



**TOWN COUNCIL  
Regular Meeting  
Civic Center  
October 16, 2014  
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, Godwin, Wendell and Councilwoman Natali. Also in attendance were Interim Town Manager Bob Panek, Town Planner Rob Testerman, Harbor Master Smitty Dize and Town Clerk Libby Hume. The majority of the Department Heads were in attendance as well as seven 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:**

Mayor Proto stated that he was changing the order of presentation items A and B. Also, staff was notified earlier that Ms. Holly Carpenter with the U.S. Army Corps of Engineers was unable to attend this evening due to a scheduling conflict.

**B. *Friends of the Cape Charles Memorial Library Proclamation – National Friends of Libraries Week***

Mayor Proto stated that October 19-25, 2014 was the ninth annual National Friends of Libraries Week.

**Motion made by Councilman Godwin, seconded by Councilwoman Natali, to approve Proclamation 20141016 to recognize the Friends of the Cape Charles Memorial Library during National Friends of Libraries Week.**

Mayor Proto read Proclamation 20141016-Recognizing the Friends of the Cape Charles Memorial Library during National Friends of Libraries Week, October 19-25, 2014.

**The motion was approved by unanimous vote.**

Mayor Proto presented the Proclamation to Friends of the Cape Charles Memorial Library Vice President Emily Cullen.

**A. *Clam Slam Committee Presentation***

Harbor Master Smitty Dize gave an overview of the 2014 Clam Slam Event. (Please see attached.)

**PUBLIC COMMENTS:**

*Emily Cullen, 129 Churchill Downs*

Ms. Cullen addressed the Town Council regarding the Friends of the Cape Charles Memorial Library Friends Week activities. Three events were scheduled: i) October 21, 2014 from 3 p.m. – 5 p.m., Understanding Genealogy and How to use Ancestry.com; ii) October 23, 2014 from 5 p.m. – 7 p.m., Resume Writing and How to search for a job; and iii) October 25, 2014 from 10 a.m. – 12 p.m., Introduction to Sign Language. Refreshments would be served at each event. Three prizes were being raffled off (Kindle HD Fire plus a \$15 Amazon gift card, a \$25 Amazon gift card, and a 2GB USB thumb drive) and the drawing would be held at noon on October 25. Ms. Cullen concluded by inviting everyone to attend one or all the events.

*Veann Duvall, 110 Tazewell Avenue*

Ms. Duvall encouraged the Town Council to move forward with building a new basketball court. Kids would use the basketball court every day and would not get into trouble. About a year ago, the Town Manager had written a letter naming two possible sites for the basketball court. The Comprehensive Plan stated that the Town needed to provide a recreation center. Ms. Duvall stated that it would be positive to move forward with the project.

Town Clerk Libby Hume read two comments which were submitted via email.

*Cela Burge, 117 Mason Avenue*

Ms. Burge submitted her comments regarding the Pine Street Parking. Please see attached for Ms. Burge's comments.

*John Burdiss, 117 Mason Avenue*

Mr. Burdiss submitted his comments regarding the Pine Street Parking. Please see attached for Mr. Burdiss' comments.

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 September 18, 2014 Public Hearing, the September 18, 2014 Regular Meeting, the September 25, 2014 Joint Work Session with the Planning Commission, the October 7, 2014 Joint Public Hearing with the Planning Commission, the October 9, 2014 Public Hearing and the October 9, 2014 Special Meeting.

Councilwoman Natali stated that the name of the organization represented by Ms. Joan Prescott and Mr. Dave Steward at the September 18, 2014 Regular Meeting was Eastern Shore Eventacular, Inc. and asked that the name be corrected in the minutes.

**Motion made by Councilwoman Natali, seconded by Councilman Brown, to approve the minutes from the September 18, 2014 Public Hearing, the September 25, 2014 Joint Work Session, the October 7, 2014 Joint Public Hearing, the October 9, 2014 Public Hearing and the October 9, 2014 Special Meeting as presented and the minutes from the September 18, 2014 Regular Meeting as amended. The motion was approved by unanimous vote.**

**DEPARTMENT REPORTS:**

**A. Treasurer's Report:**

Treasurer Deborah Pocock reviewed the Treasurer's report dated September 30, 2014 which showed the Total Cash on Hand of \$938,986, the Total Cash Held in Reserve was \$1,366,370 and the Total Cash – All Accounts was \$2,304,356. Deborah Pocock went on to review the Debt Service, Credit Card Fees, Revenue vs. Expenditures, the Capital Improvement Projects, the 2013 Real Estate Tax Collections, the Year-to-Date (YTD) 2013 Personal Property Tax, Machinery and Tools Tax and 2014 License Tax Collections, the YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections, and the 3-Year Revenue Comparison Graph.

Councilman Bennett asked that way-finding signs be added to the Capital Improvement Projects List.

**Motion made by Councilman Brown, seconded by Councilman Godwin, to accept the Treasurer's Report as submitted. The motion was approved by unanimous consent.**

**B. *Planning Commission and Boards:***

Town Planner Rob Testerman reported the following: i) Comments had been received from the Department of Conservation and Recreation (DCR) regarding the draft floodplain ordinance. After making the minor edits as recommended by DCR, the ordinance would be reviewed by the Planning Commission and sent back to DCR for their final review prior to scheduling a public hearing; ii) Ms. Holly Carpenter from the U.S. Army Corps of Engineers was unable to attend tonight's meeting but informed him that the contractor would be obtaining the land disturbance permit and beginning the clean-up of the spoils site sometime next month; and iii) He would be attending the Cape Charles Business Association meeting to obtain input regarding possible incentives and criteria for the proposed Tourism Zone. This item should be ready for public hearing in the next couple of months.

Councilwoman Natali added that the Planning Commission was considering part-time, partial-year and year-round businesses for the Tourism Zone with different incentives for each business type. Rob Testerman stated that he spoke with the Virginia Tourism Corporation and they were unaware of Tourism Zones which incorporated the different business types but felt that it was a good approach.

Vice Mayor Bannon stated that at the October 7, 2014 Joint Public Hearing with the Planning Commission regarding the proposed chicken ordinance, a citizen stated that the time spent by the Planner to research and draft the ordinance equated to \$25K and asked Rob Testerman if that was the case. Rob Testerman responded that at his current salary, he would have had to work on this issue for eight hours every day for about eight months which he did not. The time spent on this issue was significantly less and he did not calculate a specific dollar amount for the time spent.

**C. *Code Enforcement:***

Code Official Jeb Brady reported the following: i) Construction projects, both commercial and residential, were up and in talking to various contractors, it seemed that the trend would continue for the next year. Many of the residential projects had pre-paid connection fees; and ii) The Cape Charles Lofts project was on track. The contractor had completed the interior demolition and was currently framing the walls.

**D. *Town Harbor:***

Harbor Master Smitty Dize reported the following: i) Fuel sales were down this year due to the fuel prices being about 70¢ lower per gallon this year. Also, a survey vessel from NOAA was in port last year; and ii) Staff was performing routine maintenance at the Harbor.

**E. *Cape Charles Memorial Library:***

Librarian Ann Rutledge thanked the Friends of the Cape Charles Memorial Library for all they did for the Library and hoped that everyone would be able to visit the Library next week. The Library could not provide the various programming and activities without the support of the Friends of the Library.

**F. *Police Department:***

Police Chief Jim Pruitt reported the following: i) He was encouraging his staff to volunteer for various things in the area. Corporal Pfeiffer was a member of the Cape Charles Rescue Squad and Officer Bell was Captain of the Cape Charles Volunteer Fire Company (CCVFC). He was also joining the CCVFC and served on the Ducks Unlimited Committee; ii) The Cape Charles Police Dept. was fully staffed; iii) He was working on year-to-date totals for calendar year 2014 and

would present his report to Council in early 2015; and iv) He was also compiling a list of the professional training taken by the officers of the department.

Councilwoman Natali stated that she had been receiving positive feedback from the Bay Creek residents regarding the police officers patrolling the area. Chief Pruitt stated that the officers had always been patrolling the Bay Creek neighborhood but the cars were now marked and more visible.

G. *Public Utilities/Public Works Departments:*

Public Utilities/Public Works Director Dave Fauber thanked Supervisor Granville Hogg for using his signage on U.S. Route 13 to direct traffic into the Town for events. It was a great service to the Town.

Councilman Bennett noted that once again this month the wastewater flow showed a higher amount of 616K GPD. Dave Fauber stated that again, he felt the amount was due to inflow from rain events. There was much discussion regarding this issue and whether the upcoming manhole project would help with the problem.

H. *Recreation Department:*

Recreation/Community Events Coordinator Jen Lewis stated that she did not have anything to add to her submitted report and asked if there were any questions regarding her report. There were none.

**OLD BUSINESS**

A. *Backyard Chicken Ordinance*

Rob Testerman stated that the draft chicken ordinance, if approved, would allow the possibility of property owners in the R-1, R-2 and RE zoning districts to raise up to five hens by conditional use and continued to give an overview of the requirements and process. A joint public hearing of the Planning Commission and Town Council was held on October 7, 2014. Following the public hearing, the Planning Commission discussed the comments at their regular meeting and voted unanimously to recommend disapproval of the draft ordinance thus continuing the position that raising chickens in town was prohibited. There was much discussion regarding the raising of chickens in town and the comments made at the joint public hearing.

**Motion made by Vice Mayor Bannon seconded by Councilman Bennett, to disapprove the ordinance regarding the raising of backyard chickens. The motion was approved by majority vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, no; Godwin, no; Natali, yes; Wendell, yes.**

**NEW BUSINESS:**

A. *Pine Street Parking Lot*

Interim Town Manager Bob Panek stated that the acquisition of the former Bank of America property included two undeveloped lots behind the building. Council's intention was to evaluate the use of this property for additional parking in the downtown business district. The recent acquisition and planned redevelopment of the former grocery property on Mason Avenue, including eventual loss of the two parking lots, had heightened the interest in developing a Pine Street parking lot. The FY 2015 budget included \$10K for design work. Land Studio, PC, produced two conceptual plans to include public parking, location of easily accessible dumpsters to serve nearby commercial properties, access to an alleyway between the buildings on Mason and Randolph Avenues for public safety, and appropriate screening. Bob Panek reviewed the two plans. Plan A did not attempt to preserve the existing pecan tree and Plan B attempted to do so.

There was much discussion regarding the two proposed conceptual plans, the preservation of the pecan tree and placement of the dumpsters and grease receptacle in the parking lot behind the Library.

**Motion made by Councilman Brown, seconded by Councilwoman Natali, to forward both conceptual plans to the Planning Commission for review and recommendation to Council. The motion was approved by unanimous vote.**

*B. Fuel Services Contract Award*

Harbor Master Smitty Dize stated that the current contract for fuel services was due to expire at midnight on November 30, 2014. In September, the Town advertised for bids for fuel services to include the Town Harbor and all Town facilities with a deadline of October 3, 2014. Two bids were received. Pep-Up Inc. was the low bidder for 87 octane gasoline and the only bidder for 89 octane (ethanol free) gasoline and propane. Dime Oil was the low bidder for diesel and heating oil. Although Dime Oil had an office on the Eastern Shore, their fuel tanks were located in Chesapeake, VA and staff had concerns regarding the response time for Dime Oil to deliver diesel fuel from Chesapeake to the harbor when needed. There were many instances where a number of yachts came into the harbor needing to be fueled within an hour and larger vessels were filled by transport.

**Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to authorize the Interim Town Manager to execute the fuel services contract for all fuel products with Pep-Up Inc. The motion was approved by unanimous vote.**

*C. Waste Collection and Disposal Services Contract Extension*

Bob Panek stated that in October 2014, Council awarded the contract for waste collection and disposal services to Davis Disposal Co., Inc. with an effective date of November 1, 2013. The contract allowed for three one-year extensions. This would be the first of three extensions covering the timeframe from November 1, 2014 through October 31, 2015. As stated in the original contract, the cost for residential service was \$13.50 for year two with no changes to commercial accounts.

**Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve the first extension of the Waste Collection and Disposal Services contract with Davis Disposal from November 1, 2014 through October 31, 2015. The motion was approved by unanimous vote.**

*D. Re-Appointment of Planning Commissioners*

Rob Testerman stated that the Planning Commission served as an advisory body to the Town Council for planning related matters and consisted of six members each serving four-year terms and a representative from the Town Council. Two Commissioners, Bill Stramm and Andy Buchholz, had terms expiring on October 31, 2014 and both had expressed their interest in continuing their service on the Planning Commission.

**Motion made by Councilman Bennett, seconded by Councilman Godwin, to re-appoint Messrs. Bill Stramm and Andy Buchholz to the Planning Commission for another four-year term. The motion was approved by unanimous vote.**

*E. Re-Appointment of Board of Zoning Appeals Member*

Rob Testerman stated that the Board of Zoning Appeals (BZA) met on an as needed basis and heard zoning appeals and reviewed variance and special exception applications. The BZA consisted of five members each serving five-year terms. Julia Parr's term was due to expire on October 31, 2014 and she had expressed her desire to continue her service on the BZA for another term.

**Motion made by Councilwoman Natali, seconded by Councilman Brown, to re-appoint Ms. Julia Parr to the BZA for another five-year term. The motion was approved by unanimous vote.**

*F. Appointment to Harbor Area Review Board*

Rob Testerman stated that the Harbor Area Review Board (HARB) oversaw the Town's Harbor Area and had the power and authority to issue or deny Certificates of Appropriateness for construction, reconstruction, substantial exterior alteration, razing, or relocation within the Harbor Area. The HARB met on an as needed basis and consisted of seven members as follows: three citizens each serving five-year terms, and one representative each from the Town Council and the Historic District Review Board, and two representatives from the Planning Commission. On October 6, 2014, Laurie Klingel tendered her resignation from the HARB effective immediately. At the August 21, 2014 Regular Meeting, Council approved, by majority vote, naming Paul Skolnick as an alternate to the HARB to fill any future vacancy on that board.

**Motion made by Councilman Brown, seconded by Councilman Bennett, to appoint Mr. Paul Skolnick to the HARB to complete Ms. Klingel's unexpired term which ran through December 20, 2017. The motion was approved by unanimous vote.**

**MAYOR AND COUNCIL COMMENTS**

Vice Mayor Bannon asked the status of the designated swim area for the beach. Bob Panek stated that the geography of the beach would change with the upcoming dredge project and the Town needed an estimate of the changes before moving forward with the designated swim area. Rob Testerman would provide the detail regarding the steps to move forward for Council's review. Vice Mayor Bannon stated that he received an email that there was no signage on the north end of the beach. Bob Panek stated that new signage had been installed along the beach but would check the north end to make sure and added that a briefing regarding plans for the south end of the beach would be presented to Council next month. Mayor Proto stated that a work session would be scheduled.

Councilwoman Natali encouraged everyone to attend the planned Friends of the Library events scheduled for October 21, 23 and 25 to show support to the Friends of the Cape Charles Memorial Library. Councilwoman Natali added that Mr. Frank Cullen had raffle tickets for sale and the raffle drawing would be held at noon on October 25.

Councilman Wendell commented as follows: i) He stated his agreement with Vice Mayor Bannon regarding beach safety and asked that the Town Planner research what other localities did and the level of education provided to citizens regarding beach safety. He had seen the new signs and added that the Town was heading in the right direction but warning signs needed to be placed on poles in the water vs. in a kiosk at the entrance to the beach. He would like the Town Planner and the Planning Commission to research beach safety at the same level as done for the chicken ordinance; ii) He was excited about the dredging and added that the Town needed to take steps regarding plantings to retain the sand. Bob Panek commented that beach grass had been planted in the past and the Public Works crew had erected sand fencing annually.

Councilman Brown stated that FEMA changed the flood zone in Cape Charles effective January 2015 and the Town Council needed to approve the changes prior to the end of the year. Town Clerk Libby Hume stated that the new flood maps would become effective May 2015 and, as reported earlier by Rob Testerman, the draft floodplain ordinance had been submitted to DCR for their review and their comments would be incorporated into the ordinance and reviewed again by the Planning Commission prior to scheduling a public hearing.

Councilmen Godwin and Bennett stated that they didn't have any further comments.

Mayor Proto thanked the Council for everything and asked if they received the updates from Springsted regarding the Town Manager search. All the Council members stated that they had received the updates.

**ANNOUNCEMENTS**

- October 25, 2014 – Trick-or-Treat with Pirate Pete, Town Harbor
- October 28, 2014 – Mayor’s Office Hours, Civic Center, 6:00 p.m. – 8:00 p.m.
- October 31, 2014 – Trick-or-Treating in Town until 8:00 p.m.
- November 6, 2014 – Town Council Work Session
- November 11, 2014 – Town offices closed in observance of Veterans’ Day
- November 13, 2014 – Town Council Work Session
- November 20, 2014 – Town Council Regular Meeting

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

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Mayor Proto

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Town Clerk

**Public Comments Submitted in Writing  
October 16, 2014**

*Cela Burge, 117 Mason Avenue*

Dear Mayor Proto and Town Council Members:

I am sorry that I am unable to attend tonight's meeting personally as I had a previous meeting scheduled; however, I would like to speak into the record about the Pine Street Parking lot you will be considering on this evening's agenda.

I recently read the staff report for the agenda item addressing the conceptual plans A & B for the Pine Street Parking Lot. First, let me comment that I am delighted to see the Mayor and Council addressing the long term needs of the Town's parking supply. For many years, additional parking has been contemplated, and it is a bonus to have the space become available with the acquisition of the former Bank of America (now our beautiful library!) property. Secondly, I do realize that the site does have some constraints, but I am writing you to encourage you to think of the existing constraints as assets to the Pine Street area of the historic district.

Particularly, the lot has the existing sidewalk grid connecting Mason, Pine, and Randolph, and it has the mature pecan tree, which is classified as a "signature tree" (Cape Charles Tree Plan, p. 3) contributing to the significance of the streetscape along Pine Street. (Cape Charles Tree Plan, Fig. 1, p. 4).

I urge you and the Planning Commission to consider and adopt Concept B as presented by Land Studio. There are several reasons I would like to offer to support that recommendation:

1. The adopted Cape Charles Tree Plan urges "no net loss" of the tree canopy as a policy (see p. 9) and the Tree Ordinance, Sec. 1.2 states the intent of the Ordinance is to "protect appropriate existing trees". This huge, mature, pecan tree is a signature tree worthy of extra consideration and deliberation.
2. Only 4 parking spaces would be lost if adopting Concept B and a larger bioretention area would be created, along with keeping this tree, and with the use of pervious pavers, resulting in greater stormwater management control.
3. Perhaps the use of pavers throughout the site could be considered enabling more stormwater retention (for recharging the aquifer) and for minimizing disturbance to the root system of the pecan tree.
4. This tree is a unique asset of the town in that it cannot be replaced, perhaps even in our lifetimes. While a smaller tree could be planted in its place, it would take decades to replace the one that stands today.
5. Finally, if Concept B is adopted and constructed, and if the pecan tree were to die, additional parking and landscaping could be recaptured at that time- so there is no need to rush to remove the tree now.

Thank you for considering my comments in your deliberation.

Cela J. Burge  
117 Mason Ave.  
Cape Charles, VA

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*John Burdiss, 117 Mason Avenue*

Dear Mayor Proto and Town Council Members:

Please let me endorse fully the comments sent to you by my wife, Cela Burge, in a separate email about plans for establishing public parking at the corner of Pine & Randolph. I would also suggest that you consider engaging a tree steward or a professional arborist to evaluate means to maximize parking and save the monumental pecan tree in the process.

As many of you know, I was actively involved in the efforts to acquire the former Bank of America property (which included the lots behind the bank) with the long term plan of moving the library, repurposing the old library and providing some public parking.

Steps one and two have been done well and have proven to be very successful. I now urge you to not over-reach in order to obtain a few extra parking spaces, when the gain in public parking spaces without disturbing the tree will be significant. Lastly, the cost to remove a tree of that size, which will likely be substantial, can be used to offset any increase that might occur if pervious pavers are used vs. asphalt.

Thank you for your consideration of these comments,

John Burdiss  
117 Mason Ave., Suite A  
Cape Charles, VA

# Town of Cape Charles Proclamation 20141016

**Recognizing the Friends of the Cape Charles Memorial Library  
during National Friends of Libraries Week October 19-25, 2014**

**WHEREAS**, Friends of the Cape Charles Memorial Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year;

**WHEREAS**, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

**WHEREAS**, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

**WHEREAS**, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

**NOW, THEREFORE, BE IT RESOLVED THAT** I, George Proto, Mayor of the Town of Cape Charles, proclaim October 19-25, 2014, as Friends of Libraries Week in Cape Charles, Virginia and urge everyone to join the Friends of the Cape Charles Memorial Library and thank them for all they do to make our library and community so much better.

In witness whereof, I have hereunto set  
my hand and caused the official seal of the  
Town of Cape Charles to be affixed this  
16<sup>th</sup> day of October, 2014.

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Mayor George Proto

ATTEST:

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Town Clerk



## Clam Slam 2014 Committee

- Chairman – Smitty Dize
- Kids Recreation & Entertainment – Jen Lewis
- Arts and Craft Vendors – Joan Natali
- Food Vendors – Beth Davis
- Music – Luis “Cheech” Perez
- Parade – Marie and Jeb Brady
- Volunteers – Andrew Spencer
- Races and Contest – Smitty & Jen
- Set up/ Take Down – Pete Leontieff
- Public Safety and Security – Jimmy Pruitt
- Sponsorship – Smitty
- Budget/ Income/Expense – Deborah Pocock

## Kids Recreation & Entertainment

Don Fogle provided kids entertainment throughout the event and Mermaid Hales provided face painting all the while we had a dancing pig moseying about the grounds. The bouncy houses showed up late on Friday but cancelled for Saturday & Sunday due to the forecast, as it was calling for a wash out.



### Arts and Crafters

- All-in-all, we had a good turnout for arts and craft vendors as 20 out of 26 registered showed. The weather played a big role as some vendors choose not to take a chance on the rain. We had two non-profits – The Virginia Waterman's Memorial on the Eastern Shore and the Eastern Shore Medical Reserve Corps. We also had two town businesses set up, Moonrise Jewelry and Bailey's Bait and Tackle. We also had the "LOVE" sign on-site.

### Food and Beverages

- All the food vendors showed and most vendors did okay on Saturday and Sunday. This area had two non-profits as the Fire Department sold food and Citizens for Central Park sold Margaritas. We are still in search of more vendors to sell more items with clams.

## Medical Corps and Love Sign



## Music for Clam Slam

- Friday's music began with Emily Guemple and ended with JP3
- Saturday's music had a nice mixture of varying genres beginning with Jake and Sarah Golibart, then Melinda and the Benders, finishing up with On the Bus.
- Sunday before the Boat Docking we had more Emily Guemple and afterwards to close down the weekend, Gina Dalmas and the Cow Tipping Playboys entertained the crowd.
- Clam Slam 2015 – has already been contacted by Mercy Creek to perform.



## Races and Contests

### Inaugural Clam Eating Contest



### 4<sup>th</sup> Annual Corn Hole Contest

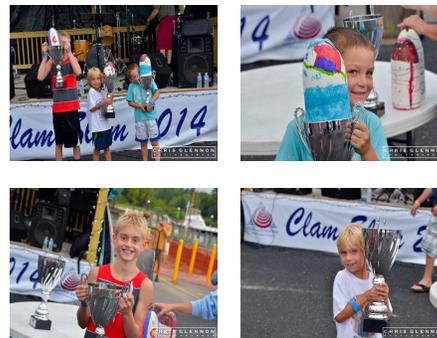


## Races and Contests

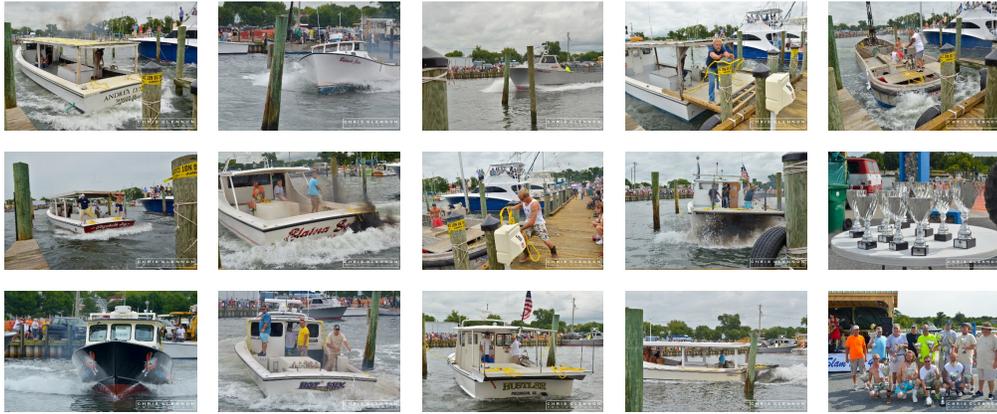
### 4<sup>th</sup> Annual Smith Island Skiff Races



### 4<sup>th</sup> Annual Crab Pot Cork Race



# 4<sup>th</sup> Annual Boat Docking Contest



# This Year We Added Fireworks Saturday Night.



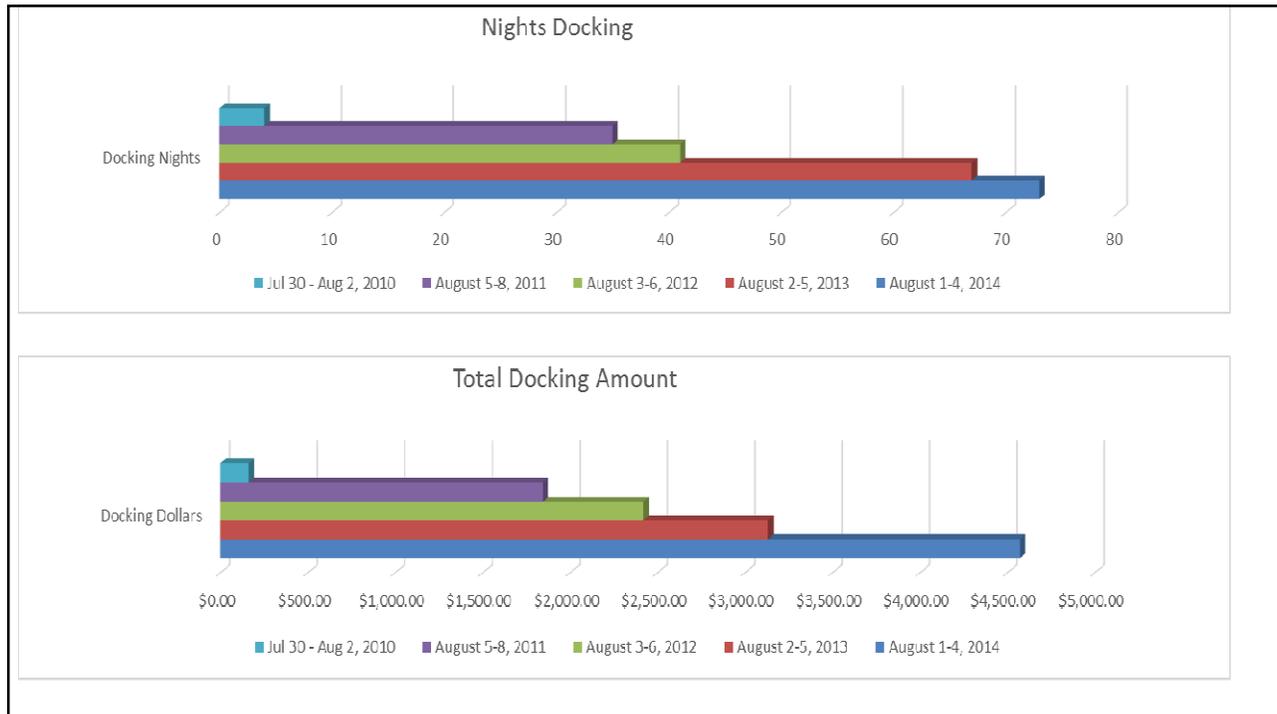
## Sponsors and VIPs

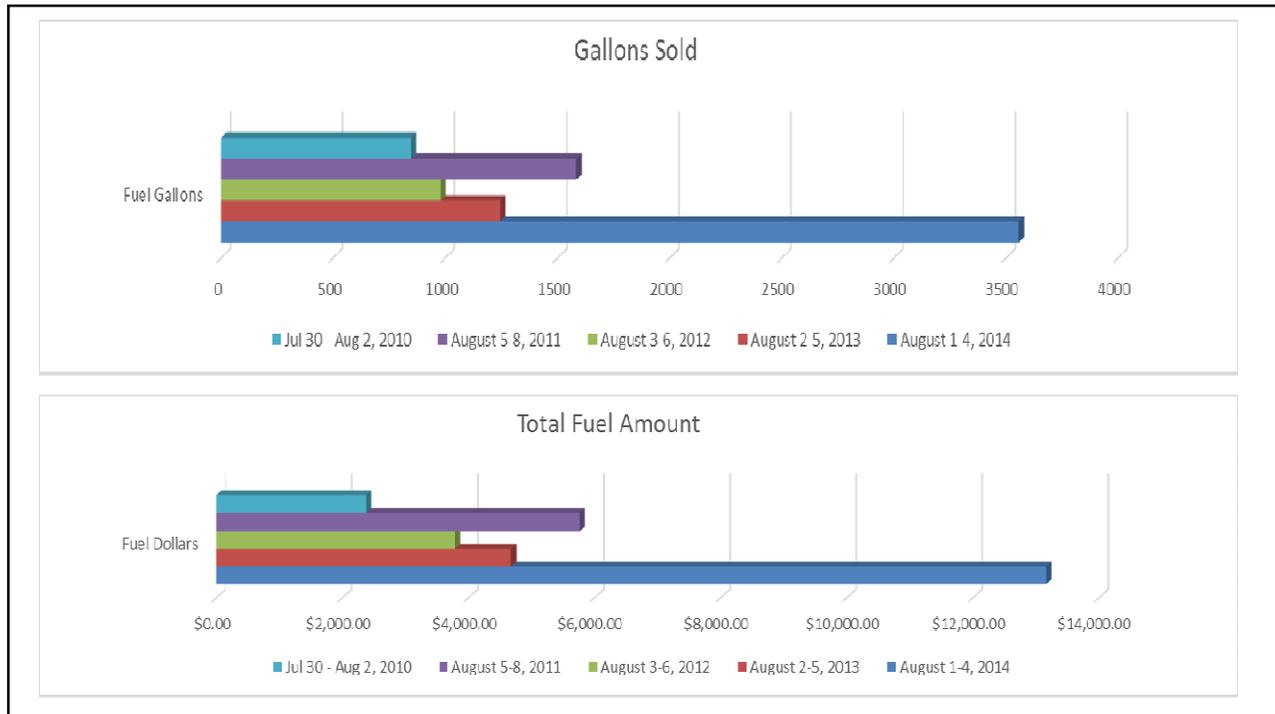
- 42 Sponsors
- 4 new ones for next year already
- The VIP Section was a hit
- Also put their logos on the front of their shirts



FINANCIAL REPORT Event Only CLAM SLAM 2014			FINANCIAL REPORT WITH HARBOR BUSINESS CLAM SLAM 2014		
10/7/2014	Budgeted	Actual	10/7/2014	Budgeted	Actual
<b>HARBOR FUND Revenue</b>	\$48,400.00		<b>HARBOR FUND Revenue</b>	\$48,400.00	
Clam Slam Special Event Sponsorships		\$19,780.00	Clam Slam Special Event Sponsorships		\$19,780.00
Clam Slam Admissions	\$0.00	\$19,530.00	Clam Slam Admissions	\$0.00	\$19,530.00
Vendor Fees	\$0.00	\$1,125.00	Vendor Fees	\$0.00	\$1,125.00
Beer Sales	\$0.00	\$9,736.00	Beer Sales	\$0.00	\$9,736.00
<b>HARBOR FUND Revenue Total</b>	<b>\$48,400.00</b>	<b>\$50,171.00</b>	Transient Docking		\$5,432.90
			Fuel Sales		\$17,195.82
			Ice Sales		\$105.72
			T-Shirt Sales		\$715.45
			<b>HARBOR FUND Revenue Total</b>	<b>\$48,400.00</b>	<b>\$73,620.89</b>

FINANCIAL REPORT Event Only CLAM SLAM 2014			FINANCIAL REPORT WITH HARBOR BUSINESS CLAM SLAM 2014		
	Budgeted	Actual		Budgeted	Actual
<b>HARBOR FUND CLAM SLAM EXPENDITURES</b>	<b>\$47,683.00</b>		<b>HARBOR FUND CLAM SLAM EXPENDITURES</b>	<b>\$47,683.00</b>	
Fireworks		\$5,000.00	Fireworks		\$5,000.00
Advertising - Posters		\$140.00	Advertising - Posters		\$140.00
Advertising - Face Book		\$155.05	Advertising - Face Book		\$155.05
Advertising - Newspaper		\$287.50	Advertising - Newspaper		\$287.50
Advertising - Banners and Signs		\$1,493.71	Advertising - Banners and Signs		\$1,493.71
Parade - Shriners (Canceled - \$275)		\$0.00	Parade - Shriners (Canceled - \$275)		\$0.00
Emcee clam eating		\$150.00	Emcee clam eating		\$150.00
Emcee Skiff Race		\$150.00	Emcee Skiff Race		\$150.00
Skiff Race Entries (8x \$50)		\$400.00	Skiff Race Entries (8x \$50)		\$400.00
Emcee Boat docking		\$600.00	Emcee Boat docking		\$600.00
Boat Docking Race Entries (8 x \$300)		\$2,400.00	Boat Docking Race Entries (8 x \$300)		\$2,400.00
Bands/Music		\$3,150.00	Bands/Music		\$3,150.00
Band Food vouchers		\$156.00	Band Food vouchers		\$156.00
Don Fogel - Children's Entertainer		\$200.00	Don Fogel - Children's Entertainer		\$200.00
Prizes - Clam Slam Cork Races		\$30.00	Prizes - Clam Slam Cork Races		\$30.00
Prizes-Trophies & \$75 Gift Certificate		\$2,404.60	Prizes-Trophies & \$75 Gift Certificate		\$2,404.60
Prizes for Races - Money Orders		\$14,100.00	Prizes for Races - Money Orders		\$14,100.00
Money Order Fees (prizes and gas \$)		\$35.65	Money Order Fees (prizes and gas \$)		\$35.65
ABC License		\$135.00	ABC License		\$135.00
Tickets/wrist bands		\$360.33	Tickets/wrist bands		\$360.33
Beer and supplies		\$4,228.00	Beer and supplies		\$4,228.00
Wine		\$292.25	Wine		\$292.25
Sponsor shirts		\$680.00	Sponsor shirts		\$680.00
VIP Food - BBQ		\$500.00	VIP Food - BBQ		\$500.00
VIP Food - Clams, etc		\$2,870.00	VIP Food - Clams, etc		\$2,870.00
Tents		\$3,050.00	Tents		\$3,050.00
Security - Contract Labor		\$2,230.50	Security - Contract Labor		\$2,230.50
Town Labor - Rec & Public Works - Clam Slam		\$1,154.56	Town Labor - Rec & Public Works - Clam Slam		\$1,154.56
Town Labor - Harbor Staff - Clam Slam		\$1,551.29	Town Labor - Harbor Staff - Clam Slam		\$1,551.29
Staff Shirts		\$600.00	Staff Shirts		\$600.00
Photography		\$700.00	Photography		\$700.00
Drinks for volunteers (water/sodas)		\$39.46	Drinks for volunteers (water/sodas)		\$39.46
Office/Misc. Supplies		\$136.20	Office/Misc. Supplies		\$136.20
Rebar - Fencing		\$390.00	Rebar - Fencing		\$390.00
Air Horn		\$16.80	Air Horn		\$16.80
			<b>HARBOR FUND Clam Slam Expenditure Total</b>	<b>\$47,683.00</b>	<b>\$49,786.90</b>
			<b>Fuel Cost</b>		<b>\$15,774.89</b>
			<b>Ice Cost</b>		<b>\$56.52</b>
			<b>T-shirt cost</b>		<b>\$483.25</b>
<b>HARBOR FUND Clam Slam Expenditure Total</b>	<b>\$47,683.00</b>	<b>\$49,786.90</b>	<b>HARBOR FUND Net Income/(Loss)</b>	<b>\$717.00</b>	<b>\$7,519.33</b>





## Overall

- Planning has already begun for the 2015 event.
- Areas to improve:
  - Boat Ramp Parking lot
  - More music
  - Better sound system for contests
  - More attendees
- Need permission to begin to move forward

Questions or comments?

**MUNICIPAL CORPORATION OF CAPE CHARLES**  
**TREASURER'S REPORT**  
**September 30, 2014**

**CASH POSITION**

<b>Cash on Hand</b>	<b>8/31/2014</b>	<b>9/30/2014</b>	<b>Increase/(Decrease)</b>
Shore Bank Checking Account	\$399,414	\$ 339,600.35	\$ (59,814)
LGIP Account 1 - Unrestricted	\$97,365	\$ 97,373.40	\$ 8
LGIP Account 2 - Unrestricted	\$501,970	\$502,012	\$ 42
<b>Total Cash On Hand</b>	<b>\$ 998,750</b>	<b>\$ 938,986</b>	<b>\$ (59,764)</b>

<b>Restricted and Reserved Cash Balance</b>	<b>8/31/2014</b>	<b>9/30/2014</b>	<b>Increase/(Decrease)</b>
Shore Bank Checking Account - Facility Fees Reserved (Utilities)	\$138,997	\$139,011	14
Shore Bank Checking Account - Police Funds	\$1,231	\$1,231	0
LGIP Account 2 - Restricted for USDA Police Vehicle loans	\$7,483	\$7,483	0
PNC Account- 2013 Bond Proceeds - Principal	\$958,993	\$958,993	0
PNC Account- 2013 Bond Proceeds - Interest	\$854	\$1,066	212
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,585	\$257,586	1
<b>Total Cash Held in Reserve</b>	<b>\$ 1,365,142</b>	<b>\$ 1,365,370</b>	<b>\$ 228</b>
<b>Total Cash - All Accounts</b>	<b>\$ 2,363,892</b>	<b>\$ 2,304,356</b>	<b>\$ (59,536)</b>

**DEBT SERVICE**

<b>Next Debt Service Payments:</b>	<b>Due Date</b>	<b>Amount</b>
VRA 2010C Principal Payment	11/1/2014	\$120,586.73

**CREDIT CARD FEES**

<b>General Fund Tax and Utility Credit Card Payment Receipts</b>	<b>MTD</b>	<b>YTD</b>
Credit Card Payments Received	\$10,177.45	\$38,006.97
Credit Card Fees Paid	\$335.43	\$1,256.60
<b>Fees as a Percent of Collections</b>	<b>3.30%</b>	<b>3.31%</b>

## REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY14
<b>GENERAL</b>						
REVENUES	96,287	374,926	359,744	(15,182)	3,707,715	9.70%
EXPENDED	161,568	457,753	528,620	70,867	3,707,715	14.26%
NET	(65,282)	(82,827)	(168,875)		0	
<b>PUBLIC UTILITIES</b>						
REVENUES	147,807	370,517	454,987	84,470	1,648,921	27.59%
EXPENDED	98,125	301,781	340,880	39,098	1,648,921	20.67%
NET	49,682	68,735	114,107		0	
<b>HARBOR</b>						
REVENUES	65,000	391,824	366,228	(25,596)	1,157,987	31.63%
EXPENDED	138,840	344,356	368,897	24,541	1,157,987	31.86%
NET	(73,840)	47,468	(2,669)		0	
<b>SANITATION</b>						
REVENUES	14,204	45,562	43,879	(1,684)	171,800	25.54%
EXPENDED	13,804	14,393	27,543	13,150	171,800	16.03%
NET	401	31,169	16,335		0	

## FY 2015 Capital Improvement Project Tracking Report

As of:  
9/30/2014

	FY15 Project Status or Start Date	FY15 Budgeted	FY15 QTR 1 Actual Expended	FY15 QTR 2 Actual Expended	FY15 QTR 3 Actual Expended	FY15 QTR 4 Actual Expended	FY15 YTD Actual Unaudited	Percent of Completion
<b>General Fund</b>								
Dump Truck	TBD	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Cape Chas Multi-Use Trail Phase 2	TBD	\$ 1,570,000	\$ 24	\$ -	\$ -	\$ -	\$ 24	0%
Library Building HVAC	TBD	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Furniture and Equip - Civic Center	Complete-November	\$ 18,925	\$ 13,895	\$ -	\$ -	\$ -	\$ 13,895	73%
New Phone System	January or February 2015	\$ 11,213	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Replacement Police Vehicle	Back-ordered - Dec?	\$ 23,200	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Shore Scan Products	Complete December or January	\$ 8,200	\$ 6,688	\$ -	\$ -	\$ -	\$ 6,688	82%
Pine Street Parking Design	TBD	\$ 10,000	\$ 1,273	\$ -	\$ -	\$ -	\$ 1,273	13%
<i>subtotal</i>		<b>\$ 1,681,538</b>	<b>\$ 21,879</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,879</b>	
<b>Water Fund</b>								
Keck wells Engineering & Construction	TBD	\$ 60,000	\$ 7,995	\$ -	\$ -	\$ -	\$ 7,995	13%
Automatic Flush (1/5)	TBD	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Truck (48%)	TBD	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<i>subtotal</i>		<b>\$ 77,500</b>	<b>\$ 7,995</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,995</b>	
<b>Sewer Fund</b>								
Truck (52%)	TBD	\$ 8,100	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Pump Station Redesign Engineering	TBD	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Manholes	TBD	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<i>subtotal</i>		<b>\$ 138,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL</b>		<b>\$ 1,897,138</b>	<b>\$ 29,874</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,874</b>	<b>2%</b>

**MUNICIPAL CORPORATION OF CAPE CHARLES**  
**September 30, 2014**

**YTD 2013 Real Estate Tax Collections December 2013-September 2014**

Total Land Value	\$	206,709,800	
Total Improvement Value	\$	<u>203,219,700</u>	
<b>Total Real Estate Value</b>	<b>\$</b>	<b>409,929,500</b>	
		<b>as of 9/31/14</b>	
Total Budgeted	\$	1,073,856	
Total Bills Mailed	\$	1,140,276	
Total Collected	\$	<u>1,097,481</u>	96%
<b>Amount Due</b>	<b>\$</b>	<b>42,795</b>	

**YTD 2013 Personal Property Tax, Machinery and Tools Tax, & 2014 License Tax Collections December 2013-September 2014**

<b>Total Personal Property Value</b>	<b>\$</b>	<b>13,783,200</b>	
		<b>as of 9/31/14</b>	
Total Budgeted FY14	\$	160,000	
Total Bills Mailed	\$	162,208	
Total Adjustments (will increase)	\$	(5,561)	
Total Collected	\$	<u>129,046</u>	80%
<b>Amount Due</b>	<b>\$</b>	<b>27,601</b>	

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

		<b>as of 9/31/14</b>	
Total Budgeted FY 2015	\$	85,000	
Total Collected	\$	<u>24,415</u>	29%
<b>Amount Due</b>	<b>\$</b>	<b>60,585</b>	

# Three Year Revenue Comparison

Penalty & Interest - Miscellaneous Taxes

Short Term Rental Tax

Meals Tax

Transient Occupancy Tax 3%

Admission Taxes

Business License Tax

Electric, Gas & Telephone

Consumer Utility Taxes

Penalties & Interest - All Property Taxes

Machinery & Tools

Golf Cart Decals

License Tax

Personal Property Taxes \*\*

Prior Yr Real Estate & Pers. Prop. Taxes

Real Estate Taxes

FY 15 YTD as of Sept. 2014  
 FY 14 YTD as of Sept. 2013  
 FY 13 YTD as of Sept. 2012

\$0 \$20,000 \$40,000 \$60,000 \$80,000 \$100,000 \$120,000

