

**TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center
August 17, 2023
6:30 PM**

At approximately 6:30 p.m. Mayor Adam Charney, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Bennett, Councilmen Buchholz, Butta, Follmer, and Grossman, and Councilwoman Holloway. Also, in attendance were Town Manager John Hozey, Project Manager Bob Panek, Accounting Manager Jerry Murphy, Police Chief Jim Pruitt, and Town Clerk Libby Hume. There were 6 members of the public physically in attendance, and 5 viewers on Facebook.

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

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:

A. Cape Charles Main Street Semi-Annual Report:

Cape Charles Main Street (CCMS) Executive Director Karen Zamorski and President Bill Stramm presented their semi-annual report to Council. (Please see attached.)

B. Recognition of Employee Significant Anniversary:

Mayor Charney congratulated Libby Hume on her 15th anniversary with the Town.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Dianne Davis, Cape Charles resident

Ms. Davis addressed the Mayor, Town Council, Town Manager and Clerk thanking them for all the support provided to assist her old school, the Cape Charles Elementary School, better known as the Cape Charles Rosenwald School. She hoped that the Town would continue to support their efforts to make the former school a place to be used by all mankind.

There were no other comments to be heard nor any comments received in writing prior to the meeting.

CONSENT AGENDA

A. Approval of Agenda Format

B. Approval of Minutes:

i. July 20, 2023 Town Council Public Hearings & Regular Meeting

C. Approval of June 30, 2023 Financial Report

Councilman Grossman asked that the financial report be pulled from the Consent Agenda. Councilman Butta asked that the minutes be pulled out of the Consent Agenda.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to approve the Agenda Format as presented. The motion was approved by unanimous vote.

Councilman Butta stated that he had asked the Clerk to add his comments related to his vote on the zoning map. The Clerk made the changes, and the amended language was provided to the Council, but was unable to be posted for public review prior to the meeting.

Motion made by Councilman Butta, seconded by Councilman Grossman, to approve the July 20, 2023 Town Council Public Hearings & Regular Meeting minutes as amended. The motion was approved by unanimous vote.

Councilman Grossman stated that the FY 2023 Capital Improvement Project Tracking Report incorrectly showed the budgeted amounts for the Municipal Center and Library projects as \$550K each and he asked that these figures be reviewed. Town Manager John Hozey stated that the report had been corrected and posted online. Town Clerk Libby Hume interjected that she had not received the corrected report to post.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to approve the June 30, 2023 Financial Report with the corrections being made to the FY 2023 Capital Improvement Program Tracking Report as discussed. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business for review.

NEW BUSINESS:

A. Harbor Projects Contract Award:

John Hozey stated that this year's budget contained two large capital projects for the harbor: i) \$180K was budgeted for repair and reinforcement of the inshore breakwater west of A-Dock that was damaged by a large vessel strike; and ii) \$306K was budgeted for replacement of approximately 54% of the king piles and lower horizontal wales supporting the vinyl bulkhead around the inner harbor. The Harbor budget also included \$13K for repair of the fixed dock in the inner harbor which entailed the replacement of about 15% of the decking, bolts and some diagonal supports. This was deferred maintenance that should have been performed incrementally over the last several years. The Harbor budget also included \$123,291 for maintenance and repair, and a contingency amount of \$95,687.

An invitation for bids was issued for the breakwater work and Phase 1 of the bulkhead work in the base bid. Two bid alternates were included for Phases 2 and 3 of the bulkhead work. Three bids were received on July 19, 2023. The low bid from Marine Contracting Corporation was \$420K for the base bid, \$181,200 for Phase 2, and \$171,870 for Phase 3 of the bulkhead work. The other two bids were about twice those amounts. Marine Contracting built the inshore breakwater and had a good reputation in the industry and was recommended without reservation by Langley & McDonald (L&M), the Town's engineering consultant. Their bid exceeded the amount budgeted for the projects. It was preferable to execute the full scope of work to minimize further damage to the breakwater and to protect the large investment made in the floating docks.

The project total for the breakwater was \$264,200. The project total for Phases 1 and 2 of the bulkhead work was \$355,750. The two sections of the bulkhead included in Phases 1 and 2 were the most badly damaged and should be addressed if possible. The total funding shortfall for the breakwater upgrade and first two phases of the inner harbor bulkhead project was \$133,950; however, there remained over \$700K unappropriated in the Capital Project Fund Balance. John Hozey recommended appropriating this shortfall from that fund balance during the mid-year budget adjustment. There was sufficient appropriated funds available within the current Harbor budget contingency and maintenance/repair line items to allow for an immediate award of this contract.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to authorize the contract award to Marine Contracting Corporation in the amount of \$601,200, and apply for another Aid to Local Ports grant next spring to help fund Phase 3 of the inner harbor bulkhead rehabilitation. The motion was approved by unanimous vote.

Councilman Grossman stated that drawings were provided in previous meetings and asked that a full set of the drawings be included in the minutes to document what was being approved.

B. *Appointment of Interim Treasurer*):

John Hozey stated that Treasurer Deborah Pocock was retiring, and staff had been recruiting for the position since May 2023, adding that Debbie Pocock was incredible and the glue that held everything together. When he began three years, things were not great and he worked with her to develop policies, etc. and we were not on good financial footing. He hoped that she enjoys her retirement and gave heartfelt thanks for her service. Debbie Pocock had put together a wonderful team in the Finance Department, which included Accounting Manager Jerry Murphy and Assistant Treasurer Adrian Oei. A few applications had been received but no one with any public service experience. The decision was made to look internally to fill this position. The assistant treasurer was a newly developed position designed to be a “treasurer-in-training,” to potentially move into the treasurer position. Adrian Oei joined the department in March 2023 and had a lot of skill and had shown initiative and a willingness to learn. John Hozey expressed his confidence in Adrian’s abilities but felt it prudent that he get more experience with the annual flow of the financial activities before being considered for the treasurer’s role. Jerry Murphy was a talented accountant and had a lot of experience with the Town. Jerry Murphy was well respected and understood the annual cycle of our financial activities. John Hozey went on to state that he had met with Debbie Pocock, Adrian Oei, Jerry Murphy and HR Manager Jodi Outland and all agreed that the best option at this time would be to appoint Jerry Murphy as an interim town treasurer with the understanding that in about 9 to 12 months, the situation would be reevaluated. If everyone was comfortable at that time, we would consider moving Adrian Oei into the treasurer’s position.

Motion made by Vice Mayor Bennett, seconded by Councilman Buchholz, to appoint Jerry Murphy as interim town treasurer. The motion was approved by unanimous vote.

Vice Mayor Bennett stated his agreement that this was the perfect solution and thanked everyone for their efforts and Jerry Murphy for stepping up as interim treasurer.

Jerry Murphy thanked everyone for their confidence.

C. *Bank Signatories Resolution*:

John Hozey stated that the last banking resolution was adopted by Council in February 2012, authorizing the positions of Mayor, Town Manager, Treasurer and Town Clerk as signatories for the depository accounts at Shore Bank. Since that time, Shore Bank had changed its name a number of times and was currently known as Atlantic Union Bank. In addition to updating the current name of the banking institution, staff would like to address the possibility of extended absences or vacancies of one or more of the authorized signing positions, which could significantly hinder the effective operation of town business. This was especially noticeable this summer when Deborah Pocock went on vacation in July, then broke her kneecap when returning from vacation, forcing her to work from home. Proposed Resolution 20230817 would add the assistant treasurer as another authorized signatory, in addition to the interim treasurer, and would also allow the Mayor or town manager to appoint interim signers, accompanied with written notice to the Town Council, in cases of extended absences or vacancies in any of the authorized positions. Any changes in authorized signatories would require the completion of a new set of signature cards from the bank.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to adopt Resolution 20230817 to Amend the Staff Positions Authorized to Sign Banking Documents for the Municipal Corporation of Cape Charles’ Depository Accounts. Mayor Charney moved for adoption of Resolution 20230817 as noticed and forewent reading of the Resolution. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Butta, yes; Follmer, yes; Grossman, yes; Holloway, yes.

D. *Cape Charles Rosenwald School Letter of Support to Dept. of Historic Resources:*

John Hozey stated that the Cape Charles Rosenwald School was being nominated to be listed on the National Register of Historic Places and in the Virginia Landmarks Register. The Virginia Department of Historic Resources (VDHR) scheduled the nomination for presentation to their boards on September 21, 2023 and requested comments from the Town. Staff recommended Council approval to submit a letter to the VDHR supporting the nomination of the Cape Charles Rosenwald School for inclusion in the National Register of Historic Places and the Virginia Landmarks Register.

Motion made by Vice Mayor Bennett, seconded by Councilman Buchholz, to approve submittal of a letter of support to the Virginia Department of Historic Resources for the nomination of the Cape Charles Rosenwald School for inclusion in the National Register of Historic Places and the Virginia Landmarks Register. The motion was approved by unanimous vote.

Councilman Buchholz asked that Cape Charles Main Street consider readjusting their boundaries to Cassatt Parkway, to include the Rosenwald School. This would help the Cape Charles Rosenwald School Restoration Initiative (CCRSRI) to pursue national grant funding opportunities.

CCMS Executive Director Karen Zamorski asked for a map depicting the exact boundaries so she could submit the request to the Department of Housing & Community Development.

John Hozey noted that the property across the street from the Rosenwald School could also be developed commercially at some point.

TOWN MANAGER COMMENTS

John Hozey commented as follows:

- i) The Visitor Center/Restroom was a big project but the advertisement for bids was on the street with a deadline of September 8. He was not sure whether the bids could be reviewed, and information compiled for Council review at the September 21 regular meeting. Staff would try, but a special meeting might have to be scheduled.
- ii) He just found out that the Kings Creek Dredge Project was moving forward, and the Town had been left out of the loop, just like last year when we were not notified of the project cancellation. The contract had been awarded and mobilization was expected after Labor Day with dredging to begin on September 14 and continue through the end of October. Two weeks were added as weather contingency days so the project could continue until November 20. He requested the contact information for the contractor but had not yet received the information. The sand placement would begin at the north end of the beach and that area would be closed beginning mid-September. We would keep as much of the beach open as possible. Sand fencing would be installed. There was much discussion regarding this item. A public message will be issued as soon the necessary information had been received.
- iii) It's almost time for the annual ice cream social. He would like to set a standard date for this event for the last Thursday in September for future years. This year's ice cream social would be held on September 28. We had been alternating vendors with Chase's the first year, and Cowlick's last year. This year, we will be going to Brown Dog Ice Cream. Council was polled and everyone was available on September 28.
- iv) He had previously reported that State Corporation Commission's public hearing would be in March 2024, but there was a possibility that the date could be moved into February. If the public hearing date was moved up, it was possible to have the closing of the public utilities sale in April.

- v) He reported the hiring of Meadow Noonan at the water treatment plant.
- vi) The Short-Term Rental (STR) Committee was earnestly working on their recommendations. They were holding two meetings in August. The committee's goal was to have their recommendations ready to present after the zoning ordinance updates had been finalized. The STR committee included members from the Bay Creek community, the Vacation Homeowners Association, the Historic District Civic League, Katie Nunez and himself. Once the recommendations were ready, joint work sessions with the Town Council and Planning Commission would be scheduled followed by a Town Hall meeting.
- vii) His new grandson was born two weeks ago, so he would be out the second half of September in Alaska. He would participate in the regular meeting via conference call but would be back for the ice cream social on September 28th.

MAYOR AND COUNCIL COMMENTS

Vice Mayor Bennett commented as follows: i) He stated that he attended a meeting from a landscaping group which included attendees from Bay Creek and the Historic District. There was a speaker from the Virginia Cooperative Extension who talked about native plantings. It was very informative. Someone brought up that they wanted Cape Charles to become a Bee City, and there was discussion regarding mosquito spraying and the impacts to bees. The group would be coming to Council at some point to make a presentation with suggestions on how the Town could move forward to become designated as a Bee City. John Hozey stated that he had been approached a while back about becoming a Bee City and he was glad to hear that a group had formed and would be working on bringing their recommendations to Council; ii) He thanked Deborah Pocock and her career with the Town of Cape Charles. She was the best treasurer by far since he had been on the Town Council. He looked forward to working with Jerry Murphy. Deborah Pocock was a hard act to follow, and we were losing a great employee.

Councilman Buchholz congratulated CCRSRI for getting their big grant for \$1M. It was a lot of work and well done.

Mayor Charney, Councilmen Butta, Follmer and Grossman, and Councilwoman Holloway did not have any additional comments.

Mayor Charney read the announcements.

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

The Regular Meeting adjourned at 7:26 p.m.

Mayor Charney

Town Clerk

**August 17, 2023 Town Council Regular Meeting
Comments and Information Provided in Writing**

Cape Charles Main Street Town Council Presentation – FY 2023 Recap & Look Forward



1

Meet the Team – Staff





Karen Zamorski
Executive
Director



Emily Martinez
Marketing
Administrator

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Our Board of Directors



Bill Stramm
President



Patsy Harris
Vice President



John Hozey
Board Member
at Large



Jay Abella
Co-Chair
Economic Vitality



Ken Butta
Co-Chair
Economic Vitality



Mollie Pickron
Co-Chair Design

?

Open
Co-Chair Design



Tara Ashworth
Co-Chair
Promotions



Julie Crouse
Co-Chair
Promotions



Gerry Taylor
Co-Chair
Organization



Pat James
Co-Chair
Organization

?

Business Liaison

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DHCD Support for Cape Charles

- **Designated Community Revitalization Specialist at DHCD**
- **Access to Grants exclusive to Virginia Main Street Communities**
- **Free Access to Frasier & Associates**
- **Creating Community Vitality Training Series**
- **Access to National Main Street Partners:**
 - Center for Nonprofit Excellence
 - Main Street America
 - Esri: GIS Mapping Software, Location Intelligence
 - Preservation Virginia
 - Virginia Community Capital
 - Virginia Community Development Corporation

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Our Accomplishments by the numbers

Drumroll please...

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What Cape Charles Main Street has delivered In our past Fiscal Year (July 1, 2022 to June 30, 2023)

BUSINESS/TOWN Mkt. SUPPORT - \$55,233 Plus \$269,354 in grants = \$324,587

- Applied for and received grants totaling \$269,354 FY2024 (see break-down on next page)
- Updated and printed an additional 62,000 maps distributed to welcome centers and key travel locations across Virginia and neighboring states. \$22,436
- Held Monthly Main Street Connect meetings for businesses \$1447
- Continued to update and build on the CCVC website with CCMS Microsite and social media pages \$9611
- Job Fair - \$801
- Buy Local Campaign on WESR Radio \$300
- Produced a new Business Brochure \$300
- Marketed Cape Charles through various print/Digital campaigns \$8,723
- First annual report produced - \$5,000
- Cape Charles Video - \$6,615
- Cape Charles Gift Card Program*

* More info to follow

BEAUTIFICATION/SPONSORED PROJECTS - \$45,567

- Beautification projects (benches, planters, beds flowers - \$14,170
- Moved remediated Train car to its permanent location. Will include a visitor center/brick & mortar bathroom. Completed initial restoration of the steel sides and ends. \$31,397

EVENTS - \$84,809 Includes Marketing Costs for Events

- Cape Charles Main Street Annual Meeting - Heart & Soul in a Bowl \$1,090
- Organized Spring Sidewalk Sale - \$150
- Sponsored the Easter Bunny event with family photo opportunity
- Celebrated 25 "Best of Virginia Winners"- \$1,500
- Third Annual Love Run - \$19,313
- LOVEFEST in the Park - \$8,150
- Festive Fridays - \$54,293
- Love the Locals - \$313

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Grants for FY2024 and Carryover of FY2023		
	AMOUNT	NOTES
NC Infrastructure – Commercial District Bathroom with Visitor Center	\$ 67,666	Carryover from 2023 (\$100k)
NC Infrastructure – Cape Charles Bathrooms (Beach or Comm. District)	\$ 25,000	Carry over from FY2023
NC Infrastructure - Golf Cart Path	\$ 2,995	
NC Visitors Map	\$ 6,000	
NC Walking Tour	\$ 5,000	
NC Love Run	\$ 4,000	
NC Love Fest	\$ 4,000	
NC Infrastructure Visitor Center/Bathroom and Train seating Area	\$ 10,720	
NC Infrastructure Rockers Surrounding Visitors Center	\$ 4,908	
NC Infrastructure Train/Rail Car Storyboards	\$ 7,565	
NC Infrastructure Train Car Restoration	\$ 42,000	
NC Festive Fridays	\$ 12,000	
VTC – Festive Fridays	\$ 7,500	
VTC/DMO Grant	\$ 20,000	
NC/VTC ARPA Tourism (Bathroom/visitor ctr, Blogs)	\$ 40,000	
VTC Drive Outdoor	\$ 10,000	
Total Grants Received	\$ 269,354	
NC Infrastructure Lighting for Mason Ave and SSP	\$ 39,252	Application Pending
DHCD DIG Grant	\$ 70,148	Application Pending
Total Grants Pending	\$ 109,400	

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Events Completed FY2023
▪ Annual Love Run 2023 – 5K & first 10k with approximately 250 runners registered ▪ Love the Locals, February 5–11, 2023 Help bring people out to shop and dine in off season ▪ Easter Bunny At the Park and Strawberry Street Plaza – Dovetail with Town Easter Egg hunt to bring people into town ▪ Best of Virginia Celebration – 17 winners in 2023 ▪ Festive Fridays – Thanksgiving through Dec. 2023 (Summary Report was included in January 2023 report)

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Thank You Volunteers!



9

Our Volunteers ROCK!

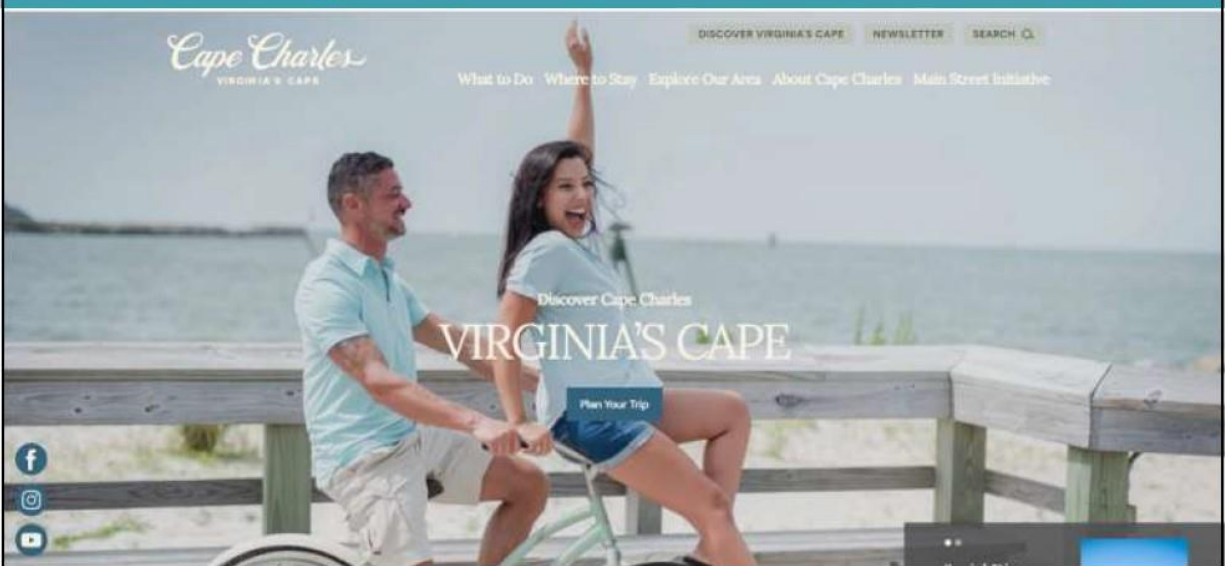
Volunteer Hours FY23 :
4,266 hrs. = \$120,970

Total Volunteer Hours to Date for CCMS:
11,769 hrs. = \$333,731



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Marketing Cape Charles – What's New?



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Cape Charles Gift Card Program

A Gift Card that works at these 27 local businesses in Downtown Cape Charles, VA 📍



AJ's Bar & Grill

AJ's features delicious, casual American cuisine inspired by local flavors and seafood. ...



Ambrogia Caffè & Enoteca

Experience the flavors of Italy in Cape Charles at Ambrogia Caffè & Enoteca: authentic ...



Asbury Collective

A beloved local yoga studio and shop with a variety of classes for all. Slow flow, ...



Bailey's Bait & Tackle

Bailey's Bait and Tackle is your source for Eastern Shore of Virginia fishing tackle, bait, a...



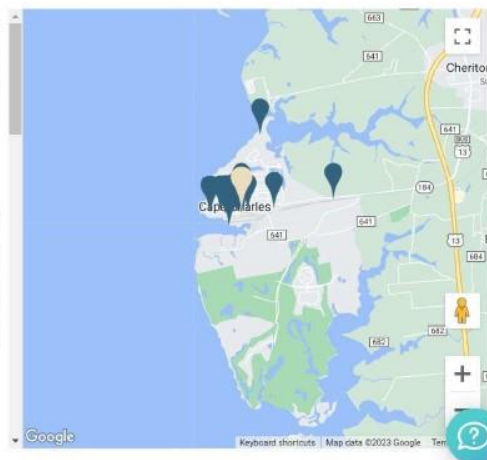
Bay Haven Inn of Cape Charles

This historic Bed and Breakfast run by Tammy and Jim features four bedrooms, gorgeous ...



Brown Dog Ice Cream

Handcrafted quality ice cream using locally sourced ingredients!



[Did we miss a favorite local business? Let us know!](#)

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Cape Charles Gift Card Program

Keep Dollars Local

Buying a Downtown Cape Charles Local Gift Card guarantees money stays local. For every \$100 spent in Downtown Cape Charles anywhere from \$43 to \$68 or more stays local. The Downtown Cape Charles Local Gift Card helps multiply this impact.



Local Business



Big Box Store

AMOUNT	TRANSACTIONS
\$4,245.00	Loaded
\$1,339.55	Spent
\$2,905.45	Outstanding



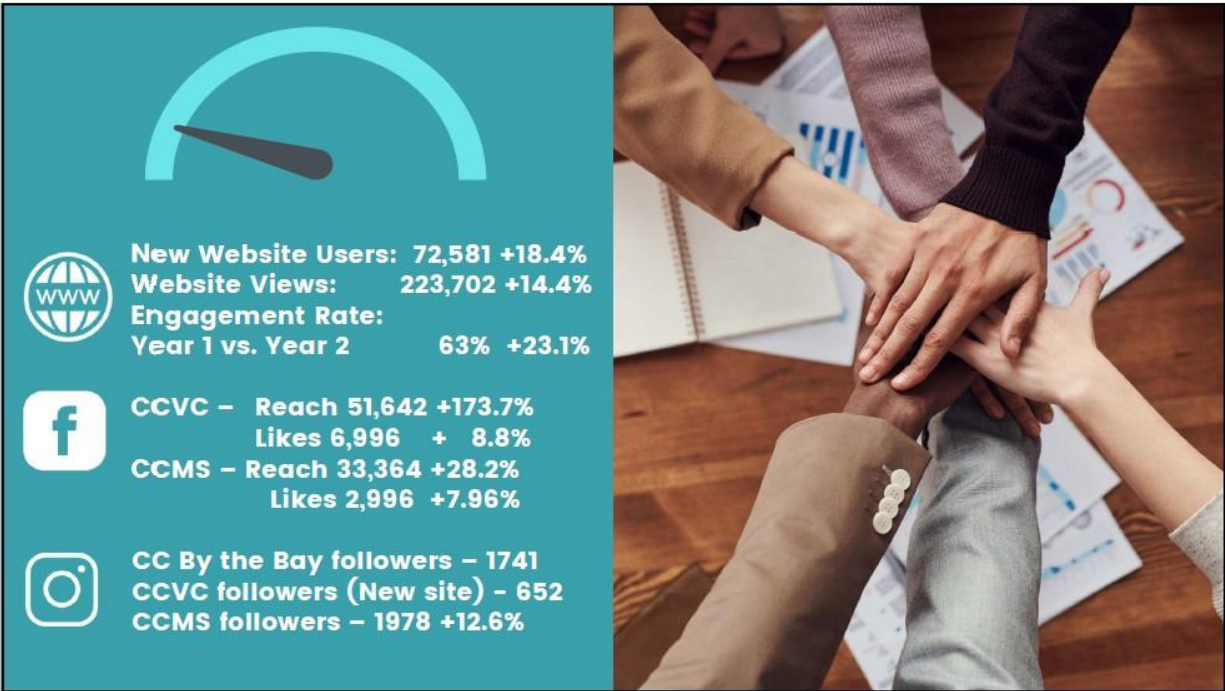
Start Date: 06/01/2023 End Date: 06/23/2023

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FY2021-FY2023 Meals & TOT Tax Comparison

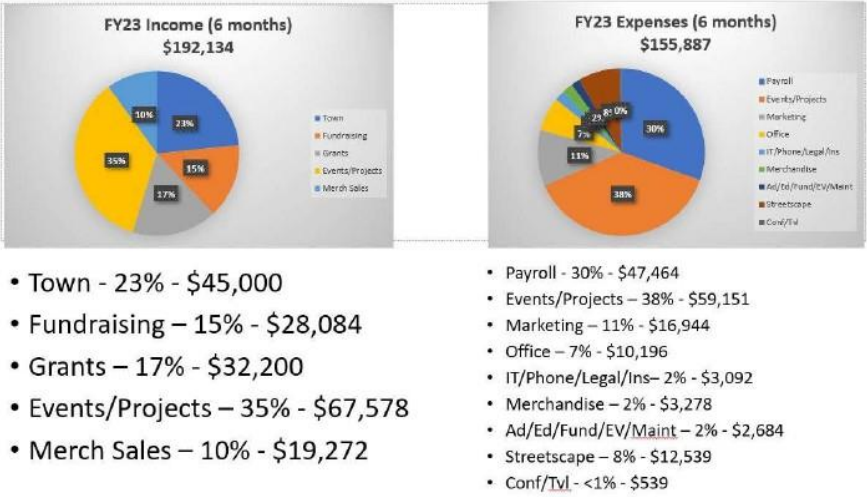
	FY2021	FY2022	FY2023
TOT	\$240,217	\$343,450 +43%	\$557,471 62%
Meals (Does not include .5% Capital tax)	\$514,720	\$650,619 26%	\$745,181 15%

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CCMS Financials FY23 – 6 Month Report



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CCMS Financials FY23 – Year End



- Town - 25% - \$90,000
- Fundraising – 9% - \$32,163
- Grants – 26% - \$92,200
- Events/Projects – 29% - \$102,739
- Merch Sales – 11% - \$38,247



- Payroll - 29% - \$96,660
- Events/Projects – 35% - \$114,610
- Marketing – 14% - \$48,078
- Office – 6% - \$18,853
- IT/Phone/Legal/Ins– 4% - \$11,735
- Merchandise – 4% - \$12,172
- Ad/Ed/Fund/EV/Maint – 3% - \$10,349
- Streetscape – 4% - \$14,170
- Conf/Tvl - 1% - \$3,775

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WHAT'S NEXT?

Four key Infrastructure/Beautification projects FY2024*

- New Visitor Center, Bathrooms, Offices
- Shade for Strawberry Street Plaza
- Entrance to Cape Charles
- Lights for SSP and Mason Ave

* More details following

- LoveFest – 9/2/23, 6 pm to 9 pm
- Heart & Soul Soup Night 11/13/23
- Festive Fridays 2023 (Nov. 24, Dec. 1, 8, 15& 23)
- Love the Locals week 2/4/24 to 2/11/24
- Love Run5k/10k , April 20, 2024
- Launch of Historic Walking 10/2023

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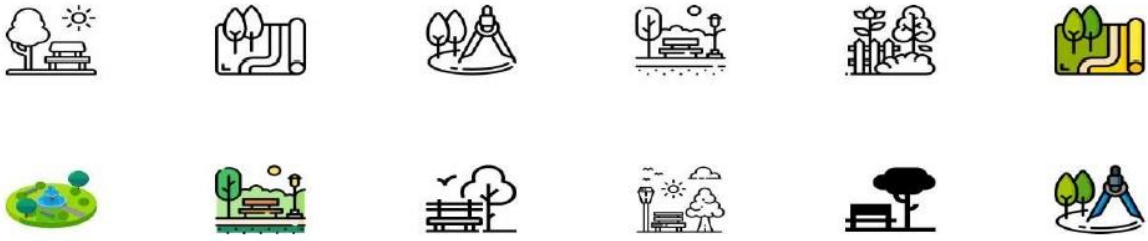
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Entrance to Cape Charles

Concept: CCMS to head up project for the beautification of the entrance to Cape Charles from Route 13 to Fig Street

- Set up meeting with core group: County, Canowie, Town (discuss and understand what the process should be for project undertaking)
- Research ownership/responsibility for both North and South sides of Route 184
- Gather input from stakeholders on desired concepts and outcome
- Develop SOW for project to include: landscape design, installation, costs, maintenance, etc.

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Shade in Strawberry Street Plaza Lighting on Mason Ave and Strawberry St. Plaza

Provide shade over seating areas in Strawberry Street Plaza – CCMS is researching appropriate solutions . We have applied for a grant to help offset the cost of this project. Grant is Pending.

Lighting on Mason Ave & SSP – Have applied for a grant to light 42 trees on Mason Ave and 4 in SSP that would remain in place permanently with maintenance done 2x per year. Grant is Pending.

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Thank You All!

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June 2023 Treasurer's Report

Page 1 – Cash Position

- Staff is recording unrealized losses for the VIP 1–3-year investment fund due to current market conditions, however it is expected that this fund will recover by the end of the term.
- Facility Fee Reserve cash balance is \$3,068,783.

Page 2 – Revenue vs. Expenditures

- These numbers are preliminary. Closing revenue and expense accruals are pending, and late invoices must be paid before the 2023 fiscal year can be closed on September 30, 2023.

Page 3 – Capital Projects

- The public works utility vehicle and grounds maintenance equipment purchases are complete.
- A small progress payment was made on the Multi-Use Trail project.
- Details of the HBA invoices were analyzed and inquiries were made, and it was possible to allocate most of the invoices to individual projects on a pro-rata basis. The library and municipal center allocations may be intermingled somewhat. The changes are reflected on this report.

Page 4 – Tax Collection Rate

- No comments.

Page 5 – Tax Revenue Trends

- Sales and use tax decreased 1.5% from June 2022.
- Transient occupancy tax revenue is 50.7% greater than last year.
- Meals tax has increased by 14.5%.
- Business license fees are 32.9% higher than last year at this time.
- Planning and Building fees show a 11.4% increase over year-to-date June 2022.

MUNICIPAL CORPORATION OF CAPE CHARLES TREASURER'S REPORT June 30, 2023

<u>Cash on Hand</u>	<u>5/31/2023</u>	<u>6/30/2023</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$668,821	\$507,775	-\$161,046
Atlantic Union Bank Money Market Account	\$647,550	\$747,841	\$100,291
LGIP Account 1 - Unrestricted	\$108,183	\$108,849	\$466
LGIP Account 2 - Unrestricted	\$313,825	\$315,307	\$1,481
Virginia Investment Pool Liquidity Unassigned	\$2,259,848	\$2,269,620	\$9,772
Virginia Investment Pool 1-3 Year Unassigned	\$1,013,405	\$1,008,445	-\$4,960
Total Cash On Hand	\$5,011,632	\$4,957,636	-\$53,996

<u>Restricted and Reserved Cash Balances</u>	<u>5/31/2023</u>	<u>6/30/2023</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,033	\$30,033	\$0
Atlantic Union checking Acct. Library CD converted to cash	\$11,131	\$11,131	\$0
Atlantic Union Bank Checking Acct - E-Summons Revenue Rsvd	\$11,211	\$12,064	\$853
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,581	\$258,593	\$1,012
Wells Fargo 2010 Debt Service pass through account #300	\$3,048	\$3,061	\$13
Wells Fargo 2010 Debt Service pass through account #308	\$1,090	\$1,094	\$5
Atlantic Union Money Market # ARPA CRF #5847	\$594,738	\$594,983	\$244
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsvd (Utilities)	\$3,013,194	\$3,068,783	\$55,589
Total Cash Held in Reserve	\$3,922,457	\$3,980,172	\$57,715
Total Cash - All Accounts	\$8,934,089	\$8,937,809	\$3,720

DEBT SERVICE

Net Debt as of Current Reporting Month End
(Excludes USDA vehicle and equipment loans)

\$5,204,561

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY23
GENERAL Fund						
REVENUE	\$231,500	\$3,983,118	\$4,524,071	\$540,953	\$4,545,819	99.52%
EXPENDITURES	\$352,411	\$2,902,477	\$3,755,978	\$853,501	\$4,545,819	82.62%
NET	(\$120,911)	\$1,080,641	\$768,093	(\$312,548)	\$0	
GENERAL Capital Fund						
REVENUE	\$7,689	\$65,062	\$1,154,573	\$1,089,511	\$2,213,543	52.16%
EXPENDITURES	\$156,837	\$121,615	\$601,098	\$479,483	\$2,213,543	27.16%
NET	(\$149,148)	(\$56,553)	\$553,475	\$610,029	\$0	
GENERAL Debt Service Fund						
REVENUE	\$19,433	\$267,131	\$241,873	-\$25,259	\$249,571	96.92%
EXPENDITURES	\$19,433	\$267,131	\$241,873	-\$25,259	\$249,571	96.92%
NET	\$0	\$0	\$0	\$0	\$0	
GENERAL Special Activities Fund						
REVENUE	\$1,299	\$481,043	\$578,561	\$97,517	\$950,727	60.85%
EXPENDITURES	\$0	\$614,968	\$766,642	\$151,674	\$950,727	80.64%
NET	\$1,299	(\$133,925)	(\$188,082)	(\$54,157)	\$0	

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY23
PUBLIC UTILITIES Fund						
REVENUE - Operating	\$195,970	\$1,463,043	\$2,081,379	\$618,336	\$2,709,736	76.81%
EXPENDITURES - Operating	\$72,047	\$451,555	\$1,245,667	\$794,112	\$1,692,817	73.59%
NET	\$123,923	\$1,011,488	\$835,712	(\$175,776)	\$1,016,919	
REVENUE - CAPITAL GRANTS, LOANS	\$0	\$469,067	\$0	-\$469,067	\$0	
REVENUE - FACILITY FEES	\$91,203	\$717,304	\$564,917	-\$152,388	\$466,400	121.12%
EXPENDED - FACIL FEES, CAPITAL PROJECTS, DEBT SVC	\$96,207	\$1,253,256	\$1,111,439	-\$141,816	\$1,016,919	109.29%
TOWN CONTRIB. & PENDING GRANTS	(\$5,004)	(\$66,884)	(\$546,522)	(\$479,638)	(\$1,016,919)	
HARBOR Fund						
REVENUE - Operating	\$161,192	\$923,966	\$978,841	\$54,874	\$1,042,545	93.89%
EXPENDITURES - Operating	\$52,242	\$681,126	\$778,439	\$97,312	\$992,438	78.44%
NET	\$108,950	\$242,840	\$200,402	(\$42,438)	\$50,107	
REVENUE - GRANTS & LOANS	\$0	\$30,754	\$0	-\$30,754	\$41,893	0.00%
TRANSFERRED FM GEN FUND FOR DEBT SERVICE	\$0	\$102,954	\$103,499	\$546	\$104,950	98.62%
EXPENDED - Capital Projects, Debt Svc	\$0	\$143,054	\$212,091	\$69,037	\$198,950	107.69%
TOWN CONTRIB. & PENDING GRANTS	\$0	(\$9,346)	(\$108,591)	(\$99,245)	(\$50,107)	
SANITATION Fund						
REVENUE	\$24,043	\$246,229	\$282,688	\$36,459	\$457,258	61.82%
EXPENDITURES	\$48,650	\$263,098	\$459,874	\$196,777	\$457,258	100.57%
NET	(\$24,607)	(\$16,869)	(\$177,187)	(\$160,318)	\$0	

FY 2023 Capital Improvement Project Tracking Report

As of:
6/30/2023

	FY23 Status or Start Date	Percent of Completion	FY23 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY23 YTD Expended	(Over)/Under Budget
General Capital Fund									
								446,819	482,429
Multi-Use Trails, Phase 3 Construction	<u>Bid process</u>	2%	\$ 929,922	\$ 12,070	\$ -	\$ 813	\$ 5,669	\$ 18,551	\$ 911,371
Municipal Space Replacement Planning (ARPA) - HBA	<u>In process</u>	73%	\$ 550,000	\$ 55,250	\$ 36,042	\$ 164,171	\$ 147,567	\$ 403,031	\$ 146,969
Welcome Center Design - HBA	<u>In process</u>	17%	\$ 110,000	\$ 2,573	\$ 1,678	\$ 7,644	\$ 6,871	\$ 18,766	\$ 91,234
Library Upgrade & Condo-lization - HBA	<u>In process</u>	74%	\$ 34,000	\$ 3,430	\$ 2,238	\$ 10,192	\$ 9,162	\$ 25,022	\$ 8,978
Mason Avenue Parking Lot Improvement	<u>Postponed</u>	0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
South Beach Restroom Renovation	<u>Postponed</u>	0%	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Gator for Public Works Staff	<u>Completed</u>	100%	\$ 26,500	\$ -	\$ -	\$ -	\$ 26,000	\$ 26,000	\$ 500
Grounds Maintenance Equipment for PW	<u>Completed</u>	100%	\$ 33,270	\$ 24,228	\$ -	\$ -	\$ 7,775	\$ 32,003	\$ 1,267
Central Park Game Area for Adults (CCP)	<u>Completed</u>	100%	\$ 29,000	\$ -	\$ 11,614	\$ -	\$ 2,500	\$ 14,114	\$ 14,886
Storage Facility (3 x conexes + roofing)	<u>Completed for FY23</u>	100%	\$ 20,000	\$ -	\$ -	\$ 38,610	\$ -	\$ 38,610	\$ (18,610)
Capital Project Contingency		0%	\$ 75,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,040
Public Trash Can Replacements, late FY22 project	<u>Completed</u>	100%	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -
subtotal	\$ -	-	\$ 1,892,732	\$ 122,552	\$ 51,572	\$ 221,431	\$ 205,544	\$ 601,098	\$ 1,291,634
Utility Fund - Water									
Kack Well Connection (Engineering)	<u>In Process</u>	76%	\$ 60,000	\$ 2,286	\$ 32,010	\$ 7,622	\$ 3,811	\$ 45,729	\$ 14,271
Utility Fund - Wastewater									
Deposit on Membrane Replacement (contingency)	<u>Completed (deposit)</u>	100%	\$ 26,192	\$ 26,192	\$ -	\$ -	\$ -	\$ 26,192.00	\$ -
Sewer Pod Controller Upgrades Phase 2 of 5	<u>Pending</u>	0%	\$ 14,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500
subtotal	\$ -	-	\$ 100,692	\$ 28,478	\$ 32,010	\$ 7,622	\$ 3,811	\$ 71,921	\$ 28,771
Harbor Fund									
Fuel System-Relocate Emergency Stop Switches	<u>Not needed</u>	0%	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500
Fuel Management System Replacement	<u>Completed</u>	109%	\$ 42,000	\$ -	\$ -	\$ 45,864	\$ -	\$ 45,864	\$ (3,864)
Inner Harbor King Pile & Waler Replacement Design	<u>In process</u>	91%	\$ 40,000	\$ -	\$ -	\$ 36,478	\$ -	\$ 36,478	\$ 3,523
Inshore Breakwater repair planning (from contingency)	<u>In process</u>	100%	\$ 10,500	\$ -	\$ -	\$ 10,500	\$ -	\$ 10,500	\$ -
subtotal	\$ -	-	\$ 103,000	\$ -	\$ -	\$ 92,841	\$ -	\$ 92,841	\$ 10,159
TOTAL	\$ -	-	\$ 2,096,424	\$ 151,030	\$ 83,582	\$ 321,894	\$ 209,355	\$ 765,860	\$ 1,330,564
*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT									

MUNICIPAL CORPORATION OF CAPE CHARLES June 30, 2023

YTD 2022 Real Estate Tax Collections

Total Taxable Land Value	302,643,900	
Total Improvement Value	447,005,000	
Exemptions	(9,455,398)	
Additional Assessments (SCC Utility)	4,074,010	
Total Real Estate Value (taxable)	744,267,512	
Total Budgeted	1,559,242	
Total Tax Billed	1,606,830	
Total Adjustments	(158)	
Total Collected YTD (percent of billed)	<u>1,583,347</u>	99%
Amount Due per Accounts Receivable	23,325	

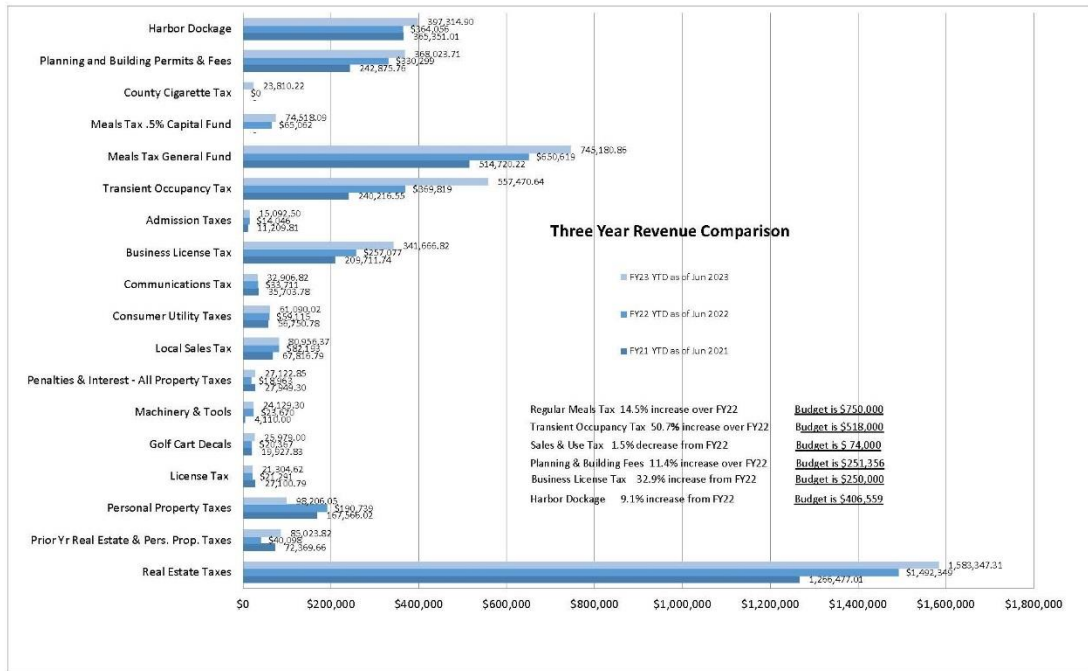
YTD 2022 Personal Property Tax, Machinery and Tools Tax & 2022 License Tax Collections

Total Personal Property Value	23,243,305	
2022 Reduction Due to Proration	(879,146)	
Personal Property Billable Valuation	22,364,159	
2022 PPTRA Valuation Reduction	(9,588,117)	
2022 Supplemental Assessments	-	
2022 Supplemental PPTRA & Exonerations	-	
Personal Property Value, billed	-	
Total Value for 2022 & 2022 Supplemental	22,364,159	

Total Budgeted	140,000	
Total Tax Billed less PPTRA	204,003	
2022 Supplemental Tax Billing	-	
Total Adjustments & Additional Exonerations	35,623	
Total Collected YTD (percent of billed)	<u>143,640</u>	60%
Amount Due per Accounts Receivable	24,740	

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

Total Budgeted	76,462	
Total Collected (percent of budget)	<u>112,147</u>	147%
Amount Due Per Budget	(35,685)	



Item #8A – Harbor Projects Contract Award:

August 18, 2023

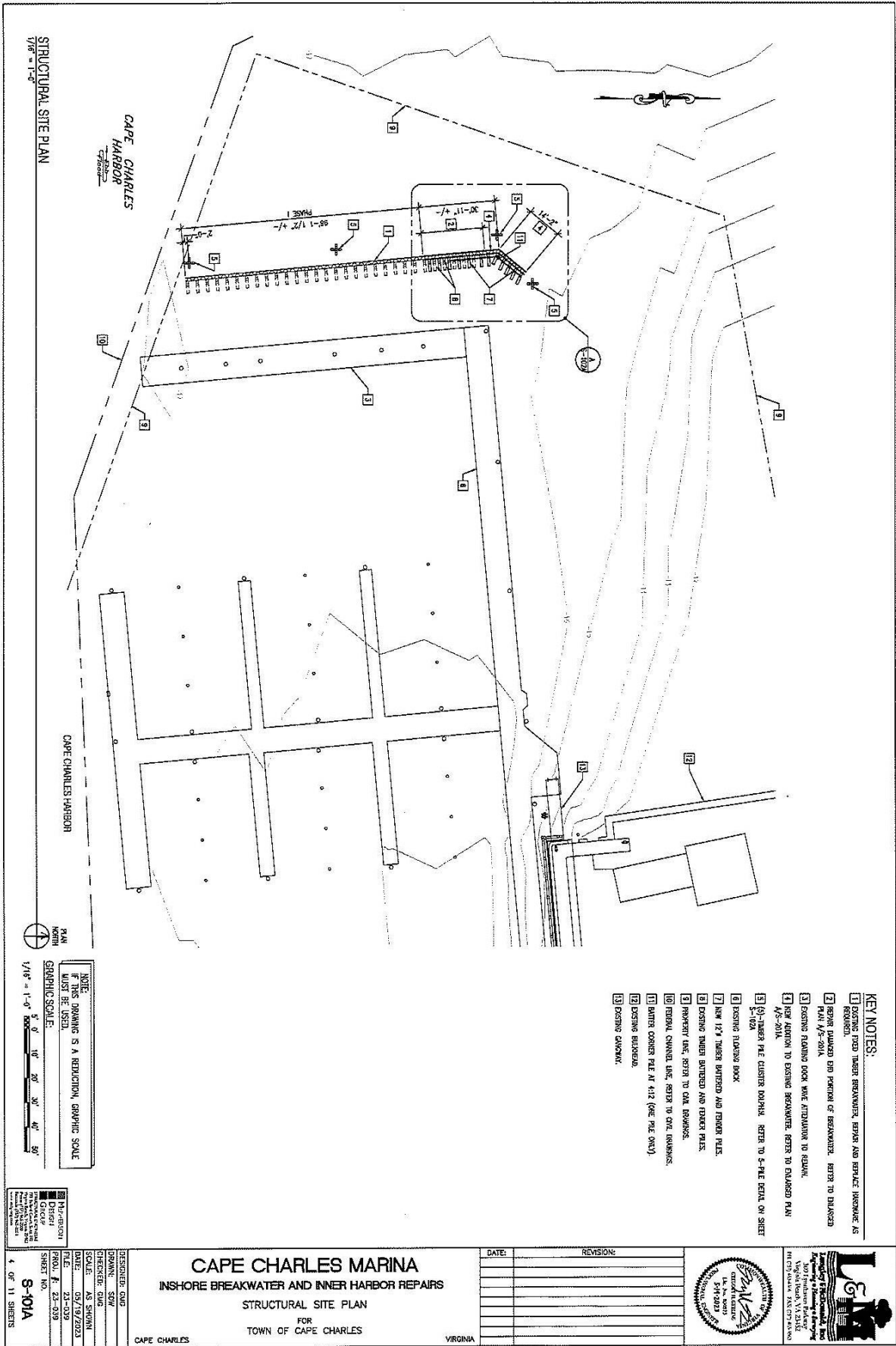
Town of Cape Charles

Inshore Breakwater Repair and Reinforcement

1. Repair & Reinforcement - \$181,530
2. Four Dolphins - \$74,420

Contract price = \$255,950

Construction phase engineering by Langley & McDonald is \$8,250.



August 18, 2023

Town of Cape Charles

Inner Harbor Bulkhead Rehabilitation

1. Phase 1 - \$164,050

Thirty two (32) piles and approximately 200 linear feet of horizontal wales.

Stations 20+30.39 to 18+30.65.

2. Phase 2 - \$181,200

Thirty nine (39) piles and approximately 240 linear feet of horizontal wales.

Station 18+30.65 to north side of fixed dock.

Contract price for Phases 1&2 = \$345,250

3. Phase 3 - \$171,870

Twenty seven (27) piles and approximately 160 linear feet of horizontal wales.

South side of fixed dock to Station 14+02.86.

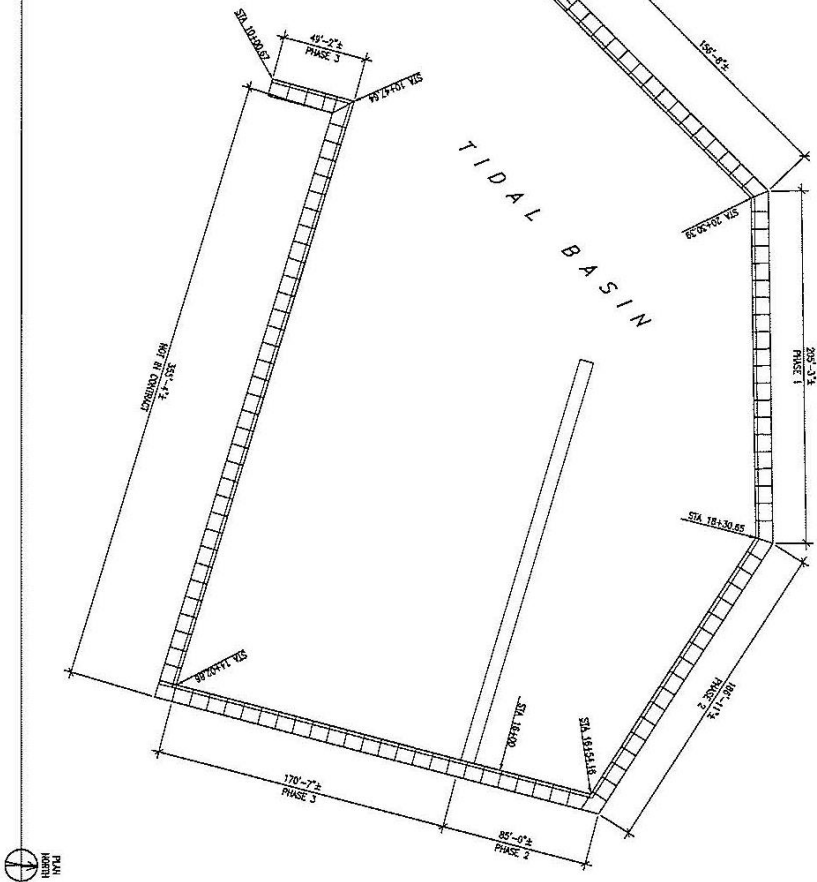
Ten (10) piles and approximately 50 linear feet of horizontal wales

Stations 10+47.64 to 10+00.67.

Phase 3 bid alternate not awarded.

Construction phase engineering by Langley & McDonald is \$10,500.

SITE PLAN
1" = 30'-0"



GENERAL STRUCTURAL NOTES:

1. PHASE 1
PHASE 1 CONSISTS OF THE PORTION OF THE SPANAL SWIRLING AT STATION 18+30.65 AND EXISTING AT STATION 20+32.38, APPROXIMATELY 208 LINEAR FEET.
TOTAL NUMBER OF TUBER PILES - 33 PILES
APPROXIMATE NUMBER OF PILES TO BE REPLACED - 33 PILES
REPLACE APPROXIMATELY 200 LINEAR FEET OF 604 WATER ARE THE LOWER ELEVATION, ON TOP OF THE EXISTING. REFER TO TYPICAL EXISTING SPANAL SECTION AND ELEVATION ON SHEET 5-2018 AND TYPICAL SPANAL BEAR SECTION AND ELEVATION ON SHEET 5-2019 FOR CONNECTION DETAILS.
2. PHASE 2
PHASE 2 CONSISTS OF THE PORTION OF THE SPANAL SWIRLING AT THE NORTH SIDE OF THE FIXED PIER, APPROXIMATELY AT STATION 18+14.18 TO STATION 18+30.65, APPROXIMATELY 284 LINEAR FEET.
TOTAL NUMBER OF TUBER PILES - 41 PILES
APPROXIMATE NUMBER OF PILES TO BE REPLACED - 39 PILES
REPLACE APPROXIMATELY 200 LINEAR FEET OF 604 WATER ARE THE LOWER ELEVATION, ON TOP OF THE EXISTING. REFER TO TYPICAL EXISTING SPANAL SECTION AND ELEVATION ON SHEET 5-2018 AND TYPICAL SPANAL BEAR SECTION AND ELEVATION ON SHEET 5-2019 FOR CONNECTION DETAILS.
3. PHASE 3
PHASE 3 CONSISTS OF THE PORTION OF THE SPANAL SWIRLING AT THE SOUTH SIDE OF THE FIXED PIER, AT STATION 18+17.06 TO APPROXIMATELY STATION 14+02.46 AND 18+04.67 TO 18+17.06 APPROXIMATELY 220 LINEAR FEET.
TOTAL NUMBER OF TUBER PILES - 40 PILES
APPROXIMATE NUMBER OF PILES TO BE REPLACED - 39 PILES
REPLACE APPROXIMATELY 200 LINEAR FEET OF 604 WATER ARE THE LOWER ELEVATION, ON TOP OF THE EXISTING. REFER TO TYPICAL EXISTING SPANAL SECTION AND ELEVATION ON SHEET 5-2018 AND TYPICAL SPANAL BEAR SECTION AND ELEVATION ON SHEET 5-2019 FOR CONNECTION DETAILS.

NOTE:
IF THIS DRAWING IS A REDUCTION, GRAPHIC SCALE
MUST BE USED.

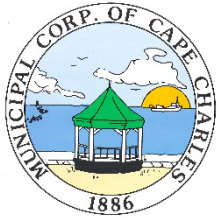
GRAPHIC SCALE:
1" = 30'-0"

DESIGNED BY
CHECKED BY
DATE: 05/19/2023
FILE: 23-039
SHEET NO. 9 OF 11 SHEETS

CAPE CHARLES MARINA
INSHORE BREAKWATER AND INNER HARBOR REPAIRS
SITE PLAN
FOR
TOWN OF CAPE CHARLES
CAPE CHARLES
VIRGINIA

DATE:	REVISION:





*Municipal Corp. of
Cape Charles*

The undersigned Clerk of the Council of the Town of Cape Charles, Virginia (the “Town”), hereby certifies that:

1. A meeting of the Council of the Town (the “Council”) was duly called and held on August 17, 2023 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Resolution 20230817 (the “Resolution”) of the Town entitled as recorded in full in the minutes of the Meeting, duly adopted by a majority of the members of the Council present and voting during the Meeting.
3. A summary of the members of the Council participating at the Meeting and the recorded vote with respect to the foregoing Resolution as set forth below:

<u>Member Name</u>	<u>Present</u>	<u>Absent</u>	<u>Voting</u>		
			<u>Yes</u>	<u>No</u>	<u>Abstaining</u>
Adam Charney, Mayor	X				
Steve Bennett	X		X		
Andy Buchholz	X		X		
Ken Butta	X		X		
Andrew Follmer	X		X		
Paul Grossman	X		X		
Tammy Holloway	X		X		

4. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

Witness my signature and the seal of the Town of Cape Charles, Virginia this 17th day of August 2023.

Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

RESOLUTION 20230817

**TO AMEND THE STAFF POSITIONS AUTHORIZED TO
SIGN BANKING DOCUMENTS FOR THE MUNICIPAL CORPORATION
OF CAPE CHARLES' DEPOSITORY ACCOUNTS**

WHEREAS, municipalities are mandated to deposit public funds in qualified public depositories as defined in § 2.2-4401 of the Code of Virginia; and

WHEREAS, the depository accounts for the Municipal Corporation of Cape Charles currently reside in Atlantic Union Bank, 22468 Lankford Highway, Cape Charles, Virginia; and

WHEREAS, the extended absence of one or more of the authorized signers presents a significant hindrance to the effective operation of town business; now

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Cape Charles, Virginia, that the positions of Mayor, Town Manager, Treasurer, Assistant Treasurer and Town Clerk are authorized to sign banking documents; and

BE IT FURTHER RESOLVED by the Town Council of the Town of Cape Charles, Virginia, that during periods of absence or vacancy in any of these positions, the Mayor or Town Manager may appoint interim signers accompanied with written notice to the Town Council.

Adopted by the Town Council of Cape Charles on August 17, 2023.

TOWN OF CAPE CHARLES

By: _____
Mayor

ATTEST:

Town Clerk