



TOWN COUNCIL
Public Hearing, Regular Meeting & Executive Session
Cape Charles Civic Center
February 20, 2020
6:30 PM

At approximately 6:30 p.m. Mayor William “Smitty” Dize, having established a quorum, called to order the Public Hearing, Regular Meeting & Executive Session of the Town Council. In addition to Mayor Dize, present were Vice Mayor Bennett, Councilmen Bannon, Buchholz and Grossman, and Councilwomen Burge and Holloway. Also, in attendance were Capital Projects Manager Bob Panek and Town Clerk Libby Hume. There were 13 members of the public in attendance.

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

PUBLIC HEARING COMMENTS:

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

Motion made by Councilman Buchholz, seconded by Vice Mayor Bennett, to close the Town Council Public Hearing. The motion was approved by unanimous vote.

RECOGNITION OF VISITORS / PRESENTATIONS / RECOGNITIONS:

A. Community Rating System Plaque Presentation – Zane Hadzick

Mr. Zane Hadzick from the Federal Emergency Management Agency (FEMA) presented the Town with a plaque for the Town achieving a Community Rating System (CRS) rating of 8. With this CRS rating, property owners in the special flood hazard area would qualify for a 10% discount in their flood insurance premiums. Property owners in other areas of the Town would qualify for a 5% discount. Mayor Dize and Code Official Jeb Brady accepted the plaque.

PUBLIC COMMENTS:

Natalie Smith, 701 Prestwick Turn

Ms. Smith addressed Council regarding issues with the sewer system in the Fairway Condos. She described a number of instances, dating back to 2013, where raw sewage had backed up into her bathroom causing much damage to her bathroom, walls and closet. The last instance was in January 2020. She had notified the Town after each incident and was told that it was an issue with the pod which was installed on the public side of the system. With the most recent instance, Town staff dug up the sewage line and discovered two large pieces of concrete in the lines which were causing a blockage. This most likely occurred during construction. She requested a schedule of pod cleaning and maintenance and notification of any future problems that were discovered.

Mandy Crouch, 206 Tazewell Avenue

Ms. Crouch stated that she had been coming to Cape Charles for 20 years and had two young children. She had difficulties finding activities for her children so she created a Facebook page, Cape Charles Parents. She came tonight to inform everyone about the page and asked that the information be shared with others.

There were no other comments to be heard nor any written comments submitted prior to the meeting.

CONSENT AGENDA:

- A. Approval of Agenda Format
- B. Approval of Minutes:
 - i. January 16, 2020 Public Hearing, Regular Meeting & Executive Session
 - ii. January 22, 2020 Executive Session
- C. Approval of December 31, 2019 Financial Report

D. Monthly Department Reports

Vice Mayor Bennett asked that the Community Relations department report be pulled from the Consent Agenda for discussion.

Motion made by Councilman Grossman, seconded by Councilman Bannon, to approve the Consent Agenda, with the exception of the Community Relations department report, as presented. The motion was approved by unanimous vote.

Vice Mayor Bennett asked about the Farmers' Market and the extent of the Town's involvement.

Mayor Dize explained that Jen Lewis contacted him when she heard that the Historical Society was no longer going to be holding a farmers' market. She met with vendors and they wanted to have the market at Strawberry Street Plaza. One of the vendors measured the area and laid out space for 25 vendors. A Use of Facility Form would be completed by each vendor and they were required to have liability insurance. The Town would assign the vendor spots. Once all the spots were assigned, no additional vendors would be permitted. It would be up to the vendors to set up and take down their equipment each week. One of the vendors volunteered to take the lead. The Town had contacted the Virginia Risk Sharing Association (VRSA), the Town's insurer regarding any liability to the Town.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to accept the Community Relations department report as submitted. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

A. *Virginia Port Authority Aid to Local Ports Grant Request:*

Capital Project Manager Bob Panek stated that over the years, the Town had made good use of the Virginia Port Authority (VPA) Aid to Local Ports (ALP) program to improve the Harbor as part of the Harbor Redevelopment Program. Currently, the Town was working on four phases of the harbor rehabilitation plan. Council approved \$253K this fiscal year for Phases 1-3 of inner harbor rehabilitation (north and east sides), as well as paving the turnaround at the watermen's memorial and installing light poles along the boardwalk between the bath house and The Shanty restaurant. Phase 4 would complete the rehabilitation on the south side of the inner harbor, which presented an opportunity for a new ALP grant request. If fully successful in obtaining the grant, the Town could receive about \$89K of an approximate \$120K project. He and Harbor Master Charlie Farlow met with VPA representatives to provide information regarding the Town's projects which was well received. Bob Panek proposed submittal of an official application for the ALP grant which was due March 1.

Motion made by Vice Mayor Bennett, seconded by Councilwoman Burge, to authorize Mayor Dize to request a Virginia Port Authority Aid to Local Ports grant in the amount of \$88.8K for Phase 4 of the inner harbor rehabilitation. The motion was approved by unanimous vote.

B. *Harbor Parking Lot Turnaround:*

Bob Panek stated that Council had approved installation of a concrete paving at the harbor parking lot turnaround in front of The Shanty restaurant, which would be a semi-circle around the Watermen's Memorial. This project was part of the \$253K available for Town Harbor rehabilitation and improvement projects after the recent budget transfer approved by Council. An invitation for bids was advertised a second time with bids due February 14, 2020. Six bids were received ranging from \$25,000 to \$40,229. The apparent low bid was slightly more than the estimate; however, this bidder was nonresponsive since they were licensed as only a Class C contractor, which only permitted the contractor to work on projects with a maximum contract value of \$10K. The next low bidder was Phillips Housing and Development, LLC of Chesapeake at \$30,628. While the price was more than anticipated, it was still reasonable and there should be sufficient flexibility in the remaining harbor work to absorb the overage. The contractor indicated the work could be completed prior to The Shanty's opening date of March 4, barring

any unusual weather. The restaurant owner was willing to accept the risk instead of deferring the project to next January.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to authorize Mayor Dize to execute a contract with Phillips Housing and Development, LLC in the amount of \$30,628. The motion was approved by unanimous vote.

C. Inner Harbor Sidewalks:

Bob Panek stated that Council had approved the installation of concrete sidewalks along the north and east sides of the inner harbor, replacing the badly deteriorated wood walkway. This project was part of the \$253K available for Town Harbor rehabilitation and improvement projects after the recent budget transfer approved by Council. An invitation for bids (IFB) was advertised with bids due February 14, 2020. The IFB was structured for a base bid for the north side and a bid alternate for the east side to provide flexibility in executing the overall rehabilitation project. Five bids were received, ranging from \$75K to \$111.5K. The low bidder was Ace Construction Company of Portsmouth with a base bid of \$51.6K and bid alternate of \$23.4K. While the price was higher than anticipated, it was reasonable and there should be sufficient flexibility in the remaining rehabilitation work to absorb the overage.

Motion made by Vice Mayor Bennett, seconded by Councilwoman Holloway, to authorize Mayor Dize to execute a contract with Ace Construction Company in the amount of \$75K. The motion was approved by unanimous vote.

D. Harbor Management Company Request for Proposals:

Bob Panek stated that for several years, some members of Council expressed their interest in exploring opportunities for contracting out management of the Town Harbor with the objective of improving performance. At the January 2, 2020 strategic planning Session, Mayor Dize presented comprehensive background information on the Town Harbor and the pros and cons of contracting out its management. Council directed that a request for proposals (RFP) be prepared to solicit proposals for evaluation. Contracting out management of the Town Harbor could range from hiring a management firm for a fee, to leasing the property to a firm for a specified rental payment to the Town. Degree of control and operational visibility were dependent on the arrangement. The draft RFP took the approach of hiring a management firm for a fee and also solicited a possible management fee structure which was partially dependent on improvement in financial operating results.

There was some discussion as follows: i) Councilwoman Burge stated that the RFP was well done and comprehensive. She appreciated the incentive based fee structure being included, but was unsure if any management companies would propose that type of structure; ii) Councilman Grossman suggested including the specific information that needed to be included in the weekly activity reports as well as information regarding routine inspection of facilities and the provision of security monitoring. Bob Panek responded that his intent was to keep it as open as possible to allow the management firm to propose their plan; iii) Typical RFPs allowed about 30 days for submittal of a proposal. Vice Mayor Bennett recommended allowing at least 45 days for submittal deadline; iv) Councilman Bannon asked about the employees currently working at the harbor. Bob Panek stated that the RFP included a specific request for a transition plan for the current employees to become private employees of the management firm; and v) There was some general discussion regarding the performance of the harbor over the past several years.

Motion made by Vice Mayor Bennett, seconded by Councilwoman Burge, to approve moving forward with advertising of the RFP for harbor management services as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

A. Appointment of Planning Commission Representation to the Historic District Review Board:

Mayor Dize stated that Diane D'Amico resigned her position as the Planning Commission representative to the Historic District Review Board (HDRB) effective October 29, 2019.

Historically, the Planning Commission nominated a representative to the HDRB to act as a liaison between the Commission and the HDRB, however, it was not required per Article VIII of the zoning ordinance. At their December 3, 2019 meeting, the Planning Commission recommended Town Council appointment of Michael Strub to be the Planning Commission representative on the HDRB.

Motion made by Councilman Bannon, seconded by Councilman Grossman, to appoint Michael Strub as the Planning Commission representative to the Historic District Review Board. The motion was approved by unanimous vote.

B. *Appointment of Interim Zoning Administrator:*

Mayor Dize explained that the Cape Charles Zoning Ordinance § 2.4.1 required Council appointment of a zoning administrator to serve under the direction of the town manager. Zach Ponds was the zoning administrator and his last day was February 19, 2020. An interim zoning administrator needed to be appointed. Mayor Dize recommended the appointment of Kelly Lewis Parks who was the planner/GIS specialist for Northampton County.

There was much discussion regarding this item. Ms. Parks would be working for the Town after hours on a contract basis performing erosion & sediment (E&S) control site plan reviews and zoning administration.

Motion made by Councilwoman Holloway, seconded by Councilwoman Burge, to appoint Kelly Lewis Parks as the interim zoning administrator and E&S site plan reviewer. The motion was approved by unanimous vote.

C. *Wayfinding Committee Findings:*

Councilman Buchholz recused himself from discussion and voting on this item due to his ownership of Eastern Shore Signs.

Mayor Dize stated that the wayfinding committee had met on multiple occasions to identify the best design, location and content for wayfinding signs in the town and directly adjacent to the town limits. The design was produced by OTTO.

Motion made by Councilman Bannon, seconded by Councilman Grossman, to approve the wayfinding design, proposed locations and proposed content.

Council reviewed the information provided and there was discussion as follows: i) Councilwoman Burge noted that Council could approve the locations but VDOT might not be agreeable since the signs would be located in their rights-of-way; ii) Councilman Grossman asked whether the signs were in compliance with Zoning Ordinance Article IV which outlined sign regulations. Councilwoman Holloway responded that former Town Planner Zach Ponds had checked all the sign specifications; iii) Vice Mayor Bennett asked whether cost estimates had been discussed. Mayor Dize stated that the Town budgeted \$68K for this fiscal year. Councilwoman Holloway interjected that Zach Ponds had Cape Charles Main Street prioritize the signs based on importance. Councilwoman Burge asked that, at least, the replacement signage needed to be completed; iv) Mayor Dize noted that the provided information stated that Cape Charles Main Street didn't want to use business names on the signage but the plans showed "Bay Creek Golf" which should be changed to "Golf."

The motion was approved by unanimous vote.

Councilwoman Holloway noted that Ms. L.D. Davis, who served on the wayfinding committee along with Mollie Pickron and Diane D'Amico, was in attendance and she wanted to thank her personally for her work on the committee.

D. *Cape Charles Main Street Support Letter:*

Councilwoman Holloway and Councilman Buchholz recused themselves from the discussion and vote on this item due to serving as President and Vice President of Cape Charles Main Street, Inc.

Mayor Dize stated that the Town began researching the Virginia Main Street Program in September 2015 and staff had attended a number of workshops and met with the Virginia Department of Housing and Community Development over the next couple of years. On July 6, 2017, Council appointed a Community Enhancement Program Board which was charged with organizing and applying to become a Virginia Main Street Affiliate. The board made great strides during their first year in generating active community support and in organizational formation. They incorporated themselves as Cape Charles Main Street, Inc. and obtained their tax-exempt status under Internal Revenue Code § 501(c)(3). In April 2018, the Community Enhancement Board was dissolved by the Town Council and Cape Charles Main Street, Inc. became an official non-profit organization and partner with the Town. Since their incorporation, Cape Charles Main Street had been working toward obtaining their designation as a Virginia Main Street Community and were named as the first Virginia Downtown community in 2018. There were numerous requirements to obtaining the Virginia Main Street Community designation, one of which was ongoing financial support by the locality. Cape Charles Main Street Program Director Karen Zamorski requested a letter pledging the Town's financial support over the next five years. There was no requirement for a specific dollar amount in the letter and the actual amount of financial support would be discussed and determined annually during the budget process.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to authorize Mayor Dize to sign the letter pledging the Town's financial support of Cape Charles Main Street, Inc. and provide the letter to Cape Charles Main Street to include in their Virginia Main Street Community Designation application packet. The motion was approved by unanimous vote.

MAYOR AND COUNCIL COMMENTS

Councilwoman Burge stated that she was glad to see so many people in attendance this evening and would look at and try to share the Cape Charles Parents Facebook page.

Councilman Grossman stated that, for the benefit of facilitating the February 29 public input session, he had drafted a slide presentation for the mayor's use.

Councilman Bannon reminded all that the February 22 Town Council Retreat had been canceled.

Vice Mayor Bennett commented as follows: i) He thanked Mayor Dize for the RFP for a harbor management company adding that he was anxious to see it on the street and asked for notification when it was advertised; and ii) He asked Mayor Dize to respond to Ms. Smith with a copy of the response to him.

Councilwoman Holloway comments on the following: i) She stated that several residents contacted her about the water flush taking three nights. She had to tell her guests that they couldn't use water or flush toilets for three nights. Could the water system flush be divided into areas? If this happened during the summer, it would be a major issue. Did the water system flush take three nights to perform? Could the flush begin at midnight versus 10 PM? She didn't know what to tell the people who contacted her. Mayor Dize stated that the water system flush was done periodically to clear the lines. By starting at 10 PM, staff was able to drain the tank and have it refilled by 6-7 AM to ensure residents had adequate water to start their day. If the flush began later, staff could not guarantee ample water for people when they were getting ready for work in the morning. Councilwoman Burge noted that water system flushes were mainly done during times of low usage and weren't needed during the summer months. There was much discussion regarding this issue and tourists; ii) Annually, she requested signage regarding golf carts not being permitted in Central Park as well as rack cards to be placed in vacation rentals explaining the golf cart regulations. She saw everything that went on in the park and was just waiting for a terrible accident. Mayor Dize informed Councilwoman Holloway that he would take care of the issue; and iii) She thanked Mayor Dize for stepping in as interim town manager adding that she had no idea of everything he sacrificed to keep the town running for three months.

Councilman Buchholz stated that staff needed to keep an eye on the Bay Creek sewer issue and report back to Council and residents in the area. For the Town to let the issue go on for so long was unacceptable.

Mayor Dize commented as follows: i) He had already emailed Ms. Smith. The flapper valve was already installed in the line. He believed that the concrete that was removed from the line was the problem. There were about 27 pods around town and there was one at the Oyster Farm which services the restaurant and event center. To his knowledge, there had only been one problem with that pod. He spoke to Billy Powell who would set up a preventative maintenance schedule on all pods. Councilman Buchholz asked if staff could leave door hangers to notify residents that they had checked the system; ii) He thanked Jeb Brady and staff for doing what was necessary for the Town to receive the plaque from FEMA; iii) He wanted to remind everyone of Cape Charles Day on March 7 and invited all to come out and get hamburgers and hot dogs cooked by Council; iv) He thanked the staff for stepping up to get things done; v) He thanked everyone for their patience; vi) The Town Council Retreat was rescheduled for a Thursday in April; and vii) He introduced Mr. John Hozey as the new town manager adding that he was very pleased to have him on board.

Mayor Dize read the announcements, adding that he wanted everyone to attend the public input session on February 29. He wanted public engagement regarding the regulation of boat, trailer and RV parking on the Town's streets.

Motion made by Councilman Buchholz, seconded by Councilman Grossman, calling for a short recess before going into executive session. The motion was approved by unanimous vote.

The meeting recessed at 7:37 p.m. The members of the public and staff left the meeting.

At 7:51p.m. Mayor Dize called the meeting back to order.

Motion made by Councilman Buchholz, seconded by Councilman Grossman, and unanimously approved to go into Closed Session in accordance with Section 2.2-3711-A of the Code of Virginia of 1950, as amended for the purpose of:

Paragraph 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Specifically: Potential Purchase or Sale of Real Property

Motion made by Councilman Buchholz, seconded by Vice Mayor Bennett, to return to open session. The motion was approved by unanimous vote.

Certification, to the best of each member's knowledge, that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote: Bannon, yes; Bennett, yes; Buchholz, yes; Burge, yes; Grossman, yes; Holloway, yes.

Motion made by Councilman Buchholz, seconded by Councilman Bannon, to adjourn the Town Council Public Hearing, Regular Meeting and Executive Session. The motion was approved by unanimous vote.

The meeting adjourned at 9:14 p.m.

Mayor Dize

Town Clerk

December 2019 Treasurer's Report

Page 1 – Cash Position

- \$800,000 in tax receipts was transferred to the interest-bearing money market account.

Page 2 – Revenue vs. Expenditures

- No comments.

Page 3 – Capital Projects

- Trail Project Phase 3 expenses were \$555.
- \$2,011 was paid for stormwater drain repairs.

Page 4 – Tax Collection Rate

- No comments

Page 5 – Tax Revenue Trends

- It appears that the new regulations for recreational striped bass fishing may have adversely affected the Harbor's December performance.
- Transient Occupancy, Sales and Meals taxes continue to steadily increase.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
December 31, 2019

<u>Cash on Hand</u>	<u>11/30/2019</u>	<u>12/31/2019</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$1,168,922	\$791,566	-\$377,356
Atlantic Union Bank Money Market Account	\$980,594	\$1,782,073	\$801,479
LGIP Account 1 - Unrestricted	\$103,321	\$103,473	\$153
LGIP Account 2 - Unrestricted	\$298,761	\$299,247	\$486
Total Cash On Hand	\$2,551,597	\$2,976,360	\$424,762

<u>Restricted and Reserved Cash Balances</u>	<u>11/30/2019</u>	<u>12/31/2019</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Savings Account - Facility Fees Rsrvd (Utilities)	\$783,893	\$784,091	\$198
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loans	\$29,643	\$29,643	\$0
PNC SNAP Account- 2013 Bond Proceeds - Principal	\$544,367	\$544,367	\$0
PNC SNAP Account- 2013 Bond Proceeds - Interest	\$44,736	\$45,653	\$917
Atlantic Union Bank Checking Acct - E-Summons Revenue Rsrvd	\$2,687	\$2,716	\$29
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,909	\$258,179	\$271
Wells Fargo 2010 Debt Service pass through account #300	\$2,853	\$2,857	\$4
Wells Fargo 2010 Debt Service pass through account #308	\$638	\$639	\$1
Total Cash Held in Reserve	\$1,667,157	\$1,668,576	\$1,420
Total Cash - All Accounts	\$4,218,754	\$4,644,936	\$426,182

DEBT SERVICE

Net Debt as of Current Reporting Month End \$7,329,255

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

December 31, 2019

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY19
GENERAL						
REVENUE - Operating	\$545,356	\$1,993,568	\$2,175,134	\$181,565.85	\$3,580,706	60.75%
EXPENDED - Operating	\$181,623	\$1,143,532	\$1,216,665	\$73,133.25	\$2,805,563	43.37%
NET	363,733	850,036	958,469	108,433	775,143	
REVENUE - CAPITAL GRANTS & LOANS	0	22,402	2,042	(20,360)	813,867	0.25%
EXPENDED - CAPITAL PROJECTS & DEBT SVC	9,975	353,874	202,813	(151,062)	1,589,010	12.76%
TOWN CONTRIB. & PENDING GRANTS	(9,975)	(331,472)	(200,770)	130,702	(775,143)	
PUBLIC UTILITIES						
REVENUE - Operating	140,330	813,151	865,531	52,380	1,689,134	51.24%
EXPENDED - Operating	87,246	476,613	388,371	(88,241)	1,146,690	33.87%
NET	53,084	336,538	477,160	140,621	542,444	
REVENUE - CAPITAL GRANTS, LOANS, & FACILITY FEES	11,200	63,600	173,668	110,068	169,600	102.40%
EXPENDED - CAPITAL PROJECTS, DEBT SVC, & FACILITY FEES	11,200	357,728	372,062	14,334	712,044	52.25%
TOWN CONTRIB. & PENDING GRANTS	0	(294,128)	(198,395)	95,733	(542,444)	
HARBOR						
REVENUE - Operating	24,187	381,137	394,400	13,263	1,060,080	37.20%
EXPENDED - Operating	42,487	382,757	393,921	11,164	692,473	56.89%
NET	(18,300)	(1,620)	479	2,099	367,607	
REVENUE - GRANTS & LOANS	18,803	20,906	18,803	(2,104)	375,765	5.00%
EXPENDED - Capital Projects, Debt Svc	0	56,658	97,108	40,450	743,372	13.06%
TOWN CONTRIB. & PENDING GRANTS	18,803	(35,752)	(78,306)	(42,554)	(367,607)	
SANITATION						
REVENUE	16,681	97,381	101,196	3,814	214,546	47.17%
EXPENDED	17,282	80,831	98,719	17,888	214,546	46.01%
NET	(601)	16,551	2,477	(14,074)	0	

FY 2020 Capital Improvement Project Tracking Report

As of:
12/31/2019

	FY20 Status or Start Date	Percent of Completion	FY20 Budgeted	FY20 QTR 1 Expended	FY20 QTR 2 Expended	FY20 QTR 3 Expended	FY20 QTR 4 Expended	FY20 YTD Expended	(Over)/Under Budget
General Fund									
Wayfinding Signs	Pending	0%	\$ 68,000	\$ -	\$ -	\$ -	\$ -	\$ -	68,000
Parking lot Improvements - Strawb St Plaza	Pending	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	10,000
Repair Exterior of Library Building Phase 2 Library Upper Floor office study and prep; ADA entrances, water damage repair and ventilation at Municipal Center, cost overrun for library exterior work, \$31,655.	Complete	100%	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	50,000	-
	Library exterior excess, remainder of list pending	11%	\$ 300,000	\$ 33,665	\$ -	\$ -	\$ -	33,665	266,335
Beach Sand Replenishment	Pending	0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	20,000
Fishing Pier Upgrade Phase 1	Pending		\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	10,000
Storm Drain CCTV & Mapping	Pending Final Report	46%	\$ 30,000	\$ -	\$ 13,856	\$ -	\$ -	\$ 13,856	\$ 16,144
	Completed FY19, but sidewalk was damaged	3%	\$ 200,000	\$ 5,000	\$ -	\$ -	\$ -	5,000	195,000
Multi- Use Trail phase 3 Construction	Engineering	1%	\$ 750,000	\$ -	\$ 7,149	\$ -	\$ -	\$ 7,149	\$ 742,851
FY19 Rebuild Entrance to Tazewell Alley & Park Row	Complete	100%	\$ 10,930	\$ 10,929	\$ -	\$ -	\$ -	10,929	0
subtotal			\$ 1,448,930	\$ 99,594	\$ 21,005	\$ -	\$ -	\$ 120,600	\$ 1,328,330
Water Fund									
No projects budgeted		#DIV/0!	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
subtotal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sewer Fund									
4 New Mixers (Upgrades)	Complete	100%	\$ 30,000	\$ -	\$ 31,936	\$ -	\$ -	31,936.00	(1,936)
Odor Reduction at Mason & Bay Ave Washington Ave Pump Station Upgrade Phase I - electrical	Pending	0%	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	13,000
	Pending	100%	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	30,000
subtotal			\$ 73,000	\$ -	\$ 31,936	\$ -	\$ -	\$ 31,936	\$ 41,064
Harbor Fund									
Inner Harbor Rehab.	In Process	17%	\$ 125,000	\$ 15,475	\$ 5,825	\$ -	\$ -	21,300	103,700
In-shore Breakwater/Wave Attenuator	Engineering	5%	\$ 500,000	\$ 24,250	\$ 2,240	\$ -	\$ -	26,490	473,510
Wi-Fi Upgrade & Server	In Process	14%	\$ 7,500	\$ -	\$ 1,019	\$ -	\$ -	1,019	6,481
Shade Sail	Pending	0%	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	8,000
Fuel Pump Repair/Upgrade from FY19 FWD	Complete	100%	\$ 47,897	\$ 47,897	\$ -	\$ -	\$ -	47,897	-
subtotal			\$ 688,397	\$ 87,622	\$ 9,084	\$ -	\$ -	\$ 96,706	\$ 591,691
Sanitation Fund									
Trash Can Replacements	225 cans received, paid for in Jan.	50%	\$ 10,042	\$ -	\$ -	\$ -	\$ -	\$ -	10,042
subtotal			\$ 10,042	\$ -	\$ -	\$ -	\$ -	\$ -	10,042
TOTAL			\$ 2,220,369	\$ 187,217	\$ 62,025	\$ -	\$ -	\$ 249,242	\$ 1,971,127

*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT

MUNICIPAL CORPORATION OF CAPE CHARLES
December 31, 2019

YTD 2019 Real Estate Tax Collections

Total Taxable Land Value	\$	160,149,400	
Total Improvement Value	\$	260,882,300	
Exemptions	\$	(5,731,435)	
Additional Assessments (SCC Utility)	\$	3,672,005	
Total Real Estate Value (taxable)	\$	418,972,270	
Total Budgeted	\$	1,155,000	
Total Tax Billed	\$	1,233,840	
Total Adjustments	\$	(1,746.43)	
Total Collected YTD (percent of billed)	\$	<u>1,162,711</u>	94%
Amount Due per Accounts Receivable	\$	69,382.33	

**YTD 2019 Personal Property Tax, Machinery and Tools Tax
& 2019 License Tax Collections**

Total Personal Property Value	\$	14,452,600	
2019 Initial Assesment Exonerations	\$	(154,500)	
Personal Property Value, billed	\$	14,298,100	
Total Budgeted	\$	130,000	
Total Tax Billed less PPTRA	\$	213,122	
Total Adjustments & Additional Exonerations	\$	(6,831)	
Total Collected YTD (percent of billed)	\$	<u>165,270</u>	80%
Amount Due per Accounts Receivable	\$	41,020.25	

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

Total Budgeted	\$	154,500	
Total Collected (percent of budget)	\$	<u>65,745</u>	43%
Amount Due Per Budget	\$	88,755	

