Property Tax Collections was increased by \$10K for a total of \$60K; iii) There was still about \$198K in unassigned 2013 Bond proceeds that needed to be used by the end of 2016. It was recommended that \$50K - \$70K, the amount needed to balance; be used for the Pump Station Improvements so the FY 2017 utility rates would not have to be increased; iv) The salary scale was shifted upward by 5%, as originally recommended by Springsted and as discussed in a previous work session, in order to make the employee compensation package more competitive. A number of employees were brought into the new range and those who through longevity of experience were not affected by the rate schedule shift were given a 1.7% increase. This was the amount of the SSA COLA for 2015 that was not adopted by the Council in this fiscal year. A few employees were adjusted to compensate them for taking on additional duties and responsibilities. There was much discussion regarding the recent losses of staff members to other organizations on the Shore at higher salaries; v) In most cases, the vehicle fuel expense was reduced by a small percentage to align with 2016 expenditures; and vi) Staff removed a number of requested items from the General Fund in an effort to reduce the budget shortfall.

Utility Rate Analysis:

At this time, the Public Utility budget had a shortfall of approximately \$72K. Council reviewed two options: i) Increase the combined utility rate by \$3.66 per month; or ii) Utilize unassigned 2013 Bond proceeds for the Pump Station improvements so the monthly utility rate could remain at \$107.46. After much discussion, Council opted to use the bond proceeds vs. increasing the rate.

Budget Overview:

Council reviewed the Budget Overview and the radio read water meters were deleted from the Public Utilities Fund budget since only one quote was obtained and no research or recommendation for funding had been provided. There was some discussion regarding the shortfall in the Harbor Fund budget which was due to the debt service. Council suggested that, after the discussed changes had been made, the remaining shortfall to cover the Harbor debt service should be funded by the Fund Balance.

Budget Balancing Worksheet:

Deborah Pocock reviewed possible areas for reduction in the General Fund as follows: i) The projected revenue for Prior Year Real Estate & Personal Property Tax Collections was increased by \$10K. With this change, the General Fund shortfall was decreased to approximately \$36K; ii) The Personnel Lapse would be reinstated in the Town Manager budget in the amount of \$10K to offset salary expense for vacant positions. This change reduced the General Fund shortfall to approximately \$26K; iii) The Connection Fee Study for \$10K was deleted. The Connection Fee Study needed to be completed in conjunction with a Utility Rate Study. Mayor Proto asked if this combined study could begin in this fiscal year; iv) Contracted Services was reduced by \$1,750 since the only big event for the Town this year was the 4th of July celebration; v) \$2K for the Hazardous Duty Retirement Study was removed since this project could be completed in this fiscal year; vi) The \$5K requested in Code Enforcement for demolition was removed and would be funded from the contingency fund if needed; vii) \$4,500 for the Dog Park fencing was removed from the Public Works budget as more research was needed regarding the Town's liability and maintenance issues for a dog park; viii) \$25K for the Central Park drainage area improvement project was removed. Council agreed that the drainage areas were performing as designed; ix) \$33K for a new beach sweeper was removed. At the last work session, Public Works/Utilities Director Dave Fauber had informed Council that the current beach sweeper had been repaired; x) There was much discussion regarding the funding request from the Cape Charles Volunteer Fire Company (CCVFC) which included \$25K for general operations and \$25K for a new pump for their truck. Mayor Proto asked Town Manager Brent Manuel to meet with the CCVFC leadership as soon as possible to obtain an itemized list of proposed uses for the \$25K for operations and clarification of whether the existing pump was operational. Depending on the outcome of that conversation, the CCVFC leaders could come to the next work session to discuss the issues; xi) After much discussion regarding the request for an additional police officer the majority of the Council in attendance felt that there was a need for the additional officer; xii) There was some discussion regarding the project timeframe for completion of Phase 2 of the Community Trail Project and the project manager's time was adjusted accordingly; xiii) There was much discussion regarding the \$120K proposed for the Pine Street Parking Lot/Waste Management Area. It was suggested that the Public Works yard would be a more suitable location for waste and recycling dumpsters. Kelly's Pub was the only restaurant in the Pine Street area without access to a dumpster on its property. Council agreed that the funding would be better utilized to improve the Harbor/Shanty Restaurant and Mason Avenue parking areas for functionality and safety. Councilman Brown suggested contacting Bayshore Concrete regarding crushed concrete for the parking area at the Harbor/Shanty Restaurant. The cost of lighting for the Mason Avenue parking area would be researched; and xiv) \$30K for Tree Removal and Replacement was deleted. Council felt that there were other projects that were more of a necessity. If a tree had to be removed, it cost could possibly be funded from the contingency fund.

Deborah Pocock stated that she would update the proposed budget with the changes discussed this evening for review at the next work session scheduled for Thursday, May 12th.

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

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Executive Session
Cape Charles Civic Center
May 9, 2016

Immediately Following Work Session

At approximately 8:30 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 and Treasurer Deborah Pocock were also in attendance.

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, 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: Review of Individual Exempt Employee Compensation for Budget Preparations – 2016 Overtime Exemption Law

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; Natali, yes.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adjourn the Town Council Executive Session.

Councilman Brown brought up the issue regarding Mason Avenue parking enforcement. After some discussion, Council reached a consensus to begin immediate enforcement of parking violations on Mason Avenue.

The motion to adjourn was unanimously approved.

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Work Session
Cape Charles Civic Center
May 12, 2016
6:00 p.m.

At approximately 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Godwin, and Councilwoman Natali. Councilman Wendell was not in attendance. Also present were Town Manager Brent Manuel, Treasurer Deborah Pocock and Town Clerk Libby Hume. There was one member of the public in attendance.

Mayor Proto announced the business for the evening would be to review the FY 2017 Budget Overview which included changes from the May 9, 2016 meeting.

Treasurer Deborah Pocock reviewed the changes made from the May 9th meeting. By funding the additional \$50K for pump station improvements from the PNC Bond proceeds, the utility rate could be decreased by approximately \$2 per month. There was much discussion regarding the utility rate with the concern if the utility rate was reduced by \$2 per month this year, the amount of the debt service was scheduled to increase each year, so the utility rates would most likely have to be increased again next year. The general consensus was to keep the utility rate as is and apply the overage into a reserve account to offset the potential increase in FY 2018.

Deborah Pocock went on to review the handout showing Possible Increases or Reductions: Pump for Cape Charles Volunteer Fire Company (CCVFC): Council reviewed the CCVFC's financial information as well as an email from Fire Chief Jay Bell regarding the \$25K request for pump repairs on truck 15. After much discussion, Council agreed to fund 50% of the pump repairs for a total contribution to the CCVFC of \$37,500.

Eastern Shore of Virginia Tourism Commission (ESVTC) Contribution: There was much discussion regarding the contribution to the ESVTC. The Town did not receive a funding request from the ESVTC but had contributed \$15K per year for the last two years. It was noted that the only other town on the Eastern Shore that contributed was Onancock which contributed \$2,500. Chincoteague did not contribute to the ESVTC directly but a portion of their transient occupancy tax (TOT) went to Accomack County which contributed for the County as a whole. Similar to Chincoteague, a portion of TOT collected in Cape Charles went to Northampton County which contributed to the ESVTC. According to the recent presentation given by Ms. Kerry Allison, Executive Director for the ESVTC, Northampton County was the largest contributor. After much discussion, Council agreed to reducing the contribution to \$10K and requesting itemized financial information showing how the ESVTC spent their money to promote Cape Charles. Council also wanted to ensure funding for the Welcome Center which was a major proponent of Cape Charles. It was agreed that \$5K would be kept in a contingency fund for a possible additional contribution to the ESVTC.

Harbor Boat: The current boat was unsafe and needed to be replaced. The new boat was estimated at \$12K and the existing boat motor would be used. There was much discussion regarding additional equipment and costs and uses for the boat. Council agreed to fund the boat using PNC Bond proceeds to reduce the Harbor shortfall by \$12K.

Deborah Pocock estimated the remaining shortfall at \$55,563 which Council agreed to fund using some of the available Fund Balance. By using the Fund Balance to cover the \$55,563 shortfall, the budget would be balanced. There was some discussion regarding the Fund Balance. Deborah Pocock stated that the current balance could not be determined until the FY 2015 financial audit had been finalized but thought it had a cash balance of approximately \$460K per the FY 2014 financial audit. The amount would most likely be increased after the FY 2015 audit was completed. Mayor Proto asked about utilizing the cash in the Fund Balance to reduce some of the Harbor's debt but Deborah Pocock cautioned that the Fund Balance was the Town's reserves and added that she would check to see if it would be legal to use the fund for that purpose. Deborah Pocock would also check the bond agreement to see if it allowed for early pay-off.

There was much discussion regarding the Keck Wells project which was still included in the FY 2017 proposed budget. Deborah Pocock stated that the project could possibly qualify for a grant/loan through USDA Rural Development (USDA-RD). Brent Manuel added that USDA-RD needed to review the engineering report for the project and could determine whether it qualified for assistance. If the project qualified, it would be funded by 25% grant and 75% loan. If it did not qualify, the project would not be pursued in FY 2017.

Mayor Proto thanked Deborah Pocock for all her work regarding the proposed budget.

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

Mayor Proto

Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
April 30, 2016**

CASH POSITION

Cash on Hand	3/31/2016	4/30/2016	Increase/(Decrease)
Shore Bank Checking Account	\$ 748,715	\$ 821,416	\$ 72,701
Shore Bank Money Market Account	\$ 477,084	\$ 477,273	\$ 190
LGIP Account 1 - Unrestricted	\$ 97,656	\$ 97,695	\$ 38
LGIP Account 2 - Unrestricted	\$ 299,525	\$ 299,647	\$ 122
Total Cash On Hand	\$ 1,622,979	\$ 1,696,031	\$ 73,052

Restricted and Reserved Cash Balances	3/31/2016	4/30/2016	Increase/(Decrease)
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$234,559	\$234,559	0
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	\$4,399	\$4,834	436
Shore Bank Checking Account - E-Summons Revenue Reserved	\$115	\$135	20
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,587	\$257,589	1
Total Cash Held in Reserve	\$ 1,466,959	\$ 1,467,416	\$ 457
Total Cash - All Accounts	\$ 3,089,939	\$ 3,163,447	\$ 73,509

DEBT SERVICE

Next Debt Service Payments:
FY 2017

Due Date

Amount

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	107,564	2,141,506	2,236,066	94,559	4,158,455	53.77%
EXPENDED	214,295	1,586,634	1,878,487	291,853	4,050,514	46.38%
NET	(106,730)	554,872	357,578	(197,294)	107,941 surplus to harbor	
PUBLIC UTILITIES						
REVENUES	121,914	1,370,080	1,491,615	121,535	1,723,011	86.57%
EXPENDED	204,753	1,309,439	1,221,337	(88,102)	1,723,011	70.88%
NET	(82,838)	60,641	270,278	209,637	0	
HARBOR						
REVENUES	330,136	627,929	1,214,950	587,021	1,965,837	61.80%
EXPENDED	117,048	733,310	1,560,314	827,004	2,073,778	75.24%
NET	213,088	(105,381)	(345,365)	(239,984)	(107,941)	
SANITATION						
REVENUES	14,535	146,737	155,057	8,320	175,300	88.45%
EXPENDED	14,086	127,093	128,871	1,778	175,300	73.51%
NET	450	19,645	26,187	6,542	0	

FY 2016 Capital Improvement Project Tracking Report

As of:
4/30/2016

			FY16	FY16	FY16	FY16	FY16	FY16	FY16	(Over)/Under
			Status or Start Date	Budgeted	QTR 1	QTR 2	QTR 3	QTR 4	YTD	Budget
		Percent of			Expended	Expended	Expended	Expended	Expended	
		Completion								
General Fund										
Enterprise Management System (Finance)	Remainder due in July	35%	\$ 55,069	\$ -	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ 36,069	
Replacement Police Vehicle	Complete	100%	\$ 26,000	\$ -	\$ 26,668	\$ -	\$ -	\$ 26,668	\$ (668)	
Police vehicle cameras & software	Complete	100%	\$ 10,600	\$ -	\$ 9,640	\$ -	\$ -	\$ 9,640	\$ 960	
Code Enforcement Vehicle	Complete	100%	\$ 25,302	\$ 26,125	\$ -	\$ -	\$ -	\$ 26,125	\$ (823)	
Public Works Tractor	Postponed pending USDA Grant	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	
Mason St Parking Improvements	Almost complete	72%	\$ 20,000	\$ 9,216	\$ 5,235	\$ -	\$ -	\$ 14,451	\$ 5,549	
Sidewalk Repair Program (VDOT grant 50%)	Research phase	1%	\$ 20,000	\$ -	\$ -	\$ 231	\$ -	\$ 231	\$ 19,769	
Pine St Parking/Waste Mgmt Design	In progress	14%	\$ 60,000	\$ -	\$ 5,517	\$ 2,669	\$ -	\$ 8,187	\$ 51,813	
Strawberry Street Plaza Purchase/Improvements	Pending	0%	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	
ArtWalk - Wayfinding Signage	Pending	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Central Park Playground Equipment (phase 1)	In progress	%	\$ 30,000	\$ 46	\$ 58	\$ 37,297	\$ 2,599	\$ 40,000	\$ (10,000)	
Cape Chas Multi-Use Trail Phase 2	In progress	1%	\$ 1,570,000	\$ 4,486	\$ 3,677	\$ 4,210	\$ 2,100	\$ 14,474	\$ 1,555,526	
Security Cameras for Beach, Park, Civic Center	Research phase	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
subtotal			\$ 1,941,971	\$ 39,873	\$ 69,795	\$ 44,408	\$ 4,699	\$ 158,774	\$ 1,783,197	
Water Fund										
Automatic Flush (2 & 3 of 5)	1st complete, 2nd pending	65%	\$ 20,000	\$ 12,371	\$ 573	\$ 13	\$ -	\$ 12,958	\$ 7,042	
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400.00	\$ 100	
subtotal			\$ 23,500	\$ 15,771	\$ 573	\$ 13	\$ -	\$ 16,358	\$ 7,142	
Sewer Fund										
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400	\$ 100	
Plum & Mason Pump Station Engineering	In progress	6%	\$ 165,000	\$ 2,695	\$ 1,897	\$ 4,712	\$ -	\$ 9,304	\$ 155,696	
Manhole Rehab	Near completion	82%	\$ 41,792	\$ 17,396	\$ 16,896	\$ -	\$ -	\$ 34,292	\$ 7,500	
subtotal			\$ 210,292	\$ 23,491	\$ 18,793	\$ 4,712	\$ -	\$ 46,996	\$ 163,296	
Harbor Fund										
Breakwater	Preconstruction mtg. Nov 24	89%	\$ 860,000	\$ 20,396	\$ 9,416	\$ 737,492	\$ -	\$ 767,305	\$ 92,695	
Truck	Transferred from Code Enf.	100%	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -	
subtotal			\$ 870,000	\$ 30,396	\$ 9,416	\$ 737,492	\$ -	\$ 777,305	\$ 92,695	
TOTAL			35%	\$ 2,835,471	\$ 86,040	\$ 79,784	\$ 781,913	\$ 4,699	\$ 999,432	\$ 2,046,331

MUNICIPAL CORPORATION OF CAPE CHARLES
April 30, 2016

YTD 2015 Real Estate Tax Collections

Total Land Value	\$	204,870,500	
Total Improvement Value	\$	205,290,456	
Additional Assessments	\$	<u>6,819,000</u>	
Total Real Estate Value	\$	416,979,956	

4/30/2016

Total Budgeted	\$	1,079,374	
Total Bills Mailed	\$	1,131,950	
Total Adjustments	\$	6,385	
Total Collected YTD	\$	<u>1,056,044</u>	98%
Amount Due	\$	82,290.36	

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

Total Personal Property Value	\$	14,603,900	
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4/30/2016

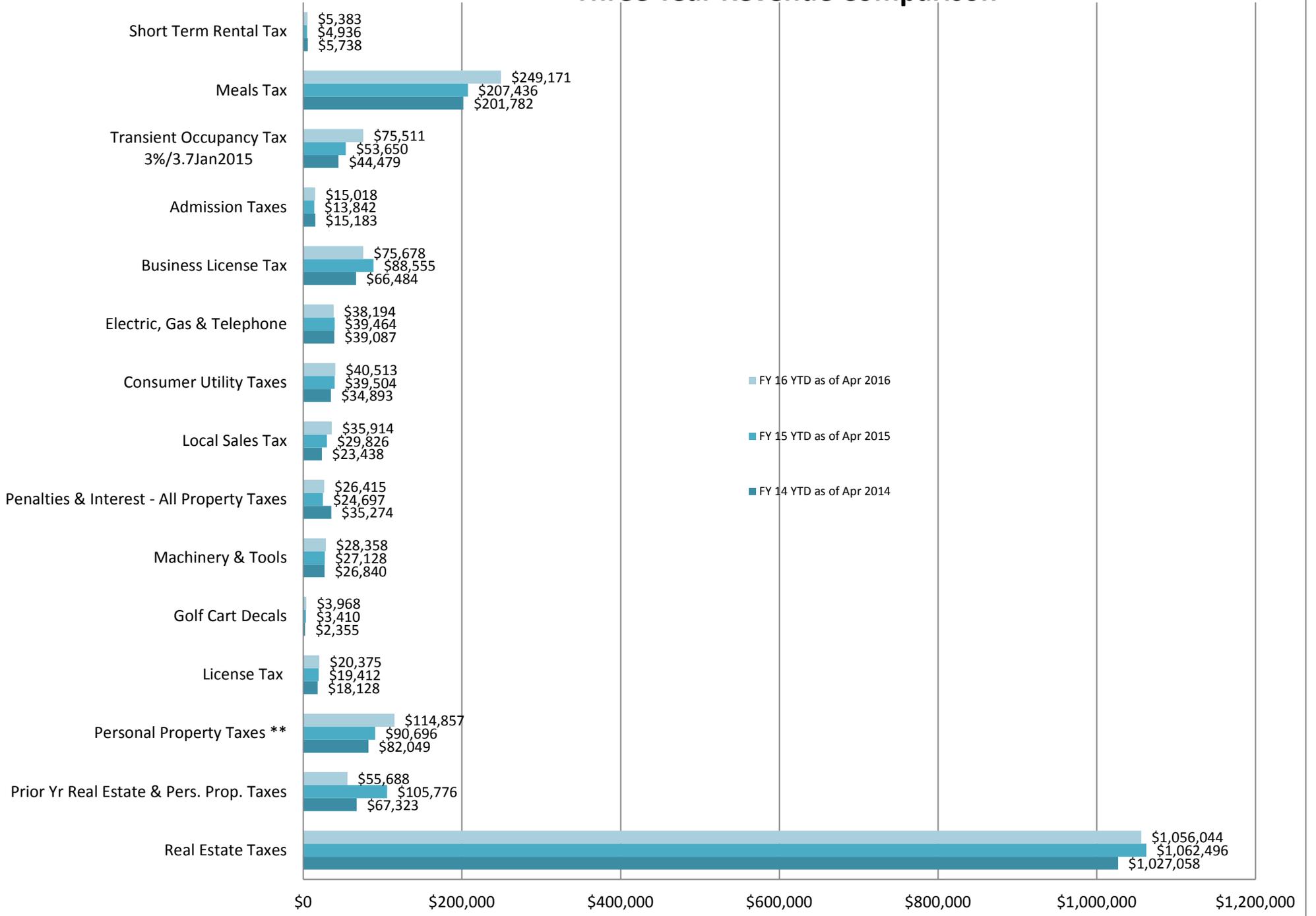
Total Budgeted	\$	135,500	
Total Bills Mailed	\$	212,676	
Total Adjustments	\$	(5,203)	
Total Collected YTD	\$	<u>141,453</u>	104%
Amount Due	\$	66,020	

FY 2016 YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections

4/30/2016

Total Budgeted	\$	100,000	
Total Collected	\$	<u>61,064</u>	61%
Amount Anticipated/(Over)	\$	38,936	

Three Year Revenue Comparison



Planning Department Report for Town Council

From: Larry DiRe 
To: Town Council
Date: May 5, 2016
Subject: Report for Planning Department
Attachment: None

Permits:

Two Applications for Zoning Clearance were approved this month.

Planning Commission:

1. The Planning Commission rescheduled the May regular meeting from Tuesday May 3rd (Election Day in Cape Charles) to the alternative meeting date of third Monday (May 16th).

Historic District Review Board:

1. The Historic District Review Board received four applications for Certificate of Appropriateness at the April 19th regular monthly meeting. These applications included modification of a previous Certificate of Appropriateness from a room addition to a screened porch; siding removal and re-siding at a single-family home; re-siding and window and door openings on a single-family house; and removal of a chimney from a residential building. All were approved.

Harbor Area Review Board:

1. The Harbor Area Review Board had no business and did not meet.

Board of Zoning Appeals:

1. The Board of Zoning Appeals had no business and did not meet.

Wetlands and Coastal Dunes Board:

1. The Wetlands and Coastal Dunes Board had no business and did not meet, but is in the process of scheduling a meeting to consider dune management issues.

Code Enforcement

Month of April FY16

Building Permits Issued/Permit Fees Collected:

Permits this month: 35	
Permits this year: 308	Total permits last year: 364
Total construction this month: \$391,807	
Total construction this year: \$10,306,589	Total construction last fiscal year: \$6,699,479
Permit fees this month: \$4,348.86	
Total permit fees this fiscal year: \$195,486.74	Total permit fees last fiscal year: \$186,198.10
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: \$111,150
Fire Dept. levy this month: \$394.17	
Total Fire Dept. levies this year: \$7,787.07	Total Fire Dept. levies last fiscal year: \$5,612.52
State levy this month: \$78.72	
Total state levies this year: \$1,511.16	Total state levies last fiscal year: \$1,122.65
Miscellaneous Revenue: \$0	

Existing Structures Code Enforcement Cases:

Total Cases: 27	
New this month: 0	
Closed this month: 0	
Rental Inspections: 2	
Rental C.O's Issued: 0	
Rental Inspection fees collected: \$250	
Grass cutting enforcement: 33	
Grass cutting: 0	
Enforcement fees charged this month: \$0	
Enforcement fees charged this year: \$1,400	Fees charged last fiscal year: \$10,050
Enforcement fees collected: \$0	
Enforcement fees collected this year: \$0	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 FY16

Other items of note:

1. Completed **75** inspections
2. Conducted 0 zoning clearances
3. Completed 2 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 0 residential plan reviews
8. Completed 0 commercial plan review
9. Issued 0 Public Utilities Shallow Well permits
10. Staff has received revised plans for 207 Mason Avenue and will be reviewing them for compliance next week.
11. Staff reviewed a set of plans for a range hood fire suppression system for the catering kitchen at the Oyster Farm.
12. Staff met with new tenants of a commercial space on Mason Avenue regarding a new restaurant.
13. Staff has approved all plans for 207 Mason Avenue and will be issuing permits for the work to commence any time.
14. The code enforcement case on Randolph Avenue has been closed. The house has been completely cleaned out and proper sanitary facilities are in operation. There is still some repair work going on inside the structure that did not relate to the unsafe/uninhabitable nature that the structure was once in. A big thank you to Cape Charles Baptist Church and a host of other people/businesses for stepping in to help the residents of the structure in a great time of need.
15. Grass season is upon us as Spring is here. Staff prepared and sent out 33 notices regarding tall grass. Grass will be cut this week for properties that have not complied with notices.
16. Staff met with Health Department Officials regarding hotel and marina regulations.
17. Staff has had some inquiries regarding multi-family residential and has provided them with details on specific code requirements.

05/09/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PF160004	Fire Suppresio	04/26/2016	1134 Bayshore Lane	Fireworks display for July 4th 2016.	\$0.00	\$15,000
	PT160005	UST/ AST	04/14/2016	103 Creekside Lane	Bury 1000 Gallon Tank	\$56.00	\$250
	PG160019	Gas	04/14/2016	103 Creekside Lane	Install Gas Service to S/F Residence	\$56.00	\$200
	PB160027	Building	04/06/2016	534 Jefferson Avenue	Jack Up House and Install New Foundation	\$251.17	\$29,850
	PB160033	Building	04/26/2016	534 Jefferson Avenue	Alteration & Addition per application	\$924.00	\$150,000
	PP160047	Plumbing	04/19/2016	204 Madison Avenue	Install new water main from town meter to	\$56.00	\$1,545
	PE160019	Electrical	04/19/2016	319 Marina Village Cir	Install 100 amp Subfed Panel in existing co	\$84.00	\$800
	PE160020	Electrical	04/19/2016	500 Marina Village Cir	Adding 4 new circuits to an existing buildin	\$84.00	\$1,000
	PP160049	Plumbing	04/29/2016	500 Marina Village Cir	New Plumbing for Garage Area at the End	\$84.00	\$2,000
	PM160014	Mechanical	04/05/2016	700 Marina Village Cir	Type I Range Hood	\$168.00	\$10,000
	PF160003	Fire Suppresio	04/26/2016	700 Marina Village Cir	Install Wet Chemical Fire Suppression Syst	\$107.52	\$4,600
	PG160020	Gas	04/29/2016	700 Marina Village Cir	Install 7 new gas outlets for a commercial k	\$97.37	\$3,694
	PE160025	Electrical	04/29/2016	700 Marina Village Cir	New wiring for type 1 range hood & fire su	\$84.00	\$1,000
083A3-0201-06	PM160013	Mechanical	04/14/2016	115 Mason Avenue	Replace Air to Air Heat Pump in existing co	\$116.12	\$5,368
083A3-0201-06	PB160035	Building	04/28/2016	115 Mason Avenue 30	Chinese Drywall Remediation	\$168.00	\$15,000
083A3-0201-06	PB160036	Building	04/28/2016	115 Mason Avenue 30	Chinese Drywall Remediation	\$168.00	\$15,000
083A3-0100-59	PB160031	Building	04/07/2016	425 Mason Avenue	Interior Alteration to Pizza Parlor	\$285.60	\$18,000
083A3-0100-59	PE160022	Electrical	04/19/2016	425 Mason Avenue	Adding 6 circuits to an existing building	\$89.60	\$3,000
	PE160017	Electrical	04/01/2016	3 Park Row	New 200 Service in Existing Residence	\$67.20	\$4,500
083A3-0100-49	PB160029	Building	04/07/2016	115 Peach Street	Permit to perform final inspection	\$56.00	\$2,500
	PE160018	Electrical	04/01/2016	217 Peach Street	Rewiring an existing S/F residence200	\$89.60	\$8,500
	PP160044	Plumbing	04/11/2016	217 Peach Street	Replace Water & Sewer Lines in Existing S	\$67.20	\$4,500
	PM160015	Mechanical	04/11/2016	217 Peach Street	Install 2 new Air to Air Heat Pumps in existi	\$90.16	\$8,600
	PB160026	Building	04/06/2016	614 Pine Street	Remove and Replace a 12' x 24' Metal Fron	\$58.80	\$3,000
	PE160021	Electrical	04/19/2016	416 Plum Street	Upgrade service to existing building	\$56.00	\$1,200
083A3-0203-01	PB160032	Building	04/13/2016	1 Randolph Avenue	Adding one bathroom & remodeling 2 bathr	\$196.00	\$20,000
	PP160048	Plumbing	04/26/2016	222 Randolph Avenue	Install plumbing for 1 outdoor shower & 1 h	\$56.00	\$2,500
	PE160023	Electrical	04/26/2016	222 Randolph Avenue	1 Subfeed for outdoor outlets, shed lights	\$56.00	\$2,500
	PP160045	Plumbing	04/11/2016	237 Randolph Avenue	Finish up installation of plumbing fixtures th	\$56.60	\$1,500
083A3-0100-46	PP160046	Plumbing	04/12/2016	517 Randolph Avenue	Install Hot Water Heater & repair existing b	\$56.00	\$1,000
	PE160024	Electrical	04/27/2016	530 Randolph Avenue	Install 200 Amp Service to new accessory	\$56.00	\$2,000

05/09/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PB160034	Building	04/21/2016	114 Tazewell Avenue	Tear off old siding and replace with Hardi	\$86.80	\$8,000
	PM160017	Mechanical	04/26/2016	219 Tazewell Avenue	Installing a new 2 Ton Heat Pump per appli	\$71.12	\$5,200
083A3-0100-37	PB160030	Building	04/20/2016	501 Tazewell Avenue	Alteration per application	\$252.00	\$30,000
	PB160028	Building	04/12/2016	526 Tazewell Avenue	Finish incomplete exterior construction per	\$98.00	\$10,000
Total Permits: 35						\$4,348.86	\$391,807

PerDateIssued Range from 04/01/2016 to 04/30/2016

Town Harbor Town Council Report April 2016

Items of Interest:

1. Planning the Memorial Day holiday weekend. We are 100% + booked and the yacht club has plans for evening gatherings.
2. Working on advertising, signage to partner with local businesses which have an impact on the transient boating community and fisherman who use our ramps and marina in Cape Charles.
3. The harbor has purchased water safety gear for employees around the docks such as auto inflatable PFD vests. This equipment is to be reimbursed by grant.
4. The harbor is acquiring equipment to assemble kits to be used in case of vessel fires at our docks and on the water. We plan to house these kits on and around our docks and will offer the CCFD to carry similar kit in their trucks.
5. April 1 is the date for the annual slip holders' renewal application. We have booked 90% of the annual and seasonal slips and working on the waiting list to offer remaining slips. The waiting list is current and have 8 persons currently assigned.
6. Facebook is on-going. Will be using as an advertising tool in the near future.
7. MapTech Cruising Guide is fresh of the press with new full page Cape Charles Town Harbor and Marina and for sale in marina shop. Spin Sheet ad has been updated. We have increased our advertising to include the Virginia Tourism and the Chamber of Commerce with ads in the map handouts located in the visitors center and along route 13.
8. Delinquent account holders are being pursued and updates will be ongoing.
9. Barbara Michaux is currently on sick leave. Barbara is out and about, visiting when able. She thanks the town employees who graciously donated their sick leave.
10. Assistant Harbor Master Andrew Spencer has returned with great enthusiasm. Started April 4, 2016. We welcomed his return to the harbor and have plenty of work ahead.
11. The harbor is working on cleaning and surveying the vessel to make ready for sealed bid auction. The auction is set for May 16 for 1 week to end midnight MAY 23RD, 2016. Sail Boat "Adhara", 29' 6", 1979, white, Hull ID No. GCY29664M79J, Registration No. VA 3700 AL.

Maintenance/Repairs:

1. BMP, planting to begin as soon as plant selection is arrived, we awarded the bid to Kim Allen with Benjamin Lewis and Browder-Hite Inc.
2. Making progress on repairs are for the ramps and electrical pedestals around the marina.
3. Routine inspection reports (work in progress).
4. Repairing and replacing board walk on the west rear of the Shanty. (On Hold until next phase of dredging and Army Corp confirms the placement of spoil pipe). No Change at this time.
5. Work in progress on VDH grant to allow the sewage pump out station to be open 365 day without winterizing.

Capital Projects and Harbor improvements:

1. Dredging, final phase (bid awarded and moving forward).
2. Watermen's Memorial – Working with Tom Bonadeo and Ed Lewis, discussed turn around issues and possible minor design change. Looking into pavers or similar for half circle and around Memorial. Pricing pavers, and weather to coordinate digging and pouring footers. Do to traffic and Shanty patrons may need to consider after holiday to proceed.
3. Virginia Port Authority – Aid to Local Ports Grant for projects to include the 4th Breakwater and North Entrance Jetty Engineering. Waiting for final decision for Port Authority.

Business YTD:

Rentals						
	FY 2014/2015		FY 2015/2016		FY 2016 (Cal. YTD projected)	
SLIP	94		94		94	
ANNUAL			207	\$42,295.00	42	\$92,600.00
SEASONAL			154	\$25,536.00	7	\$10,800.00
QUARTERLY			7	\$2,185.00	4	\$3,360.00
MONTHLY	36.4	\$8,036.35	179	\$8,238.00	1	\$333.00
WEEKLY	140.15	\$9,281.81	33	\$5,134.00	3	\$735.00
NIGHTLY	1,061	\$65,864.80	1,639	\$66,660.00	295	\$18,069.00
HOURLY	82	\$410.00	145	\$740.00		
STORAGE			28	\$4,061	10	\$2,926.75

NOTE: Projected fees based information on return customers and renewal agreements in March 2016 for next annual rentals. Slips only, does not including any side moorings and 35' average vessel length. All other Seasonal to Nightly rentals are current bookings for 2016 season.

Fuel (Gallons)				
	FY 2014/2015		FY 2015/2016	
Diesel	48,091.805	\$163,039.03	49,164	\$111,041.00
Transport	4,000	\$9,259.98	4,328	\$12,567.00
Regular	24,184.649	\$77,669.87	22,069	\$69,739.00
Plus (Non Ethanol)	15,711.693	\$65,55.98	17,052	\$63,178.00
Inter Dept. Accts				

Wharf Fees (Lbs.)				
	FY 2014/2015		FY 2015/2016	
Conchs	43	\$21.50	256	\$122.40
Crabs	10,483	\$3,718.33	9,306	\$4,639.00
Fish	60,909	\$414.82	119,143	\$476.58
Horse Shoe Crabs	182.9	\$27.44	547.1	\$218.84
Oysters	0	\$0.00	0	\$0.00

Credit card fees this month: \$11.61

Credit card fees YTD: \$7,745.00

Finance charges collected YTD: \$55.57

Finance charges YTD: \$374.89

Waiting List:

Length	Annual	Seasonal	Total
20'			
24'	1		1
30'	3	1	4
36'	2	1	3
45'			
50'			
60'			
Totals	6	2	8

Clubs reserved for the season:

**Cape Charles Memorial Library
Monthly Report, April 2016**

Youth Programs

Preschool Storytime	29
Toddler Storytime	28
Chess Club	13
Tween Program	9
Poetry Reading	21
ESC Service Board Storytime	10

Adult programs (provided by the Friends)

Friends Afternoon Tea	59
IPhone/ Windows	20 8
Dream Class	29
Total	226

• **Meetings**

- Staff attended ESPL Trustee meeting, 4/4
- Staff attended Friends of the Library meeting, 4/4
- Staff attended a special Eastern Shore Public Library Trustee meeting at the Eastern Shore Chamber at 1:00 on April 11 to begin drafting a new strategic plan for the ESPL.
- Staff attended Library Board meeting, 4/13
- Staff met with Emily Cullen, president of the Friends of the Library to discuss the 2016 Summer Reading Program.

• **Facility**

- A contractor has been hired to work on the meeting room and will begin next week.

• **Marketing & Communication**

- Staff has finalized the *2016 Summer Reading Program* and is now working on the prize schedule and the publicity flyers.

• **Outreach**

- Staff attended the last *Friends of the Library Tea: Spring into Fashion* and gave a short talk on library programs and services on 4/11.
- Staff presented a Storytime to “special adults” from the Eastern Shore Community Services board from Exmore. 4/12
- Staff attended the Rosenwald School Restoration Initiative spring dinner on Saturday. 4/16

• **Technology**

- The only computer problem this month: Firefox was corrupted on one computer and had to be reinstalled.

• **Adult Programs**

- *Poetry Reading at the Library* was held on 4/12 at 7:00. We had 20 to attend.

•

• **Friends of the Library Adult Programs**

- *Friends of the Library Tea*, held on 4/11

- Friends of the Library held three classes in the *Computer Tutor Series* this month: iPhone Help, Computer Help, and Smartphone Help.
- *What To Do With What You Dream* was held on 4/16 from 9:30 to 3:00 and 29 attended.

- **Youth Services**
 - *Paws for Reading* was held on Saturday, 4/16 from 10:45 to 12:00 and we had two children read to Diesel the dog.
 - Our second *Tween Extreme Game Night* was held on Friday, April 22 from 7:00 to 9:00 and was another success.

- **Continuing Education: no report**

- **Collection Development**
 - The Library received a donation of genealogical books from a local genealogist for the Local History Room.

- **Upcoming Events**
 - *Smart Beginnings* will present a Storytime on 5/5.
 - May 7 is *Free Comic Book Day*. Staff contacted Diamond Comic Distributors and we received approximately 100 free comics to give away.
 - The Friends of the Library will begin their *2016 Author Series* on May 16 with author and TV producer Jim Baugh at 7:00 at the Civic Center.
 - *Paws for Reading* will continue to be held every third Saturday of the month from 10:45 to 12:00. This is a program that allows children to read aloud to a therapy dog in order to improve reading and communication skills. Registration is required.
 - The 3rd *Tween Extreme Game Night* will be held on 5/20 at 7:00.
 - The *2016 Summer Reading Program* will begin on June 20 and our first programs will be on June 21 with Kiptopeak State park at 11:00 and LEGO Build at 3:00.

	CAPE CHARLES MEMORIAL LIBRARY 2016												
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$96.15	\$149.75	\$102.10	\$80.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$428.80
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$192.50
TOTAL	\$144.65	\$221.75	\$141.10	\$113.80	\$0.00	\$621.30							
Deposit													
BOOK CIRC-ADLT													
Fiction	503	536	500	470	0	0	0	0	0	0	0	0	2009
Non-fiction	184	136	142	126	0	0	0	0	0	0	0	0	588
DVDs	196	204	152	115	0	0	0	0	0	0	0	0	667
TOTAL 2016	883	876	794	711	0	3264							
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590
BOOKS CIRC-JUV													
Fiction	327	349	517	502	0	0	0	0	0	0	0	0	1695
Non-Fiction	3	62	143	85	0	0	0	0	0	0	0	0	293
DVDs	60	50	65	60	0	0	0	0	0	0	0	0	235
TOTAL 2016	390	461	725	647	0	2223							
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250
TOTAL 2016	1273	1337	1519	1358	0	5487							
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840
ATTENDANCE 2016	879	896	1193	1056	0	4024							
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186
PROGRAMS 2016	13	14	17	17	0	61							
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212
PROG. ATTEND 2016	163	228	250	226	0	867							
Prog. Attend 2015	82	48	159	115	169	211	650	372	109	172	200	334	2621
Computer Classes	0	0	0	0	0	0	0	0	0	0	0	0	0
Class Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
INTERNET USE 2016	196	224	253	218	0	891							
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970
LIBRARY CARDS 2016	9	16	12	22	0	59							
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198
Volunteer Hours 2016	298.00	264.00	364.75	349.50	0.00	1276.25							
Volunteer hours 2015	32.8	73.5	180.8	164	147	165.25	36.5	38.5	120.5	262.25	128.75	258.00	1607.85

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: 50
- Calls for service outside of Cape Charles: 15
- Felony arrests: 1
- Misdemeanor Arrests: 1
- D.U.I. Arrests: 0
- Traffic Summons: 2 (see page 2.)
- Traffic Warnings: 14 (written& verbal):
- Parking tickets: 0
- Building Checks: 20
- Assisted Northampton County Sheriff's Office: 14
- Assisted Virginia State Police: 1
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 8
- Foot Patrol Hours: 89
- Bay creek patrol hours: 39.5

The following took place in April:

- Taught threat awareness to C.C.C.S.

Traffic Summons

1. Reckless driving (accident)
2. Reckless driving

ARRESTS

1. Assault on police officer
2. Probation violation

Public Utilities

Monthly Report April 2016



Production Summary

- Miss Utility Tickets: 61
- Emergency Call Outs After Hours and Weekends:
Number of times called out:
Total Man Hours:
- Fire Calls: Man Hours:
- Sludge: Tons 10
- *Water: Total Production : 3,096,402 Gallons
High: 123,600 March 12
Low: 70,100 gallons on March 3

Average	Raw Water	Finished Water
Hardness	408	106.3
Iron	8.2	.019
Manganese	.516	.014

All Data in PPM

- *Waste Water: Average Flow 117,430 gpd
Maximum 163,100 gpd
Total for Month 3,640,330 Gallons
Nutrients:
Phosphorus Average .015 Limit .3 mg/l annual average
YTD .017
Nitrogen Average 1.0 Limit 4 mg/l annual average
YTD 1.18

(*Numbers are from previous month)

Personnel

- Water
 - Scottie Neville Operator Class 3 Water, Operator in Charge
 - Ron Bailey Operator Class 3 Water
 - Patrick Christman 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 2 WW, Maintenance
 - Billy Powell Maintenance Supervisor

Public Utilities

Response to Issues Brought up at 4/21 Council Meeting

- Water vs Wastewater figures and Rainfall Requested by councilman Bennett
See attached chart

Completed Projects

- 2 new mixers installed at WWTP

In Progress

- Two mixers off line and sent for repairs (still out)

Upcoming Projects

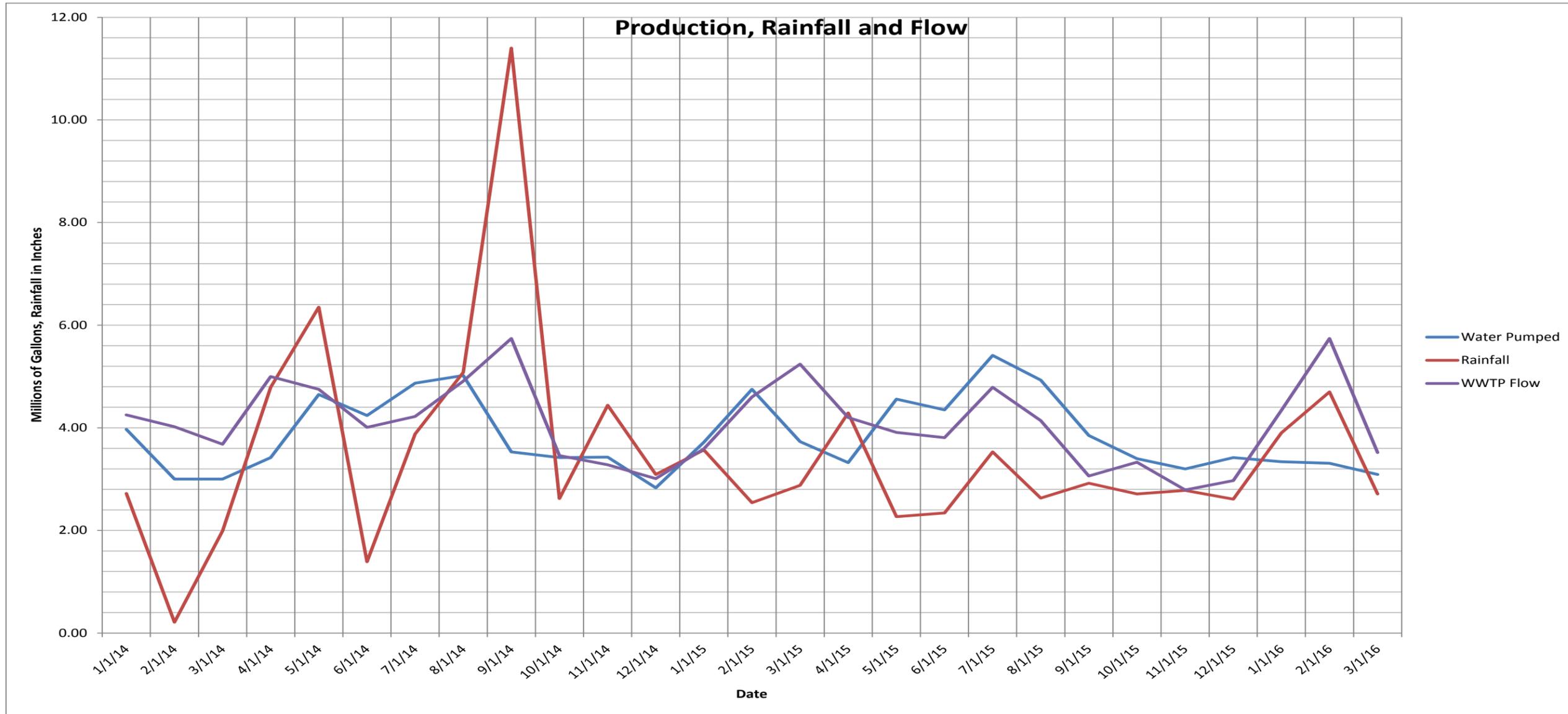
- Valve exercising.

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.
 - Waiting for budget approval.
 - Preliminary Engineering for the installation of the chlorination equipment. Under Task Order No.4 a PER was prepared and submitted to the VDH-ODW and approved.
- Waste Water
 - Task Order #5 Pump Station Improvements
 - We have received the engineer's report for review.

Cape Charles

January 2014 to April 2016



PUBLIC WORKS

April 2016



Dump Fees \$69.69

- Recycled 12 truckloads of bags & leaves
- Recycled 10 truckloads of brush

Staff Report

- Brent Mears has performed well as crew leader since the departure of Peter Leontieff.
- We are reviewing applications for new public works foreman position
- Playground equipment
 - Work has begun. Weather has hampered progress. Playground will be open for Memorial Day weekend.
 - Work on equipment is 95% complete. Mulch has been delivered and ready for spreading. Thanks to the CCPD for all their help.

Completed Projects

- Love Sign has been relocated

In Progress

- All--Vehicle/equipment maintenance
- Beach sweeper repairs
- Alley maintenance
- Receiving prices for mosquito spraying

Upcoming Projects

- Alley tree & bush right of way trimming
- Install alley stop signs
- Clean up and repair Central Park Gazebo

Man Hours per Project/Task

Vehicle Maint.	Equipt. Maint.	Building Maint.	Public Debris Areas	Street Cleaning	Beach Maint.	Public Maint.	Public facilities cleaning	Admin. training	Property maint. & repair Playground	Events/M.reads
	2	4	72		84	26	40		239 DF 100 Total 339	13

Recreation Department

May 2016 Council Report

- The Blessing of the Fleet was held April 15. The Town once again received help from the Cape Charles Coast Guard, the Coast Guard Auxiliary, The American Legion and Town staff. David Kabler was kind enough to lend us his cannon. Mayor Proto did a great job as the Master of Ceremonies. It is always exciting when a small town comes together for this type of event.
- The Historic Cape Charles Old House Fair met again on April 21. Community Events staff was not able to attend but shared notes reflect that the event is moving forward for June 18.
- Staff walked through Town April 21 with a representative from the Cape Charles Business Association on April 21 to discuss the Town map with businesses. Additional advertising space will be given to businesses who agree to have extended business hours from Memorial Day to Labor Day. Businesses were also encouraged to get their business license if they had not already done so. Businesses without a business license will not be shown on the Town map.
- The Blessing of the Worms took place on April 24. The Spring Garden Session will begin on May 5.
- The Shrimp Boil was held on April 30. The Historic Society also kicked off their first Tuesday Farmers Market on May 3. It has been reported that there were over 200 visitors to the market.
- Eventacular met on May 3. The committee has been very successful with its first two events – Tall Ships and the Birding Festival. The Birding Festival will be held at the Sunset Beach Resort this year under new management and Tall Ships will continue to visit Cape Charles Harbor throughout the year.
- The first Town Wide Yard Sale will take place May 7. To date 13 applications have been received with 8 in the designated parking lot and 5 at private residences.

 TOWN OF CAPE CHARLES	AGENDA TITLE: FY2016-2017 Proposed Budget and Utility Rates – Schedule Public Hearing		AGENDA DATE: May 19, 2016
	SUBJECT/PROPOSAL/REQUEST: Schedule Public Hearing for FY2016-2017 Proposed Budget and Utility Rates		ITEM NUMBER: 8A
	ATTACHMENTS: FY2016-2017 Revenue & Expenses by Fund; FY17 Capital Projects		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Debbie Poccock, Treasurer	REVIEWED BY: Brent Manuel, Town Manager	

INFORMATION ON THE PROPOSED BUDGET:

Attached is the proposed Fiscal Year 2016-2017 Budget showing a total budget of \$7,974,132. This includes \$3,105,600 for Capital Projects, described in the FY 2017 Summary of Capital Projects by Fund. The total proposed budget for the General Fund is \$3,723,535.

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 \$3,782,198 and Expenditures projected at \$3,723,535. Projected surplus of \$58,662 will cover the shortfall in the Harbor Fund, which is due to debt service. \$326,979 lower than FY 2015-2016; a decrease of \$518,371 in Capital Projects, as well as wage and compensation study increases, addition of a part-time finance department assistant and police officer.
2. Public Utilities Fund Revenue and Expenditures projected at \$2,302,286. \$579,275 higher than FY 2015-2016; primarily an increase in capital projects.
3. Harbor Fund Revenue projected at \$1,713,689, and Expenditures projected at \$1,772,351; a deficit of \$58,662 which will be covered by General Fund Surplus. \$301,427 lower than FY2016, due to a decrease in fuel prices and anticipated sales.
4. Sanitation Fund Revenue and Expenditures projected at \$175,960, \$660 higher than FY 2015-2016.
5. The overall FY2016-2017 budget is \$48,471 lower than FY2015-2016, with \$90,000 being allocated for a contingency fund.

INFORMATION ON THE UTILITY RATES:

The proposed budget maintains the same minimum total rates for utilities service. The trash collection fee will remain at \$13.76 which represents the cost to the Town under the Davis Disposal contract. The water rate will remain 31.16, and the wastewater rate will remain at \$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, capital projects, availability of grant revenue, etc.

The tax rate has been changed to .3260 per \$100 of assessed value to equalize the overall tax revenue due to the decrease in property values on the recent Northampton County assessment. It is notable that land values decreased more than improvement values. Therefore, some citizens may experience an increase and some a decrease on their tax bill.

RECOMMENDATION:

The recommendation is to set a public hearing to be held on June 9, 2016 to hear comments regarding the proposed FY 2016-2017 Budget.

Town of Cape Charles FY 2017 Budget Summary

Fund	Department	Revenue	Expenditures	Capital	Balance/Notes
General	Legislative		\$ 20,606	\$ -	
	Town Clerk		\$ 138,675	\$ -	
	Town Manager		\$ 667,600	\$ -	includes \$90,000 contingency
	Finance		\$ 236,355	\$ -	
	Police		\$ 413,461	\$ 37,600	
	Code Enforcement		\$ 119,318	\$ -	
	Public Works		\$ 412,339	\$ 1,386,000	
	Recreation		\$ 81,078	\$ -	
	Library		\$ 131,958	\$ -	
	Planning		\$ 78,545	\$ -	
Total		\$ 3,782,198	\$ 2,299,935	\$ 1,423,600	\$ 58,662
Public Utilities	Admin		\$ 74,798	\$ -	
	Water		\$ 442,766	\$ 530,000	
	Wastewater		\$ 995,568	\$ 215,000	
	Utility Billing		\$ 44,153	\$ -	
	Total		\$ 2,302,286	\$ 1,557,286	\$ 745,000
Harbor	Harbor	\$ 1,713,689	\$ 835,351	\$ 937,000	
Total		\$ 1,713,689	\$ 835,351	\$ 937,000	\$ (58,662)
Sanitation	Sanitation	\$ 175,960	\$ 175,960	\$ -	
Total		\$ 175,960	\$ 175,960	\$ -	\$ -
Budget Total		\$ 7,974,132	\$ 4,868,532	\$ 3,105,600	\$ 0

MUNICIPAL CORPORATION OF CAPE CHARLES
Summary of Capital Projects by Fund
Proposed Fiscal Year 2017

5/10/2016

CAPITAL PROJECTS	BUDGET	GRANT PROCEEDS	PNC 2013 FINANCE	USDA RD FINANCE	HARBOR PROPERTY SALE PROCEEDS	FUND BALANCE (PRIOR YR)	TOWN FY17 COST
<u>GENERAL FUND</u>							
POLICE							
Police Vehicle	27,000	9,450	0	17,550	0	0	0
Police Vehicle Cameras & Software (2)	10,600	0	10,600	0	0	0	0
PUBLIC WORKS							
Railroad and Harbor Area Parking Improvements	30,000	0	30,000	0	0	0	0
Sidewalk Repair Program (VDOT grant @50%)	30,000	15,000	0	0	0	0	15,000
Strawberry Street Plaza Purchase & Improvements	70,000	0	0	0	0	70,000	0
Cape Charles Multi-Use Trail Phase 2 (80/20 VDOT)	1,256,000	1,004,800	251,200	0	0	0	0
	0	0	0	0	0	0	0
TOTAL GENERAL FUND	<u>1,423,600</u>	<u>1,029,250</u>	<u>291,800</u>	<u>17,550</u>	<u>0</u>	<u>70,000</u>	<u>15,000</u>
<u>WATER/WASTEWATER FUND</u>							
WATERWORKS							
Utility Truck Body	15,000	0	0	0	0	0	15,000
Walk Behind Leg Stacker	15,000	0	0	0	0	0	15,000
Keck Well Connection (Grant possible, not awarded)	500,000	125,000	0	375,000	0	0	0
WASTEWATER							<u>0</u>
Utility Truck Body	15,000	0	0	0	0	0	15,000
Pump Station Improvements (Plum St & Mason)	200,000	0	140,696	0	0	0	59,304
TOTAL WATER/WASTEWATER FUND	<u>745,000</u>	<u>125,000</u>	<u>140,696</u>	<u>375,000</u>	<u>0</u>	<u>0</u>	<u>104,304</u>
HARBOR FUND							
Harbormaster Boat	12,000	0	12,000	0	0	0	0
Breakwater # 4 and Jetty Improvements	925,000	693,750	0	0	231,250	0	0
TOTAL HARBOR FUND	<u>937,000</u>	<u>693,750</u>	<u>12,000</u>	<u>0</u>	<u>231,250</u>	<u>0</u>	<u>0</u>
TOTAL BUDGETED CAPITAL EXPENDITURES	<u>3,105,600</u>	<u>1,848,000</u>	<u>444,496</u>	<u>392,550</u>	<u>231,250</u>	<u>70,000</u>	<u>119,304</u>

**NOTICE OF PUBLIC HEARING
MUNICIPAL CORPORATION OF CAPE CHARLES
FISCAL YEAR 2016/2017 PROPOSED BUDGET AND UTILITY RATES**

Following are the estimated receipts and expenditures of the Municipal Corporation of Cape Charles for the Fiscal Year 2016/2017. The Town Council will hold a Public Hearing on **June 9, 2016** at 6:00 p.m. at the Civic Center **to receive written and oral comments on all proposed disbursements**. The proposed Fiscal Year 2016/2017 budget will be discussed and brought to a vote at the Town Council Regular Meeting on June 16, 2016 at 6:00 p.m. at the Cape Charles Civic Center located at 500 Tazewell Avenue in Cape Charles.

REVENUES	2016-2017	EXPENDITURES	2016-2017
General Fund		General Fund	
Real Estate Taxes	1,098,777	Legislative	20,606
Personal Property Tax	115,000	Town Clerk	138,675
Prior Year Tax Collections	60,000	Town Manager	395,095
Motor Vehicle License Tax	20,500	Finance	228,509
Machinery & Tools Tax	27,500	Police	403,041
BPOL Tax	116,680	Code Enforcement	113,618
Admissions, Short-term Rental, Trans. Occ. Taxes	116,050	Public Works	407,352
Meals Tax	315,000	Parks & Recreation	81,078
Other Taxes	126,200	Library	131,958
Building Permits & Code Enforcement	89,741	Town Planner	78,545
Recovered Costs & Miscellaneous Income	43,925	Fire Department – State Pass Thru	10,000
Library Revenues	1,300	Debt Service	201,458
Financing Proceeds	346,550	Capital Projects	1,423,600
Grants and Local/State/Federal Aid	1,226,975	Contingency Fund-General	90,000
Reappropriate from Fund Balance	78,000		
Total General Fund	3,782,198	Total General Fund	3,723,535
Sanitation Fund		Sanitation Fund	
	175,960		175,960
Harbor Fund		Harbor Fund	
Operating Revenue	683,800	Operating	658,825
Financing Proceeds	12,000	Debt Service	176,526
Grant Revenue	693,750	Capital	937,000
Reappropriate from Fund Balance	324,139		
Total Harbor Fund	1,713,689	Total Harbor Fund	1,772,351
Water/Wastewater Fund		Water/Wastewater Fund	
Operating Revenue	1,502,440	Water Operations	331,679
Penalties and Late Fees	23,300	Wastewater Operations	546,703
Grant Revenue	125,000	Meter & Utility Billing, Administration	118,951
Connection Fees	19,250	Debt Service	443,352
Financing Proceeds	515,696	Capital	745,000
Facility Fees	116,600	Facility Fees moved to Reserve	116,600
Total Water/Wastewater Fund	2,302,286	Total Water/Wastewater Fund	2,302,286
TOTAL REVENUES ALL FUNDS		TOTAL EXPENDITURES ALL FUNDS	
	7,974,132		7,974,132

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: \$.3260 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: \$31.16 minimum; 2,001-10,000 gas: \$2.50 per 1000; 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: \$63.00 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

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Northampton County Request Regarding Former Middle School		AGENDA DATE: May 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Adopt Resolution 20160519 supporting Northampton County's plans for former middle school		ITEM NUMBER: 8B
	ATTACHMENTS: Resolution 20160519		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Mr. Kris Tucker, Northampton County Economic Development Director, spoke at the April 21, 2016 Town Council meeting requesting the Town's support for the development of a small business incubator or community kitchen at the middle school in Machipongo.

The Stronger Economies Together and Comprehensive Economic Development Strategy economic development plans for the Eastern Shore of Virginia resulted in the creation of a virtual network of local government and business stakeholders and identified a need for a small business incubator or community kitchen facilities, as well as other community use, recreation and educational space in the region. The Virginia Department of Housing and Community Development provides funding for planning activities for regional collaborative efforts through the Building Collaborative Communities Program. The Accomack-Northampton Planning District Commission has committed to administering the grant contract and providing the required \$10,000 local match funding. Northampton County is asking all of its incorporated towns to adopt resolutions supporting this effort.

The request was reviewed at the April 28, 2016 Town Council Work Session.

RECOMMENDATION:

Staff requests Council consideration and adoption of Resolution 20160519, if deemed appropriate, to support the planning activities for the development of a small business incubator or community kitchen at the former middle school in Machipongo by roll call vote.

RESOLUTION 20160519

A RESOLUTION SUPPORTING PLANNING FOR THE DEVELOPMENT OF A SMALL BUSINESS INCUBATOR OR COMMUNITY KITCHEN IN MACHIPONGO, VIRGINIA

WHEREAS, the entire Eastern Shore Region has a need for economic development and small business support, continued community development, and a more robust working relationship between counties and towns; and

WHEREAS, Northampton County has expressed an interest in redeveloping the former Northampton Middle School facility in Machipongo, Virginia in a manner that best suits the needs of regional businesses, residents and local government on the Eastern Shore of Virginia; and

WHEREAS, the Stronger Economies Together and Comprehensive Economic Development Strategy economic development plans for the Eastern Shore of Virginia have resulted in the creation of a virtual network of local government and business stakeholders and identified a need for small-business incubator or community kitchen facilities, as well as other community use, recreation and educational space, within the region; and

WHEREAS, the Virginia Department of Housing and Community Development provides funding for planning activities, which will only support regional collaborative efforts, through the Building Collaborative Communities Program; and

WHEREAS, the Accomack-Northampton Planning District Commission supports Northampton County's interests in redeveloping the facility in a manner that suits the needs of local businesses and residents and is committed to administering the grant contract and providing the \$10,000 local match funding required.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Cape Charles hereby supports an application for funding through the Virginia Department of Housing and Community Development's Building Collaborative Communities Program to support a planning grant focused on the expansion and continuation of the existing virtual government/business network, accommodated at the former Northampton Middle School facility in Machipongo, Virginia.

Adopted by the Cape Charles Town Council at a meeting held on May 19, 2016.

George Proto, Mayor

ATTEST:

Clerk of the Council