

REGULAR COUNCIL MEETING A G E N D A

TOWN OF CHINCOTEAGUE

July 6, 2015 - 7:00 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN ELLIS

PLEDGE OF ALLEGIANCE

PRESENTATIONS

OPEN FORUM / PUBLIC PARTICIPATION

STAFF UP-DATE

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Consider Adoption of the Minutes
 - Regular Council Meeting of June 1, 2015 (Page 2 of 38)
 - Special Council Meeting of June 18, 2015 (Page 11 of 38)
2. Public Safety Committee Report of June 4, 2014 (Mayor Tarr) (Page 34 of 38)
3. Budget and Personnel Committee Report of June 8, 2015 (Mayor Tarr) (Page 38 of 38)
4. Mayor & Council Announcements or Comments

ADJOURN:

MINUTES OF THE JUNE 1, 2015
CHINCOTEAGUE TOWN COUNCIL MEETING

Council Members Present:

John H. Tarr, Mayor
Ellen W. Richardson, Vice Mayor
J. Arthur Leonard, Councilman
Gene W. Taylor, Councilman
Ben Ellis, Councilman
John N. Jester, Jr., Councilman
James T. Frese, Councilman

CALL TO ORDER

Mayor Tarr called the meeting to order at 7:00 p.m.

INVOCATION

Councilman Taylor offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

OPEN FORUM/PUBLIC PARTICIPATION

Mayor Tarr opened the floor for public participation.

- Mr. Clyde Morris, Community Tennis Association, asked for Council's support to construct a backboard on the existing courts. He explained that it's nice to have a backboard for individual practice. He advised he spoke with Public Works Director Spurlock who will approve the final design. Mr. Morris advised that the Tennis Association will pay for all the costs. He stated that they will come up with a design and request the approval of Public Works Director Spurlock. He again asked for Council's support so they can move forward and work with Public Works Director Spurlock.

There were brief comments.

Mayor Tarr stated that this isn't on the agenda so it will be placed on the next meeting agenda so they can vote on it.

- Mrs. Marjorie Hiob addressed Council regarding the decline in local fishing due to commercial fishing.

Mayor Tarr advised that staff would get her the appropriate information for Mid-Atlantic Fishery Management Council.

There was further discussion.

- Mrs. Donna Mason respectfully requests advance notice if the Town is going to block her driveways during road work. She informed Council that the Chincoteague High School Boys Baseball team is undefeated with 20 wins. She asked that if they see any of the players or

coaches to tell them how proud they are of them. She invited everyone out Wednesday night for their next game.

Mrs. Mason also agrees with the decline in recreational fishing. She feels it will impact Chincoteague. She discussed the recreational beach issues. She stated that she is against moving the beach. She feels they need to talk to their congressmen, senators and anyone with a loud voice. She believes that once the recommendation comes out it will be too late. She stated she would like to see a public hearing for the property owners to speak out. She asked when the CCP recommendation will come out.

Town Manager Ritter advised that it's supposed to come out the end of July or first of August.

Mrs. Mason stated that she would just like for them to keep the beach where it is. She suggested they include information in the water bills or the property tax bills of what is going on or could happen if we do nothing. She asked what she could do.

Mayor Tarr stated that they have been working on this for several years now. He also stated that everything Mrs. Mason has said has been written to our congressmen.

Mrs. Mason stated that they have spent all these years trying to keep the area from being a mosquito haven. She feels that where they want to move the beach is a swamp infested with mosquitoes. She suggested letting the property owners know.

Vice Mayor Richardson agreed with Mrs. Mason. She advised that she spoke with Town Planner Neville if the Town is doing everything possible to maintain the beach where it is and to shore up the south end cutting off the width at the Inlet so that we don't flood. She stated that she wonders if the Town is doing enough with the lobbyist.

Mrs. Mason reported that the Park Service pushed up the dunes and planted grass on them which prevented from wash-over this winter. She stated that it's all important. She feels that once they decide to move the beach they will cut that road off.

Councilman Leonard stated that the Town isn't the only community that's having this problem. He added that maybe all the states affected could get together and let them know that their choices in Massachusetts are affecting the Eastern Shore. He stated that it's about climate change and we're all going to be under water.

There was further discussion.

Mayor Tarr stated that they spoke with Senator Kaine who responded that we have already had a compromise giving the full amount of parking back. He advised that they can file a law suit and there have been other law suits filed on the CCP. He added that there are no political answers.

Mrs. Mason doesn't feel the Town should let it go. She stated that keeping it where it is isn't bothering anyone. She also added that keeping the dunes will protect it.

Mayor Tarr advised that Town Planner Neville has a couple of ideas that are being held back. He stated that the Town is requesting a feasibility study with the Corps of Engineers. He added that the Town needs paying partners to come in and help.

Mrs. Mason expressed her frustration and concluded that this is important and the Town can't just do nothing about it.

STAFF UPDATE

Planning Department

Town Planner Neville reported that last week they met with the flood insurance folks. He stated that they had some success under the new manual starting over with the points. He added that there will be enough points to move up from a 10% discount to a 15% discount. He feels it was a good meeting with a lot of paperwork.

Town Planner Neville stated that they don't close the book on the final point count for another 150 days. He added that the new discount wouldn't be in effect until next May. He also reported that there was mention of the Army Corps of Engineers feasibility study. He stated that the Corps will submit the Chincoteague Inlet Study that was requested into the President's FY'17 Budget. He stated that it's probably a 2 year project for the funding and to raise money. Town Planner Neville stated that the most important thing is to get this study started. He commented that they anticipate the CCP to come out the end of next month. He stated that several letters have been sent and they are working on other ideas. He also added that if they want the process to stop it will take legal action.

Police Department

Chief Mills stated that the Police Department has received 414 calls for service in May. He reported that there were 45 investigations. He also reported that they hosted a field trip from the Chincoteague Elementary School with the pre-K class. He stated that they were happy with their visit. He also stated that the annual bicycle rodeo is this Saturday at 9:00 a.m.

Councilman Leonard stated that he has had questions about traffic control at Maddox and Main Street. He added that the comments he received were that the control has caused it to be worse.

Chief Mills stated that he has a new traffic control officer who is learning how to balance everything out. He stated that sometimes it is best to allow the lights to handle it. He advised of some complaints he has had about the light on Maddox and Main.

Mayor Tarr asked Public Works Director Spurlock if there has been a VDOT traffic study at that intersection.

Public Works Director Spurlock advised he would contact VDOT.

There were further comments.

Public Works Department

Public Works Director Spurlock advised that the report is in the packet. He also stated that they were joined by 7 young ladies graduating from West Potomac High School in Alexandria, VA. He explained that they are participating in the SHOUT program (Seniors Helping Others Uniting

Together). He advised that they will be here helping for the next 2 weeks with the Town, the Fire Company and Parks and Rec. He reported that he has been in negotiation with Branscome Eastern Shore over the last few days to extend the contract at Bridge Street.

Mayor Tarr asked for the completion date at the Bridge Street Project.

Public Works Director Spurlock advised that without further information he wasn't able to give a completion date at this time.

General Government

Town Manager Ritter reported that EMS responses were 90 for the month of May which were 4 more than May of 2014. He stated that they had 42 ALS calls and 24 BLS and all other calls were 22. He stated that they will be starting on the Blueberry Festival Business License renewals. He reminded Council that they will be working on the quarterly newsletter to be published in July. He added that the budget is on the agenda. He added that it has been advertised in the local newspaper.

Vice Mayor Richardson asked why the real estate tax revenue was less this year than last.

Town Manager Ritter advised that it actually surpassed the budgeted amount. He further stated that it is from the additional real estate tax from last year that was collected.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Councilman Leonard motioned, seconded by Vice Mayor Richardson to adopt the agenda as presented. Unanimously approved.

- 1. Consider Adoption of the Minutes**
 - **Regular Council Meeting of May 4, 2015**
 - **Council Workshop Meeting of May 21, 2015**

Councilman Ellis referred to page 4 of the agenda packet regarding the Dill Rule. He advised that his communications about this rule should be referred to as the Dillon Rule. He feels that for accuracy purposes the change should be made.

Councilman Jester motioned, seconded by Councilman Ellis to adopt the minutes of the May 4, 2015, Regular Council Meeting and May 21, 2015 Council Workshop Meeting as amended. Unanimously approved.

- 2. Public Hearing for the Fiscal Year 2016 Budget, Consisting of:**
 - **Revenues for All Divisions**
 - **General Government Fund Expenses**
 - **Main Division Expenses**
 - **Total Main Street Fund Expenses**
 - **Trolley Division Expenses**
 - **Harbor Division Expenses**
 - **Water & Gen. Govt. Rate Sheets**

Town Manager Ritter advised that it was advertised with proof on page 34 of the packet. He stated that Finance Director Hipple will review the graphs.

Finance Director Hipple reported that the total budget is \$7,740,969 with no increases in, personal property tax, meals or transient occupancy taxes, water rates or trash fees. She explained that the Safe Routes to Schools Grant Project is not completed and the Town's match

is \$50,000 from long-term savings. She stated that the USDA Grant is for replacement of the in-car police cameras. She explained that \$25,000 is from the USDA and \$15,000 is from long-term savings. Finance Director Hipple also reported that 5% of Meals Tax for FY'16 will continue to go toward playground equipment rather than drainage. She added that Council has reviewed this commitment and will reassess the 5% each year with the budget. She further stated that FY'16 proposed budget includes a transfer to land acquisition reserve for \$30,000. She stated that the proposed budget includes a match to the Main Street Project of \$186,000 from Beach, Recreation, Tourism Expense.

Finance Director Hipple stated that \$8,000 from Beach, Recreation, Tourism Expense will be used for special tourism advertising by Mayor Tarr. She advised that the Harbor Fund is transferring \$22,887 from long-term replacement reserve for parking lot improvements on the east side of the Harbor to maximize spaces. She stated that the Town's match for the Trolley Grant for FY'16 is \$24,000. She also stated that included in the Trolley's budget is the replacement of one trolley and the van. She reported that the Water Fund will be making upgrades to the water plant distribution at a cost of \$122,888. She announced that the Town and the Water Fund will pay off their \$1,200,000 bond in October of 2015. She explained that \$700,000 from this bond was used to help purchase the School Board Property and \$500,000 was used in the initial phase of the water main lining project.

Mayor Tarr opened the public hearing for the FY'16 Budget.

Mrs. Donna Mason asked what they were talking about with the water main lining project.

Public Works Director Spurlock advised that there is a 6" line that comes out on Willow Street that feeds the entire island.

Mrs. Mason suggested that when they have the money they should repaint the water tower with a logo.

There was a question and responses about the Trolley stops.

Mayor Tarr reported on the Harbor rent increase of 3%, which is the only proposed increase. He closed the public hearing. He asked Council for questions or comments about the budget.

Town Manager Ritter advised that the budget needs to sit for 10 days and will be on the agenda for approval on June 18th.

3. County Update from Island Supervisor, the Honorable Wanda Thornton

Supervisor Thornton stated that there are 77 people this year that will take advantage of early retirement in the Accomack County School system. She stated they are averaging having to replace 52 teachers each year. She also stated that contrary to what is in the paper of it being a wash when they hire a lesser paid employee to take the place of a person who is retiring. She added that this didn't include recruitment and retention in the cost. She stated that at the exit interviews the reasons for those teachers leaving is because of the working conditions. She feels that by having to replace 52 teachers each year because of the early retirement program is causing a loss of about \$400,000.

Supervisor Thornton also stated that she was instrumental in getting the Army Corps of Engineers to come to the Navigational Partnership meetings. She stated that there is a push to create a different entity which is a scary thought that they could control the watermen, boat docks and a whole lot of things. She added that the County has taken steps in forming an informal Navigational Partnership for the Eastern Shore. She also added that when they finalize it they will include members from Northampton County. She feels that someone knowledgeable from the Town of Chincoteague should be a member also.

Supervisor Thornton also reported that the Joint Land Use Study has been presented to the Board of Supervisors who sent it to the Planning Commission for their recommendations. She stated that they recommended that they didn't want to bring it back to the Board until the end of November. She objected to this adding that December is her last meeting. She suggested they send Town Planner Neville to that meeting. She also advised of copies of an article she has for Council from NOAA about central sewage. She stated that she invited the Army Corps of Engineers to come to Accomack County to explain the steps they have to go through to create wetland mitigation banks. She advised that they held a workshop.

Supervisor Thornton stated that the Nature Conservancy manages the Virginia Aquatic Trust Fund. She explained that when you pay the money in, you have 3 years to be able to find a project for that locality and water shed. She stated that there is no mitigation bank on the Eastern Shore which is unacceptable since the Aquatic Trust Fund isn't being utilized on the Shore. She would like to find a project on the shore, preferably on Chincoteague. She feels that the shore is overlooked except for land conservation. She stated that the first choice option is that you mitigate wetland impacts on property in the same watershed.

Supervisor Thornton mentioned the new voting machines. She stated that she will have one brought to the Center to try it out. She explained that you do a paper ballot which is then put into the machine. She also advised of a couple of glitches that need to be ironed out. She hopes that the other Supervisors agree that this should be addressed. She stated that it can be rectified and suggested that it be done before the next vote. She complimented the Town on the newsletter.

Supervisor Thornton commented on the CCP. She is on the same page as Mrs. Mason and believes that the Town should take a slightly different approach. She feels the primary stand should be the health and safety of Chincoteague. She stated that she put a motion on the floor to write a letter to NASA to have a study conducted. She stated that NASA has a beautiful beach. She discussed the impact. She stated that in 1990 Congress enacted the Coastal Barrier Resource Act. She explained that legislation was implemented as a part of the Department of Interior's initiative to preserve the ecological integrity of areas that serve to buffer the U. S. mainland from storms that provide habitat for fish and wildlife. She stated that they are doing this on other refuges and we should be afforded the same opportunity. She feels they should go to Richmond asking them for help as they can utilize their strength to protect the health, safety and welfare of Chincoteague.

Supervisor Thornton also stated that the areas that won the fight with the CCP and got their beach areas pumped in are the ones who got the state and the federal agencies to band together. She feels this is the Town's only hope and needs to be done now. She suggested meeting with the Secretary of Natural Resources for the Commonwealth and plead our case.

Councilman Ellis asked if the Superintendent of the School Board is taking any proactive steps to address the teacher turnover. Supervisor Thornton stated that they are aware and issued the statistics. She stated that the Board of Supervisors have taken a stand and have agreed to let them continue on.

There was brief discussion about current retirement incentive verses the new retirement.

Supervisor Thornton also stated that the law changed on being able to make public improvements on private roads. She added that Mr. Isdell will give a presentation to let the Town know what they can do.

Mayor Tarr thanked Supervisor Thornton.

4. Recreation & Community Enhancement Committee Report of May 12, 2015

- **Possible Adoption of the Application for Community Park Improvement Project**

Councilman Jester discussed the recent playground equipment improvements. He stated that Ms. Donna Leonard has a fundraiser, selling discs with a rocket on it to help with the last of the new equipment. He thanked the Public Works staff for putting up the equipment.

Councilman Jester explained that there have been a lot of people coming to the Town to donate or help with improvements to the parks. He stated that the Committee feels these projects should be in writing. He added that they let the applicant understand that once an improvement has been made it is then Town property. He added that if something deteriorates it will have to be taken down. He stated that the application has to go to the Public Works Department for review also. He also stated that it should make the project clear so that it isn't a safety or maintenance issue for the Town. He recommended using the form and improving it as they go along.

Town Attorney Burge asked if it would be a good time to allow the gentleman who made the request for the tennis court backboard fill it out.

Council agreed.

Mayor Tarr stated that the Committee recommended that they adopt the form.

Councilman Jester further explained the form and feels this will help.

Councilman Frese motioned, seconded by Councilman Leonard to adopt the Application for Community Park Improvement Projects. Unanimously approved.

5. Mayor & Council Announcements or Comments

Councilman Ellis commended the VFW on their suggestion and financing of the Hometown Hero's Program of the banners. He stated that they received an email from Town Attorney Burge regarding the Fire Alarm Violations and asked when they would be addressing this matter.

Town Attorney Burge expressed her concerns and will look into this matter further. She stated that she double checked the ordinance that was patterned by Suffolk's ordinance. She advised that she posted an inquiry to the Local Government Attorney's website. She had 6 or 8 responses of how other communities are dealing with this. She stated that they require

registration of the fire alarm systems. She added that she will have more information by next month for Council to review.

Town Manager Ritter stated that Section 52.0911 specifically talks about the operator. He stated that the operator is the alarm company and the user is the hotel owner. He explained that the operator could be in Georgia or DC.

Town Attorney Burge stated that some communities are considering it under their health, safety, welfare component as a general provision. She added that she will post it on her matrix. She stated that the draft ordinance really doesn't address what they're hoping to accomplish.

Councilman Jester stated that on the law enforcement side, knowing where those alarms are and what they are would be a great benefit. He feels that having a registered system would benefit the Town.

Town Manager Ritter added that they are hoping to iron out some of the wrinkles and bring it back to Council.

Mayor Tarr advised that his concern is that in Suffolk they are all paid personnel and the Town relies on volunteers which makes enforcement difficult.

Councilman Jester commended the baseball team and suggested cheering for them at the next game. He also mentioned that the school gave a plaque to Mr. Tom Derrickson. He stated that as a citizen of the community he has maintained the most beautiful baseball diamond and has done a fantastic job.

Councilman Frese suggested giving the team a certificate.

Councilman Jester added that Mr. Derrickson works on this all year. He stated that when schools come here they can see a beautiful baseball diamond. He read a quote at the museum.

Mayor Tar advised that they are planning to do something for the baseball team but are holding off because the numbers are changing.

Councilman Leonard announced that the next baseball game is Wednesday at 4:00p.m. He informed Council that the Athletic Boosters are cooking. He also stated that it is going to be tough to get a baseball game in along with graduation on Wednesday. He added that the baseball team certainly needs a pat on the back.

Vice Mayor Richardson mentioned the electric vehicles and Town stickers.

Town Manager Ritter stated that he's been paying attention adding that some of those vehicles have tags from other states and won't need a sticker.

Vice Mayor Richardson also stated that those rental businesses don't have stickers on their electric vehicles.

Mayor Tarr asked about the rental vehicles that are licensed in Virginia.

Chief Mills advised that to know for sure if they require a Town sticker the actual tag has to be checked with the DMV and where it's registered.

Mayor Tarr added that no rental vehicles have a sticker.

Chief Mills stated that he would check it out and isn't aware of any exemption they would have.

Vice Mayor Richardson also discussed the Weed Ordinance. She asked if this was by complaint only or if when our Code Enforcement Officer saw it he would send a notice.

Town Manager Ritter advised that if the Code Enforcement Officer saw this he will send out a notice to cut.

Vice Mayor Richardson advised that she was told by a citizen that it had to be by complaint only. She stated that she will inform this person.

Councilman Leonard also announced that the Middle School Baseball Team won the district. He added that this is the 3rd year in a row.

Councilman Taylor added that the Middle School Girls Softball have won back to back district titles also.

Mayor Tarr stated that it goes back to the Little League which is where they get their start.

Adjourn

Councilman Leonard motioned, seconded by Vice Mayor Richardson to adjourn. Unanimously approved.

Mayor

Town Manager

MINUTES OF THE JUNE 18, 2015
CHINCOTEAGUE TOWN COUNCIL SPECIAL MEETING

Council Members Present:

John H. Tarr, Mayor
Ellen W. Richardson, Vice Mayor
J. Arthur Leonard, Councilman
Gene W. Taylor, Councilman
Ben Ellis, Councilman
John N. Jester, Jr., Councilman
James T. Frese, Councilman

CALL TO ORDER

Mayor Tarr called the meeting to order at 7:00 p.m.

INVOCATION

Councilman Ellis offered the invocation.

PLEDGE OF ALLEGIANCE

Mayor Tarr led in the Pledge of Allegiance.

OPEN FORUM/PUBLIC PARTICIPATION

Mayor Tarr opened the floor for public participation.

AGENDA ADDITIONS/DELETIONS AND ADOPTION

Councilman Jester motioned, seconded by Councilman Leonard to adopt the agenda as presented. Unanimously approved.

1. Possible Adoption of the Fiscal Year 2016 Budget, Consisting of:

- | | |
|------------------------------------|----------------------------------|
| ● Revenues for All Divisions | ● Trolley Division Expenses |
| ● General Government Fund Expenses | ● Harbor Division Expenses |
| ● Main Division Expenses | ● Water & Gen. Govt. Rate Sheets |
| ● Total Main Street Fund Expenses | |

Mayor Tarr advised that the budget has had proper advertising and had a public hearing. He added that it is now set for Council to make a vote on it.

Town Manager Ritter advised that at the last Council meeting there was a public hearing with Finance Director Hipple reviewing the budget. He reviewed the budget highlights again advising the total budget is \$7,740,969 with no increase to real estate tax, personal property tax, water rates, transient occupancy tax or meals tax. He continued to read the highlights regarding the upcoming grants, transfers, the purchase of a new trolley van, water plant distribution upgrades and the payoff of the water bond. He added that \$700,000 from this bond was used to help purchase the School Board property and \$500,000 was used in the initial phase of the water main lining project.

Vice Mayor Richardson asked if the additional \$30,000 was put in the EMS payroll for the extra paramedic during the summer months.

Town Manager Ritter advised that it is included in the budget.

Councilman Frese asked about the fee in the amount of \$450.00 for the appeals to the Board of Zoning Appeals. He stated that he understands that this is the cost of the advertisement. He feels this is unfair. He added that there are two parties, one being the town and the other the applicant. He feels it's unfair for the applicant to be charged the whole fee. He feels it should be split and changed to \$225.00.

Town Manager added that the largest part of the \$450.00 is the advertising cost.

Councilman Frese stated that his point is that this is a dispute between the property owner and the Town. He added that the property owner has the right to appeal and is charged the whole amount. He feels it should be split between both parties.

Councilman Jester explained that this is an appeal on a decision made by the Town.

Councilman Frese interjected that this is an opinion made by the Zoning Administrator that's being appealed.

Town Manager Ritter explained that most cases that are sent to the BZA are hardship cases. He explained that in some cases they are unable to meet the setback causing this request for a variance. He added that they are bringing their case to the BZA so that they can build inside of a setback.

Councilman Frese doesn't think that the BZA is going against the law by agreeing with the homeowner. He asked why the homeowner should have to pay the entire appeal cost.

Mayor Tarr stated that when the BZA makes a decision there can be an appeal to the court. He also stated that when they appeal to the court they have to pay court costs. He added that this isn't a two party split.

Councilman Frese doesn't feel this is the same and the Town shouldn't equate themselves as the court. He stated that if it's a hard case then the Building and Zoning Administrator should go ahead and approve it.

Town Manager Ritter advised that he can't go against the Code, only the BZA can as long as it's a hardship.

Councilman Frese stated that he is only asking to cut the fee in half.

Councilman Taylor asked if the town could receive lower advertisement fee.

Town Manager Ritter advised that we are but it keeps going up.

Mayor Tarr stated that it isn't all advertising fees. He added that its administrative costs also. Councilman Jester stated that by changing this line item they would have to take the amount off somewhere else.

Councilman Ellis asked if there was an indication of the fee causing them not to be able to appeal.

Town Manager Ritter advised that under a hardship this is the cheaper route as opposed to purchasing new land and vacating property lines. Town Manager Ritter added that this can be changed at any time.

Councilman Leonard asked if this should be presented to the BZA members before it is acted upon. He stated that he understands what this is for and by lowering the fee could make a lot more work for the BZA. He feels they should be asked first.

Councilman Frese motioned, seconded by Councilman Taylor to reduce the fee for the Appeals to the Board of Zoning Appeals to \$225.00. The motion did not pass.

Ayes: Frese, Taylor

Nays: Leonard, Richardson, Jester

Abstain: Ellis

Councilman Ellis abstained because he felt he needed more information before he could vote on this issue.

Council agreed that it should be taken to the BZA and to obtain more information from the County.

Councilman Taylor commented.

Vice Mayor Richardson asked if the fee was higher at one time.

Councilman Leonard advised that the fee was actually lower than anywhere else in the state and it was raised because it was costing the Town to have the BZA.

There was discussion regarding the fee being a burden.

Mayor Tarr asked staff to put together a packet with a couple of years' worth of cases, staff time and fees for advertisements.

There was discussion about interest on the water bond.

Councilman Taylor motioned, seconded by Councilman Ellis to adopt the budget for the fiscal year 2016 as presented including the real estate tax rate of \$0.07/100 of assessed value, tangible property tax rate of \$0.85/100, tangible property tax relief of 70%, excise tax (meals) at 5%, excise tax (transient occupancy) at 4%, General Government fee schedules, Water fee schedule and appropriate the funds for disbursement. Unanimously approved.

<u>Revenue Name</u>	<u>Number</u>	<u>FY'16 Budget Revenues</u>	
		<u>Budgeted</u>	
Fund 10 - General Government			
Real Estate Tax Levy	4001-0100	\$	625,000
Tangible Property Tax Levy	4001-0125	\$	200,252

Delinquent Tax Collection, Int. & Pen.	4001-0130	\$	35,000
Meals Tax	4001-0500	\$	698,772
Bank Franchise Tax	4001-0600	\$	46,000
Sales Tax	4010-0100	\$	140,000
Business License	4010-0200	\$	127,900
Motor Vehicle License	4010-0300	\$	80,000
Utilities Tax	4010-0500	\$	211,500
Transient Occupancy Tax	4010-0600	\$	996,795
Fines	4015-0100	\$	40,000
Interest on Savings	4020-0100	\$	25,855
Banner Donations	4041-0100	\$	3,000
Cemetery Cleanup Donations	4041-0150	\$	1,000
Robert Reed Park Donations	4041-0180	\$	3,546
User Fees	4041-0200	\$	25,000
Building Permits	4041-0500	\$	54,158
Zoning Advertisements	4041-0600	\$	2,000
Grants/Litter	4045-0100	\$	2,585
Sale of Capital Assets	4049-0100	\$	1,000
Health Insurance-Retirees Spouse	4051-0200	\$	7,500
VA Fire Programs	4051-0300	\$	11,910
Payment in lieu of Taxes - USFWS	4061-0100	\$	6,815
Harbor Administration	4061-0105	\$	7,210
Rental Income - Trolley	4061-0106	\$	12,000
Tower Rent	4061.0107	\$	5,520
Communications Tax	4071-0100	\$	210,045
Personal Property Relief Act	4071-0200	\$	150,250
Mobile Home Sales Tax	4071-0300	\$	8,500
Recovered Cost from Water	4101-0200	\$	85,669
Public Works Miscellaneous	4201-0100	\$	10,000
Miscellaneous Income	4303-0100	\$	15,000
Solid Waste Collection Fee	4303-0400	\$	390,534
Law Enforcement Funds	4401-0100	\$	105,148
Police Miscellaneous	4401-0125	\$	1,000
Police Donations	4401-0150	\$	20,000
Police Grants	4401-0160	\$	10,000
USDA Grant	4401-0200	\$	25,000
Dispatch Revenue	4401-0200	\$	22,500
VDOT Maintenance Funds	4501-0100	\$	647,926
Road Permit Fees	4501-0101	\$	400
VA Commission for the Arts - Grant	4545-0140	\$	5,000
Safe Routes to Schools Grant	4545-0150	\$	425,145
Transfer from General Fund Savings	4701-1000	\$	65,000

Total Fund 10 \$ **5,567,435**

Fund 20 - Main Street Project

Program Income	4501-0100	\$	3,250
VDOT Grant	4501-0115	\$	407,200
Transfer from General Fund	4501-8900	\$	186,800
Total Fund 20		\$	597,250

Fund 30 - Curtis Merritt Harbor

Interest on Harbor Savings	4031-0100	\$	200
Harbor Rent	4031-1000	\$	64,596
Subleases	4031-1002	\$	16,480
Dry/Winter Storage	4031-1003	\$	850
Loading Dock	4031-1004	\$	1,500
Fuel Revenue	4031-1058	\$	110,500
Transfer from Long-Term Reserve	4910-8900	\$	22,887
Total Fund 30		\$	217,013

Fund 70 - Trolley

Trolley Grants	4501-0100	\$	239,750
Program Income	4501-0110	\$	7,000
Transfer from General Fund	4501-8900	\$	24,000
Total Fund 70		\$	270,750

Fund 80 - Water

Water Rent	4101-0100	\$	1,041,661
Water Adjustments	4101-2200	\$	(500)
Waterline Extensions	4131-0100	\$	10,000
Service Connections	4131-0200	\$	10,500
Interest on Water Savings	4131-0300	\$	360
Miscellaneous	4131-0400	\$	500
Availability Fees	4131-0500	\$	26,000
Total Fund 80		\$	1,088,521

TOTAL ALL FUNDS \$ **7,740,969**

<u>Expenditure Name</u>	<u>Number</u>	<u>FY'16</u> <u>Expenditures</u>
FUND 10 - General Fund		
<i>Fund 10 - General Fund/Department 50 - General Government</i>		
<u>Salaries</u>		
Mayor	5010-0101	\$ 4,800
Council	5010-0102	\$ 23,040
Town Office Staff	5010-1001	\$ 450,784
Emergency Medical Staff	5010-1002	\$ 308,442
Overtime	5010-1003	\$ 35,000
	<i>Subtotal</i>	\$ 822,066
<u>Benefits</u>		
Social Security	5010-2001	\$ 62,888
Hospitalization	5010-2101	\$ 70,410
Retirement	5010-2201	\$ 87,843
Life Insurance	5010-2202	\$ 2,020
Blood Bank	5020-2102	\$ 50
Unemployment - All Employees	5020-2103	\$ 6,400
	<i>Subtotal</i>	\$ 229,611
<u>Expenses</u>		
Bank Charges	5030-3100	\$ 3,750
Building Administrator Expense	5030-3101	\$ 100
Cleaning	5030-3102	\$ 14,748
Planning Commission	5030-3103	\$ 40
Board of Zoning Appeals	5030-3104	\$ 40
Building Permit Surcharge	5030-3105	\$ 900
Board of Building Code Appeal	5030-3106	\$ 25
Emergency Medical Clothing	5030-3107	\$ 2,400
EMS Cell Allowance	5030-3108	\$ 1,500
Insurance	5030-3401	\$ 109,000
Auditing	5030-3501	\$ 24,500
Donations	5030-3601	\$ 6,600
Fire Department Donation	5030-3602	\$ 29,050
Civic Center (TOTAX)	5030-3701	\$ 110,000
Tourism - 5% Chamber & 5% Civic Center	5030-3705	\$ 69,877
ANPDC Membership	5030-4030	\$ 7,000
Scholarship	5030-4301	\$ 1,000

Office Supplies/Publications	5030-4401	\$	12,000
Office Equipment/Software Maintenance	5030-4402	\$	29,000
Postage	5030-4403	\$	11,360
Tax Bills & Conversion	5030-4404	\$	1,500
Motor Vehicle License	5030-4501	\$	1,650
Travel & Training	5030-4801	\$	4,500
Mayor's Expense	5030-4901	\$	300
Council's Expense	5030-4902	\$	1,000
Town Manager's Expense	5030-4903	\$	250
Attorney/Legal Consultants	5030-5101	\$	50,600
Drug/Alcohol Testing	5030-5201	\$	1,500
Christmas Dinner	5030-5501	\$	2,300
Dues	5030-6101	\$	4,400
VML Conference	5030-6102	\$	1,000
Advertising & Website	5030-7101	\$	11,245
Building Maintenance	5030-7301	\$	19,405
Electricity	5030-7401	\$	9,000
Heating Oil	5030-7402	\$	5,500
VA Fire Programs/CVFC	5030-7601	\$	10,000
EOC Operations/Training	5030-7602	\$	2,000
Special Projects	5030-7701	\$	7,000
Pony Penning Expense	5030-7702	\$	6,200
Deer D-Pop Program	5030-7703	\$	1,200
Telephone Bills	5030-8202	\$	27,500
Health Insurance - Retirees	5030-8401	\$	26,500
Insurance-Retiree, Spouses & Others	5030-8402	\$	7,500
Retiree Prescription Assistance	5030-8404	\$	5,500
Miscellaneous	5030-8501	\$	5,400
911 Addressing	5030-8505	\$	600
Cemetery Cleanup	5030-8600	\$	1,500
Va Commission for the Arts	5030-8700	\$	10,000
Transfer to Main Street Project	5030-8800	\$	10,890
Transfer to Trolley Fund	5030-8900	\$	24,000
VOLSAP For Volunteer Firemen	5030-8912	\$	2,805
Transfer to Beach/Recreation/Tourism Reserve	5030-8913	\$	54,399
Recreation-Tourism Expense 1% of TOTAX	5030-8914	\$	194,800
	<i>Subtotal</i>	\$	944,834
 <u>Capital Improvements</u>			
Property Acquisition Reserve	5090-9704	\$	30,000
Office Equipment	5090-9709	\$	2,000

Bond - School Board Property	5090-9740	\$	27,446
Interest on Bond	5090-9741	\$	206
Consultant	5090-9750	\$	50,000
Software	5090-9760	\$	4,000
	Subtotal	\$	113,652

Subtotal Fund 10 Dept 50 \$ **110,163**

Fund 10 - General Fund/Department 60 - Public Works Administration

Salaries

Salaries	6010-1001	\$	112,858
Overtime	6010-1003	\$	570
	Subtotal	\$	113,428

Benefits

Social Security	6010-2001	\$	8,679
Hospitalization	6010-2101	\$	10,875
Retirement	6010-2201	\$	14,446
Life Insurance	6010-2202	\$	500
	Subtotal	\$	34,500

Expenses

Office Supplies & Equipment	6030-4401	\$	500
Street Maintenance	6030-4501	\$	1,300
Street Signs / 911	6030-4502	\$	3,000
Street Lights	6030-4503	\$	23,692
Gasoline/Diesel	6030-4701	\$	34,000
Oil/Grease	6030-4703	\$	3,000
Tools Shop	6030-4704	\$	3,050
Travel/Training	6030-4801	\$	1,250
Clothing / Uniforms	6030-5202	\$	4,410
Building Maintenance	6030-7301	\$	2,500
Equipment Repairs	6030-7302	\$	14,850
Safety	6030-7303	\$	1,250
Vehicle PMs	6030-7304	\$	1,400
Tires	6030-7305	\$	2,300
Garage Supplies	6030-7306	\$	2,500
Vehicle Repairs	6030-7307	\$	6,500
Electricity	6030-7401	\$	6,500
LP Gas	6030-7402	\$	2,100
Tipping Fees	6030-7501	\$	1,250

Sanitation Contract	6030-7502	\$	365,054
Miscellaneous	6030-8501	\$	1,800
	Subtotal	\$	482,206

Capital Improvements

Vehicle	6090-9101	\$	25,000
Consultant	6090-9103	\$	20,000
	Subtotal	\$	45,000

Subtotal Fund 10 Dept 60 **\$ 675,134**

Fund 10 - General Fund/Department 61 - Mosquito Control

Salaries

Salaries	6110-1001	\$	37,235
Overtime	6110-1003	\$	500
	Subtotal	\$	37,735

Benefits

Social Security	6110-2001	\$	2,887
	Subtotal	\$	2,887

Expenses

Insurance	6130-3401	\$	8,100
Office Supplies	6130-4401	\$	200
Gasoline	6130-4701	\$	4,600
Tools & Small Equipment	6130-4704	\$	1,000
Chemicals	6130-4705	\$	46,000
Contract Spraying	6130-4706	\$	24,000
Travel/Training/Conference	6130-4801	\$	300
Uniforms	6130-5202	\$	300
Sundry	6130-6101	\$	450
Equipment Repairs/Maintenance	6130-7302	\$	2,000
Safety Equipment	6130-7303	\$	400
Vehicle Maintenance	6130-7304	\$	1,000
	Subtotal	\$	88,350

Capital Improvements

Equipment	6190-9124	\$	8,000
Drainage	6190-9125	\$	15,188
	Subtotal	\$	23,188

Subtotal Fund 10 Dept 61 **\$ 152,160**

Fund 10 - General Fund/Department 63 - Public Works Facilities

Salaries

Salaries	6310-1001	\$	205,000
Overtime	6310-1003	\$	1,600
	Subtotal	\$	206,600

Benefits

Social Security	6310-2001	\$	15,683
Hospitalization	6310-2101	\$	29,200
Retirement	6310-2201	\$	23,328
Life Insurance	6310-2202	\$	875
	Subtotal	\$	69,086

Expenses

Seasonal Decorations & Banners	6330-4100	\$	3,000
Tools	6330-4704	\$	900
Electricity	6330-7401	\$	3,900
Sundry	6330-8501	\$	250
Robert Reed Park Donations	6330-8510	\$	3,546
Park & Recreation Expense	6330-8590	\$	26,893
Vandalism Repairs	6330-8600	\$	2,000
Boat Ramp Expense	6330-8700	\$	22,000
Boat Ramp Repair Reserve	6330-8701	\$	3,000
	Subtotal	\$	65,489

Capital Improvements

Playground Equipment	6390-9200	\$	35,000
	Subtotal	\$	35,000

Subtotal Fund 10 Dept 63 **\$ 376,175**

Fund 10 - General Fund/Department 65 - Public Works Roads

Salaries

Salaries	6510-1001	\$	119,773
Overtime	6510-1003	\$	2,000
	Subtotal	\$	121,773

Benefits

Social Security	6510-2001	\$	9,162
Hospitalization	6510-2101	\$	19,200
Retirement	6510-2201	\$	14,469
VRSR/Life Insurance	6510-2202	\$	500
	Subtotal	\$	43,331

Expenses

Snow Removal	6530-4102	\$	1,000
Pavement Maintenance	6530-4150	\$	276,172
Sidewalks	6530-4201	\$	60,000
Traffic Control Operations	6530-4202	\$	1,500
Roadside Services	6530-4250	\$	3,000
Drainage Maintenance	6530-6250	\$	50,000
Traffic Control Devices	6530-7202	\$	20,000
Electricity	6530-7450	\$	66,150
Engineering	6530-8600	\$	5,000
	Subtotal	\$	482,822

Subtotal Fund 10 Dept 65 **\$ 647,926**

Fund 10 - General Fund/Department 70 - Police Department

Salaries

Salaries	7010-1001	\$	506,000
Overtime	7010-1003	\$	8,500
	Subtotal	\$	514,500

Benefits

Social Security	7010-2001	\$	39,010
Hospitalization	7010-2101	\$	51,520
Retirement	7010-2201	\$	67,303
Life Insurance	7010-2202	\$	2,300
	Subtotal	\$	160,133

Expenses

Gasoline	7030-4701	\$	22,230
Travel/Training	7030-4801	\$	8,000
Uniform Allowance (Officers)	7030-5201	\$	6,000
Uniforms - Town	7030-5202	\$	2,500
Office Supplies/Equipment Maintenance	7030-7300	\$	7,000
Equipment Repairs & Supplies	7030-7302	\$	4,100
Vehicle Maintenance	7030-7304	\$	5,000

Drug Enforcement	7030-7901	\$	5,000
Academy Dues	7030-7903	\$	3,900
Community/Youth Programs	7030-7905	\$	20,000
Grant Funded Expenditures	7030-7906	\$	10,000
Ammunition	7030-7907	\$	2,500
Cell Phone Allowance	7030-8203	\$	3,100
Police Accreditation	7030-8301	\$	4,000
Sundry	7030-8501	\$	1,000
	Subtotal	\$	104,330

Capital Improvements

Patrol Vehicle	7090-9650	\$	29,000
Surveillance Equipment	7090-9675	\$	40,000
Safe Routes to Schools Project	7090-9685	\$	500,145
	Subtotal	\$	569,145

Subtotal Fund 10 Dept 70 **\$ 1,348,108**

Fund 10 - General Fund/Department 75 - Emergency Dispatch

Salaries

Salaries	7510-1001	\$	190,000
Overtime	7510-1003	\$	2,200
	Subtotal	\$	192,200

Benefits

Social Security	7510-2001	\$	14,354
Hospitalization	7510-2101	\$	17,175
Retirement	7510-2201	\$	15,200
Life Insurance	7510-2202	\$	590
	Subtotal	\$	47,319

Expenses

Travel/Training	7530-4801	\$	2,000
Uniform Allowance - Dispatchers	7530-5201	\$	1,600
Uniforms (Town for Dispatchers)	7530-5202	\$	500
Office Supplies/Equipment Maintenance	7530-7300	\$	14,000
Sundry	7530-8501	\$	150
	Subtotal	\$	18,250

Subtotal Fund 10 Dept 75 **\$ 257,769**

Total Fund 10 \$ 5,567,435

Fund 20 - Main Street Project

Expenses

Maintenance	2030-7101	\$	2,000
Electricity	2030-7401	\$	1,250
	<i>Subtotal</i>	\$	3,250

Capital Improvements

Main Street Project Phase 2D	2090-9810	\$	594,000
	<i>Subtotal</i>	\$	594,000

Total Fund 20 \$ 597,250

Fund 30 - Curtis Merritt Harbor

Salaries

Salaries	8010-1001	\$	30,143
Overtime	8010-1003	\$	200
	<i>Subtotal</i>	\$	30,343

Benefits

Social Security	8010-2001	\$	2,306
Retirement	8010-2201	\$	3,505
Life Insurance	8010-2202	\$	100
	<i>Subtotal</i>	\$	5,911

Expenses

Administrative Expense - Town	8030-3100	\$	7,210
Operation/Maintenance/Etc.	8030-7300	\$	33,649
Driveway Stones	8030-7305	\$	1,000
Fuel Purchase	8030-7315	\$	102,900
Sundry	8030-8501	\$	500
	<i>Subtotal</i>	\$	145,259

Capital Improvements

Parking Paving	8090-9134	\$	35,500
	<i>Subtotal</i>	\$	35,500

Total Fund 30 \$ 217,013

Fund 70 - Trolley

Salaries

Salaries	3010-0100	\$	35,000
	<i>Subtotal</i>	\$	35,000

Benefits

Social Security	3010-2001	\$	2,800
	<i>Subtotal</i>	\$	2,800

Expenses

Insurance & Bonding	3030-3401	\$	2,800
Communication Service	3030-4400	\$	800
Printing & Reproduction	3030-4401	\$	2,200
Advertising & Promotion	3030-4402	\$	800
Education & Training	3030-4403	\$	1,500
Cleaning Supplies	3030-4404	\$	100
Supplies & Materials (Other)	3030-4406	\$	100
Memberships and Dues	3030-4407	\$	150
Travel & Meals	3030-4408	\$	1,500
Fuel and Lubricants	3030-4701	\$	9,000
Tires & Tubes	3030-4702	\$	600
Uniforms	3030-4703	\$	350
Parts	3030-4704	\$	750
Drug and Alcohol Testing	3030-5201	\$	1,300
Equipment Repairs/Maintenance	3030-7302	\$	7,000
Rent	3030-8505	\$	12,000
	<i>Subtotal</i>	\$	40,950

Capital Improvements

Trolley & Van Purchase	3090-9001	\$	192,000
	<i>Subtotal</i>	\$	192,000

Total Fund 70 \$ 270,750

Fund 80 - Water

Salaries

Salaries	6210-1001	\$	237,978
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Overtime	6210-1003	\$	3,578
Pump Duty	6210-1004	\$	16,097
	<i>Subtotal</i>	\$	257,653

Benefits

Social Security	6210-2001	\$	19,710
Hospitalization	6210-2101	\$	30,040
Retirement	6210-2201	\$	30,461
Life Insurance	6210-2202	\$	1,142
	<i>Subtotal</i>	\$	81,353

Expenses

Office Supplies/Equipment Maintenance	6230-4401	\$	2,750
Postage	6230-4403	\$	4,000
Gasoline & Diesel	6230-4701	\$	5,600
Tools	6230-4704	\$	1,150
Chemicals	6230-4705	\$	13,913
Travel & Training	6230-4801	\$	2,500
Uniforms	6230-5202	\$	1,103
Dues/Licenses	6230-6101	\$	1,200
Building Maintenance/Rehab	6230-7301	\$	5,000
Safety	6230-7303	\$	500
Vehicle Maintenance	6230-7304	\$	1,050
Raw Water Purchase (NASA)	6230-7400	\$	500
Electricity	6230-7401	\$	55,140
LP Gas	6230-7402	\$	575
Distribution & Repairs	6230-8101	\$	45,755
Supply Repairs	6230-8103	\$	17,375
Cell Phone Allowance	6230-8202	\$	2,200
Miss Utility	6230-8204	\$	1,000
Sundry	6230-8501	\$	200
Reimbursement to Fund 10	6230-8601	\$	85,669
Regulation Compliance	6230-8750	\$	4,500
State Groundwater Permits	6230-8770	\$	10,000
Transfer to Water Reserve	6230-8900	\$	4,504
Engineering	6230-9100	\$	5,000
	<i>Subtotal</i>	\$	271,184

Capital Improvements

Water Main Extensions	6290-9101	\$	5,446
Interest on Water Bond Supply Line	6290-9504	\$	10,304
Water Bond - Supply Line Main Street	6290-9505	\$	113,568

Water Bonds	6290-9506	\$	162,570
Interest on Water Bond	6290-9507	\$	39,055
Waterline Line Replacement	6290-9600	\$	12,000
Water Plant Distribution Upgrade		\$	122,888
Water Line Locator Equipment		\$	12,500
	Subtotal	\$	478,331

Total Fund 80 \$ 1,088,521

TOTAL ALL FUNDS \$ 7,740,969

WATER RATES, CHARGES AND BILLING FOR FY 16

A minimum rate applies to all accounts after the minimum allowed usage and an additional dollar amount is applied per 1000 gallons. The following table applies to 5/8 and 3/4 residential, commercial and other size water meter connections, subject to a review by council for a 3% increase each year.

Meter Size (inches)	Minimum Bill (Quarter)	Allowed Usage (gallons)	Per 1,000 gallons Over Allowance
5/8 & 3/4	\$29 residential	6,000	\$4.36
	\$47 commercial	6,000	\$5.16
1	\$115	15,000	\$5.16
1.5	\$228	30,000	\$5.16
2	\$365	48,000	\$5.16
3	\$727	96,000	\$5.16
4	\$1,135	150,000	\$5.16
6*	\$2,272	300,000	\$5.16
8	\$3,634	480,000	\$5.16

*One meter currently in the system is to be charged \$6.52 per 1000 gallons over the allowed usage.

Connection Fees

New connections to the water system shall be charged at the rate below plus all additional related costs incurred by the town:

- \$670 for a 5/8" or 3/4" Meter connecting pipe
- \$1,176 for a 1" connecting pipe
- \$1,570 for a 2" connecting pipe

Availability Fee Schedule

Meter Size (inches)	Availability Fee
5/8 & 3/4	\$3,708
1	\$9,270

1.5	\$18,540
2	\$29,664
3	\$59,328
4	\$92,700
6	\$185,400
8	\$296,640

Condominiums are charged an availability fee of \$3,819 per living unit but supplied by a master meter with the minimum billing based on the size of the meter.

Billing and other charges

- No service shall be reconnected without payment of all delinquent charges plus a reconnecting charge of \$75.00.
- Any person having service disconnected by the Town for purposes other than plumbing repairs, shall be charged a fee of \$50.00.
- A change of ownership fee of \$50.00
- An administrative fee will be applied to all Water main extensions, by the Town for a maximum of \$200 or 25%

Water bill adjustments

If, after checking or testing the meter, the reading is found to be correct, the account will be charged \$50.00. If the meter or reading is found to be faulty or incorrect, the water bill will be adjusted accordingly.

GENERAL GOVERNMENT FEES

Building and Zoning Permit Fees

Category	FY "16"
Res. New Construction: per sq ft	\$0.18
Res. New Const.: minimum fee	\$80.00
Res. Remodeling & Alterations: per sq ft	\$0.13
Res. Remodeling & Alterations: minimum fee	\$60.00
Comm. New Construction: per sq ft	\$0.23
[plus \$5 per plumbing fixture (Chinco)]	
Comm. New Constr.: minimum fee	\$110.00
Comm. Remodeling & Alterations: per sq ft	\$0.18
Comm. Remodeling & Alterations: minimum fee	\$90.00
Mobile Homes: per sq ft	\$0.18
Demolition of Structure: Residential	\$30.00
Demolition of Structure: Commercial	\$30.00
Removal/Installation fuel tanks:	
1000-3000 gallon capacity	\$115.00
Each additional 1000 gallon capacity	\$25.00
Installation of radio or communication tower:	
Up to 100 feet	\$115.00
Each additional 100 feet	\$45.00

Each Additional Attachment	
Piers or Bulkheads:	
Up to 300 linear feet	\$90.00
Each additional 100 linear feet	\$11.00
New Docks: per sq ft	\$0.18
Boat ramps & groins	\$115.00
Swimming Pools:	
Permanent Above-ground	\$60.00
In-ground	\$80.00
Commercial	\$80.00
Re-roofing (adding 1 layer to existing)	\$45.00
Installing New Sheathing-Residential while re-roofing	
Installing New Sheathing-Commercial while re-roofing	
Re-siding	\$45.00
Moved Buildings	\$80.00
For other work not listed:	
Residential	\$60.00
Commercial	\$90.00
Certificate of Occupancy (except when issued in conjunction w/a building permit):	n/a
No inspection required	\$30.00
Inspection required:	
Per sq ft	\$0.13
Minimum fee	\$60.00
Appeals to the Board of Appeals	\$450.00
Administrative Fees:	
Lost permit (reissue)	\$30.00
Permit amendment (reissue)	\$30.00
Change of use	\$50.00
Permit 6-month extension (2 ext. maximum)	\$30.00
For beginning constr. prior to obtaining BP:	
First offense	\$50.00
Second offense	\$200.00
Re-inspection fee	\$50.00
State Code Academy Surcharge	2.00%
Refunds: (% of amount paid)	
Permit issued, no inspections	75%
Foundation inspection completed	75%
Framing & foundation inspection completed	25%
Subdivision Review Fees (per each submitted plat):	
Up to 10 lots:	
Base fee	\$200.00
Each lot (in addition to base fee)	\$10.00
Over 10 lots or required new road construction:	
Base fee	\$500.00
Each lot (in addition to base fee)	\$20.00
Zoning Fees:	

Zoning inspections	\$0.00
Special use permit	\$450.00
Conditional use permit	\$1,500.00
Conditional use permit for Wind Mills	\$450.00
Variance application	\$450.00
Special use permit & variance application processed & presented at same time	\$540.00
Appeal decision of Zoning Administrator	\$450.00
Proposed rezoning change	\$730.00
Amendment to the zoning ordinance	\$330.00
Vacating any subdivision plat or any part thereof	\$250.00
Certification of zoning compliance (includes home occupation)	\$30.00
Site evaluation (subdivision)	\$100.00
Travel Trailer Park Fees:	
Up to 25 trailers	\$500.00
26-49 trailers	\$1,000.00
50 or more trailers	\$2,000.00
Base fee	
Each lot if over 4 lots (plus base fee)	
Sign Permit Fees:	
Less than or equal to 25 square feet	\$45.00
Each sq ft in excess of 25 sq ft	\$1.00
Mobile Home Park Fees:	
4-25 mobile homes	\$1,000.00
26-40 mobile homes	\$2,000.00
41 or more mobile homes	\$5,000.00
Base fee	
Each lot if over 4 lots (plus base fee)	
Transcript Fees (per page)	\$12.00
Document Fees:	
Comprehensive Plan	\$20.00
Zoning Ordinance	n/a
Subdivision Ordinance	n/a
Complete ordinances, incl zoning & subdivision	\$35.00
Excerpts from Ordinances & Other Town Documents:	
per page and/or double sided per page	\$0.10
Maps 36" x 44"	\$55.00
Contractors List (Class A & B)	\$0.00
New Address Fee	\$25.00
New Road Fee (at cost per MSAG)	cost
Elevators/Escalators/Lifts	\$60.00
Mobile Offices/Pre-manufactured Units	\$60.00
Tent/Air Support Structures (over 900 sq ft)	\$80.00
Carport or Garage: per sq ft	\$0.18
Accessory building/structure (<150 sq ft)	\$45.00
Deck: per sq ft	\$0.18
Fence (> 8 linear ft. Total)	\$45.00

Fireplace	\$0.00
Foundation	\$60.00
<u>General Government Taxes and Fees</u>	
Real Estate Tax (\$___/100)	\$0.07
Tangible Property Tax (\$___/100)	\$0.85
Tangible Property Tax Relief (percent)	70%
Excise Tax; Meals (percent)	5%
Excise Tax; Transient Occupancy (percent)	4%
Vehicle Decals (annual)	\$27.00
Road Suvdivision Review Fee	\$250.00
Side Walk Administrative Fee Maximum of \$200 or 25%	25%
Solid Waste Collection Fee (Residential per week)	\$2.00
Solid Waste Collection Fee (Commercial/Business per week)	\$2.00
Drainage Administrative Fee Maximum of \$200 or 25%	25%
Robert Reed Park, Fishing Vessels (per Day mon - fri)	\$15.00
Robert Reed Park, Fishing Vessels (per Day sat & sun)	\$30.00
Robert Reed Park, Recreationals Vessels (\$ per ft. per Day)	\$1.00
Business License Minimum/Maximum	\$50/\$500
Retail, Repair, Personal, Business,	
Construction(\$0.13/\$100)	\$0.13
Wholesale (\$0.05/\$100)	\$0.05

2. Weekly Community Event Advertising

Mayor Tarr stated that last year they had an advertisement on CTG welcoming people to Chincoteague. He stated that after having a meeting of the nonprofits he asked Council if they would combine that with a weekly event of what's happening on Chincoteague and also promote the trolleys and parks. He added that the radio ad will change from week to week. He stated that the fee is about \$275 - \$300 per month for 3 months (July, August, September) as a trial period. He played a sample adding that it changes weekly.

Councilman Taylor motioned, seconded by Councilman Frese to approve the advertising through CTG not to exceed \$300 per month for 3 months. Unanimously approved.

Mayor Tarr stated that the Chamber advertises also and CTG will get with them for information and upcoming events.

3. Tennis Association Project Plan

Public Works Supervisor Spurlock stated that in the packet there is a copy of the Park Donation Form. He explained that there isn't a lot of detail because they haven't come up with a final design. He added that when they come up with the final design, he has to approve it. He gave the size details of the proposed backboard.

Councilman Ellis motioned, seconded by Councilman Leonard to approve the Park Donation from Mr. Richard Werksman, Treasurer of the Community Tennis Association an 8'x6' plywood backboard to be framed and attached to the court fence. Unanimously approved.

4. Consider Adoption of the State Motor Vehicle Code, Chapter 58, Traffic and Vehicles.

Town Manager Ritter explained that this is an annual adoption. He stated that this will go into effect July 1, 2015 and allows any changes in the State Code to be incorporated into the Town Code. He explained the minor changes.

Councilman Jester motioned, seconded by Councilman Leonard to adopt the State Motor Vehicle Code, Chapter 58, Traffic and Vehicles and to take effect July 1, 2015. Unanimously approved.

Chapter 58
TRAFFIC AND VEHICLES*
Article I. In General

Sec. 58-1. Compliance with chapter; violations and penalties generally.

(a) It shall be unlawful for any person to violate or fail to comply with any of the sections of this chapter or of any rule or regulation promulgated pursuant to this chapter.

(b) Every person convicted of a violation of any of the sections of this chapter for which no other penalty is provided shall be punished by a fine of not more than \$200.00.
(Code 1977, § 11-21)

State law references—Penalties for motor vehicle violations, Code of Virginia, § 46.2-113; town prohibited from imposing a penalty for violation of motor vehicle ordinance in excess of that imposed by state for a similar offense, Code of Virginia, § 46.2-1300.

Sec. 58-2. Adoption of state law; former provisions.

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, all of the provisions and requirements of the laws of the Commonwealth contained in Code of Virginia, title 46.2 and in Code of Virginia, § 18.2-266 et seq. in effect July 1, ~~2014~~ **2015**, except those provisions which are contained elsewhere in this chapter and except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by their very nature can have no application to or within the town, are adopted and incorporated in this chapter by reference and made applicable within the town. References to "highways of the state" contained in such provisions and requirements adopted in this subsection shall be deemed to refer to the streets, highways and other public ways within the town. Such provisions and requirements hereby adopted, mutatis mutandis, are made a part of this chapter as fully as though set forth at length in this chapter, and it shall be unlawful for any person within the town to violate or fail, neglect or refuse to comply with any provision of Code of Virginia, title 46.2 or of Code of Virginia, § 18.2-266 et seq., which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Code of Virginia, title 46.2 or under Code of Virginia, § 18.2-266 et seq.

Amendments to the above adopted and incorporated provisions of the laws of the Commonwealth of Virginia hereafter adopted by the Commonwealth of Virginia shall be incorporated herein on their respective effective dates unless specifically rejected by the governing body of the Town.

(b) The provisions of this section, as readopted, shall be effective as 12:01am July 1, ~~2014~~ **2015**. As of such effective date, such readoption shall replace former section 58-2 as it existed prior to the effective date of readoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this readoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by prior law, which is continued in effect for that purpose.
(Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, **6-17-10**)

Sec. 58-3. Display of state license plate with current decal.

It shall be unlawful for any person to operate or for the owner or person in control thereof to knowingly permit the operation of, upon a street or highway of the town.

5. Mayor & Council Announcements or Comments

Vice Mayor Richardson thanked Chief Mills for looking into the ruling of the electric cars for the rental places and for sending a copy to each Councilmember.

Councilman Leonard commented on the tragedy in the church in South Carolina. He expressed his condolences to those families.

Councilman Jester agreed. He also thanked Public Works Director Spurlock and staff for putting up the new playground equipment.

Councilman Taylor agreed that the playground looks good. He commented on how many people it takes in the community. He mentioned asking blessings for doing good.

Councilman Frese, regarding the tragedy in South Carolina, feels that the country is finally coming together against lawlessness and ungodliness. He is pleased to see the change.

Chief Mills advised that one of the officers has been helping at the Special Olympics. He stated that Officer Young will have a dunking booth the first two nights at the Carnival.

6. Closed Meeting in Accordance with Section 2.2-3711(A)(3) of the Code of Virginia.

• Real Property Issues

Councilman Frese moved, seconded by Councilman Leonard to convene a closed meeting under Section 2.2-3711(A)(3) of the Code of Virginia to discuss real property issues. Unanimously approved.

Councilman Taylor moved, seconded by Councilman Leonard to reconvene in regular session. Unanimously approved.

Councilman Frese moved, seconded by Councilman Leonard to adopt a resolution of certification of the closed meeting.

WHEREAS, the Chincoteague Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(1) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE: Ayes- Ellis, Leonard, Richardson, Jester, Frese, Taylor
Nays- None
Absent- None

Adjourn

Vice Mayor Richardson motioned, seconded by Councilman Taylor to adjourn. Unanimously approved.

Mayor

Town Manager

Public Safety Meeting Minutes

June 2, 2015

Chairman Tarr called the meeting to order at 17:09

Present: Mayor Tarr, Chairman

Councilman Jester

Councilman Frese

Staff: Robert Ritter, Jr., Town Manger

Bryan Rush, EM Coordinator

Randy Mills, Police Chief

Harry Thornton, Fire Chief

Public Participation

No public participation.

Agenda Adoption

A motion to adopt the agenda was made by Councilman Frese and seconded by Councilman Jester. Motion unanimously passed.

1. Emergency Management Report

PLANNING

CAMPGROUND SAFETY

The Eastern Shore Disaster Preparedness Coalition has developed a draft blanket campground safety plan that campgrounds can use for the patrons in the event of severe weather. This information will be shared with our local campgrounds.

EMERGENCY CONTACTS

The emergency contacts list for the Town EOP has been reviewed and updated. The updated confidential list will be distributed to the committee.

LOCAL CAPABILITIES ASSEESMENT REPORT

The 2015 LCAR is approximately 50% completed and will be done ahead of the July 1 deadline. The report maps strengths and weaknesses to better capture an understanding of where training and grant money should be focused.

HAZZARD MITIGATION

The hazard mitigation planning group continues to meet. The group is working on an updated Hazard Mitigation Plan. The plan must be updated every 5 years. Currently, the group is reviewing and commenting on the erosion section. The group is also waiting on FEMA to finish the HAZUS model run for the Eastern Shore, at which time the risk analysis can begin.

FIREWORKS

The annual July 4th Fireworks celebration will occur July 4, 2015, at 10 PM. The rain date is July 6. A planning meeting will be held June 10, 2015. All departments and agencies involved will discuss the plan. After all objectives have been set, an IAP will be developed.

Member question: Mayor Tarr stated the rain date fell on a Council meeting date and asked if that could hinder the operation due to staffing issues. Mr. Rush advised that it would not hinder as most staff utilized would not be at the meeting.

PONY PENNING RESPONSE

The planning process for emergency response to the annual pony penning activities has begun. After future planning meetings, an IAP will be developed.

LOGISTICS

NEW AMBULANCE IN SERVICE

The new Chincoteague Ambulance 3-1 went into service March 27, 2015. The unit has already logged nearly 6,000 miles since then.

TIDE GAUGE

The tide gauge is currently logging data and there is interest from NOAA to begin incorporating the data into their system sooner than anticipated. While no date has been given yet, discussions have been ongoing. In another related note, the gauge went off-line for a period of time on May 7 and May 8, 2015. A USGS representative made contact and was willing to send folks for an emergency site visit. After careful consideration and discussion it was determined that it could wait until the following Monday. The gauge began recording again late on May 8. The visit still occurred on Monday, May 11, to ensure all was working correctly.

Member question: Mayor Tarr asked what data values were being used. Mr. Rush advised NAVD 88. Councilman Jester asked if there was a way to see what the water was actually doing. Mr. Rush advised that it could be compared to past data; however, until NOAA takes the data and converts it to their programs you will not be able to quickly understand the actual height.

TRAINING

SAND TUNNEL COLLAPSE

There was a sand tunnel collapse training and exercise held between the US Park Service Lifeguards and the Town of Chincoteague Emergency Medical Services on May 29. The objectives of the exercise were to understand the various dangers of sand tunnels created by beach-goers and the steps to mitigate such an emergency. An Ocean City Beach Patrol member conducted the training as they had numerous tunnel collapses last year. Full scale exercises were conducted to re-inforce the lessons learned.

OPERATIONS

DAILY WEATHER MONITORING

Daily weather monitoring is on-going, with situational awareness emails sent to department heads as necessary. In the period February - May there has only been 2 weather conference calls and 4 briefings have been sent to department heads.

EBOLA

Continued Ebola monitoring is ongoing by the Commonwealth of Virginia Department of Health. No active cases within Virginia at this time. Plans are being continually updated and revised to facilitate an emergency response if needed.

COMMUNICATIONS TESTING

All forms of alternate communication from the EOC have been tested. The satellite phones are ready and operational. A new power supply is needed for the HAM radio and will be ordered.

PUBLIC INFORMATION

PREPAREDNESS

Disaster preparedness information will continue on the Town's web page, information kiosk in the office, and on the quarterly newsletter. The hurricane "sales tax" holiday was advertised as well as the Hurricane Preparedness Week information.

2. Chincoteague Volunteer Fire Company Report

Fire Chief Thornton stated that the department was very close in having all their permits to build the new station. Discussion ensued on the current Cropper St. station and what it could be used for after the fire company's use. The chief also stated that they had signed papers on a new pumper to be delivered in January 2016. Mayor Tarr advised that the fire company had donated an old pumper to the Town. Mayor Tarr advised that the Town's lawyer was still working on the Fire Alarm Ordinance. Manager Ritter explained that the state code was only allowing for the billing to occur with the alarm operator and not the user. The lawyer would be developing a matrix to help develop such ordinance.

3. Review Hurricane Season Forecast

Emergency Management Coordinator Rush reviewed the NOAA 2015 Hurricane Forecast with the committee. There is forecasted to be 6 – 11 named storms with 3 -6 hurricanes and of those 0 – 2 could be a major hurricane. Mr. Rush told committee that the take away here is that just because forecasts indicate a slower than normal year, it only takes one storm. Mr. Rush referenced Hurricane Andrew in 1992. Andrew was only 1 of 3 Category 5 storms to hit the US coast and it hit in a year with only 7 named storms. Everyone should get prepared, remain prepared, and stay vigilant throughout the season.

4. Committee Member Comments

Mayor Tarr was asked if the state had updated their EOP. Mr. Rush advised that they update often and those updates are sent out for emergency management review and awareness.

Councilman Jester asked if there is any planning on evacuation. Mr. Rush advised that it is referenced in the EOP. It will be dependent on the numbers of individuals on the island at the time. Mr. Jester recommended contacting hotels, campgrounds, and rental businesses during holidays and pony penning to get an idea of the numbers during that time for planning purposes. Mr. Rush advised that the Chamber of Commerce had contacted those businesses during Hurricane Irene and gave such information. Mayor Tarr stated that the Chamber was going to utilize an aerial photograph to calculate the numbers at pony penning but it was never done.

Councilman Jester asked about his expired Town ID card. Manager Ritter advised him to see Steve Jones in the Police Department to have it updated.

Councilman Jester asked Chief Mills if he has given the traffic patrol officer specific duties. Chief Mills advised that he does give him specifics and listed a few.

Councilman Jester suggests using social media more to give information to the public. Chief Mills stated that his department has recently developed a Twitter account to help get the word out. More discussion occurred.

Councilman Jester asked Chief Thornton if the department considered keeping an ambulance when a new one was purchased. Chief Thornton explained that the grant regulations for the new ambulance will not allow to keep the older ambulance.

Adjournment

A motion to adjourn was made by Councilman Frese and a second given by Councilman Jester. Unanimously approved.

The meeting adjourned at 17:55.

Minutes of the June 9, 2015 Budget and Personnel Committee Meeting

Committee Members Present

Ben G. Ellis, Councilman

Gene W. Taylor, Councilman

Call to Order.

Councilman Ellis called the meeting to order at 5:00

Open Forum/Public Participation

There was no public participation.

Agenda Adoption

Councilman Taylor motioned, seconded by Councilman Ellis to adopt the agenda.

1. Review Employee Evaluation Form

Councilman Ellis stated that the current evaluation form was used for all Town employees, including the Town Manager, with exception of the Police Department. He stated that he was asked by Mayor Tarr to come up with a separate form for the Town Manager. He presented the new form to the committee.

Chief Mills spoke about the program currently in use by the police department.

Town Manager Ritter would like to bring a sample of the police departments program to the next meeting for review by the committee.

2. Statement of Revenue & Expenditures

Town Manager Ritter explained the statement of revenues and expenditures to the committee. Councilman Taylor asked if the excess in the general fund would be spent before the end of the fiscal year or would it just be put back in the fund for next year. Town Manger Ritter explained that there was still some money to be spent on bills and payroll but the excess would go back to the general fund.

3. Committee Member Comments

There were no comments.

Adjourn

Councilman Taylor motioned, seconded by Councilman Ellis to adjourn the meeting.