

**Town Council:** Bob Bloxom, Ray Burger, Thelma Gillespie, Joy Marino, Sarah Nock and Maphis Oswald **Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

### **Town of Onancock**

### **Town Council Meeting**

December 20, 2021 at 7:00 p.m.

# **Agenda**

- 1. Call to order and roll call
- 2. Pledge of Allegiance
- 3. Consideration and approval of meeting minutes from:
  - a. November 22, 2021 Town Council meeting
- 4. Public Business:
  - a. Joint Public Hearing 7 Hartman Re-Zone to R-2, Multifamily Residence
  - b. Joint Public Hearing Town Properties Re-Zone to Cultural, Recreational, and Community Facilities
- 5. Council Discussion
  - a. Review/Discuss/Adopt Procurement Policy for Federally Funded Projects
- 6. Public comment
- 7. Committee Reports:
  - a. HRSD (Bob Bloxom)
  - b. Waterfront (Bob Bloxom)
  - c. Planning Commission (Bob Bloxom)
  - d. Personnel (Joy Marino)
- 8. Mayor's report
- 9. Town Manager's report
  - a. ARPA Project updates
- 10. Council comments
- 11. Closed session
  - a. Closed session to consider real estate transaction
- 12. Adjourn

Town of Onancock Town Council Meeting November 22, 2021 7:00 p.m.

### Call to Order and Roll Call:

Mayor Fosque called the meeting to order at 7:00 p.m. and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Ray Burger, Joy Marino, Sarah Nock and Maphis Oswald were present. Councilmember Thelma Gillespie was present electronically. All members were present, and a quorum was established.

The Pledge of Allegiance was recited.

<u>Consideration and Approval of the October 25, 2021 Regular Town Council Meeting Minutes:</u>
Mayor Fosque asked for any changes, additions or corrections to the minutes as submitted.

With none, Councilmember Oswald made a motion to approve the minutes as presented. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

### **Public Business:**

No public hearings scheduled.

### **Council Discussion:**

- a. Discussion of Planning Commission Recommended Changes to Town Code Section 38-77, Special Exemptions: Mr. Spuck shared the following Planning Commission proposed changes to the Special Exemption Code:
  - 1. Operators of Bed and Breakfasts must live on site.
  - 2. Update on the terms used for short-term rentals.
  - 3. Special Use Permits for short-term rentals expires every three-years from the date of issuance.
  - 4. Current owners must apply for the Special Use Permit. In situations of property sale contingent up Council's approval of the Special Use Permit Application both the current owner and purchaser may jointly apply.
  - 5. LLC's must disclose all individual members of the partnership since no one owner can have more than one Special Use Permit for this purpose.
  - The contact information for the property manager but be local and on file with the Onancock Police Department as well as provided to the property's immediate neighbors.
  - 7. There must be a linear two-hundred feet and one tax parcel as defined by Accomack County between properties allowed for Homestay properties.
  - 8. A Homestay property cannot operate more than 90-days in a calendar year.
  - Properties will not allow more than two guests per bedroom and no more than four persons per bathroom, Nuclear families with children under the age of 18 are not limited to the number of guests allowed.
  - 10. Property owners must provide to the Town, annually, proof of insurance for property damage and liability in an amount no less than the full replacement value of the structure as it exists at the time of application.

Extensive Council discussion followed each item.

A majority of Council Members requested that the 90-day restriction be removed from the proposed language.

Mayor Fosque asked Mr. Spuck to supply Council with a map to review in more detail the 200-foot radius requirement between homestays at the next meeting. Mayor Fosque stated that Council will continue to review this proposed language at the next Council meeting and that the Public Hearing will be held at the January 2022 Town Council meeting.

11. Police Response to Public Safety Concerns: Mr. Spuck shared with the Onancock Police Chief and staff have been working on a plan which centers around placing cameras around Town. The Town can either do Wi-Fi or cellular cameras and since the Town does not have Town wide Wi-Fi coverage the most likely scenario would be cellular cameras. The Town has secured a quote for these cameras and the cost per camera per month with the cellular package is \$130.00. The Chief is working on viability and functionality of the cameras as well as placement of them.

Council discussion followed.

Councilmember Marino shared with she is working with the Police Department along with others to come up with an attractive police officer recruitment plan.

12. ARPA Tourism Grant: Mr. Spuck shared that Virginia Tourism has received a \$50 million tourism grant and that Accomack County will be receiving \$260,000 dollar of those funds for tourism. Currently there are three Destination marketing Organization's (DMO) in Accomack County including the Town of Onancock. Accomack County has asked that the Eastern Shore Tourism administer these funds on their behalf. Mr. Spuck has had conversations with all parties involved advocating that the Onancock receive its own allocation of those funds since being our own DMO has value added. Once the allocation is determined he will be bringing his plan to expend the funds before Council. These funds can only be used for tourism efforts.

### **Public Comments:**

No public comment has heard.

### Committee Reports:

- a. HRSD, Robert Bloxom: Councilmember Bloxom deferred to Mr. Spuck's Town Manager's Report.
- b. Waterfront Committee, Robert Bloxom: Councilmember Bloxom shared Chairman T. Lee Byrd's report which is attached.
- c. Planning Commission, Robert Bloxom: Councilmember Bloxom shared that Chairwoman Judith Grier has resigned from the Planning Commission and that Mr. Scott Schreiber has agreed to take over as the Commission Chair. The Commission also reviewed the current zoning for the

business districts, and it has been decided that they need to spend more time on coming up with thoughtful changes. The Commission also reviewed an application for a rezone. Currently, the Eastern Shore Coalition Against Domestic Violence (ESCADV) is selling their shelter on Hartman Avenue which is a duplex. The parcel is zoning R1A which does not allow for multifamily cohabitation. They have a sale pending the Town's approval of their rezone request. They are asking that it be rezoned to R2 which is multifamily friendly. The Planning Commission consensus was the recommend the rezone to Town Council.

d. Personnel Committee, Joy Marino: No meeting.

### Mayor's Report:

Mayor Fosque thanked Mrs. Lisa Fiege for her hard work on the Small Business Recovery Assistance grant.

### Town Manager's Report:

Mr. Spuck shared with Council his report which is attached.

a. ARPA Projects Updates:

### Council Comments:

Mayor Fosque shared that Councilmember Bloxom was vacating his seat at the end of the year. Due to that upcoming vacancy Town Council would be going into Closed Session to interview applicants for Councilmember Bloxom's seat.

Councilmember Oswald expressed concern over the employees that are slated to go with HRSD when the plant transfers, stating that some of them chose not to get vaccinated and therefore will not be able to be employed by HRSD. What is the plan to take care of those individuals? Mr. Spuck shared that he has been working with these employees towards a positive outcome which will be retirement.

Councilmember Oswald also asked if the business owner that currently provides lawn services to the Town has been informed that the Town will be taking that activity back in house. Mr. Spuck stated that he has been in contact with the owner's partner, and they are aware of the coming change.

Councilmember Nock asked if there was any movement on the lot the Town has for sale on Watson Street. Mr. Spuck stated that there has not been any, sharing that the lot may not be priced right.

Councilmember Nock asked if there was any update on the Northeast Section grant. Mr. Spuck shared that he would be checking in with Mr. Eric Luchansky who had said initially that the application to the Virginia Department of Housing and Community Development would be ready around Thanksgiving.

### **Closed Session:**

Councilmember Marino made a motion to enter a closed session pursuant to §2.1-3711 (A)(1) to interview and consider appointment for the upcoming Town Council vacancy. Councilmember Gillespie seconded the motion. The motion passed by unanimous voice vote.

Town Council entered closed session at 8:35 p.m.

### Onancock Town Council Meeting - November 22, 2021

Councilmember Marino made a motion to end close session and certify that no other discussion was held other than described in the motion to enter close session. Councilmember Oswald seconded the motion, and a roll call vote was taken.

Robert Bloxom	Absent	Ray Burger	No
Thelma Gillespie	VesiNo	Joy Marino	Yes No
Sarah Nock	No	Maphis Oswald	Ves No

Town Council reconvened open session at 9:23 p.m.

Councilmember Marino made a motion to appoint Mrs. Cindy Holdren to fill the vacancy on the Town Council effective immediately following the December 20, 2021 meeting until December 31, 2022. Councilmember Nock seconded the motion. The motion passed by unanimous voice vote.

### Adjourn:

Councilmember Gillespie made a motion to adjourn. Councilmember Nock seconded the motion. The motion passed by unanimous voice vote.

The meeting adjourned at 9:25 p.m.

Fletcher Fosque, Mayor	Lisa Fiege, Deputy Clerk	



**Town Council:** Bob Bloxom, Ray Burger, Thelma Gillespie, Joy Marino, Sarah Nock and Maphis Oswald **Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

### **Town Manager Report**

November 22, 2021

### **HRSD**

- USDA in D.C. has all the information they requested, and we are simply waiting to hear about their final
  decision regarding any repayment requirements of the grant portion of the original USDA bond used to
  construct the wastewater treatment plant.
- All other tasks, to the best of my knowledge, have been provided and once we hear back, we will be ready to close on the transfer immediately.
- After we close, we will begin the process to transfer the Town's collection system.

### Bulkhead

- If the project cannot be completed by April 1, we will delay until next fall.
- The County Wetlands has advised us that this project does not require a permit. VMRC and ACE have assigned personnel to review our application. We have not received permits yet.
- We received a grant of \$270,000 from VPA and another grant of \$64,500 from BIG for this project. It should require little, if any, Town contribution. If any funds are required, Council already budgeted for it in the use of reserves for grant-matching.

### Tax Season

- All tax bills were distributed on-time.
- The decision Council made to eliminate vehicle decals and add the fee to property tax bills simplified the process for residents and likely generated increased revenue.
- There is some information that we can share more clearly on the bills next year. This was the first time we did this in house, and we will make those improvements each year.
- We have approached the County about trying to get the data files to us a little sooner (Chincoteague and Onancock both prepare tax bills in house).

### **Town Communications**

- If you would like communication from the Town for local issues (like hydrant flushing, traffic issues, etc.):
  - By Text: Text the word ONANCOCK to 91896
  - By Email: Give your email address to any employee in Town Hall.

### **Small Business Recovery Grant**

- The term for this grant has expired.
- We have received a clean report from DHCH for our grant compliance.
- The total amount distributed to 30 Onancock businesses is \$346,290.38.
- We provided meaningful support to 6 nonprofit organizations and 75% of the businesses that received grants are SWAM (Small, Women-owned, Minority-owned)!

### Department of Public Works

- The town is transitioning into our normal festive Christmas town!
- Craig has joined DPW until the Wharf re-opens in early Spring.
- We will begin to interview for the second slot in February.

### Virginia Tourism Grant

Included as part of

- Accomack County received \$260,000 from the VTC. The DMO's are charged with submitting a spending plan
  to the County for how best to spend these funds.
- Onancock is one of the 3 DMO's in the County (The Tourism Commission and Chincoteague are the other 2).
- The Tourism Commission has agreed to administer the effort of preparing a County-wide spending plan. The Commission is a regional body and will likely perform the service for Northampton County as well, who received \$100,000 (and the Commission and Cape Charles are the 2 DMO's in that locality)
- As part of our being a DMO, we have a spending plan in place already, but once we learn of the amount earmarked for Onancock, I will put that list before Council for prioritization and approval (working with OMS as well)

### 2021 Audit

- We are completing the preparation for the 2021 financial audit, which should take place over the holidays Christmas in Onancock
  - We distributed a newsletter of the rack card prepared by OBCA that outlines the events for .

### Police

- The two officers attending the police academy are performing well and will join the department here after completion in early January. They will need 240 hours of supervision after they return before they are fully certified as Onancock Police Officers.
- Both new police vehicles have been delivered -- BUT, there was a mechanical issue with the last car and it is back at the dealership being repaired.

### Staff Change

- Lisa has given her notice that her last day working for the Town will be at the end of December.
- This is a huge loss for the town and the office.
- The first ad ran in the Post on the 19th.
- The hiring process has been shared with Council and the interview team.
- We are going to move as quickly as possible.

### Water Tower

- The tower is offline and water pressure in Town is managed by the pumps at the wells and the pressure release valves located throughout town.
- I have been trying to communicate any changes or possible disruptions to service as I know of them.
- This project will take about a month more.

### Misc. Small Projects

- Pedestals for the wharf (purchased with 2020 BIG funds) is beginning
- The White Oak project is resuming now that work on it will be less distressing to the tree. Remaining tasks are lightning protection, branch cabling, high limb removal, and ground cover and asphalt removal.
- I am researching and writing an ordinance to govern the development of property contiguous to paper roads. Council has asked me to write this quickly and bypass Planning Commission. I will have this prepared for the December meeting.
- I am arranging for the County to print a new mark-up copy of the zoning map so that we can get it updated and ready for review, as per the Comprehensive Plan, by Planning Commission
- Dog Park I am asking for a larger printout of the property to allow for community design. I found another
  resource other than the survey company they do not have time to help.
- I need to update the town purchasing policy to include items from the federal code 2CFR 200 so that our internal policy mirrors the federal code for ARPA spending purposes.

### STAFF REPORT

# 7 Hartman Ave., Onancock, VA 23417

To:

**Town Council** 

Date: December 20, 2021

**Case Number:** 

Re-Zoning 12:21:01

Tax Map:

85A3-A-6A

From: Matt Spuck

### **General Information**

**Applicant** 

Owner of Record

Requested Action

Location Existing Land Use

Adjacent Land Use

Eastern Shore Coalition Against Domestic Violence

Eastern Shore Coalition Against Domestic Violence

Re-Zone property from R1-A to R-2

7 Hartman Ave, Onancock, VA 23417

R1-A

Single family residences and multifamily

residences, also next to ball fields, water tower,

DPW Yard, and Sewer pump station

### **Analysis**

The property currently operates as a multi-family residence. The zoning needs to change to meet its current and future use.

### Conclusion

Town Code section 38-110 and 38-111 describe the purpose of the R-2 zoning classification. This property matches those terms exactly. The Planning Commission has reviewed the application and unanimously approved the recommendation to Town Council that the property be rezoned.

### **Suggested Motion**

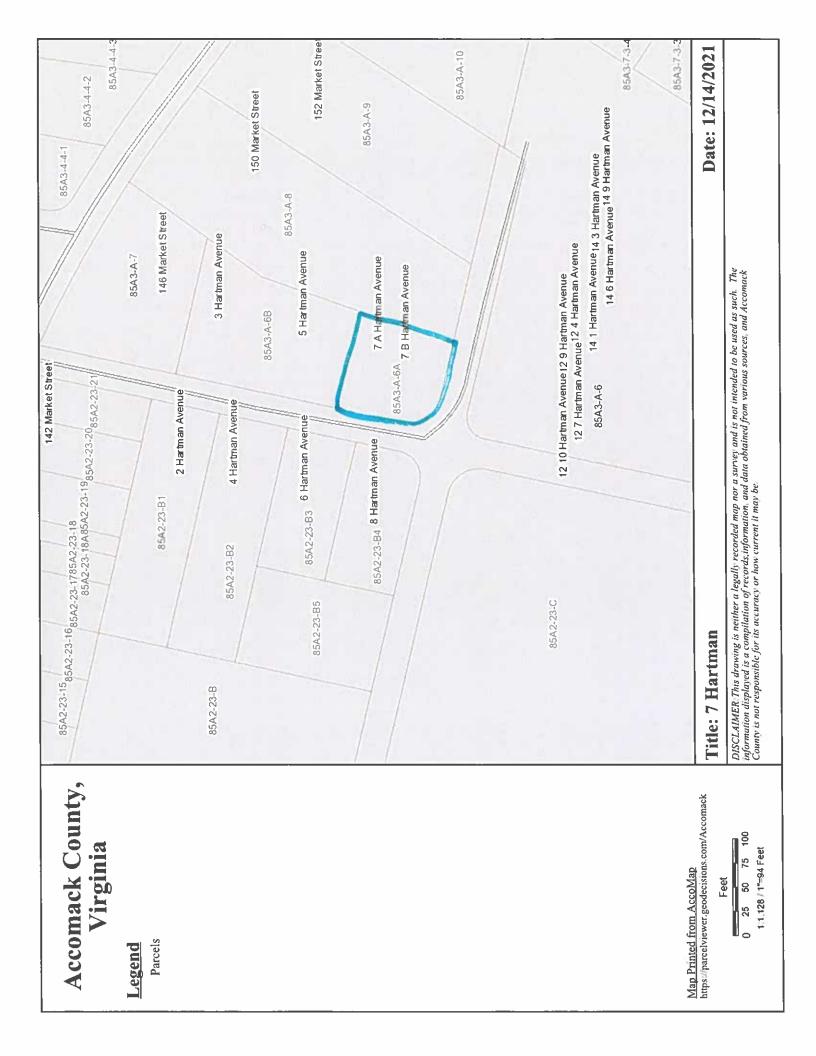
Mr. Mayor, I move to approve the rezoning of the property located at 7 Hartman Avenue in Onancock, tax map ID 85A3-A-6A, from R1-A to R2 with no conditions.

# Town of Onancock, Virginia Application for Rezoning

Owner of Record: ESCADV	Applicant of Record: FSCADV
Address: 155 Harket St	Address: 7 Haaman Ave
City, State and Zip Bancoda, VA 234	77City, State, and Zip: ONUNUUL, UA 23417
Email:	Email:
Phone: 787-1959	Phone:
Representative: Patricia Dodge Dard Resident	
Address:	Al I I I I I I I I I I I I I I I I I I I
City, State and Zip:	Note: If applicant is anyone other than the owner of record, written authorization by
Email:	the owner designate the applicant as the authorized agent for all matters
Phone:	concerning the request shall be filed with
Tax Map & Parcels: <u>085A3A00000</u> 6/	40
Acreage:	
	Current Zoning:
Deed Book Reference(s):	
Deed Restrictions: (Y/N), if Yes attach a copy:	
Location of Parcel: THUAMUN A	VC
Requested Zoning: 12-MUH	amily
Proposed Use of Property: MUHTI	nily

Affidavit to Accompany Petition for Rezoning

By signing this application, the undersigned owner/applicant authorizes entry onto the property by Town Employees, the Planning Commission and the Town Council during the normal discharge of their duties in regard to this request. I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the forgoing statements and answers herein contained and any attached information to the best of our ability present the argument on behalf of the application herewith.



### STAFF REPORT

# Onancock, VA 23417

To:

**Town Council** 

Date: December 20, 2021

**Case Number:** 

Re-Zoning Town Property

From: Matt Spuck

Tax Map:

85A1-A-40 to 42, 85A3-A-27, 85A2-9-28, 85A4-A-8, 85A2-A-39

### **General Information**

**Applicant** 

Town of Onancock

Owner of Record

Town of Onancock

Requested Action

Re-Zone town-owned property to POS (Parks and

Open Space)

Location

Multiple (above) Onancock, VA 23417

Existing Land Use

Town property

Adjacent Land Use

Primarily residential

### **Analysis**

The town-owned property listed above is more accurately zoned as POS (Parks and Open Space) as defined by Town Code Article VIII in Chapter 38, Zoning. The statements of intent and permitted use are copied herein:

### Sec. 38-229. - Statement of intent.

The Parks and Open Spaces District (POS) is composed of several areas used as public parks, public recreation facilities, and open spaces. The regulations for this district are designed to enhance the aesthetic appeal of the town, to promote the public health of residents, and to provide public recreation facilities.

(Code 1989, § 24-51; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

### Sec. 38-230. - Principal permitted uses.

The following uses shall be permitted, subject to all other requirements of this chapter, as a matter of right in the Parks and Open Spaces District (POS):

- (1) Open undeveloped spaces.
- (2) Publicly-owned parks and recreational facilities.

(Code 1989, § 24-52; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

### Conclusion

The current and future use of town-owned land listed above aligns with the intent of the POS zoning classification. The listed properties have been reviewed by the Planning Commission, which unanimously agreed to the rezoning. Tonight, we have a public hearing to ensure the Onancock community and adjacent property owners' voices are heard and considered in the process. Town management recommends the properties be re-zoned to POS.

### **Suggested Motion**

Mr. Mayor, I move to approve rezone the following properties with no conditions:

- 85A1-A-40 through 42, from Business Waterfront to POS.
- 85A3-A-27 from Business Highway to POS.
- 85A2-9-28 and 85A4-A-8 from R1-B to POS.
- 85A2-A-39 from R1-A to POS.

# Accomack County, Virginia

Legend





Map Printed from AccoMap https://parcelviewer.geodecisions.com/Accomack

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DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.

# 20178 Fairgrounds Road 93D-A-2A 93-A-9893D-A 15 93D-A-6 20204 Market Street 20214 Market Street 20174 Fairgrounds Road -93D-A-Date: 12/14/2021 9 Fairgrounds Road 93D-A-11 93D-A-5 20196 Market Street 7 Fairgrounds Road85A3-6-24 85A3-6-2385A3-6-23A 93D A 2 93D-A-10 20190 Market Street 85A3-6-24A 93D-A-2B 93-A-93A 85A3-6-51 93D-A-8 20154 Market Street 93D-A-4 85A3-A-27 85A3-A-21 85A3-A-26 200 Market Street 85A3-A-22 198 Market Street 93D-A-3 85A3-A-29A 194 Market Stre 85A3-A-26A 85A3-A-24 85A3-A-23 85A3-A-21A 190 Market Street 85A3-A-25 Title: Entryway Park 85A3-A-20 93-A-105 85A3-A-18 85A3-A-19 35A3-A-Accomack County,

Virginia

**Parcels** Legend

Map Printed from AccoMap https://parcelviewer.geodecisions.com/Accomack

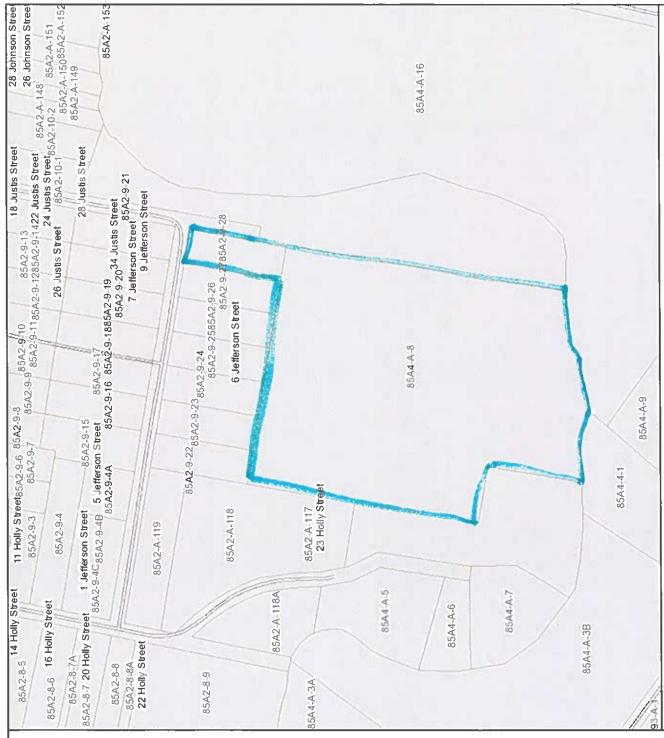
0 50 100 150 200 1.2,257 / 1"=188 Feet

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.

# Accomack County, 8542-8

Legend

**Parcels** 



Map Printed from AccoMap https://parcelviewer.geodecisions.com/Accomack Title: Dog Park

Feet

) 50 100 150 200 12,257 / 1\*=188 Feet

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records. Information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.

Date: 12/14/2021

# Accomack County, Virginia

Legend

**Parcels** 



Title: Water Tower Park

Map Printed from AccoMap https://parcelviewer.geodecisions.com/Accomack

50 75 100

Feet

1.1,128 / 1"=94 Feet

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.

Date: 12/14/2021



**Town Council:** Bob Bloxom, Ray Burger, Thelma Gillespie, Joy Marino, Sarah Nock and Maphis Oswald **Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

The Town Procurement Policy needs to be amended to include an enhanced policy to ensure compliance with federal procurement policies when the project or item is funded with federal dollars.

The attached Procurement Checklist ensures compliance with Federal Code 2 C.F.R. Part 200, which governs federally funded purchases.

In the near future, I will suggest minor edits to the existing Town of Onancock Procurement Policy, both to align with current state and federal best practices, and also given our rural location, to better support supporting local vendors when reasonable.



**Town Council:** Bob Bloxom, Ray Burger, Thelma Gillespie, Joy Marino, Sarah Nock and Maphis Oswald **Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

### Procurement Checklist - Compliance with 2 C.F.R. Part 200

### To be used when project is Federally Funded

This checklist was created by FEMA and modified by the Town of Onancock to provide additional guidance. The Town should use this checklist as a guide to review each procurement and any resulting contract that is, or may be, funded in whole or in part using federal financial assistance (e.g., grants or cooperative agreements). Successful completion of the checklist will help to ensure compliance with the procurement standards of the government-wide Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, at 2 C.F.R. §§200.317 through 200.326.

Instructions: Each of the standards provided below is followed by a checkbox for "Yes," "No," or in some cases, "Not Applicable." Boxes highlighted in Red indicate that the response which, if checked, indicates that the purchase or contract does not comply with federal requirements.

1)	Gei	neral Requirement
	i)	The Town of Onancock Town Council has adopted and currently adheres to procurement policies which reflect applicable State and local laws and regulations (§200.318(a))? ☐ YES ☐ NO
		(1) Have the procedures followed for this procurement adhered to that policy?   ☐ YES ☐ NO
	ii)	The Town of Onancock is responsible to oversee the purchase or contract to ensure that all terms, conditions, and specifications align with contracts or purchase orders ( $\S200.318(b)$ ). $\square$ YES $\square$ NO
	iii)	The Town of Onancock Town Council maintains written standards of conduct covering conflicts of interest (including organizational conflicts of interest) and governing the performance of employees engaged in the section, award, and administration of purchases or contracts (§200.318(c))?   YES NO  NO  The No  The Town of Onancock Town Council maintains written standards of conduct covering conflicts of interest of interest of purchases or contracts (§200.318(c))?   YES NO  The No  YES NO  The No  The Town of Onancock Town Council maintains written standards of conduct covering conflicts of interest of employees engaged in the selection, award, or administration of a purchase or contract supported by a Federal award solicited and/or accepted gratuities, favors, or anything of monetary value from contractors or any party to contracts?  YES NO
	iv)	It is the policy of the Town of Onancock to avoid acquisition of unnecessary or duplicative items. When appropriate, the Town of Onancock considers breaking out or consolidating procurements to a more
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<sup>&</sup>lt;sup>1</sup> Such a conflict would arise when:

<sup>·</sup> The employee, elected official, officer or agent,

Any member of his or her family,

His or her partner, or

An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected to the award.

		economical purchase. When appropriate, the Town of Onancock considers lease vs. purchase alternatives (§200.318(d)).   YES NO
		For construction contracts, the Town of Onancock considers using value engineering clauses <sup>2</sup> for projects
		sufficient in size to offer reasonable opportunities for cost reductions (§200.318(g)).   YES NO
		The contract is being awarded to a responsible contractor or vendor possessing the ability to perform
	-	successfully under the terms and conditions of the procurement, considering such matters as integrity,
		compliance with public policy, record of past performance, and financial and technical resources
		(§200.318(h)). □ YES □ NO
		The Town of Onancock requires maintenance of records sufficient to detail the history of the procurement,
		including but not limited to, records documenting the rationale for the method of procurement, selection of
		the contract type, contractor or vendor selection or rejection, and the basis for the price and this
		procurement adheres to this town policy (§200.318(i)).   YES NO
	viii)	Is the contract a time-and-materials or time-and-equipment contract §200.318(j)? ☐ YES ☐ NO
		(1) If so, has the Town of Onancock documented why no other contract type is suitable (see section 16 of
		the Federal Acquisition Regulation) §200.318 (j)(1)
		(2) If so, does the contract include a ceiling price that the contractor exceeds at its own risk? §200.318 (j)(1
		□ YES □ NO
		(3) If so, does the Town of Onancock have in place procedures to assert a high degree of contractor
		oversight in order to obtain reasonable assurance that the contractor is using efficient methods and
		effective cost controls? §200.318 (j)(2)
	ix)	The Town of Onancock is responsible, in accordance with good administrative practice and sound business
		judgement, for the settlement of all contractual and administrative issues arising out of procurements <sup>3</sup> ?
		§200.318(k) □ YES □ NO
Cor	npet	<u>ition:</u>
a)		procurement transactions must be conducted in a manner providing full and open competition consistent
		the standards of this section. Does this procurement involve any of the following? <sup>4</sup> §200.319(a)
	i)	Placing unreasonable requirements on firms in order to qualify them to do business?   YES  NO
	ii)	Requiring unnecessary experience and excessive bonding?   YES  NO
		Noncompetitive pricing practices between firms or between affiliated companies? Signal YES I NO
	iv)	Noncompetitive contracts to consultants that are on retainer contracts?    YES   NO
	v)	Organizational conflicts of interest?
	vi)	Specifying a "brand name" product instead of allowing "an equal" product to be offered and describing the
		performance or other relevant requirements of the procurement?   YES   NO
		Any arbitrary action in the procurement process?   YES NO
b)	Was	s the contractor or vendor that is bidding on the procurement involved with developing or drafting the
	spe	cifications, requirements, or statement of work, invitation for bids, or request for proposals? (if so, the firm
	mus	st be excluded from competing for such procurements.) §200.319 (a) 🔲 YES 🔲 NO 🗆 N/A
c)	Doe	s the contract include a state or local geographic preference for local contractors? <sup>7</sup> \subseteq YES  \text{NO}
d)	In a	ddition to complying with the Town's policy, confirm the solicitation:
		engineering is a systemic and creative analysis of each contract item or task to ensure that its essential function is
		he overall lower cost.
		and a superior and a contraction of the contraction

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These issues include source evaluation, protests, disputes, and claims.

<sup>&</sup>lt;sup>4</sup> This list in non-exclusive and only serves as an example of some types of situations that are considered to be restrictive of competition.

<sup>&</sup>lt;sup>5</sup> For example, bid suppression or bid rigging

<sup>&</sup>lt;sup>6</sup> For example, out-of-scope disaster work added to the consultant's work on retainer.

<sup>&</sup>lt;sup>7</sup> Geographic preferences are generally not allowed under federal grants. However, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the award.

		1)	incorporates a clear and accurate description of the technical requirements for the material, product, or
			service to be procured. §200.319 (c)(1) ☐ YES ☐ NO
		ii)	Identifies all requirements which the offerors must fulfill and all other factors to be used in evaluating bids
		•	and proposals. §200.319 (c)(2)
	e)	lc t	he Town of Onancock using a prequalified list of persons, firms, or products which are used in acquiring
	<i>-</i> /		ods and services? §200.319(d)
		-	• •
		•	If so, is the list current?   YES   NO
		ii)	If so, does the list include enough qualified sources to ensure maximum open and free competition?
			☐ YES ☐ NO
		iii)	If so, were any potential bidders precluded from qualifying during the solicitation period? 🗌 YES 🔲 NO
3)	Me	etho	od of Procurement
	a)	Cor	nfirm that one of the following acceptable methods of procurement was used §200.320:
		i)	Micro-purchase (i.e., purchase below \$3,500, see §200.67, Micro-purchases) §200.320(a)
			□ YES □ NO □ N/A
			(1) Note: Micro-purchases may be awarded without soliciting competitive bids if the Town Manager
			believes the price is reasonable.
			(2) To the extent practicable, the Town of Onancock distributes micro-purchases equitably among qualified
			vendors or firms.   YES   NO   N/A
		ii)	Small Purchases §200.320 (b) YES NO N/A
		111	· · · · · · · · · · · · · · · · · · ·
			(1) Note: Small purchase procedures are those relatively simple and informal procurement methods for
			securing services, supplies, or other property that do not cost more than the federal small purchase
			threshold of \$150,000.
			(2) Did the Town of Onancock obtain price or rate quotations from at least three qualified sources?
			☐ YES ☐ NO If no, and (a) or (b) below are not "Yes" this purchase does not qualify for federal support
			(a) If no, was the invitation for bids distributed widely enough to allow for qualified firms or vendors to
			respond, if interested $\square$ YES $\square$ NO
			(b) If no, was state contract used for purchases?
			(i) Note: for purchases made under state contract, competitive bids are not required for
			procurement below \$150,000 🔲 YES 🔲 NO
		iii)	Sealed Bids §200.320 (c) <sup>8</sup> ☐ YES ☐ NO
			(1) Note: Bids are publicly solicited, and a firm price contract (lump sum or unit price) is awarded to the
			responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for
			bids, is the lowest price. Sealed bidding is the preferred method for procuring construction.
			(2) Are ALL of the following conditions to use sealed bidding present? §200.320 (c)(1) ☐ YES ☐ NO
			(a) A complete, adequate, and realistic specification or purchase description is available? ☐ YES ☐ NO
			(b) Two or more responsible bidders are willing and able to compete effectively for the business?
			□ YES □ NO
			(c) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder
			can be made principally on the basis of price?   YES   NO
			(3) If sealed bids are used, the following requirements apply §200.320 (c) (2)?
			(a) Was the solicitation publicly advertised?   YES NO  NO
			(b) Did the Town solicit bids from an adequate number of known suppliers, providing them sufficient
			response time prior to the date set for opening the bids? $^9$ $\square$ YES $\square$ NO

Incorporates a clear and accurate description of the technical requirements for the material product, or

<sup>&</sup>lt;sup>8</sup> Sealed bidding is generally used where price is the most important evaluation factor. Accordingly, a contract awarded under sealed bidding method of procurement is made to the bidder submitting the lowest prices, responsive and responsible bid. "Responsive" refers to whether the bidder meets all the material requirements of the solicitation, while "responsibility" is described in §200.318 (h).

<sup>&</sup>lt;sup>9</sup> There is no definition of "adequate number" and while left undefined, the Town of Onancock is likely to meet this requirement through the application of "full and open competition."

	(c) Did the invitation for bids include any specifications and pertinent attachments, and define the items or services in order for the bidder to properly respond?   YES NO
	(d) Did the Town open all bids at the same time and place prescribed in the invitation for bids?
	YES NO
	(e) Were the bids opened publicly?   YES   NO
	(f) Did the Town of Onancock award a firm fixed price contract award in writing to the lowest
	responsive and responsible bidder?   YES NO
	(g) If any bids were rejected, was there sound documented support for the decision to reject?
	☐ YES ☐ NO ☐ N/A
iv)	Procurement by competitive proposals¹0 §200.320 (d) ☐ YES ☐ NO
	(1) Note: The technique of competitive proposals is normally conducted with more than one source
	submitting an offer, and either a fixed price or cost-reimbursement type contract is warded. It is
	generally used when conditions are not appropriate for use of sealed bids.
	(2) The Town of Onancock publicize the Request for Proposals (RFPs) and identify all evaluation factors and their relative importance?   YES  NO
	(3) Did Onancock solicit proposals from an adequate number of resources? <sup>11</sup> YES NO
	(4) Did Onancock have a written method for conducting technical evaluations of the proposals received for
	selecting recipients?   YES  NO
	(5) Did Onancock award the contract to the responsible firm whose proposal is most advantageous to the
	town, with price and others considered?   YES NO
	(6) Note: The Town of Onancock may use competitive proposal procedures for qualifications-based
	procurement of architectural/engineering (A/E) professional services whereby competitors'
	qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair
	and reasonable compensation. The method, where price is not used as a selection factor, can only be
	used in procurement of A/E services. It cannot be used to purchase other types of services.
V)	Noncompetitive proposals §200.320 (f)   YES   NO  Note: Procurement by noncompetitive proposals is an acceptable method of procurement under certain
	circumstances, where solicitation of proposals occurs from only one source or a limited number of
	sources.
	(2) Does one or more of the following circumstances apply?   YES  NO
	(a) The item is available only from a single source? ☐ YES ☐ NO
	(b) The public emergency or emergency for the requirement will not permit a delay resulting from
	competitive solicitation.¹² ☐ YES ☐ NO
	(c) The Federal awarding agency or pass-through entity expressly authorized noncompetitive proposals
	in response to the Town's written request.   YES NO
	(d) After solicitation of a number of sources, competition is determined inadequate. 13 🔲 YES 🗎 NO

<sup>&</sup>lt;sup>10</sup> Whereas contract awards under the sealed bidding are focused on selecting the lowest responsive bid, under this competitive procurement method, the Town of Onancock may prioritize non-price factors, such as technical capability or past performance, over price and therefore award a contract to a contractor whose proposal not the lowest priced offer but reflects a better overall value to the Town (e.g., "best value" contracting).

<sup>&</sup>lt;sup>11</sup> There is no specific definitions for "adequate number" of qualified resources under the competitive procurement method. While left undefined, the Town of Onancock is likely to meet this requirement through the applications of "full and open competition."

<sup>&</sup>lt;sup>12</sup> An "exigency" or "emergency" is a situation that calls for immediate action that will not permit the delay resulting from a competitive solicitation. Use of public exigency or emergency is only permissible during the actual emergency circumstance. Once the exigent or emergency circumstances cease to exist, Town of Onancock transitions to a more appropriate method of contracting for goods or services using full and open competition.

<sup>&</sup>lt;sup>13</sup> Before using this exception, the Town reviewed the solicitation and how it was publicized to ensure that it was not inadvertently drafted in a manner to reduce or eliminate competition, which resulted in the receipt of one or no proposals. If this is the case, Onancock revises the solicitation to resolve competitive concerns.

		(e) Consistent with the Town's Standard of Conduct and Procurement Policy, for any contract with an estimated value more than the Simplified Acquisition Threshold which, pursuant to 41 U.S.C.
		§403(1), is currently listed as \$150,000, Onancock Town Council approved the non-competitive
		proposals method as appropriate.   YES NO
4)		ntracting with Small, Woman or Minority Owned Businesses (SWAM)
	a)	
		business enterprises firms are used when possible. §200.321   YES NO N/A (must document)
		i) Onancock places SWAM businesses on solicitation lists. ☐ YES ☐ NO ☐ N/A (must document)
		ii) Onancock assures SWAM businesses are solicited whenever they are potential sources.
		☐ YES ☐ NO ☐ N/A (must document)
		iii) Onancock divides total requirements, when economically feasible, into smaller tasks or quantities to permit
		maximum participation by SWAM businesses.   YES NO N/A (must document)
		iv) Establish delivery schedules, where the requirement permits, which encourage participation by SWAM
		businesses.   YES NO N/A (must document)
		v) Onancock uses, when feasible, such organizations such as Small Business Administration and the Minority
		Business Development Agency of the Department of Commerce.   YES NO N/A (must document)
		vi) Onancock requires the prime contractor, if subcontractors are used, to take affirmative action steps as listed
		above. ☐ YES ☐ NO ☐ N/A (must document)
5)		ntract cost and price
	a)	If the contract amount (including contract modifications) exceeds \$150,000, the Town of Onancock makes an
		independent estimate of the project cost before receiving bids. §200.323(a) ☐ YES ☐ NO ☐ N/A
	b)	Onancock negotiates profit as a separate element for each contract in which there is no price competition and in
		all cases where a cost analysis is performed. §200.323 (b) ☐ YES ☐ NO ☐ N/A
	c)	Is the contract a "cost plus percentage of cost" or "percentage cost contract?" Note: This form of contract is
-	_	prohibited under Federal procurement standards and ineligible for reimbursement. §200.323 (d) TYES NO
6)		nding requirements for construction or facility improvement contracts exceeding \$150,000
	a)	For construction or facility improvement contracts exceeding \$150,000, does the procurement include the following?   YES NO N/A
		i) A bid guarantee from each bidder equivalent to five percent of the bid price.   YES NO N/A
		(1) Note: The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or
		other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of
		the bid, execute such contractual documents as may be required within the time specified.
		(2) A performance bond on the part of the contractor for 100 percent of the contract price $\square$ YES $\square$ NO
		(a) Note: A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
		(3) A payment bond on the part of the contractor for 100 percent of the contract price   YES  NO
		(a) A "payment bond" is one executed in connection with a contract to assure payment as required by
		law of all persons supplying labor and material in the execution of the work provided for the
		contract.
7)		es the contract include the following clauses?
	a)	If the contract amount exceeds \$150,000, does it address administrative, contractual, or legal remedies in
		instances where contractors violate or breach contract terms, and provide for sanctions and penalties?
		☐ YES ☐ NO ☐ N/A
	b)	If the contract amount exceeds \$10,000, does it address termination for cause and for convenience, including
		the manner by which it will be effected and the basis for settlement.   YES NO N/A
	c)	If it is for construction, does it include the required Equal Employment Opportunity clause? <sup>14</sup> YES NO
		N/A

<sup>&</sup>lt;sup>14</sup> The text of the clause may be found at 41 C.F.R. Part 60-1.4(b)

d)	For construction projects, does the contract include a Davis-Bacon Act clause and a Copeland "Anti-Kickback" Act clause addressing prevailing wage rates?   YES NO N/A
e)	If the contract exceeds \$100,000 and involves the employment of mechanics or laborers, does the contract
-,	include a Contract Work Hours and Standard Safety Clause?   YES NO NA
f)	If the contract or subgrant exceeds \$150,000, does the contract include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act?   YES   NO   N/A
g)	Does the contract include a Suspension and Debarment clause? 15 YES NO N/A
h)	Does the contract include and Anti-Lobbying clause?¹6 ☐ YES ☐ NO ☐ N/A
i)	Does the contract include a clause requiring the contractor to maximize use of recovered/recycled materials? §200.317, §200.322 ☐ YES ☐ NO ☐ N/A
j)	Does the contract include a changes clause that described how, if at all, changes can be made by either party to
•	alter the method, price, or schedule of work without breaching the contract?   YES   NO (recommended, not required)
k)	Does the contract include a provision that all contractors and their successors, transferees, assignees, and
	subcontractors acknowledge and agree to comply with applicable provisions governing access to records,
	accounts, documents, information, facilities, and staff?   YES   NO
I)	Does the contract include a provision prohibiting the contractor from using any town or federal agency seal, logo, or flags without prior written consent? $\square$ YES $\square$ NO
m)	Does the contract include and acknowledgement that federal financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable federal laws, regulations, executive orders, and federal agency policies, procedures, and directives?   YES  NO
n)	Does the contract include a provision stating that the Federal government is not a party to the contract and is not subject to any obligation or liabilities to any party pertaining to any matter resulting from the contract?
اه	YES NO
0)	Does the contract include a provision that the contractor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the actions pertaining to the contract?  TES NO
EN	D OF CHECKLIST

<sup>&</sup>lt;sup>15</sup> A prospective contractor that is listed on the government-wide Excluded Parties List System in SAM.gov as suspended or debarred, cannot be awarded a contract funded with Federal assistance.

The clause may read substantially as follows: Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or any employee of any agency, member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.

# TOWN OF ONANCOCK, VA PROCUREMENT POLICY February, 2019

### Section 1 - Organization

The Town Manager supervises all procurement on behalf of the Town. The Town Manager shall adhere to and comply with the rules and regulations consistent with this policy and the laws of the Commonwealth of Virginia, if applicable, governing the function of Town Procurement. The Town Manager shall propose amendments to this Procurement Policy from time to time as needed.

The Town Manager shall coordinate procurement procedures among departments and shall ensure procurement actions are properly documented and maintain all related records. Records shall be kept for each procurement that document adherence to this policy. The Town will make every effort to obtain the highest quality goods and services at the best possible price. All procurement procedures will be conducted in a fair and impartial manner with the avoidance of any impropriety.

### Section 2 – Conflict of Interest

When conducting business, the Town expects its employees, Advisory Boards and Council members to treat every supplier on a fair and equitable basis. Pursuant to the Virginia Conflict of Interests Act Title 2.2, Chapter 31 of the Code of Virginia, Town officers, employees and Council members should have no financial relationship with any entity with which the Town does business or with any potential supplier unless such relationship is disclosed in writing to the Town Council prior to such procurement being made.

To reduce the potential for conflicts of interest, abuse of position, or even the appearance of impropriety, the Town discourages employees or officials from accepting any gift from organizations, business concerns or individuals with which they have, or may have in the future, business relationships with the Town. Employees and officials may receive an occasional meal, promotional items routinely distributed by vendors and de-minimis holiday gifts.

Under no circumstances shall any employee purchase materials, goods or services from a supplier for personal use by giving the impression that the procurement is for the Town. If a supplier makes a general practice of providing discounts to Town employees or officials, then the Town employee or official may accept these discounts on their personal purchases, however the vendor must not name the Town as the customer or purchaser.

### Section 3 – Disclaimer of Responsibility

The Town will not be responsible for or liable for any expenditure or agreement for expenditure made by an authorized Town employee or official who fails to follow this policy. It is considered a "breach of duty" on the part of any employee or official who procures goods or services not consistent with this policy. Any breach will be reported to the Town Council in writing.

The Town Council may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a procurement for goods and services made in its name or in the name of any governmental department under its fiscal authority, by an unauthorized person acting outside this policy. The cost of any such disclaimed transaction will become the personal liability of the individual who acted improperly. Employees should understand that violation of the policy might subject the employee to disciplinary action including, without limitation, termination of employment.

### **Section 4 – Procurement Policies**

### 4(A) – Purchases over \$50,000

Whenever the Town seeks to procure goods or services estimated to cost more than \$50,000, a formal Invitation to Bid or a Request for Proposal shall be issued and subject to Town Council approval. Purchases shall not be split to avoid the \$50,000 limit.

Any written Invitation to Bid or Request for Proposal shall describe adequately the goods or services requested, quantity and required delivery specifications. The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

An Invitation to Bid or Request for Proposal shall either be advertised in a newspaper of general circulation or posted in a designated public area at least ten days prior to the date bids are due. Responses to Invitations to Bid and Requests for Proposal will be treated as "competitive sealed bids" and will remain unopened until the date and time specified in the advertisement.

The Town Manager shall have the authority to waive minor informalities in bids/proposals, reject all bids/proposals, or parts of all bids/proposals when, in the Town Manager's judgment, the public interest is not served. The Town Manager shall determine the responsibility of a bid or proposal and responsiveness of a bid.

The Town Council must approve the award of all contracts with total value in excess of \$50,000. Award shall be made to the lowest responsive and responsible vendor that

supplied a bid/proposal or to the vendor deemed most likely to be able to deliver the product or service in a workmanlike and timely manner.

### 4(B) - Purchases between \$25,000 to \$50,000

Purchases of less than \$50,000 but more than \$25,000 will require a written Request for Proposal and quotes received in writing, via facsimile, or email from three vendors. In the event that three quotes cannot be obtained, the Town Manager shall document the names of the vendors approached for quotes and any reasons given for the failure or refusal to bid. The final approval of award will vest with Town Council.

Any written Invitation to Bid or Request for Proposal shall describe adequately the requested good or service, quantity and required delivery specifications. The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

### 4(B) - Purchases between \$5,000 to \$25,000

Purchases of less than \$25,000 but more than \$5,000 will require written quotes from three vendors. In the event that three quotes cannot be obtained, the Town Manager shall document the names of the vendors approached for quotes and any reasons given for the failure or refusal to bid, or document reason why it is not practicable to obtain 3 vendors. The final approval of award will vest with the Town Manager.

The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

# 4(C) - Purchases under \$5,000

All purchases under \$5,000 will not be subject to this procurement policy. Authorized Town employees are encouraged to continue to look for the best price when purchasing supplies, equipment or services.

# 4(D) – Sole Source

Sole source procurement may be authorized if and when there is only one source practicably available for the required goods or services. Competition is not available in a sole source situation. Sole source justification based solely upon a single vendor's capability to deliver in the least amount of time is not an appropriate justification since availability alone is not a valid basis for determining sole source procurement. Any sole

source procurement requires documentation from the Town Manager as to the justification of the procurement.

### 4(E) – Emergency Procurements

In case of an emergency, where a delay in order to seek multiple proposals may threaten public buildings, public property or the life, health, safety or welfare of the residents, a contract may be awarded without competitive sealed bidding or competitive negotiation. Any such procurement shall be made with such competition as is practical under the circumstances. Any such procurement must be approved by the Town Manager and Town Council, if the amount is over \$25,000, at the meeting immediately following the purchase of the goods and services with a justification from the Town Manager for the purchase.

### **Section 5- Preferences and Tie Bids**

In accordance with the Code of Virginia, the Town of Onancock does not grant preferences or "set- asides" except in the case of tie bids. If all bids are for the same total amount or unit price (including authorized discounts and delivery times) and if the public interest will not permit the delay of re-advertisement for bids, the Town Manager shall be authorized to award the contract to the most qualified bidder based on past work experience.

### **Section 6- Non-Discrimination**

The Town of Onancock conforms, as applicable, to the provisions of the Federal Civil Rights Act of 1964, as amended; the Virginia Fair Employment Contracting Act of 1975, as amended; the Virginians with Disabilities Act; the Americans With Disabilities Act, and Sections 2.2-4310. All bidders/offerors who submit bids/proposals to the Town are required to certify they conform to these same anti-discrimination requirements.

# **Section 7- Debarment or Suspension**

Debarment is the Town's exclusion of certain individuals or firms from contracting with the Town for a specified period of time. The Town Manager may debar a person or company from consideration for awards or contracts upon a finding of cause that the vendor has engaged in any of the following activities.

- 1. Unsatisfactory performance on a contract with the Town of Onancock or another public body, including but not limited to, failure to comply with contract terms and conditions or to meet specification/scope of services requirements.
- 2. Offering any gift, gratuity, favor, or advantage to any Town employee or official who exercises official responsibility for procurement transactions.
- 3. Failing to disclose a condition constituting a conflict of interest by any

officer, director, owner, or partner of the vendor in a contract or purchase order awarded by the Town.

- 4. Conviction of any officer, director, owner, partner, or agent of the vendor of any criminal offense involving public contracting.
- 5. Court judgment finding a violation of Federal or State antitrust laws.
- 6. Conviction of any criminal offense, or a judgment in civil litigation, which indicates a lack of moral or business integrity.
- 7. Abandonment of performance or termination for default on any other Town of Onancock project.
- 8. Default on any surety bond or written guaranty on which the Town of Onancock is an obligee.
- 9. The filing of a bankruptcy petition, by, against, or regarding the contractor.
- 10. Any other cause that the Town Manager determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or prior reprimands.

The Town Manager may suspend a person or company from consideration for an award or contracts upon a finding of probable cause that might lead to debarment. Consideration of future awards and contracts will be based on the extenuating circumstances of the debarment or suspension.

In debarring or suspending any individual or firm from contracting with the Town, the Town Manager shall follow all applicable procedures outlined herein and will notify Town Council of the action taken.

# **Section 8- Excess and Surplus Property**

The Town Manager shall be responsible for:

- 1. Redistribution of serviceable excess personal property.
- 2. Disposal of surplus Town personal property through sealed bid, auction, trade-in, or fixed price sales. Some personal property may also be disposed of by junking, sale as scrap metal, or cannibalization.
- 3. Disposal of unclaimed property in the custody of the Police Department in accordance with the Code of Virginia Sections 15.2-1719, 15.2-1720 and 15.2-1721.

Surplus Town property may be donated to charitable organizations where appropriate.

The Town Manager shall evaluate the request for donation and first determine whether the requested item is needed by any Town agency. Other factors to be considered in the evaluation are the disposal value of the item, availability of the requested item, serviceability, compatibility to the intended use and potential benefits to the Town, including public relations and goodwill.

Town of Onancock
TOWN OF ONANCOCK - Financial Performance

٦	m	55 76 83	70) 70)	32 25	78 78	31	20	9	35 36 36	74	16
	Actual 2018	187,259 151,676 35,583	63,006 370,476 (307,470)	316,444 269,212 47,232	881,340 471,262 410,078	1,191,767 487,036 704,731	186,202	18,106	1,442,032 1,213,496 228,536	1,197,784 740,474 457,310	2,639,816
	Actual 2019	160,133 152,258 7,875	58,186 330,822 (272,636)	341,730 280,828 60,902	923,019 509,768 413,251	1,215,297 485,738 729,559	194,589	13,001	1,433,616 1,176,408 257,208	1,264,749 790,596 474,153	2,698,365
TOTAL YEAR	Actual 2020	147,284 181,893 (34,609)	53,951 396,698 (342,747)	351,056 235,892 115,164	932,377 633,747 298,630	1,140,692 457,583 683,109	213,858	18,403	1,341,927 1,268,435 73,492	1,283,433 869,639 413,794	2,625,360
	Actual 2021 (PRELIM)	198,463 181,994 16,469	55,141 320,309 (265,168)	415,737 220,559 118,053 77,125	1,007,908 519,650 307,201 181,057	1,315,443 431,395 884,048	230,929	20,126	1,569,047 1,184,753 384,294	1,423,645 740,209 425,254 258,182	2,992,692
	BUDGET 2022	155,500 184,694 (29,194)	41,000 428,350 (387,350)	441,401 322,980 118,421	957,560 649,549 308,011	1,208,340 424,208 784,132	278,947	88,641	1,404,840 1,404,840	1,398,961 972,529 426,432 0	2,803,801
	Over/(Under) Last Year	13,029 22,513 (9,484)	7,557 14,393 (6,837)	(11,417) (334) 320 (11,403)	(40,078) (50,033) (33,906) 43,861	28,850 (33,068) 61,919	29,676	9,714	49,436 43,229 6,208	(51,495) (50,367) (33,586) 32,458	(2,059)
	% of Total Budget	85%	62%	38%	45% 32% 0%	57%	42%	20%	61%	43%	25%
ATE - NOVEMBER	Over/(Under) Budget	38,348 23,775 14,573	12,315 (14,467) 26,782	(23,689) (7,916) 0 (15,773)	(19,372) (83,625) 0 64,253	(33,240) (51,799) 18,559	25,281	(11,781)	17,422 (28,992) 46,414	(43,061) (91,541) 0 48,480	(25,639)
FISCAL 2022 - YEAR TO DATE - NOVEMBER	LAST YEAR	119,803 95,506 24,297	18,037 143,585 (125,548)	178,732 102,317 54,195 22,220	474,321 258,165 141,966 74,190	664,720 201,601 463,119	88,587	8,052	802,560 537,331 265,229	653,053 360,482 196,161 96,409	1,455,613
FISCAL	BUDGET	94,484 94,244 240	13,279 172,446 (159,166)	191,004 109,899 54,515 26,590	453,615 291,756 108,060 53,799	726,811 220,332 506,479	92,982	29,547	834,574 609,551 225,023	644,619 401,656 162,575 80,388	1,479,193
	ACTUAL (PRELIM)	132,832 118,019 14,813	25,594 157,978 (132,385)	167,315 101,983 54,515 10,817	434,243 208,132 108,060 118,051	693,571 168,532 525,038	118,263	17,766	851,996 580,559 271,437	601,558 310,115 162,575 128,868	1,453,554
	I	NET	NET	NET	NET	NET			NET	NET	
		WHARF REVENUE EXPENDITURES	POLICE REVENUE EXPENDITURES	WATER REVENUE EXPENDITURES (NO DEPR.) BOND PRINCIPAL	SEWER REVENUE EXPENDITURES (NO DEPR.) BOND PRINCIPAL	ADMIN REVENUE EXPENDITURES	BUILDINGS & STREETS EXPENDITURES BARKS & LANDSCADING	FARRS & LANDSCAPING EXPENDITURES	GOVERNMENT REVENUE EXPENDITURES	UTILITY REVENUE EXPENDITURES (NO DEPR.) BOND PRINCIPAL	TOWN OF ONANCOCK REVENUE

Town of Onancock Wharf - Financial Performance

	Actual 2018			250	54,317	970	2,050	123,087	1,168	5,417	187,259		38,484	764	5,594	448	0	0	0	0	1,150	2,964	93,817	524	5,373	2,558	0	151,676	35,583	000000	0/7/67
	Actual 2019			0	50,999	1,230	1,445	100,040	1,619	4,800	160,133		53,825	2,592	5,673	259	0	0	0	0	877	7,972	74,815	0	3,121	2,854	0	152,258	7,875	- 100	c77'c7
TOTAL YEAR	Actual 2020			125	34,848	1,562	1,410	103,478	2,113	3,748	147,284		59,804	1,776	4,705	460	0	0	0	0	689	2,702	78,967	0	10,783	22,007	0	181,893	(34,609)		74,511
	Actual 2021	(PRELIM)		125	75,107	366	420	108,700	2,513	10,604	198,463		71,430	4,365	4,678	629	768	0	0	0	768	202'2	77,472	0	8,797	5,582	0	181,994	16,469		31,228
	BUDGET 2022	-		0	20,000	0	0	000'66	1,500	2,000	155,500		72,264	3,750	5,250	1,511	319	0	0	0	1,100	2,000	78,000	0	1,000	000'6	5,500	184,694	(29,194)		21,000
_	Over/(Under)	Last Year		250	(339)	(899)	(420)	11,216	2,808	183	13,029		2,419	1,363	388	100	(215)	204	801	128	53	1,409	16,769	0	(4,399)	(1,133)	4,650	22,513	(9,484)		(5,553)
œ	% of Total	Budget		%0	84%	%0	%0	81%	7228%	122%	85%		20%	84%	%79	361	29%	%0	%0	%0	31%	27%	83%	%0	27%	22%	82%	64%			70%
ATE - NOVEMBER	Over/(Under)	Budget		250	13,843	322	0	17,368	3,243	3,321	38,348		2,027	1,670	34	(163)	(32)	204	801	128	(104)	1,442	16,443	0	(292)	(3,062)	4,650	23,775	14,573		925
FISCAL 2022 - YEAR TO DATE -	LAST YEAR			0	42,427	066	420	68,947	1,080	5,939	119,803		33,571	2,178	2,892	187	309	0	0	0	309	485	47,757	0	4,668	3,150	0	92,506	24,297		21,190
FISCA	BUDGET			0	28,245	0	0	62,795	645	2,800	94,484		33,963	1,871	3,246	450	128	,	0	0	443	452	48,082	0	531	5,079	0	94,244	240		14,712
	ACTUAL	(PRELIM)		250	42,088	322	0	80,162	3,888	6,122	132,832		35,990	3,541	3,280	287	94	204	801	128	339	1,894	64,526	0	269	2,017	4,650	118,019	14,813		15,637
	I		Revenue	BOAT DOCKAGE FEES-MO	BOAT DOCKAGE FEES-TR	PARKING FEE	PARKING FEE - ANNUAL	WHARF GASOLINE SALES	WHARF-OTHER	WHARF ELECTRIC	Total Revenue	Expenditures	WAGES, TAXES & BENIES	SQUARE CC FEES	ELECTRIC SERVICES	TELEPHONE	PROPERTY INSURANCE	AUTO INSURANCE	WORKER'S COMP INSURA	OFFICE SUPPLIES	WHARF JANITORIAL SUP	REPAIR & MAINTENANCE	COST OF GAS/DIESELS	COST OF MERCHANDISE	MISC.	ADVERTISING & DUES	BENT	Total Expenditures	Excess of Revenue over Expendit.		Margin on Fuel

Town of Onancock Police - Financial Performance

	Actual 2018	16,218	46,788	0	0	900'89	303,593	0	4,007	0	4,330	2,365	2,366	2,412	0	0	762	896	7,517	4,958	0	6,723	0	30,475	370,476	(307,470)
	Actual 2019	13.960	38,052	0	6,174	58,186	289,462	0	3,231	0	4,213	4,208	4,030	3,692	0	0	258	1,634	8,533	4,198	0	7,363	0	0	330,822	(272,636)
TOTAL YEAR	Actual 2020	9,168	44,783	0	0	53,951	322,805	0	663	0	4,871	3,270	2,507	3,655	0	0	305	5,811	8,343	2,377	0	5,992	0	36,099	396,698	(342,747)
	Actual 2021 (PRELIM)	8.290	46,850	0	0	55,141	281,951	0	4,384	0	2,650	2,691	3,394	2,742	0	0	35	3,741	7,634	2,046	285	8,317	137	0	320,309	(265,168)
	BUDGET 2022	2,000	36,000	0	0	41,000	338,123	200	000'6	18,390	9000'9	2,500	3,276	3,750	3,530	8,473	200	1,800	8,400	3,000	1,000	2,000	0	13,108	428,350	(387,350)
_	Over/(Under) Last Year	(481)	8,038	0	0	7,557	2,643	0	(1,824)	4,266	109	181	354	913	1,140	4,360	35	(1,650)	504	(323)	0	3,822	(137)	0	14,393	(6,837)
~	% of Total Budget	61%	63%	%0	%0	62%	39%	%0	%8	23%	15%	17%	49%	49%	32%	51%	7%	91%	48%	42%	%0	29%	%0	%0	37%	
ATE - NOVEMBER	Over/(Under) Budget	913	11,402	0	0	12,315	(23.054)	0	(4,485)	4,266	(918)	199	397	577	1,140	4,360	35	52	149	(1,058)	0	3,872	0	0	(14,467)	26,782
FISCAL 2022 - YEAR TO DATE -	LAST YEAR	3 512	14,525	0	0	18,037	128.983	0	2,527	0	813	255	1,240	914	0	0	0	3,280	3,538	1,577	0	321	137	0	143,585	(125,548)
FISCAL	BUDGET	2 118	11,161	0	0	13,279	154.679	0	5,189	0	1,840	237	1,197	1,250	0	0	0	1,578	3,893	2,312	0	270	0	0	172,446	(159,166)
	ACTUAL (PRELIM)	3 030	22,563	0	0	25,594	131 625	0	703	4,266	922	437	1,594	1,827	1,140	4,360	35	1,630	4,042	1,254	0	4,142	0	0	157,978	(132,385)
	ı	Revenue To Acció civico	LAW ENFORCEMENT FUND	LAW ENFORCEMENT GRAN	LAW ENFORCEMENT FUND	Total Revenue	Expenditures WAGES TAYES & BENIES	COURT COSTS	TRAINING	NEW OFFICER TRAINING	VEHICLE REPAIR	COMPUTER MAINTENANCE	TELEPHONE SERVICES	LINE OF DUTY ACT	VEHICLE INSURANCE	WORKERS COMP	TRAVEL	OFFICE SUPPLIES	VEHICLE FUEL	UNIFORMS	ANIMAL POPULATION CO	POLICE SUPPLIES	GRANTS	NEW POLICE VEHICLE	Total Expenditures	Excess of Revenue over Expendit.

Town of Onancock Water - Financial Performance

		FISCAL	FISCAL 2022 - YEAR TO DATE - NOVEMBER	ATE - NOVEMBER			_		TOTAL YEAR		
	ACTUAL (PRELIM)	BUDGET	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue WATER CHARGES	159,963	189,134	170,822	(126,171)	37%	(10,859)	435,264	393,122	332,050	323,761	295,745
WATER INSTALLATION F	0 2 352	1.870	7.910	5.482	159%	(558)	1,500	3,000	19,006	16,469	20,699
Total Revenue	16	191,004	178,732	(23,689)	38%	(11,417)	441,401	415,737	351,056	341,730	316,444
Expenditures								000	1 P	444 4	0 000
WAGES, TAXES & BENIES	43,452	53,421	48,467	(9,968)	36%	(5,014)	120,525	109,348	141,4/5	105,676	105,859 0
TRAINING &TRAVEL	79	0	0 0	13.5	%¢,	60	7 400	3.045	07	1.183	1.888
VEHICLE REPAIR	304	11 509	277	761	% % %	(6.273)	25,700	20.426	11.077	25,166	9.028
REPAIR & MAINTENANCE ALITO INSURANCE	5,253	0	0,4,8	214	21%	214	999	0	0	0	0
WATER LEAD COPPER TE	0	0	0	0	%	0	0	0	0	0	0
PRINTING UTILITY BIL	0	0	507	0	%0	(202)	0	507	0	840	533
ADVERTISING	0	0	0	0	%0	0	200	0	0	0	324
ELECTRIC SERVICES	5,887	6,198	5,735	(311)	37%	152	16,000	14,804	13,865	13,251	11,541
POSTAGE	752	25	378	727	1504%	374	20	755	527	260	512
TELEPHONE	0	477	1,239	(477)	%	(1,239)	1,020	2,652	2,843	2,263	2,080
PROPERTY INSURANCE	1,274	0	0	1,274	43%	1,274	2,990	0 0	0 0	0 0	0 0
RESERVE FOR CIP	75	0 0	0 0	\$ 0	% 6	0 0	1 210	763	o c	ט ני	000
DUES & MEMBERSHIPS	0 0	0 0	0 0	° c	800	2 %	2 200	22,	2 133	2 133	4 854
DEALLH DEPARTMENT FE	356	707'7	651,2	356	71%	356	200	0	0	O Î	0
REPAIR & MAINTENANCE	13.940	0	0	13,940	279%	13,940	5,000	32	124	4,634	1,192
VEHICLE FUEL	780	601	945	179	%09	(1991)	1,300	2,045	2,068	1,843	1,513
UNIFORMS	1,775	343	48	1,432	514%	1,727	345	48	86	177	85
LAB SUPPLIES	122	492	409	(370)	10%	(282)	1,200	866	1,095	1,446	696
PURIFICATION SUPPLIE	968'5	15,135	12,533	(9,239)	21%	(6,637)	28,000	23,187	21,196	23,656	23,331
EMERGENCY REPAIRS	0	0	0	0	%0	0	0	0	0	0	0
OUTSIDE CONSULTANTS	0	0	0	0	%0	0	2,000	0 9	0 (	0	0
SMALL TOOLS & EQUIPM	1,808	0	0 (	1,808	97%	1,808	1,870	08	0 0	0 0	0
PROPERTY INSURANCE	0	0	0 0	0 25	80 6	ינייני	27,064	020 00	507.70		
INTEREST - BOND - USDA 1070	18,954	19,127	19,300	(1/4)	200%	(355)	166	1 680	1,656	0	0
INTEREST - BOND - USDA 4/	937	r c	2	e e	%	0	0	0	0	0	0
INTEREST FYDENCE	0 0	o c	0 0	0	%0	0	0	0	0	97,700	99,503
TRANSFER TO WATER CO	0	0	0	0	%0	0	0	0	0	0	0
Total Expenditures	101,983	109,899	102,317	(2,916)	32%	(334)	322,980	220,559	235,892	280,828	269,212
Excess of Revenue over Expenditu	J 65,332	81,105	76,415	(15,773)		(11,083)	118,421	195,178	115,164	60,902	47,232
Bond Principal:							Principal	Bal. at 6/30/22			
Bond: \$1,070,000	4,498	4,498					19,947	858,980			
Bond: \$47,000	199	199	184				97.598	3/,/26			
25,114,000											
Revenue over Expenditures	10,817	26,590	22,220				à	2,484,779			

Town of Onancock Sewer - Financial Performance

		FISCA	FISCAL 2022 - YEAR TO DATE - NOVEMBER	ATE - NOVEMBER			_		TOTAL YEAR		
	ACTUAL	BUDGET	LAST YEAR	Over/(Under)	% of Total	Over/(Under)	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018
	(PRELIM)			Budget	Budget	Last Year		(PRELIM)			
Revenue	6	1 d d	60	0.00	9	(000 20)	000000000000000000000000000000000000000	200	000 000	303 600	020 103
SEWER CHARGES	435,120	453,615	4/2,508	(18,495)	40%	(37,300)	926,560	930,193	943,409	570,505	010,100
SEWER INSTALLATION F	0	0	0 (	0	8 6	0 0	007'I	00/%	2,400	1,200	0 0
SEPTAGE REVENUE	0 0	0 0		2 6	8 8	S 5		0 0	0 0	0	0 0
SEPTAGE RECEIVING GR	0 100	5	0 6	2 00 0	8 8	0 000		2 5	11 000	750 21	7 507
INTEREST INCOME	(2,287)	5 (	800	(2,287)	8 8	356		14C	005,11	950,07	(55,0
MISCELLANEOUS REVENU		D	1,154	1,410	Ŝ	057		7,474	7,000,	007'7	000'6
Total Revenue	434,243	453,615	474,321	(19,372)	45%	(40,078)	957,560	1,007,908	932,377	923,019	881,340
Expenditures								i i			1
WAGES, TAXES & BENIES	950'26	111,921	110,074	(14,865)	37%	(13,018)	259,890	255,601	325,011	244,800	241,029
TRAINING	0	0	0	0	%	0	1,000	0	0	0	0
VEHICLE REPAIR	73	404	1,088	(332)	4%	(1,015)	2,000	5,381	2,813	2,000	1,006
AUTO INSURANCE	251	0	0	251	%0	251	0	0	0	0	0
COLL.REPAIR/MAINTENA	21,624	229'09	56,739	(39,054)	23%	(32,115)	95,947	89,719	65,432	100,405	86,751
OUTSIDE CONTRACT-TES	189	21,228	14,932	(21,039)	1%	(14,743)	33,900	23,846	31,573	14,750	22,683
REPAIR & MAINTENANCE	0	0	0	0	%0	0	1,000	0	348	348	4,040
PRINTING UTILITY BIL	0	250	250	(250)	%0	(250)	250	250	0	0	758
ADVERTISING	0	0	0	0	%0	0	100	784	0	0	222
ELECTRIC SERVICES	29,598	42,958	36,391	(13,361)	33%	(6,793)	90,000	76,241	73,537	87,374	74,772
POSTAGE, SHIPPING	200	200	378	(0)	80%	122	1,000	755	527	748	200
TELEPHONE	5,292	4,907	4,958	385	20%	334	10,500	10,608	200'6	8,702	7,813
DUES & MEMBERSHIPS	3,540	2,753	2,970	787	84%	570	4,200	4,530	4,473	4,299	1,598
OFFICE SUPPLIES	280	1,368	548	(1,088)	361	(268)	1,500	601	1,043	2,259	158
VEHICLE FUEL	930	1,391	1,427	(461)	31%	(496)	3,000	3,077	3,336	2,609	2,414
UNIFORMS	200	298	48	(248)	17%	٣	300	48	86	177	82
LAB SUPPLIES	0	6,507	168	(6,507)	%0	(891)	6,500	068	1,390	6,501	1,298
WASTEWATER DISINFECT	0	0	0	0	%0	0	0	0	0	3,005	0
WASTEWATER CHEMICALS	21,424	9,948	9,616	11,476	82%	11,808	26,000	25,134	28,300	31,791	26,135
SAFETY EQUIPMENT	0	0	0	0	%0	0	200	0	0	0	0
HRSD TRANSITION COST	8,684	12,560	3,771	(3,876)	15%	4,913	26,690	17,020	30,500	0	0
DEPRECIATION EXPENSE	0	0	0	0	%	0	0	0	0	0	0
MACHINERY & EQUIPMEN	0	0	0	0	%	0	200	0	0	0	0
INTEREST - BOND - SE	13,855	14,085	14,085	(229)	75%	(522)	55,072	55,072	56,339	0	0
Total Expenditures	5 208,132	291,756	258,165	(83,625)	32%	(50,033)	649,549	519,650	633,747	892,608	471,262
Excess of Revenue over Expenditu	L 226,111	161,858	216,156	64,253		9,955	308,011	488,258	298,630	413,251	410,078
Bond Principal:			6				Principal	Bal. at 6/30/22			
Bond: >900,000			000,22				000 010	1100000			
Bond: \$5,033,000 Bond: \$2,398,000	108,060	108,060	119,466				48,525	1,912,256			
	118 051	52 700	74 190					3.641.212			
Revenue over Expenditures	TCU/STI	25,1,50	061,47					J. 7. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.			

Town of Onancock ADMIN - Financial Performance

		FISCA	FISCAL 2022 - YEAR TO DA	TO DATE - NOVEMBER					TOTAL YEAR		
	ACTUAL (PRELIM)	BUDGET	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
					,						
Revenue REAL PROPERTY-CURREN	244,086	295,149	243,659	(51,062)	92%	428	393,000	324,439	336,051	327,169	344,353
REAL PROPERTY-DELING	8,408	6,865	18,067	1,543	28%	(6'9'6)	30,000	78,952	35,026	37,719	11,752
PUBLIC SERVICE-REAL	4,610	4,435	4,589	175	27%	20	17,000	17,593	16,748	17,288	17,270
PERSONAL PROPERTY-CU	140,438	110,261	128,647	30,177	78%	11,792	180,000	210,014	151,787	158,877	183,970
PERSONAL PROPERTY-DE	3,765	4,580	5,813	(814)	30%	(2,048)	12,500	15,867	23,513	18,141	394
PUBLIC SERVICE-PERSO	0	0 !	2	2000	8 3	2 60	0 00	200	500	000	(+/
PENALTIES	2,558	4,947	8,024	(2,389)	19%	(5,466)	13,500	795 08	13,462	13,104	37,249
LOCAL SALES TAX	41,988	47,227	49,653	(5,239)	8 V V	(2007)	000'59	75,596	57 915	54 710	55 963
CONSUMERS UTILITY IA	116,22	00/,47	23,003	(4,304)	46/	(1631)	3,600	35.768	36.515	42 991	31,538
BOSINESS LICENSE I AX	10.847	, T	5.099	10.847	2 %	5.748	0	5.213	9,139	15,337	16,513
RANK STOCK TAXES	0		0	0	%0	0	13,500	48,262	27,207	37,922	35,787
CELLUI AR PHONE TAX	29.196	32.504	32,226	(3,308)	39%	(3,030)	75,000	74,358	81,315	84,398	90,582
TRANSIENT OCCUPANCY	19,099	17,911	15,534	1,188	80%	3,565	24,000	20,816	11,546	25,530	15,607
BUILDING/ZONING PERM	1,100	188	425	913	147%	675	750	1,700	375	275	950
MEALS TAX	117,880	63,772	83,308	54,109	79%	34,572	148,750	194,319	137,212	168,341	155,306
MEALS & TRANSIENT LA	143	0	1,637	143	%0	(1,493)	0	1,999	1,389	5,963	5,200
INTEREST ON ACCOUNTS	(1,162)	63,477	601	(64,639)	(%5)	(1,763)	25,000	237	11,969	12,638	3,480
INTEREST ON CERTIFIC	0	0	0	0	%0	0	0	0	0	0	0
RENTAL OF PROPERTY	5,202	4,080	4,080	1,122	43%	1,122	12,240	12,240	12,160	125	385
WATER TOWER RENTAL!	0	0	0	0	860	0	0	6,850	6,850	6,850	6,850
TRASH REVENUE	22,784	34,646	19,660	(11,862)	24%	3,124	94,000	53,340	39,160	72,417	74,710
MISCELLANEOUS REVENU	280'5	813	3,118	4,272	64%	1,967	8,000	369'08	42,556	25,051	18,848
FIRE PROGRAM FUNDS	15,000	10,000	15,000	2,000	150%	0	10,000	15,000	10,000	10,000	10,000
LITTER CONTROL GRANT	0	1,000	820	(1,000)	%0	(820)	1,000	820	814	1,033	370
VA COMM FOR THE ARTS	0	0	Ö	0	%0	0	1,500	0	1,500	1,500	1,000
Total Revenue	693,571	726,811	664,720	(33,240)	57%	28,850	1,208,340	1,315,443	1,140,692	1,215,297	1,191,767
Expenditures	6	i d		1000	7000	16367	15 400	14 702	16.061	15 220	35 395
COUNCIL WAGES, TX & BENIES	088,5	6,487	0,231	(909)	20%	(222)	004,61	735	150,51	657'61	007'57
TOWN ALIGENEY	933	0	0	500	740	rca c	1 100		0 0	· c	0 0
TELECTION COSTS	0 0	0 10	) L	11011/	8 8	(36)	1101	2,5	0 0	o c	
CONTRACT AND INVINC	0	161,1	230 1	(161,1)	8 8	(50 6)	10	8 2 3 1	10 905	11.056	16.201
TOWN SCALIFFCATION	0 0	0 0	2,032	0 0	8 %	(2,00,2)	0	0	1.648	832	575
MAIN STREET PARTNERS	15.000	0	0	15.000	100%	15,000	15,000	15,000	15,000	8,000	4,609
ES TOURISM-TOT SHARE	0	0	0	0	%0	0	4,500	4,620	5,381	4,380	0
LIABILITY INSURANCE	2,077	0	0	2,077	43%	2,077	4,870	0	0	0	0
OFFICE SUPPLIES	2,623	0	0	2,623	131%	2,623	2,000	0	0	0	0
TOWN ATTORNEY	0	0	0	0	%0	0	0	0	0	5,940	6,291
ADMIN WAGES, TAX & BENIES	75,654	72,715	86,407	2,939	44%	(10,753)	171,821	204,175	189,229	191,458	192,902
LEGAL AND COLLECTION	0	0	0	0	%0	0	2,000	0	0	0	0
AUDIT SERVICE	0	0	0	0	%0	0	17,253	16,750	16,750	16,750	16,750
BANK PROCESSING FEES	1,632	2,023	3,357	(390)	46%	(1,724)	3,300	5,477	1,915	1,881	6,924
CREDIT CARD FEES	2,741	0	0	2,741	31%	2,741	8,705	0	0	0	0
PAYROLL PROCESSING F	2,043	1,365	1,324	829	27%	719	3,600	3,493	3,321	3,908	3,169
PROFESSIONAL DEVELOP	227	0	0	227	16%	227	1,400	200	1,414	1,674	1,255
SOFTWARE SUBSCRIPTIO	7,487	090'6	10,255	(1,573)	39%	(2,768)	19,106	21,627	19,257	24,069	13,598

Town of Onancock ADMIN - Financial Performance

		FISCAL	FISCAL 2022 - YEAR TO D	TO DATE - NOVEMBER	~				TOTAL YEAR		
•	ACTUAL	BUDGET	LAST YEAR	Over/(Under)	% of Total	Over/(Under)	BUDGET 2022	Actual 2021	Actual 2020	Actual 2019	Actual 2018
	(PRELIM)			Budget	Budget	Last Year		(PRELIM)			
SOFTWARE SUPPORT	3,100	0	0	3,100	103%	3,100	3,000	0	0	0	0
OFFICE EQUIPMENT	1,646	0	0	1,646	21%	1,646	7,800	0	0	0	0
PRINTING-AUTO DECALS	0	0	0	0	%0	0	0	0	1,738	202	797
ADVERTISING	2,029	3,557	649	(1,527)	13%	1,380	16,160	2,951	2,178	2,574	1,411
POSTAGE	606	2,783	1,828	(1,874)	23%	(616)	4,000	2,627	2,483	3,268	2,890
TELEPHONE	785	009	613	185	48%	172	1,644	1,680	1,574	1,882	2,029
PROPERTY INSURANCE	802	0	0	808	23%	805	3,509	0	0	0	0
VEHICLE INSURANCE	440	0	0	440	15%	440	3,027	0	0	0	0
GENERAL LIABILITY IN	1,097	0	0	1,097	34%	1,097	3,202	0	0	0	0
WORKERS COMP	46	0	0	46	1%	46	4,903	0	0	0	0
TRAVEL	45	0	0	45	2%	45	1,800	0	1,808	2,146	1,662
DUES & MEMBERSHIP	793	304	213	489	25%	581	1,535	1,072	268	1,161	863
OFFICE SUPPLIES	4,005	2,238	5,794	1,766	100%	(1,789)	4,000	10,354	5,593	7,920	13,245
HISTORIC ONANCOCK SC	0	0	0	0	%0	0	0	7,500	0	0	0
HOS - PROPERTY INSUR	0	0	0	0	%0	0	7,016	0	0	0	0
CULTURAL ENRICHMENT	2,000	o	0	2,000	%/9	2,000	3,000	0	0	0	0
MISCELLANEOUS	558	1,411	1,889	(853)	22%	(1,331)	2,500	3,347	3,787	13,461	13,478
WEBSITE & PRINTING	0	0	0	0	%0	0	8,000	0	0	0	0
EMPLOYEE WELFARE	440	0	0	440	29%	440	1,500	989	1,714	3,291	2,018
CONTINGENCY	0	10,000	1,450	(10,000)	%0	(1,450)	10,000	1,450	7,031	30,844	20,833
BANK BUILDING LOAN	8,927	71,598	13,391	(62,671)	33%	(4,464)	26,781	5,009	26,026	22,899	21,992
COURT FEES	0	0	Q	0	%0	0	0	406	84	0	141
TOWN CODE CODIFICATI	0	0	5,479	0	%0	(5,479)	0	6,824	0	1,990	0
VACORP	(68)	0	353	(88)	960	(441)	0	951	951	988	694
PROPERTY INSURANCE	0	0	8,627	0	%0	(8,627)	0	35,557	25,363	32,918	36,863
VEHICLE INSURANCE	0	0	1,639	0	%0	(1,639)	0	3,991	6,339	6,499	7,682
PUBLIC OFFICIALS LAI	0	0	1,619	0	%0	(1,619)	0	6,074	5,999	5,357	0
GENERAL LIABILITY IN	0	0	729	0	%0	(729)	0	626	11,114	2,326	951
WORKMEN'S COMPENSATI	0	0	4,314	0	%0	(4,314)	0	11,002	14,763	14,061	16,944
CONTRIBUTION TO FIRE	25,000	25,000	25,000	0	100%	0	25,000	25,000	25,000	22,500	22,500
FIRE PROGRAMS FUNDIN	0	10,000	15,000	(10,000)	%0	(15,000)	10,000	15,000	10,000	10,000	10,000
MOSQUITO CONTRACT	0	0	1,105	0	%0	(1,105)	0	1,105	12,030	1,800	3,294
REPAIR & MAINTENANCE	0	0	0	0	%0	0	0	3,845	0	0	0
MOSQUITO CHEMICALS	0	0	1,848	0	%	(1,848)	0	4,150	0	0	3,746
WEED CONTROL CONTRAC	0	0	0	0	%0	0	0	0	4,150	4,150	4,150
CDBG CONSULTANTS	0	0	409	0	%0	(406)	0	409	0	0	0
RURAL DEV LOAN	0	0	0	0	%0	0	0	0	4,088	6,701	6,497
INTEREST EXP-GO BOND	0	0	0	0	%0	0	0	0	2,938	3,882	4,790
INTEREST EXP-CAR LO	0	0	0	0	%0	0	0	0	64	330	539
Total Expenditures	168,532	220,332	201,601	(51,799)	40%	(33,068)	424,208	431,395	457,583	485,738	487,036
Excess of Revenue over Expenditu	525,038	506,479	463,119	18,559		61,919	784,132	884,048	683,109	729,559	704,731

Town of Onancock BUILDINGS AND STREETS - Financial Performance

																																			_
	Actual 2018		35 606		SUS	92,842	25,502	0	0	0	11,688	0	0	0	115	153	1,869	272	0	0	0	0	0	029	351	2,822	0	4,271	2,666	(926)	3,250	3,326	153	766	186,202
	Actual 2019		99	000	838	97,728	24,710	0	0	0	690'S	0	0	0	108	0	109	436	0	0	0	0	0	3,727	1,351	3,949	0	3,998	4,218	400	3,250	5,046	333	161	194,589
TOTAL YEAR	Actual 2020		42.050	10,00	1,215	100,260	24,374	0	0	0	15,054	0	0	0	118	200	1,090	357	0	0	0	0	0	4,007	351	3,671	0	3,364	3,169	1,320	3,250	7,811	1,082	107	213,858
	Actual 2021	(PRELIM)	C1 / L/	747	619	100,213	21,616	0	0	0	28,537	0	1,231	5,774	322	555	2,156	657	0	0	0	0	0	20	89	5,774	0	9,510	2,215	920	3,600	0	0	0	230,929
	BUDGET 2022		207 82	03/10	1,200	98,332	30,000	3,500	0	0	26,500	2,000	22,000	3,000	1,000	865	200	1,000	20,500	0	0	0	824	0	0	0	0	0	0	0	0	0	0	0	278,947
	Over/(Under)	Last Year	0	505,0	99	12,837	2,174	0	419	1,216	(4,880)	1,604	13,052	(1,065)	2,024	56	(230)	100	0	0	0	0	0	33	534	(2,842)	0	(2,423)	(183)	(340)	(1,375)	55	0	0	29,676
	% of Total	Budget	900	200	79%	25%	45%	%0	%0	%0	%0	32%	29%	%09	211%	3%	109%	32%	%0	%0	%	%0	%0	%	%0	%0	%	%0	%0	%0	%0	%0	%0	%0	42%
ATE - NOVEMBER	Over/(Under)	Budget	4	C+T'T	(147)	13,535	1,041	(1,458)	419	1,216	(11,042)	(479)	3,913	549	1,692	(335)	335	(100)	(8,542)	0	0	0	(343)	23	534	22	0	0	0	0	0	55	0	0	2,035
FISCAL 2022 - YEAR TO DATE -	LAST YEAR		2 0 0	4T7'6T	287	41,669	11,367	0	0	0	4,880	0	28	2,864	84	0	773	217	0	0	0	0	0	20	0	2,864	0	2,423	183	340	1,375	0	0	0	88,587
FISCAL	BUDGET	7.0	9	606'07	200	40,972	12,500	1,458	0	0	11,042	2,083	9,167	1,250	417	360	208	417	8,542	0	0	0	343	0	0	0	0	0	0	0	0	0	0	0	116,228
	ACTUAL	(PRELIM)	4	28,118	323	54,506	13,541	0	419	1,216	0	1,604	13,080	1,799	2,108	26	543	317	0	0	0	0	0	23	534	22	0	0	0	0	0	55	0	0	118,263
	I		Expenditures	BUILDINGS & STREETS WAGES	VEHICLE REPAIR	TRASH COLLECTION	ELECTRIC SERVICE	HEATING OIL	AUTO INSURANCE	WORKER'S COMP INSURA	STREET REPAIR	CLEANING SERVICES	REPAIRS AND MAINTENA	VEHICLE FUEL	SMALL EQUIPMENT REPA	UNIFORMS	CAN LINERS	SAFETY/STREET SIGNS	CAPITAL EXPENDITURES	NEW PUBLIC WORKS VEH	SIDEWALK REPLACEMENT	HISTORIC ONANCOCK SC	<b>BLACKSMITH SHOP</b>	VEHICLE MAINTENANCE	REPAIR & MAINTENANCE	VEHICLE FUEL	REPLACEMENT CHIPPER	ELECTRIC SERVICES	HEATING FUEL	JANITORIAL SUPPLIES	TOWN HALL JANITORIAL	REPAIR & MAINTENANCE	ELECTRIC SERVICES	REPAIR & MAINTENANCE	Total Expenditures

Town of Onancock PARKS AND LANDSCAPING - Financial Performance

				_	_								_				_	_
	Actual 2018		C	•	3,195	861	0	0	0	137	0	0	0	11,913	2,000	0	0	18,106
	Actual 2019		c	>	5,765	1,165	0	0	0	319	74	1,601	0	1,077	3,000	0	0	13,001
TOTAL YEAR	Actual 2020		C	•	6,210	1,560	0	0	0	179	33	831	0	6,590	3,000	0	0	18,403
	Actual 2021	(PRELIM)	C	>	9'252	2,347	0	0	0	2,665	926	1,250	2,500	2,633	1,250	0	0	20,126
	BUDGET 2022		145 141	10,10	8,250	1,800	0	0	0	3,200	1,000	7,500	4,000	4,300	0	7,200	5,250	88,641
_			_	_	_	~		_	_	_			_	2	-		_	Ц
	Over/(Under)	Last Year	1 180	7,170	7,400	(124)	çı	357	0	2,594	1,652	(1,199)	(2,431)	(1,240)	(1,250)	2,812	0	9,714
	% of Total	Budget	700.	7.9	%06	34%	%0	%0	%0	111%	170%	1%	%0	3%	%0	39%	%0	20%
ATE - NOVEMBER	Over/(Under)	Budget	(300,01)	(400,000)	3,963	(135)	3	357	0	2,223	1,279	(3,074)	(1,667)	(1,655)	0	(188)	(2,188)	(19,167)
FISCAL 2022 - YEAR TO DATE - NOVEMBER	LAST YEAR		•		0	739	0	0	0	962	44	1,250	2,431	1,377	1,250	0	0	8,052
FISCAL	BUDGET	ហ		577,61	3,438	750	0	0	0	1,333	417	3,125	1,667	1,792	0	3,000	2,188	36,934
	ACTUAL	(PRELIM)	***	1,140	7,400	615	m	357	0	3,556	1,695	51	0	137	0	2,812	0	17,766
	I			PARKS & LAND WAGES	CUTTING GRASS CONTRA	ELECTRIC SERVICES	PROPERTY INSURANCE	AUTO INSURANCE	WORKER'S COMP INSURA	REPAIR & MAINTENANCE	SMALL TOOLS & EQUIPM	PARKS-PLANTINGS & LA	TREE BOARD AND BEAUT	HOLIDAY DECORATIONS	CULTURAL ENRICHMENT	MOSQUITO CONTROL	WEED CONTROL	Total Expenditures

Town of Onancock Capital Budget 5-Year Plan

				\$ 582,000		
		000'09	36,000	116,000	(15,625) (10,812) (7,950) (9,540)	(43,926)
2026						
-		\$ 20,000	20,000 \$ 7,200 \$ 36,000 \$	200 \$	(15,625) \$ (10,812) \$ (7,950) \$	(34,387) \$ (63,200) \$
2025		'05	20, 7, 36,	113,200	(15, (10, (7,	(34,
26						
+		3,000	60,000 \$ 7,200 \$ 36,000 \$	110,200 \$	(15,625) \$ (10,812) \$ \$	(33,437) \$ (103,200) \$
2024						- 0
	(ears)	l kems)	s s piou	s	v, v,	v, v,
	obably in 8 y	68,000 other capita	3,600 20,000 capital thres	91,600	(15,625)	(26,437)
2023	ct 5-years, pr ct 5-years)	t the cost of ct 5-years)	eed \$5,000 o			
4	in the ney	\$   \$   \$   \$   \$   \$   \$   \$   \$   \$	S S S S S S S S S S S S S S S S S S S	\$	s s	\$ (8
2	(no replacement needed within the next 5-years, probably in 8 years)	\$ 68,000 \$ 39,000 \$ 18,000 \$ (expect to sell and use trade in to offset the cost of other capital items) [no replacement needed within the next 5-years]	\$ 3,600 \$ 20,000 \$ ho individual item cost expected to exceed \$5,000 capital threshold No individual item cost expected to exceed \$5,000 capital threshold	151,000	(15,625)	(15,625)
2022	eplacement	ect to sell ar replacement	ndividual ite	:		
3	(0)	s s s s s s s s s s s s s s s s s s s	\$   N	ires \$	<>	w
				Total Capital Expenditures		
scription		50) Aanger} an)	) each)	Total Capit	5%) %) %) %)	(et)
Asset Description		Is Truck (F-1 ping Truck (V nnt Truck (Va :k ck (48")	ping ,000 each) Cans (\$1,800 ures		10 year, 2.7; 7 year, 2.75; 7 year, 2.75; 7 year, 2.75	erating Budg
	Equipment Backhoe	Vehicles Building & Streets Truck (F-150) Parks & Landscaping Truck (Ranger) Water Department Truck (Van) Small Dump Truck Chipper Dump Trailer Large Dump Truck Tractor Zero-Turn Grass (48") Small trailer Car trailer Mower Deck Bush Hog	Façade/Landscaping Street Lights (\$4,000 each) Benches/Waste Cans (\$1,800 each) Signs Furniture & Fixtures		USDA Payment (10 year, 2.75%) USDA Payment (7 year, 2.75%) USDA Payment (7 year, 2.75%) USDA Payment (7 year, 2.75%)	Cash Outlay (Operating Budget) Use of Reserves
	Equipm Backho	Vehicles Building Parks & Water D Small Dt Chipper Dump I Large Dt Tractor Tractor Zero-Tuu Small tractor Zero-Tuu Small tractor Bush Ho	Façad Street Bench Signs Furnit		080 080 080	Cast

Cost/(Surplus, Left-to-Spend) Status	Closed	(307.00) Closed	Closed	2,895.11 (additional agreed to by Council)	(45,000.00) Paid OMS from this, \$12k total	2,050,00 Wait for Lightning Protection	17,878.25 7,000.00 24,878.25 Open - Projects underway	(3,275,40) Final accounting underway	8,875.00 Wait for reimbursement 8,875.00		Quotes received	Engineer contacted	Surveyor retained	Design beginning	Idle	Complete	Project underway		Underway	idle	Program design underway	idle	400	ldle	ldle	Permit process beginning	Idle	Idle	Idle	Lineck to be cut Jan 2022	(613,835,77)
Reimbursement Cost/(Surp	106,333.00 \$	6,761.57 \$	106,333.00 \$	22,318.16 \$	436,290.38 \$	\$ .	s s s	154,521.00 \$ 154,521.00 \$	s, s,																						628,216.00 \$
Expenditure	106,333.00 \$	6,454.57 \$	106,333.00 \$	25,213.27 \$	391,290.38 \$	2,050.00 \$	17,878,25 \$ 7,000,00 \$ 24,878,25 \$	151,245.60 \$	8,875.00 \$						i e	8,000		5,1/5	1,205		4							4			14,380.23 \$
ä	w.	s	\w_	\square \square \land \square \quare \qqq \quare \qq \qq \qq \quare \qq \qq \qq \qq \qq \qq \qq \qq \qq \q	v.	\$	w w w	ง\ <u>ง</u>	s) s	(Not to Exceed Budget)	\$ 000'05	100,000 \$	295,000 \$	25,000 \$	35,000 \$	8,000 \$	165,000 \$	\$ 000 61	\$ 000 \$	20,000 \$	\$ 000'06	40,000 \$	3,500 \$	\$ 000.59		\$ 000'06	35,000 \$	- 1		100,000 5	11
							,4,100}			of fold	\$	Ş			S	\$	s s	<b>A</b>	200			\$	w	^ ~	· ·	\$	v			v	<b>b</b> .
Description	CARES ACT I: Accomack County (\$106,333)	Local Public Assistance: FEMA	CARES ACT II: Accomack County (\$106,333)	N.E. Planning Grant: CDBG (\$40,000)	Small Business Recovery: CDBG (\$495,000) SBRA Grant	White Oak: Forestry (\$4,250) Tree Work	Boater's Improvement Grant (BIG) (\$40,034/554,100) Maintenace Advertising	Boat Ramp: VPA (\$166.427) Ramp - Engineering and Const.	Bulkhead: VPA (\$270,000) Bulkhead - Engineering and Const.	< QQ QQ <	Police Generator	GIS Water System	Police Dept/Public Bathroom Renovation	Dog Park	Northeast Park	Remove Wood Shop	Tower Paint and Seal	Hypo Tank	Electric at Tower	Air Conditioning Town Hall Upstairs	Matching Grant for Onancock Business Facades	Sunset Park	Touchless Faucets Little League	Urainage Orton Cleanout	Duckbill at Wharf	Clean out under floating docks	Downtown atheistic	Town Square repairs	Walking path at Little League complex	ESCADV Support	Storinwater Page

### Town of Onancock

### Cash & Reserve Report

### As of November 30, 2021

General Ledger Cash on Hand Idle Cash Fund General Fund Reserve Grant or Special Project ARPA Fund Utility Reserve Capital Asset Fund	<b>Fund</b>	\$ \$ \$ \$ \$ \$	588,670 1,143,149 420,209 53,742 628,402 712,136 142,248				
Total Cash and R	eserves			\$	3,688,556		
Net Cash	& Reserves				,	\$ 3,688,556	
Reserves (Using FINANC	CIAL POLICIES)						
General Fund Re {30% Bud	serve geted Revenue) 2021 Budgeted Revenue Less: Water Revenue Less: Sewer Revenue	\$ \$ \$	1,404,840	\$	1,404,840		
	General Fund Reserve		•		30%	\$ 421,452	
Capital Asset Res (25% of 5	serve -Year Capital Expenditure Plan) **5-Year CAPEX			\$	582,000 25%		
ARPA Funds	CAPEX Reserve		•			\$ 145,500	
ARFA FUIIUS	Amount Received Amount Spent ARPA Funds Remaining			\$ \$	628,216 8,287	\$ 619,929	
	WATER ONLY - NO SEWER) lays of Budgeted Operating Expenditures 2022 Budgeted Expenditures Divided by 365 times 120	\$	441,401	\$	145,118		
(B) 3R's (F	Repair, Replace, Rehab) - 30% of Accumulated Depreciation ***Accumulated Depreciation at 6/30/21	\$	1,850,000 30%	\$	555,000		
(C) Unbuc	dgeted Street Repairs			\$	15,000		
						\$ 715,118	
Special Revenue	Fund Reserve					\$ 250,000	
RESERVES REQU	IRED PER POLICY					9	\$ 1,730,547
Current Cash on	Hand (less ARPA and Required Reserves)						\$ 1,958,009
Estimated Rema	ining FY Revenue						\$ 1,350,247
Estimated Rema	ining FY Expenditures						\$ (1,750,552)
Estimated Expen	nditures Up To FY23 Tax Day						\$ (1,400,000)
Estimated Inc/(D	Dec) to Reserves at 6/30/2022						\$ 157,704
							\$ -