



**TOWN COUNCIL
Regular Meeting
Civic Center
October 15, 2015
6:00 p.m.**

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown, Godwin, and Wendell. Councilwoman Natali was not in attendance. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Planner Larry DiRe and Town Clerk Libby Hume. The Department Heads were in attendance as well as approximately 25 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. Cape Charles Business Association Presentation – Lessons of the 2015 Tourist Season

Mr. Andrew Follmer addressed the Council summarizing the 2015 season adding that he heard that the lodging and meals tax revenues increased and that he had almost doubled his sales this year. A clear indicator regarding business in town was the demand for storefronts. There were currently no vacant usable space on Mason Avenue. He encouraged the owners of the unusable storefronts to get them renovated and ready to be rented. (Please see attached.)

B. National Friends of Libraries Week Proclamation

Mayor Proto read Proclamation 20151015 Recognizing the Friends of the Cape Charles Memorial Library during National Friends of Libraries Week, October 18-25, 2015.

Motion made by Councilman Godwin, seconded by Vice Mayor Bannon, to adopt Proclamation 20151015. The motion was approved by unanimous vote.

PUBLIC COMMENTS:

Nioaka Marshall, 224 Monroe Avenue

Ms. Marshall addressed the Council expressing her concerns regarding the following: i) The recent Cape Charles Mirror article regarding the assistant town manager and the necessity of the citizens' trust in the town's leaders; ii) The handicap ramps at the street corners and the issue of some not being connected to sidewalks; and iii) She thanked the Cape Charles Police Department for their hard work to protect the citizens of the town.

Smitty Dize, 118 Peach Street

Mr. Dize addressed the Council in response to allegations that he heard regarding his tenure as the harbor master. In conclusion, he stated that he had worked hard for the town and did not like hearing the negativity and added that the town had good staff in most areas.

Emily Cullen, 129 Churchill Downs, President of the Friends of the Cape Charles Memorial Library

Ms. Cullen began by thanking the Council for the National Friends of Libraries Week Proclamation and continued by informing the attendees of upcoming Friends' programs as part of the Friends of Libraries Week as follows: i) The final Author Series was scheduled for next Monday, October 19th at 7:00 p.m. at the Civic Center; ii) A smartphone help session was scheduled for Tuesday, October 20th, from 2:00 p.m. – 4:00 p.m. at the Library; iii) A Medicare specialist was scheduled for Wednesday, from 2:00 p.m. – 4:00 p.m. at the Civic Center; and iv) An Introduction to Windows computer class on Thursday, October 22nd, from 4:00 p.m. – 6:00 p.m. at the Civic Center. All the programs are free and open to the public. The Friends would be offering Afternoon Teas at 3:00

p.m. at the Civic Center on November 9th, December 14th, and January 11th. Tickets were \$15 per person. Ms. Cullen distributed cards to the Council detailing the Afternoon Tea schedule and topics.

Tammy Holloway, 403 Tazewell Avenue

Ms. Holloway addressed the Council expressing her concern regarding the alleged assault and some issues with communication. (Please see attached.)

Roberta Kellam, 7514 Wellington Neck Road

Ms. Kellam spoke regarding the 23rd Annual Birding and Wildlife Festival which was held in Cape Charles last weekend. This was her first year running the festival and she thanked Council for the financial and infrastructure support from the town. There were 310 paid registrations – 43% from out-of-state. About 65 people came from across the bay and most of the attendees were overnight visitors.

Bill Prickett, 210 Tazewell Avenue

Mr. Prickett stated that he had an electrical problem on a Saturday night several weeks ago. He called 911 and was still on the phone with the dispatcher when the Cape Charles Volunteer Fire Company showed up at his house. They checked everything out and assured him that there was no fire present. He wanted to take this opportunity to publicly thank the Cape Charles Volunteer Fire Company and encouraged the town to continue its support to the company.

Suzanne Golibart, Owner of Periwinkles, 12 Strawberry Street

Ms. Golibart stated that she wanted to reiterate some of Andrew Follmer's points and continued as follows: i) Please consider having a dedicated, experienced staff person to handle marketing; ii) Please encourage incentives for owners of buildings on Mason Avenue to renovate their unusable space to make it usable; and iii) Visitors to the town had expressed their frustration regarding hours that businesses were open. Some businesses did not abide by their own posted hours. The Cape Charles Business Association had developed suggested hours for businesses in town. Ms. Golibart requested the Council to consider some type of incentive to businesses that abided by the hours suggested by the Cape Charles Business Association.

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

Mayor Proto stated that an item was being added as New Business Item 8G – Law Enforcement Mutual Aid Agreement.

Councilman Bennett asked whether the Department Reports could be dispensed with due to the number of public comments received. Councilman Wendell stated that he wanted to hear the reports. After some discussion regarding the issue, it was agreed that the Department Reports would be heard.

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to approve the agenda format as amended with the addition of New Business Item 8G – Law Enforcement Mutual Aid Agreement. The motion was approved by unanimous vote.

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the September 17, 2015 Regular Meeting, the October 1, 2015 Executive Session, and the October 1, 2015 Work Session.

Motion made by Councilman Brown, seconded by Councilman Wendell, to approve the minutes from the September 17, 2015 Regular Meeting, the October 1, 2015 Executive Session, and the October 1, 2015 Work Session as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated September 30, 2015 which showed the Total Cash on Hand of \$1,159,108, the Total Cash Held in Reserve was \$1,464,977 and the Total Cash – All Accounts was \$2,624,085. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the FY 2016 Capital Improvement Project Tracking Report and the Three Year Revenue Comparison.

Motion made by Councilman Bennett, 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 stated that he did not have anything to add to his written report.

Councilman Wendell asked about the new parking at the beach and what it entailed. Larry DiRe responded that currently there were no lines for parking spaces at the beach front which caused an inefficient use of space. A 1999 survey report showed that the west side of Bay Avenue should have 66 parallel spaces. He used the study number of 66 vehicles when doing the parking count over the summer and the number exceeded 66 about 25% of the time. During those times, vehicles were parking on the east side of Bay Avenue and along the side streets in the residential neighborhood. Reverse-angle parking would provide 120+ spaces.

There was much discussion regarding reverse-angle parking on Mason Avenue, the possibility of VDOT approving pull-in angled parking on Bay Avenue, the expectation for people not to park on the east side of Bay Avenue in front of the houses, the consistent annual increase in the number of tourists and beachgoers and the impact of parking in the neighborhoods, etc.

Mayor Proto stated that a work session was needed and asked Larry DiRe to work up several proposals for further review.

Larry DiRe stated that the Planning Commission would be reviewing the results of the parking study and would make a recommendation to the Council.

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:

Acting Harbor Master Barbara Michaux stated that she did not have anything to add to her written report.

Councilman Wendell commented as follows: i) He asked about the changes or initiatives that could be initiated by the Council to reduce the deficit and how revenues could be increased and expenses limited. He noted that a lot of additional personnel were hired. If the harbor were leased to a third party management firm, they would look at the absolute minimum amount of labor and asked the town manager for a recommendation for a common sense proposal regarding this issue; ii) He questioned the policy of discounts for town residents for items; and iii) He wanted a resolution to lessen the burden to the taxpayers regarding having to pay the overages from the General Fund. He asked what steps would be taken to bring the harbor back to a profitable position.

Mayor Proto asked the treasurer and harbor staff to review the numbers and analyze the finances for the harbor. He asked about the projected timeframe for the harbor analysis results. He asked Brent Manuel to think about the issue and send an email to the Council next Monday.

Councilman Bennett suggested that, as part of the study, consideration needed to be made regarding looking at management companies to see what they could offer.

There was much discussion regarding the debt service for the breakwaters which was currently included in the Harbor Fund budget.

Cape Charles Memorial Library:

Librarian Ann Rutledge thanked the Friends of the Cape Charles Memorial Library for all that they had done for the library. Without their support, the town would not have the wonderful library and all the great programs offered there.

Police Department:

Police Chief Jim Pruitt stated that he wanted to personally thank Sergeant Chelsea Pfeiffer and Officer Tom Potts for all their work and sacrifice of their time at home to catch the predator. He added that he was agreeable to alerting the citizens of the town but we had a small police department and their priority was to catch the individual and he did not have the personnel to go door to door to notify all residents. A notice was placed on Facebook because they didn't have the manpower to do anything else.

Mayor Proto thanked Chief Pruitt and the officers for all their hard work.

There was much discussion regarding the policing of Central Park. Councilman Wendell stated that it was a dangerous area by the public restrooms and suggested installation of a security camera with a view covering the front of the restroom facility. It was also noted that the restrooms locked from the inside which was a safety issue.

Mayor Proto asked about the hit and run incident reported on the monthly report. Chief Pruitt stated that the incident involved someone hitting a parked boat and trailer at the harbor.

Public Utilities/Public Works Departments:

Public Utilities/Public Works Director Dave Fauber stated that he did not have anything to add to his written report. There were no questions from Council.

Recreation Department:

Recreation/Community Events Coordinator Jen Lewis was not in attendance.

OLD BUSINESS

A. *Acquisition of Mason Avenue Property:*

Assistant Town Manager Bob Panek stated that this item was on the agenda as a confirmation of the decision made by Council in February. Due to the delay in approval of development and the recent subdivision of the property, legal counsel recommended adoption of a resolution. Funding was included in the FY 2016 budget.

Motion made by Councilman Brown, seconded by Councilman Wendell, to adopt Resolution 20151015 Acquisition of Mason Avenue Property. The motion was approved by majority vote with Councilmen Bennett and Godwin opposed. Roll call vote: Bannon, yes; Bennett, no; Brown, yes; Godwin, no; Wendell, yes.

NEW BUSINESS:

A. *USDA RD Loan Resolution:*

Deborah Pocock stated that the town applied for a 35% grant/65% loan through the USDA Rural Development for four capital projects for FY 2016. Unfortunately, the grant funding for our region was denied, but the town was offered 100% financing. Three of the projects – Public Works tractor, Financial Management Software and the Police Department vehicle would be discussed separately. Staff requested approval of a loan resolution for the Code Enforcement vehicle which was purchased in August after approval by the town's USDA RD administrator.

The FY 2016 budget included a loan for \$16,445. The increased amount to cover the loss of the grant funding was \$8,855. The loan was a five-year loan at 3.25% interest with annual payments beginning with FY 2017. The previous Code Enforcement truck was transferred to the harbor to enable staff to pick up supplies and make daily bank deposits without having to use their personal vehicles.

Motion made by Councilman Bennett, seconded by Councilman Godwin, to adopt Resolution 20151015A of Governing Body of Cape Charles for USDA Rural Development Loan. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Godwin, yes; Wendell, yes.

B. *Davis Disposal Contract Extension:*

Dave Fauber stated that on October 31, 2013, the town awarded a contract effective November 1, 2013 to Davis Disposal for all waste collection and disposal services. The contract was for one year with the option to renew for three additional years. This was the second of three extensions covering the timeframe from November 1, 2015 through October 31, 2016. As stated in the original contract, the cost for residential service would be \$13.50 for year three.

Motion made by Councilman Godwin, seconded by Vice Mayor Bannon, to approve the second extension of the Waste Collection and Disposal Services contract with Davis Disposal from November 1, 2015 through October 31, 2016. The motion was approved by unanimous vote.

C. *Appointment to Library Board:*

Brent Manuel stated that the Library Board met monthly and consisted of seven members each serving four-year terms. There were currently two vacancies on the board with the resignations of Mss. Linda Schulz and Valerie Travis at the end of their terms which expired August 8, 2015. On October 1, 2015, the Council interviewed Ms. Debra Crockett to fill one of the vacant positions.

Motion made by Councilman Brown, seconded by Councilman Bennett, to appoint Ms. Debra Crockett to the Library Board for a four-year term expiring on August 8, 2019. The motion was approved by unanimous vote.

D. *Harbor Breakwater Contract Award:*

Bob Panek stated that \$860K was included in the FY 2016 budget, \$215K would be covered by Town bond proceeds with the balance coming from the Virginia Port Authority Aid to Localities grant. The town was also offered \$80K from the Boating Infrastructure Grant and were 99% certain to receive this additional funding. Three bids were received. The bids were low enough that the town would be able to award the third breakwater construction to a height of 7' and to add 2' to the two existing sections. By adding the 2' additional in height, it would also add mass which would reduce the swells. The low bidder was Coastal Design & Construction, Inc. for a total of \$819,769 which was within the amount budgeted.

There was much discussion regarding the debt service, remaining grant funding, the possibility of using the proceeds from the sale of the leased property to South Port Investors to construct the remaining two sections while the contractor was in the area, and possible consideration to expand the jetty to help with beach erosion. Councilman Bennett encouraged staff to continue to apply for grant funding from the Virginia Port Authority to continue the improvements at the harbor.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to award the contract to Coastal Design & Construction, Inc. in the amount of \$819,769. The motion was approved by majority vote with Councilman Wendell opposed.

E. *Resolution of Appreciation to Law Enforcement Officers:*

Brent Manuel stated that law enforcement officers were a vital part of a community and provided numerous services to its citizens. Not only were law enforcement officers public servants who protected the citizens on a daily basis, they were also our friends, neighbors and family members and it was important to support law enforcement officers who serve the Town of Cape Charles, Northampton County and the Commonwealth of Virginia.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adopt Resolution 20151015B of Appreciation to Law Enforcement Officers. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Godwin, yes; Wendell, yes.

F. *Property Addition to Enterprise Zone:*

Larry DiRe stated that the town received an Enterprise Zone amendment letter and map from Northampton County which were presented to the Planning Commission for review at their October 6th meeting. The Commissioners recommended the addition of the property located at 1 Mason Avenue (tax parcels 83A-2-2-84, 83A-2-2-87, and 83A-2-2-88) to the Enterprise Zone since it was a Harbor District zoned parcel. The current Enterprise Zone included properties zoned Commercial, Industrial and Harbor with the exception of this property.

Motion made by Councilman Wendell, seconded by Councilman Bennett, to approve the inclusion of 1 Mason Avenue in the Enterprise Zone as recommended by the Planning Commission. The motion was approved by unanimous vote.

G. *Law Enforcement Mutual Aid Agreement:*

Brent Manuel stated that, on occasion, the Town of Cape Charles Police Department and the Northampton County Sheriff's Department assisted each other on various calls for service. In 2012, the Northampton County Sheriff requested all the incorporated towns with police departments to execute mutual aid agreements. On April 24, 2012, a Law Enforcement Mutual Aid Agreement was signed by Town Manager Heather Arcos under Police Chief Charles Brown. A subsequent agreement was required in 2014 with Chief Brown's retirement and the appointment of Chief Jim Pruitt. With the appointment of Town Manager Brent Manuel, Sheriff David Doughty requested a new agreement be signed and notarized. Commonwealth Attorney Bruce Jones advised that a resolution be adopted as well.

Motion made by Councilman Brown, seconded by Councilman Wendell, to adopt Resolution 20151015C Law Enforcement Mutual Aid Agreement. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Godwin, yes; Wendell, yes.

MAYOR AND COUNCIL COMMENTS

Councilman Godwin commented as follows: i) He applauded Councilman Wendell in his diligence and his concern for the finances of the town. He also applauded the police department for their hard work and stated that there was no need for them to take the time to explain what they were doing in regards to an ongoing investigation. They did the right thing by doing their duty and finding the suspect. This was an isolated incident. Cape Charles was a great place to be. Residents walk the streets at night and felt comfortable; and ii) In regards to the Cape Charles Business Association's suggested hours of operation for local businesses, he felt it was something that could be addressed. Several years ago, he took a tour of another locality where the merchants worked together and complimented each other. They helped cover for each other when one business owner was out.

Mayor Proto stated that Andrew Follmer had asked him to express the thanks from the Cape Charles Business Association to the town for helping to repair the LOVE sign. They were very appreciative of the work.

Councilman Bennett commented as follows: i) He stated that he was encouraged by Andrew Follmer's report and asked for a copy of the report and that the issue be placed on the next work session agenda to review the suggestions; ii) He encouraged the town manager to continue to look at opportunities for outside businesses to make presentations to the Council regarding harbor management and what they could offer the town; and iii) He also encouraged the town manager to rejoin the Chamber of Commerce.

Councilman Brown did not have any additional comments.

Councilman Wendell commented as follows: i) He expressed his agreement with Councilman Bennett in that the town needed to rejoin the Chamber of Commerce; ii) He stated that he made a few notes during Andrew Follmer's presentation and added that it was the town manager or mayor's responsibility to make themselves available to the press; iii) It was great that the town had a busy summer and he hoped it would continue; iv) When the third phase of the Cape Charles Community Trail reached Randolph and Mason Avenues, approximately 25 parking spaces on Peach Street would be lost. The town acquired a lot behind the Library two blocks west and it was estimated that it would take about \$120K to create the same number of spaces that were being lost on Peach Street. He suggested that the Trail design be modified to keep the 25 parking spots on Peach Street; and v) The town needed a welcome package and magnets with contact information. It was a problem and a lot of education needed to be done in that area.

Vice Mayor Bannon stated that he felt that the boulevard needed to be installed on Peach Street across from the gym and asked how many spaces were in the new lot along Mason Avenue. Larry DiRe responded that there were about 60 spaces in the lot.

ANNOUNCEMENTS

- October 27, 2015 – Mayor's Office Hours, 6:00 PM – 7:00 PM.
- November 5, 2015 – Town Council Work Session, 6:00 PM.
- November 10, 2015 – Mayor's Office Hours, 2:00 PM – 3:00 PM.
- November 11, 2015 – Town Offices closed for Veterans' Day.
- November 12, 2015 – Town Council Work Session, 6:00 PM.
- November 19, 2015 – Town Council Regular Meeting, 6:00 PM.

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

Mayor Proto

Town Clerk

October 15, 2015 Town Council Regular Meeting
Public Comments Provided in Writing

Tammy Holloway, 403 Tazewell Avenue

Tonight I wanted to address the mayor and council regarding a few items.

I want to express my concerns in regard to the alleged assault that took place in Central Park on October 1st. I commend the swift work of our Cape Charles police staff in apprehending the suspect. However, I am deeply concerned that residents of the town or at least the surrounding area were not notified that the incident occurred and that an arrest had not been made for 48 hours. Our home backs up to the park and it was very alarming when I learned of these events 72 hours after they happened via a Google Alert. I take responsibility for staying informed of town events and happenings, yet I never knew there was a Cape Charles Police Facebook page where this news was indeed posted after the event. I think it is wonderful we have the FB page, however I am concerned that is not the ONLY way in which we need to communicate such events to our residents, especially in situations where our safety is concerned. Many residents are not using technology or even on FB pages and if they do, are they even aware there is such a page?

We live in a safe and quiet town, yet sometimes bad things will happen. This is out of our control. However, what IS in our control is how we respond to such events. We have a responsive police force which is most important. We desperately lack a means of communicating to our residents. As a person who is not one to complain unless I can offer ways to resolve, I would like to ask the mayor, council and town staff to look into a few potential solutions:

- Adding a reverse 911 or emergency text notification system. This could be used in the recent events, during severe weather threats, etc. There are many such systems in place for municipalities like Cape Charles or might we partner with Northampton County on this?
- Look into getting some sort of item that would have emergency numbers and information. Many new residents are not aware who to call during a non-emergency event. For the first two years we lived here, we called the Cape Charles police number and wondered why we didn't get an answer! (I recently saw a magnet that had such information on it.) Which leads to the final request...
- As a town, we need to develop a welcome packet for residents and rental homes. To include such items like the "who to contact in an emergency," policies like golf carts, pets, beach use, etc.

As always, we appreciate the hard work of the town staff and the dedication and gift of time the Town Council provides.

Lessons of the 2015 Tourist Season

Perspectives from Cape Charles Business Association

Indicators of a Successful Season

- Most Businesses Sales Up Sharply
- Shoulder Season – incredible growth
- Lodging & Meals Tax
- Demand for Storefronts

Elements of Success

- “New” Beach
- Good Travel Press (ad hoc)
- Visitors’ Center: Great Bang for the Buck!
- Additional Parking – despite challenges, huge benefit to have so many additional space with more on the way at beach.
- Marketing by Individual Businesses

Tourist Feedback on Business Community & What We’re Doing About It

- Complaints About Store Hours
 - CCBA Retail Alliance
- Plea for More Restaurant Choices
 - Tourism Zone &...?
- Inadequate Information Resources: Social Media and Websites
 - Tourism Summit Follow Up
 - Virginia Main Street

Lessons & Challenges

Opportunities!

In a Nutshell...

- Low Hanging Fruit
- Communication! Communication!
Communication!
- Culture of Accountability

Tourism & Communications. #1 Issue

- Tourism is #1 but no town staff dedicated to Tourism/Marketing
- Not just a business issue! It's the engine for our town.
- Lack of Distinguishable Brand/Message
- Nothing to counter/refute rumors
- Losing out on "Wins"

Adrift with the Press and Media

- No staff with skills and qualifications to handle the press, shows in lack of planning or preparedness
- Travel press:
 - Ad hoc = we don't control message or targeting.
 - No Brand = Less Effective!
- Many missed opportunities.
 - Town out of loop on Eastern Shore Week on Hampton Roads show
 - No staff as a resource for the press

Town has Critical and Unique Role in Tourism Marketing

- Cross Marketing with Bay Creek: Banner year for Bay Creek, 2016 will be bigger
 - 160 Discovery Tours this year: 2 Nights min.
 - How is town marketing to these people?
 - Those with Good experience tell others

Town has Critical and Unique Role in Tourism Marketing

Northampton County Chamber of Commerce

- Town did not renew membership = Bad Business
- Lost Weekly Marketing Opportunities

Change Management

- Case Study: Reverse Angle Parking
 - Much anger and friction
 - No Accountability: Fingerpointing and Defensiveness instead of Solutions
 - Bad idea vs. Badly implemented idea
- Next Up?
 - Beach parking?
 - Tourism Zone?

Boring Backline Functions: Need for Increased Accountability

- Financial Management
- Procurement

Cape Charles by the Bay

- Fingerpointing instead of solutions
- No accountability = zero progress toward solution
- Fact: seriously flawed process
 - No authority to undertake bid
 - Lack of necessary technical expertise
- Result: Undermined confidence in Town by Key Stakeholders

Tourism Map

- Long awaited, welcomed resource
- Questions about awarding of ads = no reprinting
- Preferential Treatment of hand-picked advertisers = misuse of public funds
- Result: No maps

Jewel in our Tourism Crown: Town Harbor

- Minimal Marketing because belongs to Town (which doesn't do tourism marketing)
- Great Progress over Past 10 years
- Time to take it up a notch?
- We deserve a well-informed decision

Recommendations

- Prioritize Tourism/Marketing/Media Function:
 - Professional, qualified capacity – not an “add on”
 - Town Facebook Page = great start, immediate impact
 - Bay Creek: Presentation next month
 - Join the Chamber
- Change management: involve all key stakeholders upstream and have implementation plan
- Procurement & Financial Management: Accountability & Oversight
- Harbor: Make an Educated Decision!

Conclusion

- 2015 Season a definite success
- Learning moments are opportunities!
- Much Low-hanging (and high impact) fruit
- On track for much greater success in 2016

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

CASH POSITION

Cash on Hand	8/31/2015	9/30/2015	Increase/(Decrease)
Shore Bank Checking Account	\$ 409,530	\$ 361,786	\$ (47,744)
Shore Bank Money Market Account	\$ 400,638	\$ 400,803	\$ 165
LGIP Account 1 - Unrestricted	\$ 97,484	\$ 97,498	\$ 14
LGIP Account 2 - Unrestricted	\$298,977	\$299,022	\$ 44
Total Cash On Hand	\$ 1,206,629	\$ 1,159,108	\$ (47,521)

Restricted and Reserved Cash Balances	8/31/2015	9/30/2015	Increase/(Decrease)
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$234,471	\$234,501	30
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	\$2,433	\$2,590	156
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,586	\$257,588	1
Total Cash Held in Reserve	\$ 1,464,790	\$ 1,464,977	\$ 187
Total Cash - All Accounts	\$ 2,671,419	\$ 2,624,085	\$ (47,334)

DEBT SERVICE

<u>Next Debt Service Payments:</u>	<u>Due Date</u>	<u>Amount</u>
2010C General Obligation & Revenue Bond	10/20/2015	\$120,586.73
USDA Loan 5 D	11/6/2015	\$3,392.00

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
GENERAL						
REVENUES	141,530	369,830	388,343	18,514	4,158,455	9.34%
EXPENDED	168,812	519,023	674,624	155,601	4,050,514	16.66%
NET	(27,283)	(149,193)	(286,281)	(137,088)	107,941 surplus to harbor	
PUBLIC UTILITIES						
REVENUES	141,623	455,020	482,650	27,630	1,723,011	28.01%
EXPENDED	152,032	342,413	332,543	(9,871)	1,723,011	19.30%
NET	(10,409)	112,607	150,107	37,500	0	
HARBOR						
REVENUES	42,030	367,078	352,610	(14,469)	1,965,837	17.94%
EXPENDED	43,041	370,312	363,090	(7,222)	2,073,778	17.51%
NET	(1,011)	(3,234)	(10,481)	(7,246)	(107,941)	
SANITATION						
REVENUES	15,542	43,879	47,161	3,282	175,300	26.90%
EXPENDED	14,956	27,543	30,214	2,671	175,300	17.24%
NET	585	16,335	16,946	611	0	

FY 2016 Capital Improvement Project Tracking Report

As of:
9/30/2015

	<u>FY16 Status or Start Date</u>	<u>Percent of Completion</u>	<u>FY16 Budgeted</u>	<u>FY16 QTR 1 Expended</u>	<u>FY16 QTR 2 Expended</u>	<u>FY16 QTR 3 Expended</u>	<u>FY16 QTR 4 Expended</u>	<u>FY16 YTD Expended</u>	<u>(Over)/Under Budget</u>
General Fund									
Enterprise Management System (Finance)	October order date	0%	\$ 55,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,069
Replacement Police Vehicle	Ordered	0%	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000
Police vehicle cameras & software	October delivery date	0%	\$ 10,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,600
Code Enforcement Vehicle	Complete	100%	\$ 25,302	\$ 26,125	\$ -	\$ -	\$ -	\$ 26,125	\$ (823)
Public Works Tractor	postponed until March	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Mason St Parking Improvements		46%	\$ 20,000	\$ 9,216	\$ -	\$ -	\$ -	\$ 9,216	\$ 10,784
Sidewalk Repair Program (VDOT grant 50%)		0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Pine St Parking/Waste Mgmt Design		0%	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Strawberry Street Plaza Purchase/Improvements		0%	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
ArtWalk - Wayfinding Signage		0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Central Park Playground Equipment (phase 1)		0%	\$ 30,000	\$ 103	\$ -	\$ -	\$ -	\$ 103	\$ 29,897
Cape Chas Multi-Use Trail Phase 2		0%	\$ 1,570,000	\$ 4,486	\$ -	\$ -	\$ -	\$ 4,486	\$ 1,565,514
Security Cameras for Beach, Park, Civic Center		0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
subtotal			\$ 1,941,971	\$ 39,930	\$ -	\$ -	\$ -	\$ 39,930	\$ 1,846,972
Water Fund									
Automatic Flush (2 & 3 of 5)		62%	\$ 20,000	\$ 12,371	\$ -	\$ -	\$ -	\$ 12,371	\$ 7,629
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400.00	\$ 100
subtotal			\$ 23,500	\$ 15,771	\$ -	\$ -	\$ -	\$ 15,771	\$ 100
Sewer Fund									
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400	\$ 100
Plum & Mason Pump Station Engineering		2%	\$ 165,000	\$ 2,695	\$ -	\$ -	\$ -	\$ 2,695	\$ 162,305
Manhole Rehab		42%	\$ 41,792	\$ 17,396	\$ -	\$ -	\$ -	\$ 17,396	\$ 24,396
subtotal			\$ 210,292	\$ 23,491	\$ -	\$ -	\$ -	\$ 23,491	\$ 186,801
Harbor Fund									
Breakwater		2%	\$ 860,000	\$ 20,396	\$ -	\$ -	\$ -	\$ 20,396	\$ 839,604
Truck	Transferred from Code Enf.	100%	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -
subtotal			\$ 870,000	\$ 30,396	\$ -	\$ -	\$ -	\$ 30,396	\$ 839,604
TOTAL		4%	\$ 2,835,471	\$ 86,098	\$ -	\$ -	\$ -	\$ 109,589	\$ 2,686,675

Three Year Revenue Comparison

