



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

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Councilmen Bannon, Bennett, Brown and Buchholz. Councilwomen Natali and Sullivan were 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 majority of the Department Heads were in attendance as well as 13 members of the public.

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

ELECTION OF VICE MAYOR

Councilman Bennett nominated Councilman Bannon, seconded by Councilman Brown, to serve as vice mayor. There were no other nominations.

Motion made by Councilman Brown, seconded by Councilman Bennett, to close the nominations. The motion was approved by unanimous vote.

Mayor Proto asked for a vote regarding the nomination of Councilman Bannon for vice mayor. Councilman Bannon was elected as vice mayor by unanimous vote.

PUBLIC COMMENTS:

Liz Jones, 6 Tazewell Avenue

Ms. Jones spoke as president of the Randy Custis Park asking for Town Council support of the park and went on to introduce Mr. Roger Eitelman, the executive director of Randy Custis Park.

Roger Eitelman, Randy Custis Memorial Fund

Mr. Eitelman began by thanking Chief Pruitt and the officers for all their hard work then proceeded to distribute handouts to the Council. Mr. Eitelman went on to state that he was approaching all the towns requesting financial contributions of \$5K per year for two years to assist with operating expenses. He gave some history on the founding of the Randy Custis Memorial Fund which was a 501C3 organization. The organization was volunteer run until he was hired as the executive director a year ago. The park began in 1998 with one baseball field and was now a 31 acre complex with outdoor and indoor facilities. The park offered little league, soccer and volleyball and provided positive experiences for the youth. The Board of Directors for the park created a strategic plan for improvements to the park, including lighting for the girls' softball field. (Please see attached.)

Wayne Creed, 548 Monroe Avenue

Mr. Creed thanked the Town Council and Town for their continued support of the arts and assistance over the past week for Experimental Film Virginia. Mr. Creed went on to talk about the Randy Custis Park adding that he felt it was one of the most important things for children on the shore. His children played baseball and soccer and he coached soccer. The park was now robust and growing and a great training facility. Mr. Creed concluded by asking the Town to support the Randy Custis Park and the children.

Town Clerk Libby Hume read a letter submitted by Ms. Kathleen Coalter of 245 Mason Avenue. (Please see attached.)

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 a representative from VML/VACo would be giving a short presentation regarding refinancing options and requested Item 8J be moved to the beginning of New Business. After some discussion, it was suggested that Item 8J be discussed when the representative arrived.

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

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the June 16, 2016 Regular Meeting and the June 23, 2016 Executive Session.

Councilman Bennett stated that he had provided comments to the Clerk regarding some minor changes to the language in the minutes from the June 16, 2016 Regular Meeting.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to approve the minutes from the June 16, 2016 Regular Meeting as amended and the June 23, 2016 Executive Session as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated June 30, 2016 which showed the Total Cash on Hand of \$2,398,281, the Total Cash Held in Reserve was \$1,358,251 and the Total Cash – All Accounts was \$3,756,532. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the FY 2016 Capital Improvement Project Tracking Report, the YTD 2016 Real Estate, Personal Property, Machinery and Tools Tax & 2016 License Tax Collections, the YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections and the Three Year Revenue Comparison.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, 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 that the Planning Commission met on July 18, 2016 and reviewed a request for a zoning map amendment and conditional use permit application. The Commission recommended scheduling a joint public hearing with the Town Council on August 15, 2016 at 6:00 p.m. This was an agenda item for later in the meeting.

C. *Other Departments:*

Code Enforcement:

Code Official Jeb Brady stated that he did not have anything to add to his written report.

Councilman Bennett asked why the permit fees for FY 2016 were less than FY 2015 when the amount of construction in the Town increased significantly. Jeb Brady responded that the reduction was due to The Town Council approval to defer fees for one major project.

Town Harbor:

Town Manager Brent Manuel stated that Harbor Master Charlie Farlow was on vacation.

Councilman Buchholz stated that he did not understand the reported numbers. There was some discussion regarding the numbers and Brent Manuel stated that he would have Charlie Farlow review the numbers and provide an explanation at the next meeting.

Cape Charles Memorial Library:

Librarian Ann Rutledge stated that she did not have anything to add to her written report. There were no questions from Council.

Police Department:

Chief Jim Pruitt reported that he would be making an offer to the potential new police officer and was hoping to have him start soon since the next police academy session would start on July 29, 2016.

Mayor Proto added that the Chief and his officers had a tough job and everyone appreciated their service.

Public Utilities/Public Works Departments:

Public Works/Public Utilities Director Dave Fauber stated that he did not have anything to add to his written report.

There were some questions from Council and discussion as follows: i) The manhole project was complete but the wastewater plant's production was still exceeding water production; ii) There had been some vandalism in Central Park. The Public Works crew were aware of the damages and repairs were on their task list; iii) There were a number of areas needing street repairs. Work on piping was planned on Bayshore Road and after that repair was completed, the asphalt contractor would be contacted to repair five patches. The work should be completed within three weeks; iv) The lights on the fishing pier were being repaired; and v) The Central Park and beach bathrooms were being cleaned daily.

Recreation Department:

Brent Manuel stated that Recreation Coordinator Jen Lewis was on vacation.

Mayor Proto stated that the July 4th celebrations went well. There was some discussion regarding the mishap with the fireworks where an ember lit the fuse on the finale which went off prematurely. Jeb Brady added that a new location needed to be determined for future years.

OLD BUSINESS

A. *Cape Charles Community Trail Project Update*

Assistant Town Manager Bob Panek stated that in September 2015, the Town requested another \$817.2K for Phase 3, South Peach Street, and any funding shortfall to complete Phase 2 of the Cape Charles Community Trail. The Town received notification that the full request was approved with funding becoming available October 1, 2016 to start the design and engineering process for Phase 3. The total awarded to the Town was approximately \$3.4M. Phase 2 was currently under construction and was anticipated to be completed in late fall.

There was some discussion regarding the delay on Peach Street. Councilman Buchholz noted that the tenant at 609 Peach Street was handicapped and needed special accommodations. Dave Fauber responded that he had approached the individual notifying him that the Town would make any needed accommodations for him.

Councilman Bennett stated that Phase 3 covered South Peach Street and asked whether there was any opportunity to shift the plans to other areas and suggested a work session to further discuss future phases. Bob Panek stated that a new resolution would need to be adopted and presented to the Commonwealth Transportation Board for approval.

NEW BUSINESS:

A. *Town Council Representative to Planning Commission*

Brent Manuel stated that Article Two of the Town of Cape Charles Planning Commission By-Laws stated that "This Planning Commission shall consist of seven members. One member shall be a representative of the Town Council. The remaining six members shall be referred to as appointed members." Currently, Councilwoman Natali served as the Council representative to

the Planning Commission. Councilman Buchholz also served on the Commission, as an appointed member until his recent election to Council. Brent Manuel added that the Code of Virginia allowed for only one Council person on a Planning Commission.

There was some discussion regarding this issue. Several of the Council members heard that Councilwoman Natali was willing to give up her seat on the Commission. Councilman Buchholz expressed his desire to remain on the Planning Commission.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to appoint Councilman Buchholz as the Council representative to the Planning Commission. The motion was approved by unanimous vote.

B. *Town Council Representative to Library Board*

Brent Manuel stated that former Councilman Godwin served as the Town Council representative to the Library Board. With the expiration of his term on June 30, 2016, a new Council representative needed to be named.

Mayor Proto asked if anyone was willing to serve on the Library Board. There were no volunteers. There was some discussion regarding nominating Councilwoman Sullivan in absentia.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to table the appointment of a Council representative to the Library Board until the August meeting. The motion was approved by unanimous vote.

C. *Board and Commission Appointments*

Brent Manuel stated that the Town currently had a vacancy on the Wetlands & Coastal Dunes Board. With the recent election of Councilman Buchholz, the Council had two members on the Planning Commission. Earlier, the Council appointed Councilman Buchholz as the Council representative to the Commission and Councilwoman Natali must step down leaving a vacant position.

On June 23, 2016, the Town Council interviewed candidates expressing their interest in serving on the Town's boards and commission and recommended Mr. William Prickett for the Wetlands & Coastal Dunes Board and Mr. Keith Kostek for the Planning Commission.

Mayor Proto called for separate votes for each appointment.

Motion made by Councilman Brown, seconded by Councilman Bennett, to appoint William Prickett to the Wetlands & Coastal Dunes Board. The motion was approved by unanimous vote.

Motion made by Councilman Buchholz, seconded by Councilman Bennett, to appoint Keith Kostek to the Planning Commission. The motion was approved by unanimous vote.

D. *Re-appointment of Library Board Member*

Mayor Proto stated that the Library Board met monthly and consisted of seven members each serving four-year terms. Sue Panek served on the Library Board and her term would expire on August 8, 2016. Ms. Panek expressed her interest in continuing her service on the Library Board for another term.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to re-appoint Sue Panek to the Library Board for another four-year term. The motion was approved by unanimous vote.

E. *Harbor Breakwater and Jetty*

Bob Panek stated that earlier this year, Council submitted a request to the Virginia Port Authority (VPA) to carryover \$194K of an existing Aid to Local Ports grant and a new \$500K

grant for building the fourth breakwater and design/engineering for rehabilitation of the jetty. The VPA approved the Town's carryover request but only \$50K of new funding for a total of \$244K. Bob Panek continued to review three options for moving forward as follows: i) Continue with the full scope which would require the Town to fund the additional \$450K for a total of \$681K; ii) Build the fourth breakwater and defer the design/engineering for the jetty rehabilitation. The funding split would be \$244K VPA and \$506K Town; and iii) Design, engineer and build the jetty rehabilitation and defer the fourth breakwater. The cost was estimated at about \$260K-\$300K. The funding split would be \$225K VPA and \$75K Town.

There was much discussion regarding the options. Bob Panek stated that there was a possibility of additional funding assistance from the Virginia Department of Health Boating Infrastructure Grant for about \$80K-\$100K, but it would not be enough to fund the entire project. Brent Manuel added that the Town would re-apply to the VPA next year.

Motion made by Councilman Bennett, seconded by Councilman Brown, to proceed with Option 3. The motion was unanimously approved.

F. *Conditional Use Permit – 530 Randolph Avenue*

Larry DiRe stated that an application was received for a conditional use permit to operate a bed and breakfast with a swimming pool at 530 Randolph Avenue. A joint public hearing with the Planning Commission was held on July 18, 2016 with no public comments received. The Planning Commission reviewed the application at their regular meeting following the public hearing and recommended Council approval of the conditional use permit application as presented.

Motion made by Councilman Brown, seconded by Councilman Bennett, to approve the conditional use permit application for a bed and breakfast with swimming pool at 530 Randolph Avenue as presented. The motion was approved by unanimous vote.

G. *Harbor Development Certificate – Lot 19*

Larry DiRe stated that the Harbor Area Review Board (HARB) met on July 18, 2016 and reviewed the revised Harbor Development Certificate application for lot 19 to construct a permanent block and brick veneer foundation for the Harvey building. The HARB recommended Council approval of the Harbor Development Certificate for lot 19 as presented.

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

H. *Zoning Map Amendment Application – Parcel 83A3-11-2 – Set Public Hearing*

Larry DiRe stated that an application was received from the current owner and contract purchaser to amend the zoning map for parcel 83A3-11-2 from Harbor District to Industrial M-2. The contract purchaser was also applying for a conditional use permit to operate a marine port facility, boatyard, bulk storage and transfer facility if the zoning map amendment were to be approved. A public hearing was required for both the zoning map amendment and the conditional use permit application. The Planning Commission reviewed the applications and recommended a joint public hearing with the Council on August 15, 2016 to hear comments for both the rezoning and conditional use permit applications.

There was some discussion regarding the proposed project. Councilman Bennett stated that there was potential for a significant improvement for the Town. The property in question was between South Port's property and Bayshore Concrete. The proposed uses would bring jobs and revenue to the Town. It would be an incredible potential use for a currently derelict property.

Motion made by Councilman Bennett, seconded by Councilman Brown, to schedule a joint public hearing with the Planning Commission to hear comments regarding the zoning map

amendment request and conditional use permit application on August 15, 2016. The motion was approved by unanimous vote.

I. *Budget Re-appropriation*

Deborah Pocock stated that the FY 2016 budgeted Public Works tractor purchase was pending on June 30, 2016 and in order to complete the transaction in FY 2017, Council must vote to re-appropriate funds from the fund balance. The tractor that was considered in FY 2016 had since been classified as undersized for the proposed use. An upgraded model would better accommodate the Town's beach sweeper as well as a larger one, if purchased in the future to clean the recently expanded beach. \$35K was budgeted in FY 2016 but an additional \$14,897.92 was needed for the upgraded model for a total of \$49,897.92. An additional upgrade for a closed-cab tractor, which would protect the crew and equipment from inclement weather, would cost \$57,620.89.

There was some discussion regarding the preference of the closed cab. Deborah Pocock added that the Town did well in FY 2016 and the surplus was more than enough to cover the cost of the closed-cab tractor.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to re-appropriate \$57,620.89 to purchase the closed-cab tractor for Public Works. The motion was approved by unanimous vote.

J. *Review of Refinancing Options*

Deborah Pocock introduced Mr. Steve Mulroy from VML/VACo Finance who gave an overview of their history and services. Mr. Mulroy continued to review a presentation regarding the Town's opportunity to refinance the Series 2006 Bonds and 2013 bank loan at a lower fixed rate saving the Town thousands of dollars annually.

A resolution must be adopted by Council in order to proceed with the intent to coordinate with VML/VACo Finance for the loan application, etc.

Mayor Proto read Resolution 20160721 – Resolution of the Town Council of the Town of Cape Charles, Virginia, Authorizing to Proceed with Application to, and Coordination with, VML/VACo Finance for the Issuance by the Town of Certain Indebtedness, and the Notice of its Official Intent Therewith.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to adopt Resolution 20160721. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; and Buchholz, yes.

MAYOR AND COUNCIL COMMENTS

Councilman Brown welcomed Councilman Buchholz to the Council.

Vice Mayor Bannon commented on Ms. Kathleen Coalter's letter regarding staff picking up sand in the street with shovels and asked if the Town had a vacuum or street sweeper. Dave Fauber responded that the Town had brooms and sweepers and a broom attachment for the front end loader had been ordered. He instructed the Public Works crew to get started around the corners where the mud and debris was deeper and where it was difficult for pedestrians to walk along the sidewalk. VDOT should also be in Town soon with their street sweeper.

Councilman Buchholz stated that if grass was planted and fencing installed after the third phase of the US Army Corps of Engineers dredge project, it should help with the blowing of sand.

Vice Mayor Bannon continued to state that currently the merchants on Strawberry Street were not getting the flow of customers as those on Mason Avenue. It was brought up in the past to close a section of Strawberry Street to traffic and make a pedestrian mall with planters, etc., making it more inviting for customers to go to the various shops on the street. Vice Mayor Bannon concluded his comments by announcing the Bed & Breakfast Art Rocks the Inns on August 14, 2016.

Councilman Bennett stated the following: i) That he was in favor of a Strawberry Street Pedestrian Plaza as described by Vice Mayor Bannon, but the Town Council spent \$70K to purchase property across the street; and ii) He knew the Clerk and another person recently attended a Virginia Main Street Workshop in Staunton. Funding was in place in the FY 2017 budget and now was the time to move forward with the Main Street initiative. He challenged the Town Manager to put a detailed plan in place, including the steps and a timeline, to be presented to the Council next month.

Councilman Buchholz stated that he was glad to be on the Council and would do what he could to help make the Town more attractive for businesses. He hoped to bring some discussion that he had had with others to the table.

Mayor Proto commented as follows: i) He was glad that Councilman Buchholz was here; ii) Ron West gave him a summary from the Coast Guard regarding the Cape Charles anchorage and read an excerpt from the handout. The Coast Guard was interested in scheduling a public meeting in Cape Charles regarding the anchorage. There was some discussion regarding the ships anchoring offshore and the impact on the Cape Charles sunsets. (Please see attached.)

Mayor Proto proceeded to read the Announcements.

ANNOUNCEMENTS:

- July 23, 2016 – Concert in Central Park – J and the Band, 7:00 p.m.
- July 26, 2016 – Mayor’s Office Hours, 6:00 p.m. – 7:00 p.m.
- July 30, 2016 – Concert in Central Park – Gayheart, Freeman & Lacy, 7:00 p.m.
- August 4, 2016 – Town Council Work Session, 6:00 p.m.
- August 9, 2016 – Mayor’s Office Hours, 2:00 p.m. – 3:00 p.m.
- August 13, 2016 – Concert in Central Park – Khedive Notables Dance Band, 7:00 p.m.
- August 18, 2016 – Town Council Regular Meeting, 6:00 p.m.
- August 20, 2016 – Concert in Central Park – Dharma Initiative, 7:00 p.m.
- August 23, 2016 – Mayor’s Office Hours, 6:00 p.m. – 7:00 p.m.
- Thursdays from 5:30 p.m. – 6:30 p.m. – New Roots Youth Garden Market. Stop by and support the young gardeners and entrepreneurs.

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

Mayor Proto

Town Clerk

**Comments submitted in writing
July 21, 2016 Town Council Regular Meeting**

Roger Eitelman, Randy Custis Memorial Fund



The Randy Custis Memorial Fund

(757) 442-4121
support@custisfarms.com
P.O. Box 237
Nassawadox, VA 23413

**Randy Custis Memorial Fund
A Community Asset**

History

In most areas of the United States, the local Little League organization has developed a single or multiple baseball and softball field complex. That has not occurred in the southern Virginia Eastern Shore because the area has a small population and low household income. Northampton County today is the sixth poorest county in Virginia. In 1988, Phil and Barbara Custis formed the Randy Custis Memorial Fund (RCMF), which became a 501-c-3 not for profit entity with the mission of creating, maintaining and improving a childrens sports complex. They started their all volunteer effort with one baseball field on rented land.

Progress to Date

Today the Randy Custis Memorial Park (the Park), is located in Nassawadox, Virginia and offers the following at its 31 acre complex:

- | | |
|------------------------------------|----------------------------|
| 1- Tee-ball field | 3- Outdoor batting cages |
| 1-Machine pitch field | 2- Indoor batting cages |
| 1-Softball field | 2- Beach volleyball courts |
| 2-Baseball fields (one is lighted) | 1- Football field |
| 5-Soccer fields | 1- Childrens playground |
| | 1- Concession stand |

The land and all assets are owned and there is no debt associated with the Park, the Randy Custis Memorial Fund, Shore Little League, or Shore Soccer League.

Selected Measures of Success

- Shore Little League- 254 participating athletes in 2016
- Shore Soccer League- 262 participating athletes in 2015
- Shore Volleyball League- 60 participating athletes in 2016

(1)

Selected Measures of Success- Cont'd-

The 13-16 year old softball team are the District 8 champions and the State Little League champions. They start competing against the other Southeast State Champions tomorrow.

10 year old Suzanna Long of Cheriton and Henry Smith of Northampton County –south of Cape Charles, won the Pitch, Hit and Run Competition at the Randy Custis Memorial Park in May, 2016. They each then recorded a “Top Performance” at the “Sectional Championships” at Harbor Park in Norfolk. On June 12, 2016, they competed in the “National Team Championships” at Nationals Stadium in Washington D.C. where their team finished third.

The local travel ball (baseball) team has begun using the Park as its practice facility.

Pop Warner is set to use the football field in 2016 as a practice field.

158 non-athlete children played on the playground from April- June 2015 in the hours surrounding the Shore Little League game schedule. Other children play on the playground routinely year round.

Six area high school seniors who graduated in June 2016, and played sports at the Park as children, have signed college athletic letters of intent. They are:

Derek BJORLO	Kennedy Webb
Jake Guy	Taylor Webb
Sydney Parks	Dante Weatherly

The Future

The organization’s strategic plan suggests the following projects in the near future:

- Light the softball field;
- Turn and light the second baseball field;
- Expand the batting cage building to add pitching cages;
- Add a walking trail around the Park’s perimeter;
- Add tennis courts;
- Add a fitness center;
- Add an indoor soccer complex.

(2)

To date a variety of fund raising projects have funded the Park as it exists today. The cost of future projects requires grant funding due to dramatically increasing costs in recent years. As an example- the cost of lighting the boys baseball field in 2011 was about \$75,000. Today that same project applied to the softball field exceeds \$105,000. The other projects envisioned by the strategic plan require significantly more funding.

The Challenge

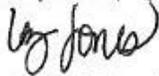
The Board gave significant consideration about how to move forward. An executive director was hired in 2015. One major responsibility for this position is to gain the needed grant funding that will fulfill the vision created in the Strategic plan. During 2015 the first grant was achieved in the amount of \$20,000 towards lighting the softball field. Inquiries for other grants to complete the funding have been pursued, but winning grants takes considerable time and effort.

The Randy Custis Memorial Fund respectfully is requesting that several local governments help support operations for a limited time to create the opportunity to gain funding that will achieve the strategic plan. Exmore, Cheriton and Nassawadox have given generously.

The Town of Cape Charles is asked to fund at least \$5,000 in 2016 and again in 2017 to help the Randy Custis Memorial Fund successfully develop the Park to optimally serve the citizens of Northampton and Accomack Counties.

The Board and staff of the Randy Custis Memorial Fund appreciates The Town of Cape Charles's consideration of this request.

Respectfully submitted

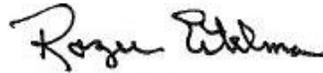


Elizabeth Martin Jones

Member

Board of Directors

Randy Custis Memorial Fund



Roger Eitelman

Executive Director

Randy Custis Memorial Fund

(3)

Kathleen Coalter, 245 Mason Avenue

To the Mayor, the Town Manager, and the Town Council of Cape Charles:

As I walk the sidewalks of Cape Charles, I am always amazed by the natural beauty that surrounds us and the friendly folks that inhabit our little town. I see many shops, some quite new, operated by merchants who want to see our town grow and succeed. We have great potential to really "wow" the people who come here for vacation and who often decide to make Cape Charles their home or second home!

Sadly, I also must address some issues that are not huge but could make a positive difference. I live on the fourth floor of the Wilson's building so I have a "bird's eye" view of what is below and beyond in addition to my walks. I look over into the parking lot next to Patrick Hand's condos and can see three dumpsters right in the heart of town. These are an eyesore and are often used as public restrooms of which we are in dire need. The store owners should not have to shoulder this responsibility.

Over the winter, we experienced a great amount of blowing sand. It was very difficult for the crews to keep up with this large amount of sand. The sand has remained on the sidewalk on the northwest end of Mason and also on the pier where many of the townspeople and tourists walk. Clean up was deferred until the week before Memorial Day Weekend and was next to impossible to complete. The flower beds were rapidly being

weeded during the holiday weekend and I feel this should have begun sooner. The Harbor Boardwalk flower/drainage beds were filled with weeds and dead plants. It is not a pretty sight to the boaters who come to our beautiful harbor. The beds are still not complete. I have had the boaters ask me where the laundry is since they are usually found in the Bathhouses, only to be told that we have one in town to which they replied the machines were not working. If we are going to promote this Harbor, it needs to be full service and with provisions also.

The gutters on our streets are filled with weeds, mud, and standing water. The crews are trying to clean these, but using a shovel is tedious and time consuming in these hot summer months. I do appreciate their efforts! A vehicle has been parked on Strawberry Street for months without being moved and gutters cannot be cleaned there. It has been brought to the attention of some town officials and yet it is still parked in the same place. Also, Strawberry Street has a high pedestrian volume, I have found the sidewalks to be dangerous. Only yesterday, I noticed a metal spike of about 1 1/2 inches sticking up from the sidewalk! The west side of the street is multi-level and not marked and it is very easy for someone who is window shopping to trip and fall. The sidewalk on the East side of the street has a large opening over an exposed drain pipe than could easily catch a foot! I do not know who is responsible for the repairs as I have been told that both VDOT and Cape Charles are responsible. Before an injury occurs, we need to get these things repaired.

As I walk, I usually carry a trash bag. I am amazed at the amount of litter and cigarette butts that are thrown on the sidewalks and flower beds. Trash cans are all along Mason Avenue and the Pier and would only take a few steps more to dispose of one's trash! This saddens me. This leads me to the Cape Charles town sign on 13 and the Stone Road stating that we have a Public Beach! It used to mention our free pier also. Is this what we should be touting? Given that we have no lifeguards and the amount of trash left behind, I'm not sure if this should be the focus. The many picnic tables that have been placed in the hot sand may be put to better use elsewhere. I have watched so many people walk right past the "Stay off the dunes" signs and walk right up an on the dunes! Most beaches have fines for this.

I am not blaming or wanting to be a complainer, I just wish that maybe the council and others could walk through this beautiful little town we have to see what I am seeing. I KNOW that we can do better! It takes a little bit of effort and if we each do our part, it will get done! I am a proud citizen of this gem on the Eastern Shore of Virginia!

Thank you.

Sincerely,
Kathleen Coalter

Excerpt from U.S. Coast Guard Information regarding the Cape Charles Anchorage

The Coast Guard is considering amending the regulations for Hampton Roads, VA and adjacent waters anchorages by establishing a new anchorage, near Cape Charles, VA on the Lower Chesapeake Bay. This advance notice of proposed rulemaking (ANPRM) provides information relevant to, and solicits public comment on the possible creation of a Federal anchorage west of Cape Charles, VA on the Chesapeake Bay. Port of Virginia infrastructure improvement and growth in commercial vessel traffic entering the port, including large and deep-draft vessels have prompted this solicitation for comments on a potential proposed rulemaking. If the Coast Guard proceeds with a proposed rulemaking, the intended effect would be to ensure that the Hampton Roads Anchorage Grounds continue to safely support current and future maritime commerce and commercial vessel anchoring needs. We invite your comments on this ANPRM.

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

CASH POSITION

<u>Cash on Hand</u>	<u>5/31/2016</u>	<u>6/30/2016</u>	<u>Increase/(Decrease)</u>
Shore Bank Checking Account	\$ 846,317	\$ 922,918	\$ 76,601
Shore Bank Money Market Account	\$ 477,482	\$ 1,077,695	\$ 600,213
LGIP Account 1 - Unrestricted	\$ 97,734	\$ 97,773	\$ 38
LGIP Account 2 - Unrestricted	\$ 299,773	\$ 299,895	\$ 122
Total Cash On Hand	\$ 1,721,307	\$ 2,398,281	\$ 676,974

<u>Restricted and Reserved Cash Balances</u>	<u>5/31/2016</u>	<u>6/30/2016</u>	<u>Increase/(Decrease)</u>
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$234,559	\$234,589	29
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	\$848,917	(110,076)
PNC Account- 2013 Bond Proceeds - Interest	\$5,277	\$5,693	416
Shore Bank Checking Account - E-Summons Revenue Reserved	\$155	\$165	10
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,590	\$257,582	(8)
Total Cash Held in Reserve	\$ 1,467,880	\$ 1,358,251	\$ (109,629)
Total Cash - All Accounts	\$ 3,189,187	\$ 3,756,532	\$ 567,345

DEBT SERVICE

<u>Next Debt Service Payments:</u>	<u>Due Date</u>	<u>Amount</u>
2010 D, E & F VML/VaCo General Obligation Bonds	8/5/2016	\$37,283

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
GENERAL						
REVENUES	756,151	2,301,937	3,047,874	745,937	4,158,455	73.29%
EXPENDED	184,226	1,988,826	2,185,283	196,457	4,050,514	53.95%
NET	571,926	313,111	862,591	549,480	107,941 surplus to harbor	
PUBLIC UTILITIES						
REVENUES	125,593	1,638,586	1,742,178	103,592	1,723,011	101.11%
EXPENDED	104,849	1,682,838	1,404,149	(278,690)	1,723,011	81.49%
NET	20,744	(44,253)	338,029	382,282	0	
HARBOR						
REVENUES	78,740	820,132	1,503,424	683,292	1,965,837	76.48%
EXPENDED	96,389	1,065,949	1,703,518	637,569	2,073,778	82.15%
NET	(17,650)	(245,817)	(200,094)	45,723	(107,941)	
			add 132K Rev for Grant match			
SANITATION						
REVENUES	14,935	177,982	185,253	7,271	175,300	105.68%
EXPENDED	14,401	170,334	157,357	(12,977)	175,300	89.76%
NET	534	7,648	27,896	20,248	0	

FY 2016 Capital Improvement Project Tracking Report

As of:
6/30/2016

	FY16 Status or Start Date	Percent of Completion	FY16 Budgeted	FY16 QTR 1 Expended	FY16 QTR 2 Expended	FY16 QTR 3 Expended	FY16 QTR 4 Expended	FY16 YTD Expended	(Over)/Under Budget
General Fund									
Enterprise Management System (Finance)	Remainder due in Sept	35%	\$ 55,069	\$ -	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ 36,069
Replacement Police Vehicle	Complete	100%	\$ 26,000	\$ -	\$ 26,668	\$ -	\$ -	\$ 26,668	\$ (668)
Police vehicle cameras & software	Complete	100%	\$ 10,600	\$ -	\$ 9,640	\$ -	\$ -	\$ 9,640	\$ 960
Code Enforcement Vehicle	Complete	100%	\$ 25,302	\$ 26,125	\$ -	\$ -	\$ -	\$ 26,125	\$ (823)
Public Works Tractor	TB Completed in August	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Mason St Parking Improvements	2016 Work Complete	72%	\$ 20,000	\$ 9,216	\$ 5,235	\$ -	\$ -	\$ 14,451	\$ 5,549
Sidewalk Repair Program (VDOT grant 50%)	Research phase	55%	\$ 20,000	\$ -	\$ -	\$ 231	\$ 10,741	\$ 10,972	\$ 9,028
Pine St Parking/Waste Mgmt Design	In progress	14%	\$ 60,000	\$ -	\$ 5,517	\$ 2,669	\$ 315	\$ 8,502	\$ 51,498
Strawberry Street Plaza Purchase/Improvements	Pending	7%	\$ 70,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 65,000
ArtWalk - Wayfinding Signage	Pending	4%	\$ 10,000	\$ -	\$ -	\$ -	\$ 375	\$ 375	\$ 9,625
Central Park Playground Equipment (phase 1)	Complete	%	\$ 30,000	\$ 46	\$ 58	\$ 37,297	\$ 11,486	\$ 48,887	\$ (18,887)
Cape Chas Multi-Use Trail Phase 2	In progress	4%	\$ 1,570,000	\$ 4,486	\$ 3,677	\$ 4,210	\$ 51,953	\$ 64,327	\$ 1,505,673
Security Cameras for Beach, Park, Civic Center	Research phase	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
subtotal			\$ 1,941,971	\$ 39,873	\$ 69,795	\$ 44,408	\$ 79,871	\$ 233,946	\$ 1,708,025
Water Fund									
Automatic Flush (2 & 3 of 5)	1st complete, 2nd pending	65%	\$ 20,000	\$ 12,371	\$ 573	\$ 13	\$ -	\$ 12,958	\$ 7,042
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400.00	\$ 100
subtotal			\$ 23,500	\$ 15,771	\$ 573	\$ 13	\$ -	\$ 16,358	\$ 7,142
Sewer Fund									
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400	\$ 100
Plum & Mason Pump Station Engineering	In progress	6%	\$ 165,000	\$ 2,695	\$ 1,897	\$ 4,712	\$ 387	\$ 9,691	\$ 155,309
Manhole Rehab	Complete	82%	\$ 41,792	\$ 17,396	\$ 16,896	\$ -	\$ -	\$ 34,292	\$ 7,500
subtotal			\$ 210,292	\$ 23,491	\$ 18,793	\$ 4,712	\$ 387	\$ 47,383	\$ 162,909
Harbor Fund									
Breakwater	Comple.t.e	99%	\$ 860,000	\$ 20,396	\$ 9,416	\$ 737,492	\$ 80,776	\$ 848,081	\$ 11,919
Truck	Transferred from Code Enf.	100%	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -
subtotal			\$ 870,000	\$ 30,396	\$ 9,416	\$ 737,492	\$ 80,776	\$ 858,081	\$ 11,919
TOTAL		41%	\$ 2,835,471	\$ 86,040	\$ 79,784	\$ 781,913	\$ 160,647	\$ 1,155,768	\$ 1,889,995

MUNICIPAL CORPORATION OF CAPE CHARLES
June 30, 2016

YTD 2015 Real Estate Tax Collections

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

6/30/2016

Total Budgeted	\$	1,079,374	
Total Bills Mailed	\$	1,131,950	
Total Adjustments	\$	6,385	
Total Collected YTD	\$	<u>1,081,973</u>	100%
Amount Due	\$	56,361.70	

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

Total Personal Property Value	\$	14,603,900	
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6/30/2016

Total Budgeted	\$	135,500	
Total Bills Mailed	\$	212,676	
Total Adjustments	\$	(5,203)	
Total Collected YTD	\$	<u>141,904</u>	105%
Amount Due	\$	65,569	

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

6/30/2016

Total Budgeted	\$	100,000	
Total Collected	\$	<u>66,985</u>	67%
Amount Anticipated/(Over)	\$	33,015	

Three Year Revenue Comparison

