

TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center
October 15, 2020
6:30 PM

At approximately 6:30 p.m. Vice Mayor Steve Bennett, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Vice Mayor Bennett, in attendance were Councilmen Bannon, Buchholz, Follmer and Grossman, and Councilwoman Holloway. Mayor Dize was not in attendance. Also, in attendance were Town Manager John Hozey, Treasurer Deborah Pocock, Community Relations Manager Jen Lewis, Chief Jim Pruitt and Town Clerk Libby Hume. There were three members of the public physically in attendance, and six viewers on Facebook Live.

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

RECOGNITION OF VISITORS / PRESENTATIONS:

- A. *Eastern Shore of Virginia Tourism Commission Update – Robie Marsh, Executive Director*
Mr. Marsh provided an update of the Eastern Shore of Virginia Tourism Commission's marketing activities. (Please see attached.)
- B. *Planning Commission Comprehensive Plan Update – Bill Stramm, Chairman*
Chairman Stramm provided some background and an update of the comprehensive plan status. (Please see attached.)

PUBLIC COMMENTS:

Mayor Dize submitted his comments via email asking Town Clerk Libby Hume to read them into the record during the public comment period. (Please see attached.)

There were no comments to be heard nor any other comments received in writing prior to the meeting or during the public comment period.

CONSENT AGENDA

- A. Approval of Agenda Format
- B. Approval of Minutes:
 - i. September 17, 2020 Regular Meeting
 - ii. October 1, 2020 Special Meeting
 - iii. October 6, 2020 Joint Public Hearing with the Planning Commission
- C. Approval of August 31, 2020 Financial Report

Councilman Grossman asked that the financial report be removed from the consent agenda items as he had a question regarding the harbor fund.

Motion made by Councilman Buchholz, seconded by Councilwoman Holloway, to approve the Consent Agenda as amended. The motion was approved by unanimous vote.

Councilman Grossman asked for details about the statement in the financial report comments regarding the harbor's revenue increase and journal entries.

Treasurer Deborah Pocock began by stating that the references to July should actually say August. In prior years the deferred revenue from prepaid slip rentals in April of each year was transferred to the proper year in a lump sum, usually in November in the Town's system but not updated in QuickBooks. This fiscal year, staff went to the harbor and made recurring journal entries in QuickBooks so that the proper amount would be posted in each month through November.

Motion made by Councilman Grossman, seconded by Councilman Bannon, to approve the August 31, 2020 Financial Report as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

A. *Capital Asset Management Program Policy:*

Town Manager John Hozey stated the following: i) In January 2020 Council adopted a Capital Improvement Program which provided the context, guidance and criteria necessary to prioritize and manage capital needs/desires; ii) He renamed the program the Capital Asset Management Program (CAMP) and attempted to remove personal preferences, emotion and politics out of the decision-making process, replacing them with objective criteria that organized the projects logically and in efficient ways; iii) The original program was very well thought out, but conceptual in nature; iv) Possible revisions were discussed at the October 8 work session and incorporated into the document for review this evening; v) If approved, the CAMP would be the basis for adopting the first six-year capital improvement schedule that would be discussed during future budget development. The CAMP would also be used at the October 29 budget review work session after determining what resources were available; and vi) The CAMP was just the policy and a schedule of projects would be developed later.

Motion made by Councilman Follmer, seconded by Vice Mayor Bennett, to approve the Capital Asset Management Program as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

A. *Davis Disposal Contract Extension:*

Town Manager John Hozey stated that this item was straightforward and self-explanatory. This would be the third of three extensions for the Town's waste collection disposal services with David Disposal. The timeframe covered was from November 1, 2020 through October 31, 2021.

Motion made by Councilwoman Holloway, seconded by Councilman Grossman, to approve the third extension of the Waste Collection and Disposal Services contract with Davis Disposal from November 1, 2020 through October 31, 2021. The motion was approved by unanimous vote.

B. *Renewal of Harbor Ramp Agreement with the Dept. of Game and Inland Fisheries:*

Town Manager John Hozey stated the following: i) The Town had a 20-year agreement with the Department of Wildlife Resources (DWR), formerly the Department of Game and Inland Fisheries, which was due to expire on November 8, 2020. There was no automatic renewal clause and a new cooperative agreement was necessary to continue the existing relationship; ii) The agreement encompassed two double-wide ramps, three launch piers, loading pier and parking lot; iii) DWR was responsible for capital improvements and the Town was responsible for normal maintenance and repair. The facility must be available to the public 24/7, except in case of emergencies. No fee could be charged for the use of the facility; iii) There were currently three other boat landings close to Cape Charles. The county-owned landing in Oyster was free and the landings owned by the National Wildlife Refuge and Kiptopeke State Park both charged fees; iv) The idea of charging a fee had been discussed by staff and Council previously, but was prohibited under this agreement. Charging a fee would provide a revenue source to offset the cost of maintenance and repair which included replacement of decking, ladders, bollards, etc. These costs were currently included in the Harbor Fund and recovered via revenue from slip rental, storage, fuel sales, etc. Charging a fee would better align the cost recovery to the actual users; v) It was difficult to predict the timeframe, but a significant capital expenditure would eventually be required for rehabilitation of the facility. The Town's marine engineer performed a cursory inspection and concluded that the concrete ramps and pier pilings were in excellent shape. Some of the undercarriage and decking would need to be replaced in the near term but would be a relatively low-cost project. It was notable that in recent discussion with the DWR Lands & Access Manager, it was stated that capital funding would not be available for at least five years under a new agreement. It was also stated that there would be no guarantee of re-entry if the Town opted to leave the DWR cooperative system; vi) Management of a fee system would be a fairly simple process. The fee could be set to cover maintenance and repair needs and contribute to the Harbor

Fund balance for future rehabilitation needs. Consideration could be given to making the facility available to Town taxpayers at no cost or at a discounted fee; and vii) If Council opted to let the agreement expire, no action was necessary. If Council preferred to renew the agreement, a motion would be necessary to direct the town manager to execute an appropriate renewal.

Vice Mayor Bennett opened the floor for discussion and polled Council as to their preference. Councilman Buchholz stated that the Harbor was also part of the Main Street District so there could be grants available to assist the Town with future improvements. After polling Council, all were in favor of allowing the current agreement to expire.

TOWN MANAGER COMMENTS

John Hozey commented on the following:

- i) Potential Kings Creek Dredging Project: He was notified that the project had been funded for the planning and permitting phases. The actual dredging had not yet been funded. The Cape Charles beach had been surveyed and it was determined that it could handle about 30K cubic yards of sand. The project was expected to generate about 15K cubic yards. If funding was approved, the dredging would take place about this time next year. He reached out to the Wetlands Board to notify them of the possible project and offered them the opportunity to have a representative work with the Town. The north end of the beach would be prioritized.

Vice Mayor Bennett added that he was involved in the previous dredging of the channel in 2008 and the project did not generate close to 15K cubic yards since it was dredged to a depth of seven feet. Dredged material from the basin area was not usable. It would not produce anything like the harbor dredging project.

- ii) He notified the Mayor and Council, and a public notice was issued regarding his acceptance of the unsolicited proposal from AQUA Virginia last Friday. The notice was to let other entities know of the unsolicited proposal to allow them an opportunity to submit their proposal for consideration. He contacted American Water and received a favorable response. The Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) guidelines was provided to American Water and he had every expectation of receiving an unsolicited proposal from them. The deadline for proposal submittal was November 30, 2020. As a result of the notice, the Eastern Shore Post requested an interview. A copy of the public portion of the proposal was provided to the Eastern Shore Post. It was also available for public review by contacting the Town Hall.
- iii) He contacted the Mayor and each Council member separately but felt the cleanest way to handle this issue was to bring it up this evening. At the October 1 special meeting, Council approved a number of documents from the Department of Housing and Community Development (DHCD) for the Community Development Block Grant. One of the documents approved was the Non-Discrimination Clause to which a member of the public submitted written comments expressing their concerns that not all the protected classes were included in the document. A number of Council members expressed their concerns in agreement with the citizen. Since that evening, we were notified by the DHCD that we were provided the wrong version of the form and that a new version was available and needed to be signed. John Hozey read the clause into the record adding that unless he heard any objections from Council, he would sign the new form and submit it to the DHCD. (Please see attached.)

VICE MAYOR AND COUNCIL COMMENTS

Councilmen Bannon, Buchholz and Grossman, and Councilwoman Holloway had no additional comments.

Councilman Follmer commented that he had spoken to some business owners over the last couple of weeks and everyone that he had spoken to had ended up having a successful tourist season. He felt that the bulk of Northampton County's tourism was in Cape Charles. Due to the efforts of the Town

staff, business owners and citizens, Cape Charles didn't see the spike as that in other areas. He thanked John Hozey for his leadership as well as the Public Works crew and all Town staff, especially the Police Department which were pulled in all directions. It was a team effort and really paid off. He did not know of any other tourist town that accomplished this.

Vice Mayor Bennett thanked Councilman Follmer for his comments adding that the sign at Town Hall which stated "Heroes Work Here" was so true. He thanked all of the Town's staff.

Vice Mayor Bennett read the announcements.

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

The meeting adjourned at 7:22 p.m.

Vice Mayor Bennett

Town Clerk

Eastern Shore of Virginia Tourism Commission Update – Robie Marsh, Executive Director



1



2



Locals Choice Contest

- Time Period:
 - Voting in July
 - Winners announced in August
- Purpose:
 - Get Locals out supporting local businesses
 - Then attract tourists to locals' favorites
 - Tourists love to "do as the locals do". It engages locals and attracts tourists.
- Winners:
 - See Press Release for winners.

3



VIRGINIA'S EASTERN SHORE

50 Years of LOVE Video

- Time Period:
 - Production – Oct. 2019 – June 2020
 - Released – July 2020
- Purpose:
 - Highlight our 50 Years of Love attractions
 - Build our "off-season" library footage
 - Create promotional video to attract Travel Writers and Social Media Influencers.
 - Original intent to follow this longer video up with series of short, social media friendly themed videos.
- YouTube Link:
 - <https://www.youtube.com/watch?v=o83zds5kkBw>

4



94.9 The Point "One Tank Trips" Promotion

- Time Period:
 - August 24 – August 30
- Purpose:
 - Targeted audience located within 1 tank of gas
 - Strategic timing with Visitor Guide insert into VA Pilot
 - Increase "end of season" and "off season" visitation
- Distribution:
 - 50x on-air 30-sec. messages
 - 45,000 impressions radio.com
 - Name mentioned on One Tank Promotion announcements
 - Website and Social media promo

6



1/2 Page Full Color ad in Chesapeake Bay Magazine

- Time Period:
 - August Edition
 - *Weekends on the Water*
- Purpose:
 - Targeting boaters looking to explore Chesapeake Bay
 - Increase "end of season" and "off season" visitation
- Distribution:
 - 40k print distribution
 - Southeastern PA, southern NY & NJ, Baltimore, D.C., Richmond, & entire Chesapeake Bay region

7



WanderLOVE

- Creating 6 outdoor themed trails for visitors to enjoy safely this shoulder season into next summer.
- Trails:
 - Breath of Fresh Air Trail
 - Love & Learning Trail
 - Lovin' on the Water Trail
 - Sun & Sand Trail
 - Love on the Coastline Trail
 - Fresh from the Water Seafood Trail
- Promotion:
 - Six 30-second or less videos
 - Six Trail rack cards
 - Trail Blogs on VisitESVA.com
 - New landing page on VisitESVA.com
 - Travel Writers/Bloggers
 - Social Media

8



But That's Not All....

- Social Media paid advertising
- Newsletters
- VTC Annual Travel Guide advertising
- Programmatic advertising with Leisure Publishing
- Gateway Welcome Center
- Display Tower at New Church Welcome Center
- Blogs
- www.VisitESVA.com
- Facebook, Instagram, YouTube
- And more....

9

Breaking the Numbers Down

- 192
 - 192...1 night occupancy visitors to Cape Charles (avg. \$200/night) enjoying 1 meal totaling \$100 will generate...
 - \$5,000 of tax revenue for Cape Charles.
- How did I calculate that number?
 - ESVA Tourism Funding Request = \$5,000
 - Cape Charles TOT = 3.7% + Meals Tax = 5.0%
 - $\$5,000 / 8.7\% = \$57,472$ in sales revenue
 - $\$57,472 / \$300 = 192$

10

10



Contact Information:

Eastern Shore of Virginia
Tourism Commission

Robie Marsh

executivedirector@esvatourism.org

757-787-8268



11

Cape Charles Comprehensive Plan Update

October 15, 2020

William Stramm

1

Topics to present

- ▶ Overview on Approach
- ▶ Comprehensive Plan Chapters
- ▶ Public Interface to Date
- ▶ Timeline
- ▶ Budget
- ▶ Website
- ▶ Questions

2

Overview on Approach

- ▶ This comprehensive plan is not considered a minor update to the 2016 plan which was a 'minor' update to the 2009 plan.
- ▶ Planning Commissioners will be researching and writing chapters.
- ▶ Like the 2009 plan, the plan will be presented in two parts:
 - ▶ Chapters that will summarize material along with goals and strategies
 - ▶ Appendix will contain detail data corresponding to each chapter
- ▶ The Harbor District Master Plan will be folded into the comp plan.
- ▶ 2016 comp plan goals and strategies will be re-visited to determine whether completed, still needed, or determined not needed. Will attempt to provide a manageable number of goals/strategies.

3

Comprehensive Plan Chapters

1. Introduction
 2. Demographics
 3. Housing
 4. Economy
 5. Transportation
 6. Community Facilities and Services
 7. Environment
 8. Land Use
 9. Implementation
- Appendix

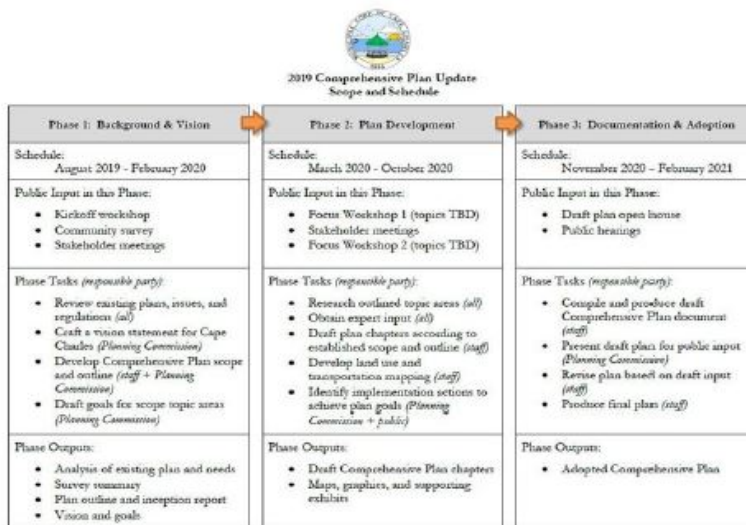
4

Public Interface to Date

- Kick-off July 15, 2019, attended by 50 people
- Broad survey conducted during timeframe October 15, 2019 to December 1, 2019 and received 215 responses.
- Eastern Shore Regional Housing Workshop conducted in Cape Charles Civic Center by Northampton County, January 29, 2020 with over 50 people in attendance

5

Timeline



6

Budget

- ▶ Unknown needs
 - ▶ Needs from A-N PDC (suspended previous contract)
 - ▶ GIS work from Northampton County, e.g., zoning maps
 - ▶ Potential need for consultant services for future land use mapping
- ▶ Recommend \$15,000 set aside during next budget update to address unknowns

7

Website

<https://www.capecharles.org/pview.aspx?id=37896&catid=605>

8

Questions?

9

Mayor William "Smitty" Dize

First I would like to thank Vice Mayor Bennett for covering for me in my absence. I would also like to thank Robie Marsh and Chairman Stramm for their respective updates.

A few items below to touch on.

Financial report- thank you to Ms. Pocock and her team for straightening out some of the financial reporting issues at the harbor.

Capital Asset Management program policy - I want to thank Councilman Grossman for his initial work and Mr. Hozey for this document that I hope will serve the town well for years to come.

Harbor Ramp agreement - I am opposed to resigning an agreement for the harbor ramps for many reasons but more important the general maintenance required for the foreseeable future is minimal. Also there are underlying permissions required to utilize the property that can be very hard to obtain. By not signing, this will open up other options for that property. It will also allow us to charge like the state park and other places.

Thank you,
Smitty Dize
Mayor
Town of Cape Charles

Updated Non-Discrimination Policy from the Department of Housing & Community Development:

August 2020 Treasurer's Report

Page 1 – Cash Position

- A \$29,000 interest payment was made on the VML/VaCo 2010 loan.

Page 2 – Revenue vs. Expenditures

- No comments.

Page 3 – Capital Projects

- No funds were disbursed for capital projects in August.

Page 4 – Tax Collection Rate

- This page will return in November

Page 5 – Tax Revenue Trends

- Harbor revenue is 53% higher July 2020 than it was July 2019. \$20,000 of this increase is due to an improved accounting process in the current fiscal year, but the remaining \$15,500 is truly growth.
- Meals tax revenue is still lagging but transient occupancy taxes have surpassed 2019 year to date amounts by 16.6%.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
August 31, 2020

<u>Cash on Hand</u>	<u>7/31/2020</u>	<u>8/31/2020</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$555,643	\$393,447	-\$162,197
Atlantic Union Bank Money Market Account	\$1,426,309	\$1,426,792	\$483
LGIP Account 1 - Unrestricted	\$104,094	\$104,117	\$23
LGIP Account 2 - Unrestricted	\$299,409	\$299,482	\$72
PNC SNAP Account - no longer restricted	\$0	\$0	\$0
PNC SNAP Account Interest	\$0	\$0	\$0
Total Cash On Hand	\$2,385,456	\$2,223,838	-\$161,618

<u>Restricted and Reserved Cash Balances</u>	<u>7/31/2020</u>	<u>8/31/2020</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Savings Account - Facility Fees Rsrvd (Utilities)	\$1,079,003	\$1,079,003	\$0
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$31,454	\$31,454	\$0
Atlantic Union Bank Checking Acct - E-Summons Revenue Rsrvd	\$2,792	\$3,085	\$293
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,585	\$257,585	\$0
Wells Fargo 2010 Debt Service pass through account #300	\$2,898	\$2,898	\$0
Wells Fargo 2010 Debt Service pass through account #308	\$761	\$761	\$0
Total Cash Held in Reserve	\$1,374,923	\$1,375,216	\$293
Total Cash - All Accounts	\$3,760,379	\$3,599,054	-\$161,325

DEBT SERVICE

Net Debt as of Current Reporting Month End (Excludes USDA vehicle and equipment loans)	\$7,118,668
---	-------------

REVENUE VS. EXPENDITURES

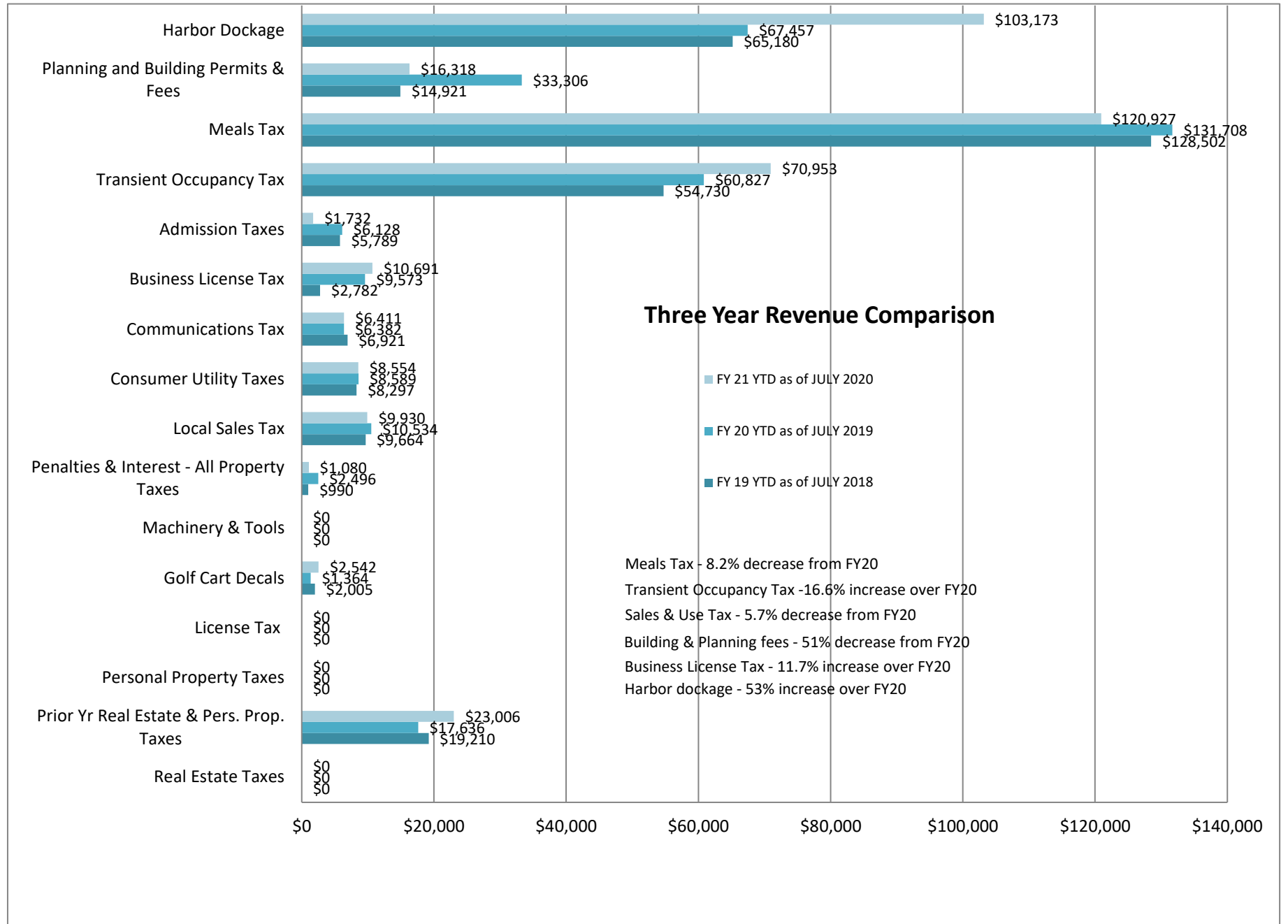
<u>FUND</u>	<u>CURRENT MONTH</u>	<u>PRIOR YEAR-TO-DATE</u>	<u>CURRENT YEAR-TO-DATE</u>	<u>INCREASE/ (DECREASE) YTD</u>	<u>ANNUAL BUDGET</u>	<u>% REALIZED/ EXPENDED FY19</u>
GENERAL						
REVENUE - Operating	\$192,909	\$344,941	\$321,226	\$82,421.34	\$3,580,706	8.97%
EXPENDED - Operating	\$194,688	\$499,586	\$440,439	-\$59,146.44	\$2,805,563	15.70%
NET	(1,780)	(154,644)	(119,213)	35,431	775,143	
REVENUE - CAPITAL GRANTS & LOANS	0	0	0	0	813,867	0.00%
EXPENDED - CAPITAL PROJECTS & DEBT SVC	5,382	81,366	76,119	(5,247)	1,589,010	4.79%
TRANSFER TO HARBOR TO TRUE UP FUND						
BALANCE	0	0	0	0	0	
TOWN CONTRIB. & PENDING GRANTS	(5,382)	(81,366)	(76,119)	5,247	(775,143)	
PUBLIC UTILITIES						
REVENUE - Operating	154,005	313,383	312,028	(1,355)	1,689,134	18.47%
EXPENDED - Operating	104,219	131,597	157,078	25,481	1,146,690	13.70%
NET	49,786	181,786	154,950	(26,836)	542,444	
REVENUE - CAPITAL GRANTS, LOANS, & FACILITY FEES	0	97,068	42,400	(54,668)	169,600	25.00%
EXPENDED - CAPITAL PROJECTS, DEBT SVC, & FACILITY FEES	11,706	142,940	86,734	(56,206)	712,044	12.18%
TOWN CONTRIB. & PENDING GRANTS	(11,706)	(45,872)	(44,334)	1,538	(542,444)	
HARBOR						
REVENUE - Operating	148,150	206,808	327,608	120,800	1,060,080	30.90%
EXPENDED - Operating	55,476	172,283	224,882	52,599	692,473	32.48%
NET	92,674	34,525	102,726	68,201	367,607	
REVENUE - GRANTS & LOANS	0	0	0	0	375,765	0.00%
TRANSFERRED FM GEN FUND TO TRUE UP FUND BALANCE	0	0	0	(92,403)	0	
EXPENDED - Capital Projects, Debt Svc	45,868	92,403	67,814	160,217	743,372	9.12%
TOWN CONTRIB. & PENDING GRANTS	(45,868)	(92,403)	(67,814)	(160,217)	(367,607)	
SANITATION						
REVENUE	16,984	34,467	33,608	(859)	214,546	15.66%
EXPENDED	17,509	17,712	34,795	17,082	214,546	16.22%
NET	(525)	16,754	(1,187)	(17,941)	0	

FY 2021 Capital Improvement Project Tracking Report

As of:
8/31/2020

	FY21 Status or Start Date	Percent of Completion	FY21 Budgeted	FY21 QTR 1 Expended	FY21 QTR 2 Expended	FY21 QTR 3 Expended	FY21 QTR 4 Expended	FY21 YTD Expended	(Over)/Under Budget
General Fund									
Police Vehicle	Pending	0%	\$ 38,940	\$ -	\$ -	\$ -	\$ -	\$ -	38,940
Permit Department Software	Pending	0%	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	7,000
Public Works Shop Heaters	Pending	0%	\$ 6,868	\$ -	\$ -	\$ -	\$ -	\$ -	6,868
Grounds Maintenance Equipment	Pending	0%	\$ 22,240	\$ -	\$ -	\$ -	\$ -	\$ -	22,240
Portable ADA Equipped Restroom Trailer	Pending	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	35,000
Mason Avenue Re-striping	On Hold	0%	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	15,000
Parking Lots (Mason & Harbor Shanty Area)	Pending	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	10,000
Video Surveillance System	.	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	35,000
Multi-Use Trail Phase 2 Closeout	Pending	0%	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	200,000
subtotal			\$ 370,048	\$ -	\$ -	\$ -	\$ -	\$ -	370,048
Water Fund									
SCADA System	pending	0%	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	15,000
Remote Read Water Meters - starter setup	pending	0%	\$ 51,985	\$ -	\$ -	\$ -	\$ -	\$ -	51,985
Pickup Truck	pending	0%	\$ 32,766	\$ -	\$ -	\$ -	\$ -	\$ -	32,766
subtotal			\$ 99,751	\$ -	\$ -	\$ -	\$ -	\$ -	99,751
Harbor Fund									
Inner Harbor Rehabilitation Phase I carryover	in process	#DIV/0!	\$ -	\$ 33,890	\$ -	\$ -	\$ -	\$ 33,890	(33,890)
Inner Harbor Rehabilitation Phase II	pending	0%	\$ 118,470	\$ -	\$ -	\$ -	\$ -	\$ -	118,470
subtotal			\$ 118,470	\$ 33,890	\$ -	\$ -	\$ -	\$ 33,890	84,580
Sanitation Fund									
Trash Can Replacements	on order	100%	\$ 11,796	\$ -	\$ -	\$ -	\$ -	\$ -	11,796
subtotal			\$ 11,796	\$ -	\$ -	\$ -	\$ -	\$ -	11,796
TOTAL			\$ 600,065	\$ 33,890	\$ -	\$ -	\$ -	\$ 33,890	566,175

*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT



The *(Insert Grantee's name)* or any employee thereof will not discriminate in employment, housing or accommodations because of race, color, religion, national origin, sex or gender, age, familial status, source of income, veteran status, disability, sexual orientation or gender identity. Administrative and personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the _____ on _____, 20 _____.

Signature of Authorized Official