



TOWN COUNCIL
Regular Meeting
Civic Center
April 16, 2015
6:00 p.m.

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Brown and Godwin, and Councilwoman Natali. Councilman Bennett arrived at 6:08 p.m. Councilman Wendell was not in attendance. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Town Planner Larry DiRe and Town Clerk Libby Hume. The Department Heads were in attendance as well as seven (7) members of the public.

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

RECOGNITION OF VISITORS/PRESENTATIONS:

A. National Safe Boating Week Proclamation

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

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

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

PUBLIC COMMENTS:

Phil Goetkin, 602 Jefferson Avenue

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

Diane D’Amico, 602 Jefferson Avenue

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

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

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

CONSENT AGENDA – APPROVAL OF MINUTES:

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

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

DEPARTMENT REPORTS:

A. Treasurer's Report:

Treasurer Deborah Pocock reviewed the Treasurer's report dated March 31, 2015 which showed the Total Cash on Hand of \$1,589,275, the Total Cash Held in Reserve was \$1,368,667 and the Total Cash – All Accounts was \$2,957,942. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the Capital Improvement Project Tracking Report, the YTD 2014 Real Estate, Personal Property, Machinery and Tools Tax & 2015 License Tax Collections, the FY 2015 YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections, the 3-Year Revenue Comparison Graph, and the Town of Cape Charles Debt Summary.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to accept the Treasurer's Report as submitted. The motion was approved by unanimous vote.

B. Planning Commission and Boards:

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

C. *Code Enforcement:*

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

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

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

Town Harbor:

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

Cape Charles Memorial Library:

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

Police Department:

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

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

Public Utilities/Public Works Departments:

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

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

Recreation Department:

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

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

OLD BUSINESS

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

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

NEW BUSINESS:

A. *National Police Week Proclamation:*

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

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

Mayor Proto presented the proclamation to Chief Jim Pruitt.

B. *Building Safety Month Proclamation:*

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

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

Mayor Proto presented the proclamation to Code Official Jeb Brady.

C. *National Public Works Week Proclamation:*

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

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

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

D. *Municipal Clerks Week Proclamation:*

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

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

Mayor Proto presented the proclamation to Town Clerk Libby Hume.

E. *Credit Card Fees:*

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

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

F. *Application and Permit Fee Review:*

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

G. *2014 Planning Commission Annual Report:*

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

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

H. *Appropriation of Insurance Proceeds:*

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

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

MAYOR AND COUNCIL COMMENTS

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

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

ANNOUNCEMENTS

- April 24, 2015 – Blessing of the Fleet, 6:00 PM.
- April 25, 2015 – Boater Safety Class at the Cape Charles Civic Center, 8:30 AM – 4:30 PM.
- April 25, 2015 – Low Country Shrimp Boil, 5:00 PM.
- April 26, 2015 – Blessing of the Worms, 1:30 PM.
- April 28, 2015 – Mayor’s Office Hours, 6:00 PM – 7:00 PM.
- May 7, 2015 – Town Council Budget Work Session, 6:00 PM.
- May 12, 2015 – Mayor’s Office Hours, 2:00 PM – 3:00 PM.
- May 14, 2015 – Town Council Budget Work Session, 6:00 PM.
- May 16, 2015 – Crabby Blues Festival, 3:00 PM.
- May 21, 2015 – Town Council Regular Meeting, 6:00 PM.
- May 25, 2015 – Town Offices closed for Memorial Day.

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

Mayor Proto

Town Clerk

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

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

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

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

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

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

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

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

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

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

By: George R. Proto
Mayor George Proto

ATTEST:

Libby Hume
Town Clerk

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

CASH POSITION

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

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

DEBT SERVICE

<u>Next Debt Service Payments:</u>	<u>Due Date</u>	<u>Amount</u>
VRA 2010C Principal Payment	4/20/015	\$120,586.73
2013 Dodge Charger	4/23/2015	\$4,163.00

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
GENERAL						
REVENUES	55,644	1,813,102	2,063,953	250,851	3,707,715	55.67%
EXPENDED	139,610	1,419,611	1,459,880	40,269	3,707,715	39.37%
NET	(83,967)	393,492	604,073	210,582	0	
PUBLIC UTILITIES						
REVENUES	135,221	1,094,699	1,259,454	164,755	1,648,921	76.38%
EXPENDED	112,601	1,139,035	1,113,459	(25,577)	1,648,921	67.53%
NET	22,620	(44,336)	145,995	190,331	0	
HARBOR						
REVENUES	25,766	615,609	569,605	(46,003)	1,157,987	49.19%
EXPENDED	30,921	836,290	705,438	(130,853)	1,157,987	60.92%
NET	(5,155)	(220,682)	(135,832)	84,849	0	
SANITATION						
REVENUES	15,540	129,100	133,636	4,536	171,800	77.79%
EXPENDED	14,400	110,913	112,805	1,891	171,800	65.66%
NET	1,140	18,187	20,831	2,644	0	

FY 2015 Capital Improvement Project Tracking Report

As of:
3/31/2015

	FY15 Status or Start Date	Percent of Completion	FY15 Budgeted	FY15 QTR 1 Expended	FY15 QTR 2 Expended	FY15 QTR 3 Expended	FY15 QTR 4 Expended	FY15 YTD Expended	(Over)/Under Budget
<u>General Fund</u>									
Dump Truck	Completed January 2015	100%	\$ 30,000	\$ -	\$ 34,574	\$ -	\$ -	\$ 34,574	\$ (4,574)
Cape Chas Multi-Use Trail Phase 2	Spring 2015	1%	\$ 1,570,000	\$ 24	\$ 3,414	\$ 4,581	\$ -	\$ 8,019	\$ 1,561,981
Library Building HVAC 2nd Floor	April 2015	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Furniture and Equip - Civic Center	Pending a few items	85%	\$ 18,925	\$ 13,895	\$ 2,098	\$ 92	\$ -	\$ 16,085	\$ 2,840
New Phone System	Completed in March	100%	\$ 11,213	\$ -	\$ -	\$ 5,490	\$ -	\$ 5,490	\$ 5,723
Replacement Police Vehicle	Completed in November	100%	\$ 23,200	\$ -	\$ 25,326	\$ -	\$ -	\$ 25,326	\$ (2,126)
Shore Scan Products	Completed	100%	\$ 8,200	\$ 6,188	\$ 2,013	\$ -	\$ -	\$ 8,200	\$ -
Pine Street Parking Design	Began August 2014	28%	\$ 10,000	\$ 1,273	\$ 1,554	\$ -	\$ -	\$ 2,828	\$ 7,172
<i>subtotal</i>			\$ 1,681,538	\$ 21,379	\$ 68,979	\$ 10,163	\$ -	\$ 100,521	\$ 1,581,017
<u>Water Fund</u>									
Keck wells Engineering & Construction	Began August 2104	65%	\$ 60,000	\$ 7,995	\$ 15,604	\$ 15,190	\$ -	\$ 38,788	\$ 21,212
Automatic Flush (1/5)	Started in February	59%	\$ 10,000	\$ -	\$ -	\$ 5,896	\$ -	\$ 5,896	\$ 4,104
Truck (48%)	Ordered	0%	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
<i>subtotal</i>			\$ 77,500	\$ 7,995	\$ 15,604	\$ 21,086	\$ -	\$ 44,684	\$ 32,816
<u>Sewer Fund</u>									
Truck (52%)	Ordered	0%	\$ 8,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,100
Pump Station Redesign Engineering	Started in March	21%	\$ 30,000	\$ -	\$ -	\$ 6,244	\$ -	\$ 6,244	\$ 23,756
Manhole Rehab	April or May 2015	6%	\$ 100,000	\$ -	\$ -	\$ 6,175	\$ -	\$ 6,175	\$ 93,825
<i>subtotal</i>			\$ 138,100	\$ -	\$ -	\$ 12,419	\$ -	\$ 12,419	\$ 125,681
TOTAL		8%	\$ 1,897,138	\$ 29,374	\$ 84,583	\$ 43,667	\$ -	\$ 157,625	\$ 1,739,513

MUNICIPAL CORPORATION OF CAPE CHARLES
March 31, 2015

YTD 2014 Real Estate Tax Collections

Total Land Value	\$	206,709,800	
Total Improvement Value	\$	<u>203,219,700</u>	
Total Real Estate Value	\$	409,929,500	

as of 03/31/2015

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

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

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

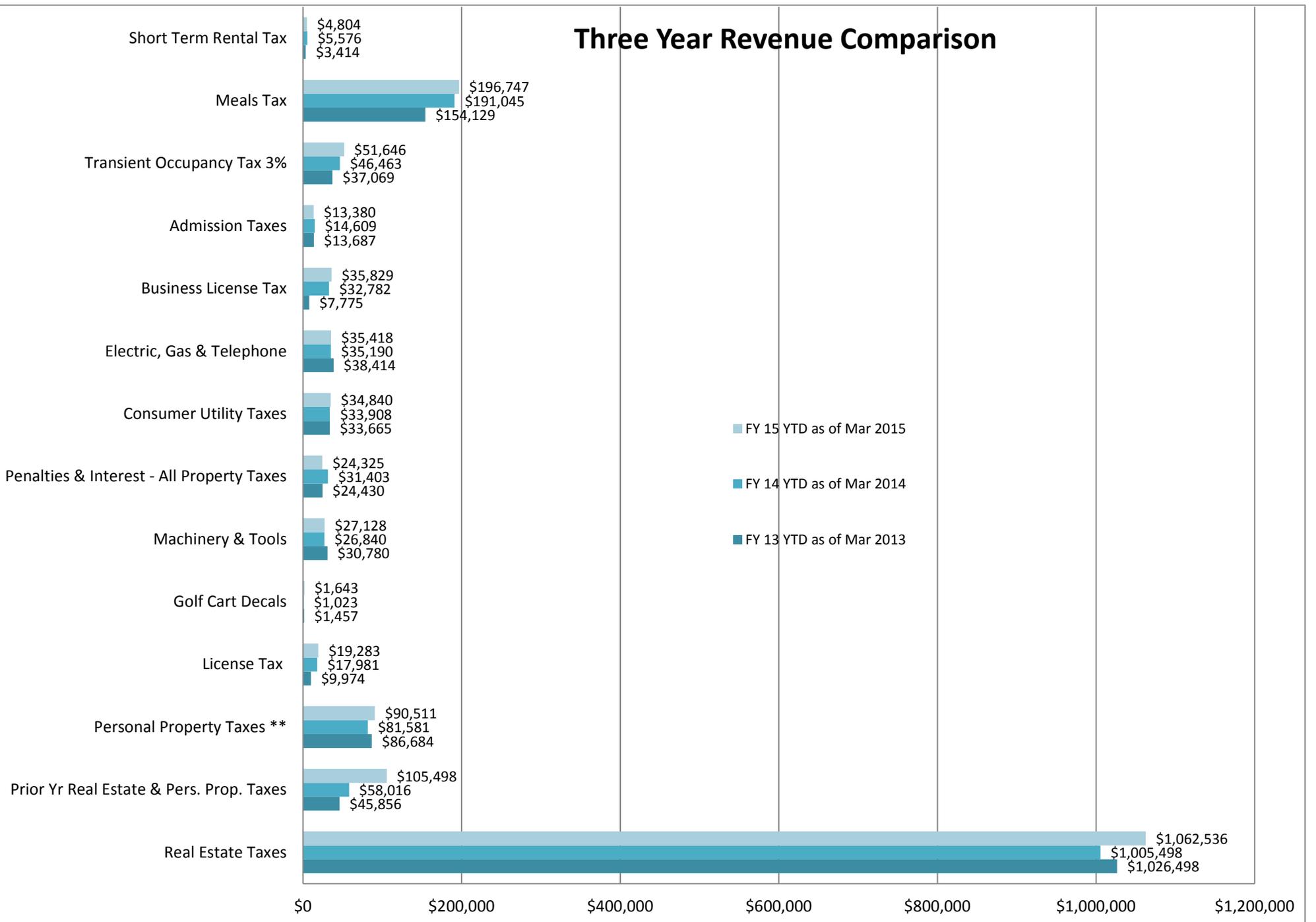
Total Budgeted FY14	\$	160,000	
Total Bills Mailed	\$	173,253	
Total Adjusted	\$	(6,179)	
Total Collected	\$	<u>136,923</u>	79%
Amount Due	\$	30,151.33	

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

as of 03/31/2015

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

Three Year Revenue Comparison



TOWN OF CAPE CHARLES DEBT SUMMARY

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

BEGINNING DEBT ALLOCATION BY AMOUNT

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

PAYMENTS MADE TO DATE

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

REMAINING DEBT BALANCES

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

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

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

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

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

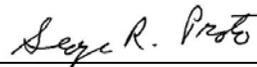
WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their police department, and that members of the Cape Charles Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against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

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

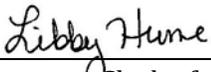
NOW, THEREFORE, the Town Council of Cape Charles calls upon all citizens of the Town of Cape Charles and upon all patriotic, civic and educational organizations to observe the week of May 10 - 16, 2015 as National Police Week with appropriate ceremonies and observances in which all of our people may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

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

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



Mayor George Proto

ATTEST: 

Clerk of the Council

Proclamation 20150416B

Building Safety Month — May, 2015

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

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

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

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

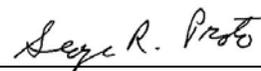
WHEREAS, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities’ largely unknown guardians of public safety--our local code officials--who assure us of safe, efficient and livable buildings, and;

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

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

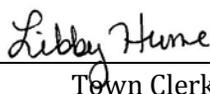
NOW, THEREFORE, the Town Council of the Town of Cape Charles does hereby proclaim the month of May 2015 as Building Safety Month and encourages our citizens to join with their communities in participation in Building Safety Month activities.

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



Mayor George Proto

ATTEST:



Town Clerk

PROCLAMATION #20150416C

IN HONOR OF NATIONAL PUBLIC WORKS WEEK

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

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

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

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

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

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

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

George R. Proto

Mayor George Proto

ATTEST:

Libby Hume

Clerk of the Council

Proclamation 20150416D

Municipal Clerks Week

May 3 - 9, 2015

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

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

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

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

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

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

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

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

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

George R. Proto

Mayor George Proto

ATTEST: *Libby Hume*
Clerk of the Council