

**TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center
April 21, 2022
6:30 PM**

At approximately 6:30 p.m. Mayor William “Smitty” Dize, having established a quorum, called to order the Regular Meeting of the Cape Charles 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, Police Chief Jim Pruitt, Code Official Jeb Brady, Public Works Manager John Lockwood, Public Works crew members Ralph Bowen and Joe Gittinger, Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume. There were eight members of the public physically in attendance, and 14 viewers on Facebook.

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

RECOGNITION OF VISITORS / PRESENTATIONS:

A. Tree City USA Presentation – Phil Goetkin

Phil Goetkin, representing the Cape Charles Tree Advisory Board (TAB), began by stating that the TAB was a group that was formed to promote and support the safety of the tree canopy in Cape Charles. The group provided advice to the Town staff and residents regarding trees within the town. TAB regularly pruned the 40 willow oaks along Washington Avenue that were planted as part of the community trail, about 15 trident maples along Peach Street, and recently pruned 139 crape myrtles along Stone Road coming into town from Route 13. Members of the Cape Charles Rotary Club, Master Gardeners as well as some citizens helped with the crape myrtle project. The Public Works crew also assisted by cleaning up what was trimmed off the trees and provided safety vests and other equipment. Mr. Goetkin continued by stating that Cape Charles had been recognized as a Tree City USA by the Arbor Day Foundation and detailed some of the requirements for obtaining this designation. One of the requirements was the annual observance of National Arbor Day and the adoption of a proclamation recognizing Arbor Day. This year’s celebration was scheduled for April 30 from 9:00 a.m. to noon at the Strawberry Street Plaza. Native trees and shrubs, along with seedlings and seeds would be given away to attendees. Mr. Goetkin showed a sign which showed the town’s designation as a Tree City USA which would be placed at the entrance to Central Park. TAB previously provided a similar sign for the entrance into town.

Mayor Dize asked Mr. Goetkin to have TAB monitor the tree that was planted in memory of Melvin Dudley. The original tree had died and a new one was replanted. He wanted to ensure that this tree would be taken care of.

B. New Roots Youth Garden Presentation – Phil Goetkin

Mr. Goetkin stated that he was also representing the New Roots Youth Garden (NRYG) this evening. He was the president of NRYG which was originally established in 2010 as a partnership between the NRYG Board and the town. It’s been 13 years and the partnership was still strong and the garden was flourishing. It has evolved over the years and continued to do so with a number of new beds being added. With COVID issues over the last couple years, children were not permitted into the garden. The demographic had also changed over the past several years with fewer children living in town. Most of the children were only here part-time or while on vacation. The NRYG was trying to establish partnerships to get all the elementary-aged children in the area to participate in the garden. The Cape Charles Christian School first graders came every week, and the second graders would also probably start coming. The NRYG was trying to work with Kiptopeke Elementary School to have their students participate as well. There was a

summer program for an open garden so any children visiting would have the opportunity to participate in the garden as well. Mr. Goetkin concluded by announcing that the Blessing of the Worms was scheduled for May 1 from 2:00 to 3:30 p.m.

C. Building Safety Month Proclamation

Mayor Dize read Proclamation 20220421A for Building Safety Month 2022.

Motion made by Councilman Grossman, seconded by Councilwoman O'Brien, to adopt Proclamation 20220421A designating May 2022 as Building Safety Month. The motion was approved by unanimous vote.

Mayor Dize presented the proclamation to Code Official Jeb Brady.

D. National Public Works Week Proclamation

Mayor Dize read Proclamation 20220421B for National Public Works Week 2022.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to adopt Proclamation 20220421B designating the week of May 15-21, 2022 as National Public Works Week. The motion was approved by unanimous vote.

Mayor Dize presented the proclamation to Public Works Manager John Lockwood.

E. National Peace Officers' Memorial Day and National Police Week Proclamation

Mayor Dize read Proclamation 20220421C for National Peace Officers' Memorial Day and National Police Week 2022.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to adopt Proclamation 20220421C designating May 15, 2022 as Peace Officers' Memorial Day and the week of May 15-21, 2022 as National Police Week. The motion was approved by unanimous vote.

Mayor Dize presented the proclamation to Chief Jim Pruitt adding that we lived in one of the safest towns in the country due to our dedicated officers.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Sam Jones, resident

Mr. Jones addressed Council regarding town facilities. (Please see attached.)

Town Clerk Libby Hume read comments submitted in writing from Susan Burger and Sherri Landon. (Please see attached.)

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

CONSENT AGENDA

A. Approval of Agenda Format

B. Approval of Minutes:

i. March 3, 2022 Town Council Special Meeting & Executive Session

ii. March 17, 2022 Town Council Regular Meeting

iii. March 17, 2022 Town Council Executive Session

iv. March 22, 2022 Town Council, Planning Commission & Harbor Area Review Board Joint Work Session

v. March 31, 2022 Town Council Work Session

C. Approval of February 28, 2022 Financial Report

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

UNFINISHED BUSINESS:

There was no unfinished business for review.

NEW BUSINESS:

A. *Town Facilities Options:*

Town Manager John Hozey stated that four options for the renovation of existing buildings and construction of a new building on Cassatt Parkway were presented to Council at the March 31st work session. Council added a fifth option to be considered and requested that the matter be brought back for a decision. Cost estimates were obtained for all five options. Once Council made the decision regarding which option to pursue, a formal proposal for design costs would be obtained from the consultant. The design phase would take about eight or nine months after the contract was executed. There would be further discussion during the upcoming budget work sessions regarding the funding for the design phase. Last year, Council set a ceiling of 8% of core revenue for debt service. Treasurer Deborah Pocock did a quick review, and the current debt service was approximately 6.5%. This was for the General Fund only as the utility debt was included in the enterprise fund. We had about \$1M of debt available for the General Fund unless Council wished to increase the ceiling. With the cost estimates received, he recommended Council approval of option 1 as the one that appeared to be the most cost effective.

There was much discussion regarding the following: i) Councilman Buchholz noted the numerous houses under construction which would increase tax revenue next year. John Hozey stated that the tax revenue projections for new construction would be discussed during the budget work sessions; ii) Councilwoman Holloway expressed her concern with option 1 and asked about available space for future growth, and the inclusion of meeting space which was desperately lacking in the current buildings; iii) There were questions about the displacement of staff during renovations of the Town Hall building. John Hozey responded that the new building for the police department and Council chambers would be constructed first. After the police department was relocated, the first floor of the Town Hall would be renovated. Upon completion, all second-floor staff would be moved to the first floor during the renovation of the second floor. There were concerns expressed regarding the noise affecting the staff during the renovation as well as the cost of having to move staff around; iv) Vice Mayor Bennett stated that in spite of the additional cost, the Town Hall building was too old, and he felt it best that all staff be moved into the new building. The phasing of renovations would extend the construction period which would make it more expensive. Renovations to an old building was difficult with the discovery of issues which would make the costs skyrocket. He cited the Cavalier Hotel in Virginia Beach as an example, stating that due to findings during the renovation, each room cost about \$1M. He recommended Council approval of option 5; v) Mayor Dize stated that there would be continued issues with the lack of parking at the Town Hall; vi) Councilman Follmer expressed his agreement with Vice Mayor Bennett adding that once renovation began on the Town Hall building, many issues and deficiencies would be discovered as seen on the majority of the buildings along Mason Avenue; vii) John Hozey added that the buildings had been evaluated and considered structurally sound.

Motion made by Vice Mayor Bennett, seconded by Councilwoman Holloway, to move forward with Option 5 for the construction of a new municipal building. The motion was approved by unanimous vote.

TOWN MANAGER COMMENTS

John Hozey commented as follows: i) He conveyed exciting news that had been premature to state publicly until now. There was a workforce housing project coming to fruition. A potential developer now had the land located by the town's Keck well site under contract. He and Councilman Grossman had been working closely with the developer whose motivation seemed very genuine and selfless. A lot of time had been spent on this and he wanted to make Council aware of the possibility. Workforce housing was on his list of 15 things to do, but in light of this news, he would be moving this item up

to a higher priority on the list; ii) He was very close to crossing another item off the priority list. The Town currently had ongoing projects updating the zoning ordinance, comprehensive plan and historic district design guidelines, but the Town Code was also being reviewed and was very close to completion. Staff's comments were currently being reviewed by Mike Sterling, and he was hopeful that the completed draft could be provided to Council in May or June for approval; iii) He received a call from Mike Sterling announcing the merger of Vandeventer Black with Woods Rogers becoming one of the largest firms in Virginia. Mike Sterling would still dedicate his time to the Town but would be stepping back from management to allow more time with his clients and family. They would have more resources to pull from which would benefit the Town; iv) He met with Cape Charles Main Street (CCMS) earlier today and discussed some short and long-term items related to parking and restrooms. CCMS secured a grant for more temporary restrooms until permanent ones could be constructed. The municipal parking lot needed some upgrades including reversal of the direction and entry point. If signage was developed for the restrooms, he would like to move forward with the direction reversal of the parking lot and installation of the signage at the same time; v) A joint public hearing was scheduled for May 3 with the Planning Commission. He wanted to make Council aware of the Planning Commission's new procedure for public hearings where an explanation of the items for public hearing were provided to the public prior to hearing their comments. The public hearing would take a little longer with this new process, but it better served everyone to have the information presented at the beginning.

MAYOR AND COUNCIL COMMENTS

Councilmen Buchholz and Follmer, and Councilwoman O'Brien did not have any additional comments.

Councilman Grossman commented as follows: i) The Berkley Group was reviewing the Northampton County and Town ordinances which staff provided to the county. We should be receiving an informational package from the Berkley Group relating to affordable housing. John Hozey was unaware of this project or that the Town had provided any information regarding our ordinances but would check with County Administrator Charlie Kolakowski; ii) Myrtle Landing came to the Northampton County Economic Development Authority and were approved for a \$10M bond to renovate the facilities. Myrtle Landing would have to come to Council for adoption of a resolution. McGuire Woods was handling the process and would be contacting the Town regarding the resolution; iii) The regional housing study was complete. It has to be approved by the Accomack-Northampton Planning District Commission management. Congresswoman Elaine Luria would be holding a developers' forum on May 9, coupling with the study and bringing developers here to look at the area and possible housing development; iv) Katie Nunez was going through some tough times and he asked for Council's thoughts regarding the service for her husband scheduled for tomorrow morning at St. Charles Catholic Church.

Vice Mayor Bennett stated that he was sorry that Phil Goetkin had already left the meeting because he wanted to thank the TAB for the work done along Stone Road which was unbelievable.

Councilwoman Holloway commented as follows: i) She reminded everyone of the LOVE Run scheduled for this Saturday beginning at 10:00 a.m. There were about 150 registrants. She invited everyone to come out to cheer on the runners and walkers. They also had a lot of good sponsors and appreciated the support; ii) She announced that her term as president of CCMS was completed and she would serve another year as past president. Councilman Buchholz had completed his terms. Bill Stramm was elected as the new president with Patsy Harris the new vice president; iii) CCMS received grant funding for four additional porta potties for the summer to be placed by the existing restroom trailer along Mason Avenue; iv) The Town had an exciting Monday with Congresswoman Elaine Luria here to present a \$2.5M check for the Rails & Trails Project.

Mayor Dize stated that three proclamations were adopted earlier this evening for building safety, public works and the police officers. He appreciated the jobs done by staff in all three departments, but it all started at the top, so he thanked John Hozey for his leadership.

Mayor Dize read the announcements, adding that the 15th Annual Blessing of the Fleet was scheduled for 6:00 p.m. on Friday, April 22. There would be live music after the ceremony, and he hoped everyone could attend.

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

The Regular Meeting adjourned at 7:31 p.m.

Mayor Dize

Town Clerk

**April 21, 2022 Town Council Regular Meeting
Comments and Information Provided in Writing**

Sam Jones, resident

Mr. Mayor, Members of the Town Council and Town Manager:

Thank you for the opportunity to speak and for your service to the community.

My name is Sam Jones and my wife, Julie, and I reside at 538 Monroe Avenue.

As you consider options to improve and expand town facilities, leaving the library in its current location is a critical element. The ability of families to walk to the library promotes its active use and helps promote literacy for our young people. My wife, Julie, and I look forward to bringing our grandson, Oliver, to the library.

The Council has also heard about the need for a basketball facility in town. As you consider moving many town functions to a new location, one option is to co-locate a basketball court adjacent to the facilities since they will already be paved and have lighting and parking.

Finally, just a general caution about selling town assets. They will never come back to you and the money can only be spent once. Again, thank you for taking the time to receive citizen comments.

Susan Burger, resident

I am Susan Burger and live at 550 Madison Ave.

I was just sitting out on my front porch and witnessed a man in a pickup truck with a boat on a boat trailer pull across Madison Ave on Nectarine and park on that corner across from the church and detach his boat trailer, presumably to park his boat there. I don't know who the man is or where he lives and I thought about the issue of boat parking on the streets. (I have been told that people from Bay Creek often park their boats in the historic district.) I, personally, don't have a problem with people parking boats on the streets....it's a beach town and so there will be boats....but I do have a problem with people just picking a street and parking their boats when they don't live where their boats are parked. I would like to make a suggestion (maybe it's been suggested before) that there be an ordinance that only owners of residences in the historic district can park their boats on the historic district streets. I would suggest that they register their boats with the Town, pay an annual fee of maybe \$25 (like we do for our golf carts), and get a "sticker" for their boat and then any boats parked without the sticker could be fined and eventually towed. I suggest the "sticker" actually be a magnet so that vacation rental property owners would only pay for one magnet and if a guest had a boat, they could stick it on their boat for the duration of their stay and then leave it in the home for the next guest with a boat.

I also have another suggestion:

State or National Parks often have signs that you have to take out your trash and they provide places where you can grab a plastic bag to take into the park and bring out with your trash in it. I think the Town should provide that for the beach. (they provide bags for dog poop all over town, they should provide bags for people's trash too)! I know there are trash cans on the beach during the season but off season they're not there and it can't hurt to give people bags to put their trash in either way. My husband and I walk on the beach all year long and are always picking up trash that either washes up or that is left by beach visitors - it would be nice to have a bag to bring along. The structure for the bags could be similar to those that house the doggy bags.

Thank you for your time to read this and your consideration of these suggestions.

~Susan Burger

Sherri Landon

Subject: Hotel Cape Charles

To Whom It May Concern,

We have just purchased the property at 234 Randolph Ave.

After speaking with the hotel manager, we wanted to let you know that we have no problems with them using their lot for golf carts and trash cans.

If you need to reach me for further clarification, please feel free to call me at 757-268-4399.

Sincerely,

Sherri Landon



PROCLAMATION 20220421A
BUILDING SAFETY MONTH — MAY 2022

WHEREAS, the Town of Cape Charles is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry – who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, play; and

WHEREAS, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes; and

WHEREAS, “Safety for All: Building Codes in Action,” the theme for Building Safety Month 2022, encourages us all to raise awareness about planning for safe and sustainable; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit; and

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, the Cape Charles Town Council does hereby proclaim the month of May 2022 as Building Safety Month. Accordingly, citizens are encouraged to join with the community in participation in Building Safety Month activities.

Adopted by the Town Council of Cape Charles on this 21st day of April 2022

Mayor William “Smitty” Dize

ATTEST:

Town Clerk



National Public Works Week

Proclamation 20220421B

May 15 – 21, 2022

“Ready and Resilient”

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the residents of the Town of Cape Charles; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Cape Charles to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association; now

BE IT PROCLAIMED, that the Cape Charles Town Council does hereby designate the week of May 15 – 21, 2022 as National Public Works Week; and urges all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Adopted by the Town Council of Cape Charles on this 21st day of April 2022.

Mayor William “Smitty” Dize

ATTEST:

Town Clerk

**TOWN OF CAPE CHARLES
PROCLAMATION #20220421C**

**TO RECOGNIZE NATIONAL PEACE OFFICERS' MEMORIAL DAY
AND NATIONAL POLICE WEEK 2022**

To honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, in 1962, President John F. Kennedy signed a proclamation which designated May 15 as Peace Officers' Memorial Day and the week in which that date falls as Police Week; and

WHEREAS, May 15, 2022 has been designated as National Police Officers' Memorial Day and May 15-21, 2022 as National Police Week; and

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Town of Cape Charles Police Department; and

WHEREAS, the members of the Cape Charles Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the Town of Cape Charles and provide vital public service; and

WHEREAS, since the first recorded death in 1786, more than 22,600 law enforcement officers in the United States have made the ultimate sacrifice and have been killed in the line of duty; and

WHEREAS, the National Law Enforcement Officers Memorial Fund will host their 34th Candlelight Vigil on May 13, 2022 at 8:00 p.m. to memorialize those who sacrificed all for their communities; now

THEREFORE, BE IT PROCLAIMED that the Cape Charles Town Council formally designates May 15, 2022 as Peace Officers' Memorial Day in honor of all fallen officers and their families and U.S. flags should be flown at half-staff; and

BE IT FURTHER PROCLAIMED that the Cape Charles Town Council formally designates May 15-21, 2022 as Police Week in the Town of Cape Charles and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Adopted by the Town Council of Cape Charles on this 21st day of April 2022.

Mayor William "Smitty" Dize

ATTEST:

Town Clerk

Page 1 – Cash Position

- The debt service balance on this page was reconciled – current long-term debt is now at just over \$5.9 million. In previous months the principal balance of the VRA zero interest loan had reflected the original amount of \$5.51 million on the data table, vs. the \$4.856 million that was the final drawdown on the bond.
- The Surety Bond Escrow Account is being steadily reduced as construction is completed.

Page 2 – Revenue vs. Expenditures

- Harbor fuel purchased for sale wasn't booked until March, causing harbor net revenue to appear higher than it should. It will level out in March.
- Sanitation net revenue appears high however Davis did not bill the town for September until April. In addition, town customers are billed in the month of service, but Davis Disposal bills the town in arrears.

Page 3 – Capital Projects

- The ad for work on the inshore breakwater repair was placed.
- Two payments for the Municipal Center Study were made.

Page 4 – Tax Collection Rate

- Real property tax collection is at 97% of billed and 100% of budgeted as of the end of February.

Page 5 – Tax Revenue Trends

- Building and zoning/planning revenue has greatly increased.
- Business license applications received through April 20th have exceeded budget. The drop in February is not significant and is partly attributable to the late BPOL due date for calendar year 2020 due to COVID (which caused the BPOL revenue in FY21 to be artificially high.)

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
February 28, 2022

<u>Cash on Hand</u>	<u>1/31/2022</u>	<u>2/28/2022</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$353,929	\$443,023	\$89,094
Atlantic Union Bank Money Market Account	\$4,021,701	\$4,021,793	\$93
LGIP Account 1 - Unrestricted	\$104,269	\$104,279	\$11
LGIP Account 2 - Unrestricted	\$295,607	\$295,641	\$34
Total Cash On Hand	\$4,775,506	\$4,864,737	\$89,231

<u>Restricted and Reserved Cash Balances</u>	<u>1/31/2022</u>	<u>2/28/2022</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$35,810	\$35,810	\$0
Atlantic Union checking Acct Library CD converted to cash	\$11,131	\$11,131	\$0
Atlantic Union Bank Checking Acct - E-Summons Revenue Rsrvd	\$7,052	\$7,173	\$121
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,584	\$257,586	\$1
Wells Fargo 2010 Debt Service pass through account #300	\$28,823	\$2,898	-\$25,925
Wells Fargo 2010 Debt Service pass through account #308	\$140,761	\$761	-\$140,000
Atlantic Union Money Market # ARPA CRF #5847	\$528,687	\$528,699	\$12
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$1,736,488	\$1,736,675	\$187
Virginia Investment Pool Liquidity Acct#2, Surety Bond Escrow Rsrvd	\$1,252,338	\$910,944	-\$341,394
Total Cash Held in Reserve	\$3,999,106	\$3,492,109	-\$506,997
Total Cash - All Accounts	\$8,774,612	\$8,356,846	-\$417,766

DEBT SERVICE

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

\$5,919,321

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

February 28, 2022

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 FY22</u>
GENERAL Operations						
REVENUE	\$162,675	\$2,418,691	\$3,119,936	\$701,245	\$3,536,507	88.22%
EXPENDITURES	\$227,790	\$2,014,835	\$2,012,337	-\$2,498	\$3,536,507	56.90%
NET	(\$65,115)	903,248	\$1,107,599	\$204,351	\$0	
GENERAL Capital						
REVENUE	\$1,232	\$378,282	\$47,100	-\$331,182	\$1,197,762	3.93%
EXPENDITURES	\$2,784	\$378,282	\$36,371	-\$341,911	\$1,197,762	3.04%
NET	(\$1,552)	\$0	\$10,729	\$10,729	\$0	
GENERAL Debt Service						
REVENUE	\$0	\$121,110	\$222,069	\$100,959	\$258,614	85.87%
EXPENDITURES	\$0	\$121,110	\$222,069	\$100,959	\$258,614	85.87%
NET	\$0	\$0	\$0	\$0	\$0	
GENERAL Special Activities						
REVENUE	\$2,301	\$0	\$359,480	\$359,480	\$948,115	37.92%
EXPENDITURES	\$9,345	\$0	\$342,875	\$342,875	\$948,115	36.16%
NET	(\$7,045)	\$0	\$16,605	\$16,605	\$0	

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

February 28, 2022

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 FY22</u>
PUBLIC UTILITIES						
REVENUE - Operating	\$163,838	\$1,190,056	\$1,276,942	\$86,886	\$1,825,021	69.97%
EXPENDITURES - Operating	\$75,348	\$436,231	\$790,230	\$353,999	\$993,224	79.56%
NET	\$88,490	\$753,824	\$486,712	(\$267,112)	\$831,797	
REVENUE - CAPITAL GRANTS, LOANS, DEBT SVC	\$0	\$0	\$0	\$0	\$104,751	0.00%
REVENUE - FACILITY FEES	\$106,000	\$248,510	\$389,952	\$141,443	\$254,400	153.28%
EXPENDED - CAPITAL PROJECTS, DEBT SVC	\$0	\$595,602	\$348,480	-\$247,122	\$936,548	37.21%
TOWN CONTRIB. & PENDING GRANTS	\$106,000	(\$347,093)	\$41,472	\$388,565	(\$831,797)	
HARBOR						
REVENUE - Operating	\$16,942	\$635,770	\$491,409	-\$144,361	\$833,500	58.96%
EXPENDITURES - Operating	\$8,720	\$485,810	\$394,691	-\$91,119	\$772,500	51.09%
NET	\$8,222	\$149,960	\$96,718	(\$53,242)	\$61,000	
REVENUE - GRANTS & LOANS	\$0	\$0	\$30,754	\$30,754	\$0	#DIV/0!
TRANSFERRED FM GEN FUND FOR DEBT SERVICE	\$0	\$0	\$102,954	\$102,954	\$102,657	100.29%
EXPENDED - Capital Projects, Debt Svc	\$0	\$191,081	\$143,054	-\$48,027	\$163,657	87.41%
TOWN CONTRIB. & PENDING GRANTS	\$0	(\$191,081)	(\$9,346)	\$181,735	(\$61,000)	
SANITATION						
REVENUE	\$19,157	\$135,819	\$163,257	\$27,438	\$390,595	41.80%
EXPENDITURES	\$21,010	\$136,038	\$133,661	-\$2,377	\$390,595	34.22%
NET	(\$1,853)	(\$218)	\$29,597	\$29,815	\$0	

FY 2022 Capital Improvement Project Tracking Report

As of:
2/28/2022

	FY22 Status or Start Date	Percent of Completion	FY22 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY22 YTD Expended	(Over)/Under Budget
General Capital Fund									
Multi-Use Trails, Phase 3 Construction	<u>Pending</u>	1%	\$ 929,922	\$ 848	\$ 5,876	\$ -	\$ -	\$ 6,724	\$ 923,198
Mason Avenue Parking, Planning & Construction	<u>Suspended</u>	0%	\$ 34,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,240
Storm Sewer Video-Mapping, Phase 2	<u>Suspended</u>	0%	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Municipal Center Replacement	<u>In process</u>	23%	\$ 130,000	\$ -	\$ -	\$ 29,546	\$ -	\$ 29,546	\$ 100,454
Central Park Gazebo Upgrades	<u>Pending</u>	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Central Park Fountain	<u>In process</u>	0%	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000
Public Trash Cans	<u>Pending</u>	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Final Installation of Zipline	<u>Complete</u>	42%	\$ 2,600	\$ 1,100	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,500
subtotal	\$ -		\$ 1,197,762	\$ 1,948	\$ 5,876	\$ 29,546	\$ -	\$ 37,371	\$ 1,160,391
Utility Fund -Water									
Water Tank Mixer/Power Vent (FY2021 carryover)	<u>Suspended</u>	0%	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Remote Read Water Meters - starter setup carryover	<u>Suspended</u>	0%	\$ 51,985	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,985
(AMI)/AMR Auto Read Water Meters - Phase 2	<u>Suspended</u>	0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Utility Fund - Wastewater									
Washington Avenue Pump Station Rehab Phase	<u>Suspended</u>	0%	\$ 39,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,151
Sewer Pod Controller Upgrades Phase 1 of 5	<u>In process</u>	0%	\$ 14,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500
subtotal	\$ -		\$ 180,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,636
Harbor Fund									
Harbor Capital Evaluation Plan	Complete	0%	\$ 40,100	\$ -	\$ -	\$ 40,100	\$ -	\$ -	\$ 40,100
Structural Piling Repair	deferred	#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Shore Breakwater Repair	Pending	0%	\$ 121,380	\$ -	\$ -	\$ 68	\$ -	\$ 68	\$ 121,312
subtotal	\$ -		\$ 161,480	\$ -	\$ -	\$ 40,168	\$ -	\$ 68	\$ 161,412
TOTAL	\$ -		\$ 1,539,878	\$ 1,948	\$ 5,876	\$ 69,714	\$ -	\$ 37,438	\$ 1,502,439

*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT

MUNICIPAL CORPORATION OF CAPE CHARLES

February 28, 2022

YTD 2021 Real Estate Tax Collections

Total Taxable Land Value	179,657,188	
Total Improvement Value	306,863,500	
Exemptions	(4,196,393)	
Additional Assessments (SCC Utility)	3,702,099	
Total Real Estate Value (taxable)	486,026,394	
 Total Budgeted	 1,484,511	
Total Tax Billed	1,527,451	
Total Adjustments	(10,758)	
Total Collected YTD (percent of billed)	<u>1,484,688</u>	97%
Amount Due per Accounts Receivable	32,005	

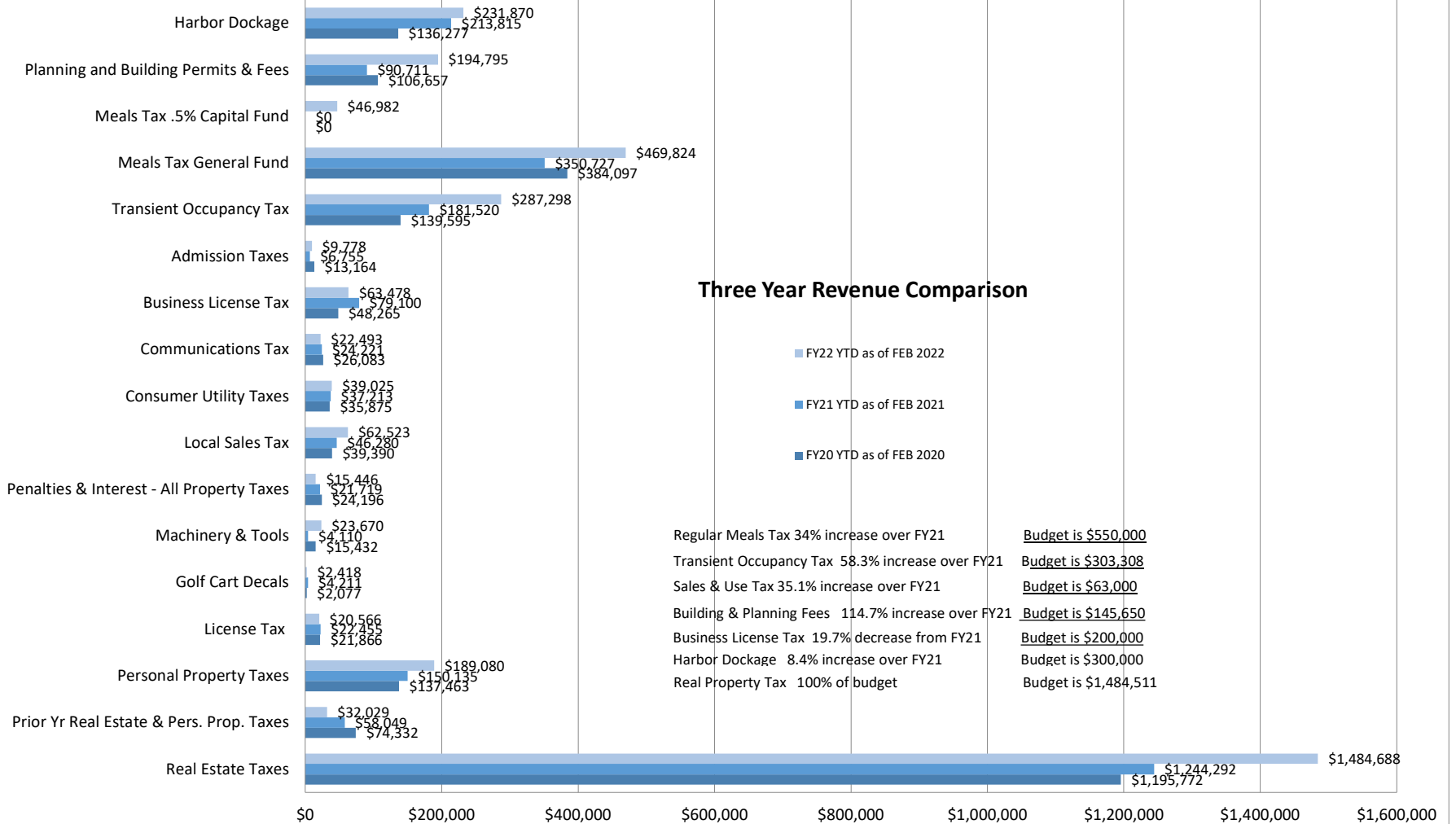
**YTD 2021 Personal Property Tax, Machinery and Tools Tax
& 2021 License Tax Collections**

Total Personal Property Value	23,415,700	
2021 Initial Assesement Exonerations & Proration	(424,083)	
Personal Property Value, billed	22,991,617	
 2021 Supplemental Assessments	 -	
2021 Supplemental PPTRA & Exonerations	-	
Personal Property Value, billed	-	
Total Value for 2021 and 2021 supplemental	22,991,617	
 Total Budgeted	 153,000	
Total Tax Billed less PPTRA	303,178	
2021 Supplemental Tax Billing	(48,568)	
Total Adjustments & Additional Exonerations	-	
Total Collected YTD (percent of billed)	<u>233,317</u>	77%
Amount Due per Accounts Receivable	21,293	

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

Total Budgeted	86,150	
Total Collected (percent of budget)	<u>47,474</u>	55%
Amount Due Per Budget	38,676	

Three Year Revenue Comparison



Regular Meals Tax 34% increase over FY21 Budget is \$550,000
 Transient Occupancy Tax 58.3% increase over FY21 Budget is \$303,308
 Sales & Use Tax 35.1% increase over FY21 Budget is \$63,000
 Building & Planning Fees 114.7% increase over FY21 Budget is \$145,650
 Business License Tax 19.7% decrease from FY21 Budget is \$200,000
 Harbor Dockage 8.4% increase over FY21 Budget is \$300,000
 Real Property Tax 100% of budget Budget is \$1,484,511