



TOWN COUNCIL
Regular Meeting & Work Session
Cape Charles Civic Center
May 20, 2021
6:30 PM

At approximately 6:30 p.m. Mayor William “Smitty” Dize, having established a quorum, called to order the Regular Meeting and Work Session of the Town Council. In addition to Mayor Dize, in attendance were Vice Mayor Bennett, Councilmen Buchholz, Follmer and Grossman, and Councilwomen Holloway and O’Brien. Also, in attendance were Town Manager John Hozey, Treasurer Deborah Pocock, Chief Jim Pruitt, Community Relations Manager Jennifer Lewis, and Town Clerk Libby Hume. There was one member of the public physically in attendance, and 13 viewers on Facebook.

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

RECOGNITION OF VISITORS / PRESENTATIONS:

A. *National Safe Boating Week Proclamation – May 22-28, 2021*

Mayor Dize read Proclamation 20210520 Proclaiming May 22-May 28, 2021 as National Safe Boating Week.

Motion made by Councilwoman Holloway, seconded by Councilman Grossman, to adopt Proclamation 20210520 for National Safe Boating Week. The motion was approved by unanimous vote.

B. *Recognition of Town Employee Celebrating Significant Anniversary*

Mayor Dize recognized Public Works Manager John Lockwood for five years of service to the town effective May 31, 2021.

PUBLIC COMMENTS:

Dianne Davis, 601 Jefferson Avenue

Ms. Davis addressed Council regarding the following: i) She suggested that when riding around to check the grass heights in yards, to also check backyards. There was a house that she had commented on last year, that still had the old bricks, shingles and dirt from a window project that was required by the town a number of years ago. It was getting to be summer again and she did not know what type of animals were living in the yard but thought that the Town should check on it; ii) She expressed her concern of residents of the Town being provided with 30-days’ notice to vacate their home because of it being sold. The majority of the houses in Cape Charles were vacation rentals. It was very sad when these residents have nowhere else to go in Town. Recently a duplex was sold. There were families living there with two children on one side and three children on the other. With only 30-days’ notice, the families did not know what to do. She realized that Council had no control over the buying and selling of houses and she knew that vacation rentals made plenty of money during the summer season. She did not want everyone to forget about the people living here who could not afford to buy their home. No one seemed to know what affordable housing was because the people living here could not afford to pay those prices. She would like someone to suggest what could be done to get housing for the people in Cape Charles who needed it; and iii) She explained another concern of hers regarding unregistered vehicles being permitted to sit for years. She mentioned that years ago, she had a 1985 Camaro in her yard waiting for it to be repaired. She received a letter from the Town, along with a photograph of the car, notifying her to move the vehicle. She did have it removed. Recently, during her walk, she noticed a vehicle that had not been moved in over 20 years. There were also vehicles without license plates parked throughout the Town. Was she targeted because she was a female? The Town needed to treat everyone fairly. It was unfair to cite some

residents and not others. What was the repercussion to someone who refused to move their vehicle? Did the Town just let it go? Please be fair to everybody.

Council asked Ms. Davis the address for the property with the grass and debris in the yard. The property was in the 600 block of Monroe Avenue beside a house on the corner that had just been renovated.

There were no comments received in writing prior to the meeting nor during the public comment period.

CONSENT AGENDA

- A. Approval of Agenda Format
- B. Approval of Minutes:
 - i. March 13, 2021 Town Council Public Input Session
 - ii. March 18, 2021 Town Council Regular Meeting, Work Session & Executive Session
 - iii. April 6, 2021 Planning Commission & Town Council Joint Public Hearing
- C. Approval of March 31, 2021 Financial Report

Motion made by Vice Mayor Bennett, seconded by Councilman Grossman, to approve the Consent Agenda as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business to review.

NEW BUSINESS:

- A. *Resolution of Intent 20210520A – Consider Zoning Ordinance Amendments to Section 3.14:*
Town Manager John Hozey stated that during the last meeting, he mentioned the zoning text and map amendments. There was an oddity in the Code of Virginia requiring Council's authorization to refer zoning changes to the Planning Commission. He discovered that Council had to adopt a resolution of intent to initiate any changes to the zoning ordinance or map. He expressed his views regarding this process. Council was being asked to decide about referring these issues without any prior discussion or knowledge of the issues. He used the broadest language in the resolutions mostly verbatim from the statute stating that there was a public purpose to a public process for Council to certify sending it back to the Planning Commission to begin the public process and holding a public hearing. When all the information had been gathered, it would come back to the Council for a final decision. Both requests for items #7A and 7B were in the Harbor area on the southside of the harbor. Currently, mostly all parcels were zoned light industrial except for one parcel which was zoned in the Harbor area. The owner was asking that the one Harbor parcel be rezoned as light industrial to match the adjacent parcels prior to a pending sale. The pending sale was to the concrete plant. There were rumors earlier this year and last year of a request to rezone the parcels as heavy industrial but that was not the case. The owners of the concrete plant realized it was unnecessary and they were able to accomplish their goals under light industrial. Some minor changes to the text of the Section 3.14 were also requested relating to uses in the light industrial district. John Hozey stated his recommendation for Council approval of both resolutions of intent so the public process could begin.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adopt Resolution of Intent 20210520A – Zoning Ordinance Text Amendment to Section 3.14 General Business/Light Industrial. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Follmer, yes; Grossman, yes; Holloway, yes; O'Brien, yes.

- B. *Resolution of Intent 20210520B – Consider Zoning Map Amendment Within Harbor District:*

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adopt Resolution of Intent 20210520B – Zoning Map Amendment of a Parcel Within the Harbor

District. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Follmer, yes; Grossman, yes; Holloway, yes; O'Brien, yes.

TOWN MANAGER COMMENTS

John Hozey stated that he did not have any addition comments other than to introduce Ben Sullivan, the new planner who started a couple of weeks ago. It was great having Katie Nunez on board to assist the Town. He was excited to have a full-time planner on board.

Council welcomed Ben Sullivan to the Town.

MAYOR AND COUNCIL COMMENTS

The Vice Mayor and Council did not have any additional comments.

Mayor Dize wished everyone a safe and happy Memorial Day weekend adding that circumstances were a little different this year than in 2020.

Mayor Dize read the announcements.

Motion made by Councilman Buchholz, seconded by Vice Mayor Bennett, to adjourn the Town Council Regular Meeting and move to the Work Session. The motion was approved by unanimous vote.

The Regular Meeting adjourned at 6:30 p.m.

WORK SESSION DISCUSSION: Continuation of FY 2022 Town Budget Review

John Hozey advised Council that the complete packet had been posted but the hard copies provided tonight were just the revised pages.

Fund Balance Reserve Report: John Hozey stated that he reported this information verbally at the last meeting.

General Fund: i) The current General Fund balance was \$1,033,152; ii) The most recent budgeted core operational expenditures totaled \$3,400,747; iii) 30% of the core expenditures was \$1,020,224 (for reserves); iv) Subtracting the amount for reserves left the remaining undesignated General Fund balance at \$12,928.

Utility Fund: i) The current Utility Fund balance was \$283,174; ii) The most recent budgeted core operational expenditures totaled \$2,003,536; iii) 20% of the core expenditures was \$400,707 (for reserves); iv) Subtracting the amount for reserves showed that the Utility Fund Reserve underfunded by \$117,533. The current percentage for the Utility Fund balance was 14.1% of core expenditures.

Sanitation Fund: i) The current Sanitation Fund balance was \$241,119; ii) The most recent budgeted core operational expenditures totaled \$230,371; iii) 20% of core expenditures was \$46,074 (for reserves); iv) Subtracting the amount for reserves left the remaining undesignated Sanitation Fund balance at \$195,045. It was noted that the current FY 2022 Sanitation Budget was in deficit of \$27,771.

Harbor Fund: i) Due to recent transfers to clear prior cash deficiencies for the audit and because another full audit year had not yet transpired, the Harbor Fund balance was difficult to determine but for planning purposes was considered at or near zero until future audits could verify the amount; ii) The most recent budgeted core operational expenditures totaled \$905,257; iii) 20% of the core expenditures was \$181,051 (for reserves), leaving the Harbor Fund Reserve underfunded by \$181,051.

General Fund Detail:

Revenue: i) On page 2, the revenue was increased by \$10K; ii) Page 3 showed \$111K reappropriated from FY 2021 for the comprehensive plan, gazebo repairs, municipal building engineering and architectural services, Central Park fountain repairs; iii) A line item was added to page 4 for an accounting adjustment placeholder showing the amount needed to balance.

Expenditures:

Legislative: The biggest items were i) the purchase of new chairs for the dais. The current chairs were purchased in 2014 and many of them needed to be replaced. Councilman Grossman suggested that the chairs and iPads possibly be put on a rotation basis for replacement; ii) special election costs; iii) new iPads and accessories. The iPad purchases were rotated but those being used by the Historic District Review Board and Planning Commission were the oldest ones currently in use and could no longer be updated. The issue of rotating the purchase of chairs was that the chairs may not be able to be matched form year to year.

Clerk: Funding was still being transferred to Planning with the shift in personnel last year. The only change was to line item 100-4112-5240 adding funding to codify the zoning ordinance after it was updated later in FY 2022.

Town Manager: i) \$7K was added to the part-time salary and wages for the project manager as this item was already approaching the total budgeted amount for FY 2021. The hourly rate for the project manager was increased which would help with Bob Panek's retirement in the near future; ii) Legal Services was increased for legal advice since he was not yet up to speed on Virginia law; iii) Funding was included for Management Consulting and Engineering Services for flexibility since things could come up unexpectedly; iv) Community Support Grant Expenditures listed the regular non-profit organizations that applied for funding and the YMCA was added. Vice Mayor Bennett expressed his concern of giving Town money to 501C3 organizations while raising taxes to the citizens and added that 501C3s were supposed to be self-supporting. Vice Mayor Bennett agreed that the organizations receiving Town funding should be limited to the Cape Charles Volunteer Fire Company, Cape Charles Main Street, and the Eastern Shore of Virginia Tourism Commission. The Community Support Grant items were discussed individually; v) After much discussion, the Virginia Commission for the Arts Grant Town Match was reduced to \$2,500, which would in turn reduce the state's contribution; vi) The funding for the Cape Charles Museum was cut and would be reconsidered after receipt of the American Rescue Plan Act (ARPA) funding; vii) The Eastern Shore of Virginia Tourism Commission was funded for \$5K since they assist with the marketing of the Town. The Welcome Center sent quite a few visitors to Cape Charles; viii) Local Arts, GEAR, Harbor for the Arts was cut; ix) The request from the YMCA was for \$25K for three years, but in the fall of 2020, when representatives made their presentation to the Council, they were requesting \$25K over five years. \$5K funding was included for the YMCA for the services they would provide for Town residents. John Hozey added that \$1,000 worth of water was provided by the Town to fill the two pools at the YMCA. It took the Cape Charles, Cheriton and Eastville fire departments 12 hours to move the water; x) Cape Charles Main Street (CCMS) was funded for \$80K; xi) There was much discussion regarding the July 4th fireworks related to possibly obtaining sponsorships to help fund or requesting funding assistance from Northampton County, since quite a few county residents attend the fireworks. It was explained that in the past, the Town requested funding assistance from the county but had only received assistance one time when it was requested through the Northampton County Tourism Grant. Typically, the only funding received from the county was for the Cape Charles Memorial Library. Jen Lewis noted that the Town paid the county for extra patrol during the holiday; xii) Line item 100-4121-5090 (Lease, Right-of-way) had increased due to the discovery of a railroad easement for utilities. It was an old agreement, and the current staff of the Town and railroad were unaware of it; xiii) Insurance expense was increased to add the silver bullet restroom facility which was previously uninsured. Industry wide, insurance rates were increasing, especially with coastal towns due to climate changes; xiv) Dues & Memberships (100-4121-5250) would be reduced deleting the ICMA membership; xv) Line item 100-4121-8111 was added to show the reappropriated funding for capital projects. \$91K was being reappropriated from the FY 2021 budget for the municipal building engineering, gazebo repairs and Central Park fountain repairs.

Treasurer: There were no changes from the last meeting.

Police: i) The market-based adjustments were made to salaries for 2% COLA plus \$700; ii) Line 100-4310-7070 Vehicles & Equipment included the purchase of two vehicles. One vehicle was carried over from FY 2021 as the vehicle was out of stock when ordered. The police vehicles were now on a seven-year rotation for six officers and the chief.

Code Enforcement: There was much discussion regarding the backlog in permit approval, backup personnel for the code official, and sustainability. The building department could not issue permits until the zoning reviews were completed. Katie Nunez caught up the backlog of zoning reviews, so permits were now being issued. Additional staff was needed in the building/code enforcement department but was not requested since there was no space at the Town Hall to accommodate any more staff.

Public Works: i) John Hozey stated that the grass cutting contract should not have been given up last year. The public works crew was doing the best they could but was having difficulty keeping up with everything. It was a mistake. The Town saved \$18K on the grounds maintenance contract (100-4430-3040), but two additional seasonal workers were added at a cost of \$24K (100-4430-1400). There was much discussion regarding the maintenance of the beds and landscaping along Mason Avenue and Central Park. Much debate ensued regarding CCMS contributing to the maintenance along Mason Avenue versus covering the beautification aspect with the Town performing the maintenance. There needed to be open communication between CCMS, the merchants and the Town regarding plans for planters, etc. along Mason Avenue. John Hozey stated that the issues regarding the maintenance of the flower beds, planters, etc. needed to be discussed in detail at another meeting; ii) There was also much discussion regarding sidewalk maintenance in the commercial and residential districts. Property and business owners needed to be advised about contacting VDOT regarding their sidewalks. John Hozey stated that he participated in a meeting with a couple of citizens putting together a business brochure notifying all potential business owners of the process and he could see a brochure to help explain what to do regarding sidewalks; iii) Councilman Grossman asked about the expense for beach tents in 100-4430-5100. Jen Lewis explained that in previous years, the Town paid for a tent to be erected at the beach by the LOVE sign. This was not done last year due to the pandemic and restrictions; iv) Councilwoman O'Brien mentioned the condition of the benches along Bay Avenue which were peeling and chipping. John Hozey stated that he had asked Public Works Manager John Lockwood to sandblast the benches to remove the paint. Councilwoman Holloway stated that this was our season and the work on the benches needed to get done ASAP even if it had to be outsourced. Cape Charles had repeatedly been featured as one of the best beach towns and we needed to take care of these things; v) The fishing pier repairs were being done in-house and was taking an enormous amount of time; vi) Councilman Grossman asked about the funding included in lines 100-4430-6225 and 6275. John Hozey stated that all unexpected repairs came under line item 6225. Item 6275 was for beach maintenance and safety supplies. During the strategic planning sessions, the need for a beach plan was identified and the cost would be taken from this line. He asked John Lockwood to develop some recommendations to maintain the beach, not just the dunes. These recommendations would be referred to the Wetlands Board to develop a beach maintenance plan. The anticipated timing for this project was over fall and winter for implementation next spring; vii) Vice Mayor Bennett noted that funding for beach sand replenishment was a FEMA requirement in order to qualify for assistance when needed; viii) There was much discussion regarding the condition of the beach accesses and plans to have them cleaned and opened by the Memorial Day weekend.

Community Relations: i) Most items were removed from this department's budget last year due to the pandemic when events could not be held. Events and funding were added back in, so it looked like a huge increase; ii) The use of beach attendants went well last year, so were added again this year, but the program was being expanded to also include litter control along Mason and Bay Avenues; iii) Councilman Buchholz asked if the Town could require attendants to be certified lifeguards. John Hozey stated that we could not. Libby Hume added that the idea of lifeguards was researched in the past and the requirements for open water lifeguard certification was much more

involved than for swimming pools; iv) Mayor Dize asked why the Citizens for Central Park (CCP) concerts in the park was included in this budget versus being shown in the Town Manager budget as a grant. John Hozey explained that this was not a grant. The concerts were fundraisers that generated money that helped to maintain the Town's Central Park. The concerts also added a whole atmosphere to the Town and were a great amenity that the Town could not do at this price.

Library: There were no questions regarding the library budget.

Planning: i) The Management Consulting line (100-4811-3410) was increased significantly for the comprehensive plan and zoning ordinance reviews and updates; ii) Councilman Grossman asked about funding for the historic guidelines rewrite. John Hozey responded that this project was included in the FY 2021 budget.

The updated core General Fund expenditures was projected at \$3,400,747, less carryforwards to other funds.

Utility Fund:

Water: i) John Hozey stated that last week, he recommended not including the water tower mixers, but was reversing his decision and included \$55K of reappropriated funding. If the potential sale of the facilities did not happen, the Town would know within three to four months and nothing would be included in the budget to do this work. Since the funding was being reappropriated from FY 2021, it would not affect the bottom line for a rate increase; ii) Two part-time employees were added for better coverage and flexibility.

Sewer: \$20K was added in 100-4502-3420 for professional services and inspections similar to what was added for Water.

Harbor Fund: i) John Hozey stated that there were so many moving parts in this budget and without a year/season since the management agreement, the numbers were a guess. Deborah Pocock did the best she could using numbers from previous years; ii) Deborah Pocock stated that the \$13,875 revenue surplus would be moved to the Harbor Fund Contingency Fund to balance.

Sanitation Fund: i) FY 2022 was a renewal year for the contract so additional funding was included; ii) The revenue less expenditures showed a deficit of \$27,771.

Capital: Line items were added to show reappropriation funding for the Town Hall, Central Park Gazebo and Fountain projects.

Capital Asset Management Program (CAMP) Schedule: i) John Hozey pointed out the appropriations from FY 2021 which amounted to \$45K for the municipal building, and \$36K for the Central Park fountain upgrade; ii) John Hozey spoke to John Lockwood who felt that the Central Park gazebo upgrades could be completed for \$10K; iii) There were no changes to the Harbor Fund CAMP from the last meeting; iv) The Utility Fund CAMP reflected the changes made by Council at the last meeting.

John Hozey stated that he would like to identify another funding source for the Capital Project Fund as 6% was not much. A .5% increase in Meals Tax equated to about \$50K in revenue. The Transient Occupancy Tax (TOT) rate would have to be increased to 4.6% to generate the same amount of revenue.

There was much discussion regarding identifying the revenue source(s). i) Meals Tax was paid by everyone – residents and visitors; ii) TOT was paid by visitors. There was some discussion regarding the possibility of increasing the TOT rate for vacation rental properties versus what was charged for hotels and bed & breakfasts; iii) The state increased the sales tax by 1% and the county also added a 1% sales tax for certain items to help fund the schools. This would affect both Meals Tax and TOT; iv) Every year we heard that the county increased their tax rate, so the Town's tax rates were not changed which contributed to the Town's current situation; v) The Town's TOT was very moderate

compared to other localities across the state. John Hozey stated that the median TOT rate for towns across the state was 5% and we charged 3.7%. Councilwoman Holloway expressed her disagreement with increasing the TOT rate stating that businesses paying TOT in Town also paid the county and suggested that short term vacation rental properties' rate be increased. Deborah Pocock responded that she needed to research to see if the Town could do so or whether we would have to ask permission from the general assembly; vi) If the TOT rate was increased, the new rate would not take effect until January 1, 2022 since the businesses had current bookings and needed time to update their programming; vii) John Hozey stated that if the Meals Tax or TOT rates were not increased, the needed revenue would have to come from increasing the real estate tax rate. Council agreed that some of the burden needed to be removed from the citizens; viii) The amount of revenue from vacation rental properties were discussed with many earning about \$45K or more. It was noted that a house on Randolph Avenue charged \$600 per night and was booked through the summer; ix) Per the Tax Rate Book, some localities charged a TOT plus an additional \$1 or \$2 per night. There was only one town shown to do this and Deborah Pocock would contact them for information; x) Councilman Follmer stated that an answer could not be determined tonight and proposed a .5% increase to Meals Tax to help with the Capital Project Fund and further discussion regarding other potential revenue sources at the next meeting; xi) Councilman Grossman suggested using some of the money in the Sanitation Reserves. John Hozey stated that the Sanitation Reserves would be discussed at the next meeting scheduled for May 25. Council had reviewed the whole budget and now needed to discuss how to pay for it. Councilman Grossman also noted that the ARPA funding needed to be discussed as well.

Motion made by Councilman Follmer, seconded by Councilman Grossman, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

The meeting adjourned at 9:31 p.m.

Mayor Dize

Town Clerk

March 2021 Treasurer's Report

Page 1 – Cash Position

- No comments.

Page 2 – Revenue vs. Expenditures

- No comments.

Page 3 – Capital Projects

- The Inner Rehab project phase 2 is complete.

Page 4 – Tax Collection Rate

- Tax collections are a little above what was budgeted.

Page 5 – Tax Revenue Trends

- Business License (BPOL) is higher by 71.9% than 2020. The due date for BPOL was extended from April to September last year, however, there has been a natural increase in BPOL payments for 2021 as well.
- Building and Planning Permits and fees had been trailing 2020 totals until this month, when they surpassed 2020 YTD by 15.6%.
- Sales and Use tax revenues are 18.7% higher than in 2020.
- Transient Occupancy tax is 29.7% higher than 2020.
- Harbor is still showing a sharp increase in dockage revenue.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
March 31, 2021

<u>Cash on Hand</u>	<u>2/28/2021</u>	<u>3/31/2021</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$595,594	\$416,080	-\$179,514
Atlantic Union Bank Money Market Account	\$1,948,978	\$2,249,568	\$300,590
LGIP Account 1 - Unrestricted	\$104,197	\$104,206	\$9
LGIP Account 2 - Unrestricted	\$305,301	\$305,329	\$28
Total Cash On Hand	\$2,954,071	\$3,075,184	\$0

<u>Restricted and Reserved Cash Balances</u>	<u>2/28/2021</u>	<u>3/31/2021</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Savings Account - Facility Fees Rsrvd (Utilities)	\$1,079,281	\$1,079,308	\$27
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$25,890	\$25,890	\$0
Atlantic Union Bank Checking Acct - E-Summons Revenue Rsrvd	\$4,788	\$4,916	\$129
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,587	\$257,588	\$1
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	\$1,371,636	\$1,371,792	\$157
Total Cash - All Accounts	\$4,325,707	\$4,446,976	\$121,269

DEBT SERVICE

Net Debt as of Current Reporting Month End (Excludes USDA vehicle and equipment loans)	\$6,754,081
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MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

March 31, 2021

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY21
GENERAL						
REVENUE - Operating	\$287,740	\$2,602,789	\$3,205,823	\$603,034.24	\$4,177,677	76.74%
EXPENDED - Operating	\$247,682	\$1,840,092	\$2,275,421	\$435,329.80	\$3,866,830	58.84%
NET	40,058	762,697	930,402	167,704	310,847	
REVENUE - CAPITAL GRANTS & LOANS	0	2,042	0	(2,042)	329,817	0.00%
EXPENDED - CAPITAL PROJECTS & DEBT SVC	0	264,431	499,393	234,962	640,664	77.95%
TRANSFER TO HARBOR TO TRUE UP FUND						
BALANCE	0	0	0	0	0	
TOWN CONTRIB. & PENDING GRANTS	0	(262,389)	(499,393)	(237,004)	(310,847)	
PUBLIC UTILITIES						
REVENUE - Operating	254,669	1,277,875	1,329,615	51,740	1,750,836	75.94%
EXPENDED - Operating	57,722	633,208	496,202	(137,007)	1,604,799	30.92%
NET	196,947	644,667	833,414	188,747	146,037	
REVENUE - CAPITAL GRANTS, LOANS, & FACILITY FEES	53,000	227,867	301,510	73,642	275,551	109.42%
EXPENDED - CAPITAL PROJECTS, DEBT SVC, & FACILITY FEES	53,000	607,648	648,602	40,955	421,588	153.85%
TOWN CONTRIB. & PENDING GRANTS	0	(379,780)	(347,093)	32,687	(146,037)	
HARBOR						
REVENUE - Operating	48,525	425,491	658,766	233,275	761,102	86.55%
EXPENDED - Operating	39,439	558,395	524,807	(33,587)	681,900	76.96%
NET	9,086	(132,904)	133,959	266,863	79,202	
REVENUE - GRANTS & LOANS	0	18,803	0	(18,803)	95,054	0.00%
TRANSFERRED FM GEN FUND TO TRUE UP FUND BALANCE	10,586	0	10,586	10,586	110,101	
EXPENDED - Capital Projects, Debt Svc	57,897	307,765	240,012	(67,752)	284,357	84.41%
TOWN CONTRIB. & PENDING GRANTS	(57,897)	(288,962)	(229,426)	59,536	(79,202)	
SANITATION						
REVENUE	17,012	150,960	152,876	1,916	220,274	69.40%
EXPENDED	17,970	150,195	154,007	3,812	220,274	69.92%
NET	(958)	765	(1,131)	(1,896)	0	

FY 2021 Capital Improvement Project Tracking Report

As of:
3/31/2021

	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	on backorder	0%	\$ 38,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,940
Permit Department Software	postponed until April	0%	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Public Works Shop Heaters	Complete	100%	\$ 6,868	\$ -	\$ 6,528	\$ -	\$ -	\$ 6,528	\$ 340
Grounds Maintenance Equipment	Complete	132%	\$ 22,240	\$ -	\$ -	\$ 29,412	\$ -	\$ 29,412	\$ (7,172)
Central Park Zipline	Pending	0%	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Portable ADA Equipped Restroom Trailer	On Hold	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Mason Avenue Re-striping	On Hold	0%	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Parking Lots (Mason & Harbor Shanty Area)	Pending	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Video Surveillance System	Complete	100%	\$ 35,000	\$ -	\$ 56	\$ 34,287	\$ -	\$ 34,343	\$ 657
Municipal Building Project Evaluation	Programming	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Multi-Use Trail Phase 2 Closeout	Complete	100%	\$ 305,000	\$ -	\$ -	\$ 308,000	\$ -	\$ 308,000	\$ (3,000)
subtotal			\$ 524,048	\$ -	\$ 6,584	\$ 371,699	\$ -	\$ 378,282	\$ 145,766
Water Fund									
SCADA System	in process	0%	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Remote Read Water Meters - starter setup	postponed to FY22	0%	\$ 51,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,985
Pickup Truck	postponed to FY22	0%	\$ 32,766	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,766
Water Tower Mixers	postponed to FY22	0%	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
subtotal			\$ 154,751	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,751
Harbor Fund									
Inner Harbor Rehabilitation Phase I carryover	Complete	100%	\$ 60,390	\$ 60,390	\$ -	\$ -	\$ -	\$ 60,390	\$ (0)
WiFi/Security Cameras/Lighting Project	In process	45%	\$ 35,000	\$ -	\$ 8,201	\$ 7,570	\$ -	\$ 15,771	\$ 19,229
Inner Harbor Rehabilitation Phase II	In process	82%	\$ 85,700	\$ -	\$ 5,359	\$ 64,854	\$ -	\$ 70,213	\$ 15,487
subtotal			\$ 181,090	\$ 60,390	\$ 13,559	\$ 72,424	\$ -	\$ 146,373	\$ 34,717
Sanitation Fund									
Trash Can Replacements	Complete	100%	\$ 11,796	\$ -	\$ 11,796	\$ -	\$ -	\$ -	\$ 11,796
subtotal			\$ 11,796	\$ -	\$ 11,796	\$ -	\$ -	\$ -	\$ 11,796
TOTAL			\$ 871,685	\$ 60,390	\$ 31,939	\$ 444,122	\$ -	\$ 524,656	\$ 347,029

*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT

MUNICIPAL CORPORATION OF CAPE CHARLES
March 31, 2021

YTD 2020 Real Estate Tax Collections

Total Taxable Land Value	179,736,100
Total Improvement Value	291,966,800
Exemptions	(2,650,000)
Additional Assessments (SCC Utility)	3,796,381
Total Real Estate Value (taxable)	472,849,281

Total Budgeted	1,223,505	
Total Tax Billed	1,291,310	
Total Adjustments	(3,861)	
Total Collected YTD (percent of billed)	<u>1,252,589</u>	97%
Amount Due per Accounts Receivable	34,860	

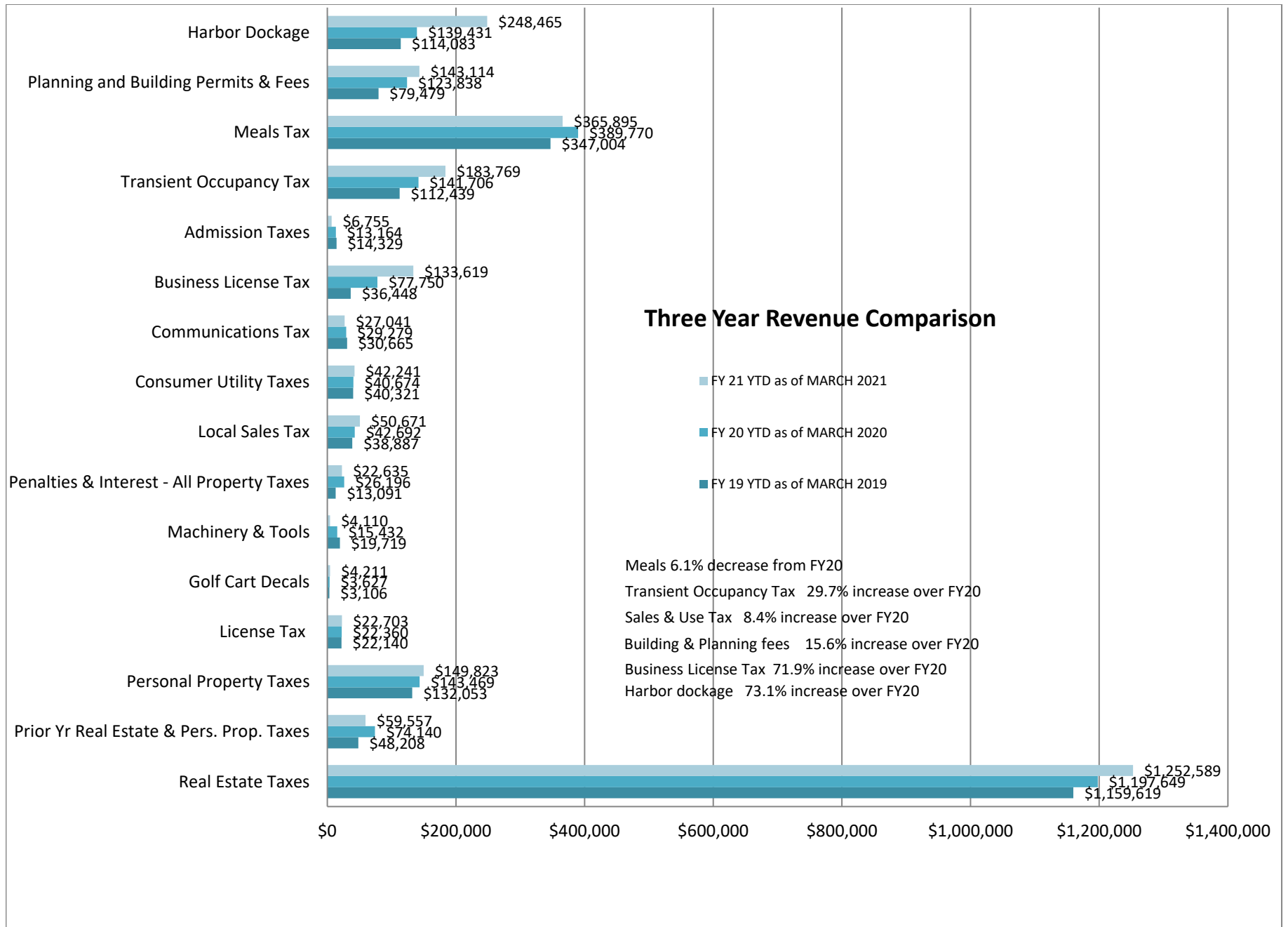
**YTD 2020 Personal Property Tax, Machinery and Tools Tax
& 2020 License Tax Collections**

Total Personal Property Value	13,824,800
2020 Initial Assessment Exonerations	(393,342)
Personal Property Value, billed	13,431,458

Total Budgeted	175,000	
Total Tax Billed less PPTRA	207,905	
Total Adjustments & Additional Exonerations	(8,681)	
Total Collected YTD (percent of billed)	<u>176,636</u>	89%
Amount Due per Accounts Receivable	22,588	

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

Total Budgeted	75,300	
Total Collected (percent of budget)	<u>82,192</u>	109%
Amount Due Per Budget	(6,892)	





*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 April 15, 2021 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Resolution 20210520A (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 present or absent 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>
William Dize, Mayor	X				
Steve Bennett	X		X		
Andy Buchholz	X		X		
Andrew Follmer	X		X		
Paul Grossman	X		X		
Tammy Holloway	X		X		
Ellen O’Brien	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 20th day of May 2021.

Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

RESOLUTION OF INTENT 20210520A
ZONING ORDINANCE TEXT AMENDMENT TO
SECTION 3.14 GENERAL BUSINESS/LIGHT INDUSTRIAL

WHEREAS, in accordance with Code of Virginia § 15.2-2286.A, the Cape Charles Zoning Ordinance § 2.7.1 includes regulations pertaining to initiation of amendments, supplements, change in the regulations, district boundaries or classifications of property contained in the zoning ordinance; and

WHEREAS, the need to update the current zoning ordinance has been discussed in the past; and

WHEREAS, Cape Charles Zoning Ordinance § 3.14 General Business/Light Industrial H-1 (GBI H-1) may require amendment to be consistent with light industrial uses.

NOW, THEREFORE, BE IT RESOLVED that for purposes of public necessity, convenience, general welfare or good zoning practice, the Cape Charles Town Council hereby adopts a resolution of intent to consider amending the Cape Charles Zoning Ordinance § 3.14 and any other sections of the Zoning Ordinance deemed to be appropriate to achieve the purposes described herein.

Adopted by the Town Council of the Town of Cape Charles on May 20, 2021.

By: _____
Mayor Dize

Attest:

Town Clerk



*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 April 15, 2021 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Resolution 20210520B (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 present or absent 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>
William Dize, Mayor	X				
Steve Bennett	X		X		
Andy Buchholz	X		X		
Andrew Follmer	X		X		
Paul Grossman	X		X		
Tammy Holloway	X		X		
Ellen O’Brien	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 20th day of May 2021.

Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

RESOLUTION OF INTENT 20210520B
ZONING MAP AMENDMENT OF A PARCEL
WITHIN THE HARBOR DISTRICT

WHEREAS, in accordance with Code of Virginia § 15.2-2286.A, the Cape Charles Zoning Ordinance § 2.7.1 includes regulations pertaining to initiation of amendments, supplements, change in the regulations, district boundaries or classifications of property contained in the zoning ordinance; and

WHEREAS, the owner of a parcel within the Harbor District has requested a modification in the land use to General Business/Light Industrial to match the current land use of the adjacent parcels.

NOW, THEREFORE, BE IT RESOLVED that for purposes of public necessity, convenience, general welfare or good zoning practice, the Cape Charles Town Council hereby adopts a resolution of intent to consider amending the Cape Charles Zoning Map modifying the land use for one parcel to match the land use of its adjacent parcels.

Adopted by the Town Council of the Town of Cape Charles on May 20, 2021.

By: _____
Mayor Dize

Attest:

Town Clerk