

Town Council: *Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald*
Mayor: *Fletcher Fosque* | **Town Manager:** *Matt Spuck*

Town of Onancock

Town Council Meeting
July 24, 2023, at 7:00 p.m.

Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from the June 26, 2023, meeting.
4. Public Hearings
 - a. None Scheduled
5. Public Presentation:
 - a. None Scheduled
6. Council Action
 - a. Personnel Policies
7. Council discussion:
 - a. Hill Studios next steps
8. Public Comment
9. Committee Reports
 - a. Personnel (Cindy Holdren)
 - b. Onancock Main Street (Cindy Holdren)
 - c. Historic Onancock School (Sarah Nock)
 - d. Planning Commission (Brandon Brockmeier)
 - e. Waterfront (Fletcher Fosque)
10. Mayor's Report
11. Town Manager's Report
 - a. Manager's Report
 - b. Financial Report
12. Town Councilmember comment
13. Closed session
 - a. Real Property §2.2-3711(A)(3).
14. Adjourn

**Town of Onancock
Town Council Meeting
Monday June 26, 2023
7:00 PM**

1) Call to order and Roll Call:

Vice- Mayor Maphis Oswald called the meeting to order at 7:00 PM and roll was called. Vice-Mayor Maphis Oswald, Councilmembers Cynthia Holdren, Joy Marino, and Sarah Nock were present. Councilmembers Brandon Brockmeier and Ray Burger were not present. Mayor Fletcher Fosque was present via Zoom. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

2) The Pledge of Allegiance was recited.

3) Approve minutes from the May 15, 2023, meeting– Councilmember Holdren moved to approve the minutes. Councilmember Nock seconded the motion. The motion passed with a 4-0 vote.

4) Approve minutes from the May 22, 2023, meeting - Councilmember Nock moved to approve the minutes. Councilmember Holdren seconded the motion. The motion passed with a 4-0 vote.

5) Public Hearings

- a. **26-4: Speed Limit Ordinance –** The public hearing was opened at 7:04 PM.

Public Comments:

Charlie Roe – 142 Market St – Mr. Roe is in favor of the speed limit change but thinks it is important to have police reinforcement. In the past, he has spoken to the town about the difficulty with crossing the street in the B-2 district. At that time, his suggestion was cross walks and police reinforcement. In his experience, the downtown businesses are treated differently than uptown.

Public hearing closed at 7:10 PM.

Council Comments – Councilmember Holdren thinks there was a miscommunication in that the speed limit change was to facilitate the use of golf carts.

She wished to clarify that the changes are for pedestrian safety and not for the less than 20 golf carts in town.

- b. **Chapter 2: Administration, Division 3: Economic Development Authority Ordinance –** Public Hearing opened at 7:13. Town Manager Spuck explained the Economic Development Authority (EDA) needs to be in place for the short-term because the town received a grant from the VA Department of Housing and

**Town of Onancock
Town Council Meeting
Monday June 26, 2023
7:00 PM**

Community Development (DHCD) IRF loan to revitalize a blighted building. The town cannot lend money to a private entity per the attorney; therefore, an EDA board needs to be established to oversee the funds and loan terms. He further went on to explain that in the long term the EDA board will allow for additional funding avenues to stimulate the businesses in Onancock. This will include all businesses despite their location of downtown or uptown.

Public Comments – Peter Holt - 15 Meadville – Mr. Holt asked, “would the Town set up a committee to manage the funds?” Town Manger Spuck explained the EDA is a 7-member board and the terms would rotate like a council seat. The plan is to select qualified members from the community to fulfill the skill sets required such as accounting, legal, real estate, and other requirements as needed.

Public hearing closed at 7:20 PM.

6) Public Presentation

- a. **Geoff Daking: Sound measurement** – Mr. Daking gave a presentation on sound measurement. The goal of the presentation was to help town council and members of the audience better understand how sound is measured and establish a noise level that would not be disruptive to neighbors and residents during a performance.

7) Council Action

- a. **Section 3-301 to 3-303: Economic Development Authority ordinance** - Councilmember Marino moved to adopt the EDA ordinance. Councilmember Holdren seconded the motion.

Council Discussion –

- Councilmember Marino asked if the council could adopt the ordinance now but later appoint members and establish by-laws? Town Manager Spuck verified with the attorney that we can appoint members and establish by-laws after the ordinance was passed.
- Councilmember Holdren asked the attorney for clarification on the EDA’s authority to develop properties outside of the town limits. She has not received a response and would like his response before moving forward with the ordinance. Town Manager Spuck stated this decision would negatively impact more people than being considered. It impacts the contractor that is

**Town of Onancock
Town Council Meeting
Monday June 26, 2023
7:00 PM**

drawing money from a line of credit at a higher interest rate, it hurts the Town's relationship with DHCH because we cannot process the loan and it hurts Onancock Main Street as the grant award was a huge accomplishment.

- Vice-Mayor Oswald would like to clarify the members of the board will be residents of Onancock.

The motion passed with a 4-0 vote.

- b. **Section 26-4: Speed Limit** – Town Manager Spuck asked to redact line A under 1. – Vice-Mayor Oswald moved to approve the ordinance with the above redaction. Councilmember Holdren seconded the motion.

Council comments:

- Councilmember Holdren asked Town Manager Spuck to elaborate on the resident complaints about the current speed limit. Town Manger Spuck reminded everyone of Mr. Roe's earlier comments. He also explained the road diet is a large part of the decision on Market St. The road diet will take the four-lane road down to two lanes with bike and pedestrian lanes on each side. Most safety complaints are from residents are about Liberty St. Because there are no sidewalks on Liberty, pedestrians feel unsafe while walking because cars are speeding.
- Councilmember Nock asked if VDOT will approve all or nothing with the suggested speed limit changes.

Nock – yay

Maphis – yay

Holdren – yay

Marino – nay

The motion carried with 3-1 vote.

- c. **Onancock Resolution – Boating Infrastructure Grant (BIG)** – The boating infrastructure grant is applied for each year. Last year the award was \$64,000 which helped pay for the new bulkhead. The resolution is required for reimbursement. Councilmember Marino moved to accept the resolution. Vice- Mayor Oswald seconded the motion.

**Town of Onancock
Town Council Meeting
Monday June 26, 2023
7:00 PM**

- Councilmember Nock asked for clarification that the work is already complete. Town Manager Spuck confirmed the work is complete.

Motion passed with a 4-0 vote.

8) Council Discussion:

- a) Hill Studios next steps parking – There were three initiatives with the Hill Studio study. 1) Parking – nose end parking on College Ave. was favorable. The recommendation was to come back and work with VDOT to get nose end parking. 2) Lighting – The downtown lighting was popular while the residential package was not popular. 3) Signage – The wayfinding signs were well received along with street signs. The package that was not received well was the entry way and the destination signs. David Hill asked for any design ideas to help the process begin to move forward. Upon selection, Hill Studios will provide manufacturer, product information and pricing for a proposed budget. Mayor Fosque suggested a work session in July because of the absence of Councilmember Brockmeier and Councilmember Burger. Councilmember Holdren asked if we can get the pricing for the packages that are popular.

9) Public Comments –

- a) Rick Turner – 3 Onancock St – Mr. Turner thinks the FOS have been treated poorly. The board has continued to keep the grounds in great shape and the building is pristine. Any maintenance issues have been managed solely by the FOS board without town involvement. One of many examples includes the request for an outdoor bathroom facility because of the high traffic at the playground. The FOS board worked out a free porta potty deal. He also stated the pavilion will not be a constant nuisance. When the Hill Studio gave their presentation a few months ago, it was noted that music can benefit small towns.
- b) Haydon Rochester – 39 King St – Mr. Rochester is the President of FOS. He stated the school zoning is a unique zoning. The town council gave FOS permission to move forward with the construction of the pavilion and is extremely unfortunate the project is not completed.
- c) Priscilla Hart – 21 Market St – Ms. Hart likes the idea of a town Welcome Center. She hosted a few guest that were staying at the harbor who needed assistance with town sightseeing spots and other activities. Town Manager Spuck informed her that that he is currently working to create a digital walking map and other visitor apps. The grant awarded from VA Tourism will assist in the cost of development.

**Town of Onancock
Town Council Meeting
Monday June 26, 2023
7:00 PM**

- d) Clark Williams – 5 Johnson St – Mr. Clark reminded everyone that he moved to Onancock for the peace and quiet of a small town. The performance pavilion will disrupt this way of life for residents. He charged town council to navigate the issues.

10) Committee Reports

- a) Personnel Committee -Councilmember Holdren reported the personnel committee met to discuss Town Manager Spuck's annual evaluation. Currently, the revised personnel handbook has not been approved and hopes the revisions can be expedited.
- b) Planning Commission – In Councilmember Brockmeier's absence, Town Manager Spuck reported the planning commission reviewed Chapter 38 – Zoning.
- c) Waterfront Committee – In Mayor Fosque's absence, Town Manager Spuck reported the waterfront committee reviewed performance with slip nights and revenue. With the BIG Infrastructure Grant, the Harbor can install a new fuel pump, pump out station, and a handicap ramp.

11) Mayor's Report – defer to next month.

12) Town Manager's Report

- a) HRSD – The utility repair to install sewer laterals on Jefferson St. qualifies as a patch/repair and the road will be brought up to VDOT standards. It is no longer necessary for the road to be a one-way street.
- b) VA Tourism Grant – With the grant award money, we are creating a walking map and interactive map system to use on your phone.
- c) Town website – Town Manager Spuck had a zoom call with the website developer, and they came to an agreement on the landing page. A contractor was hired to work on social media presence.
- d) ARPA – The generator, cameras and new equipment have been moved to the DOJ grant. The county has the plans for the new police station because there is a life safety approval required.
- e) 38 Market St – a floor plan has been approved.

Financial Report – Town Manager Spuck reviewed the financial report

**Town of Onancock
Town Council Meeting
Monday June 26, 2023
7:00 PM**

13) Town Council comments –

- Councilmember Nock - She reminded everyone of the ice cream social on July 3, 2023.
- Vice- Mayor Oswald – She stated the mayor’s job is not easy and she appreciates everyone’s patience with running the meeting.
- Councilmember Holdren – The HOS Blooms and Brush tour was well attended and hopes this will become an annual event. She reminded everyone about OMS gift card promotion. The new mural at North Street Playhouse will start towards the end of July.
- Councilmember Marino –She is sorry to see Charlie Roe leave town and thanked him for his help.

14) Closed Session -not necessary

15) Adjourn – Councilmember Marino moved to adjourn the meeting. Councilmember Holdren seconded the motion. The motion passed with a 4-0 vote. The meeting adjourned at 9:28 PM.

Mayor, Fletcher Fosque

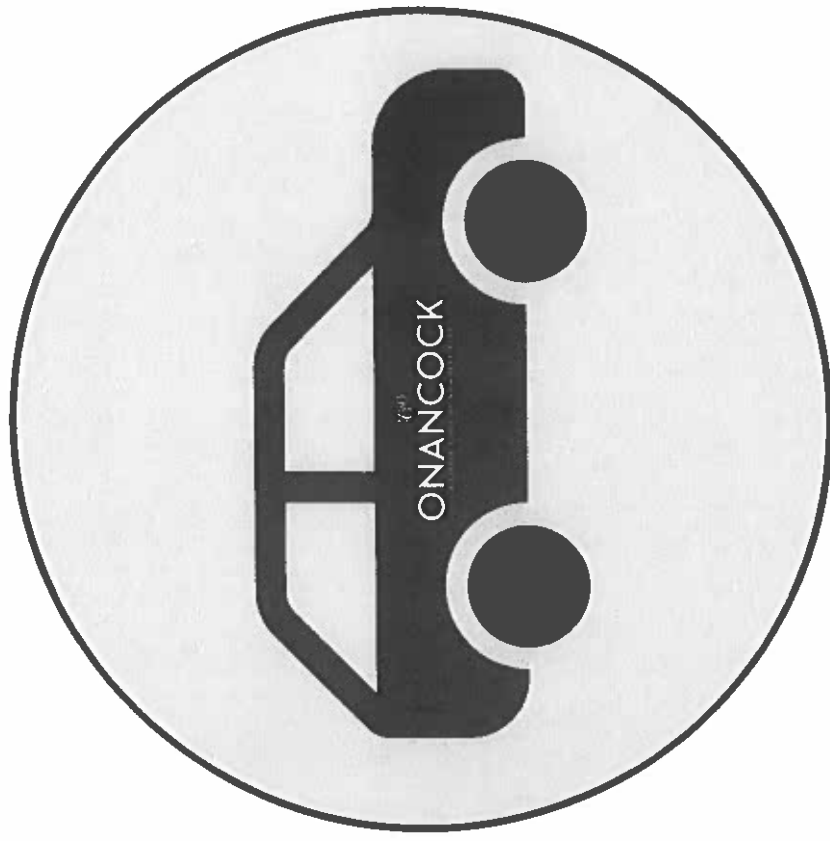
Town Clerk, Debbie Caton

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Hill Studio – Summary of Progress

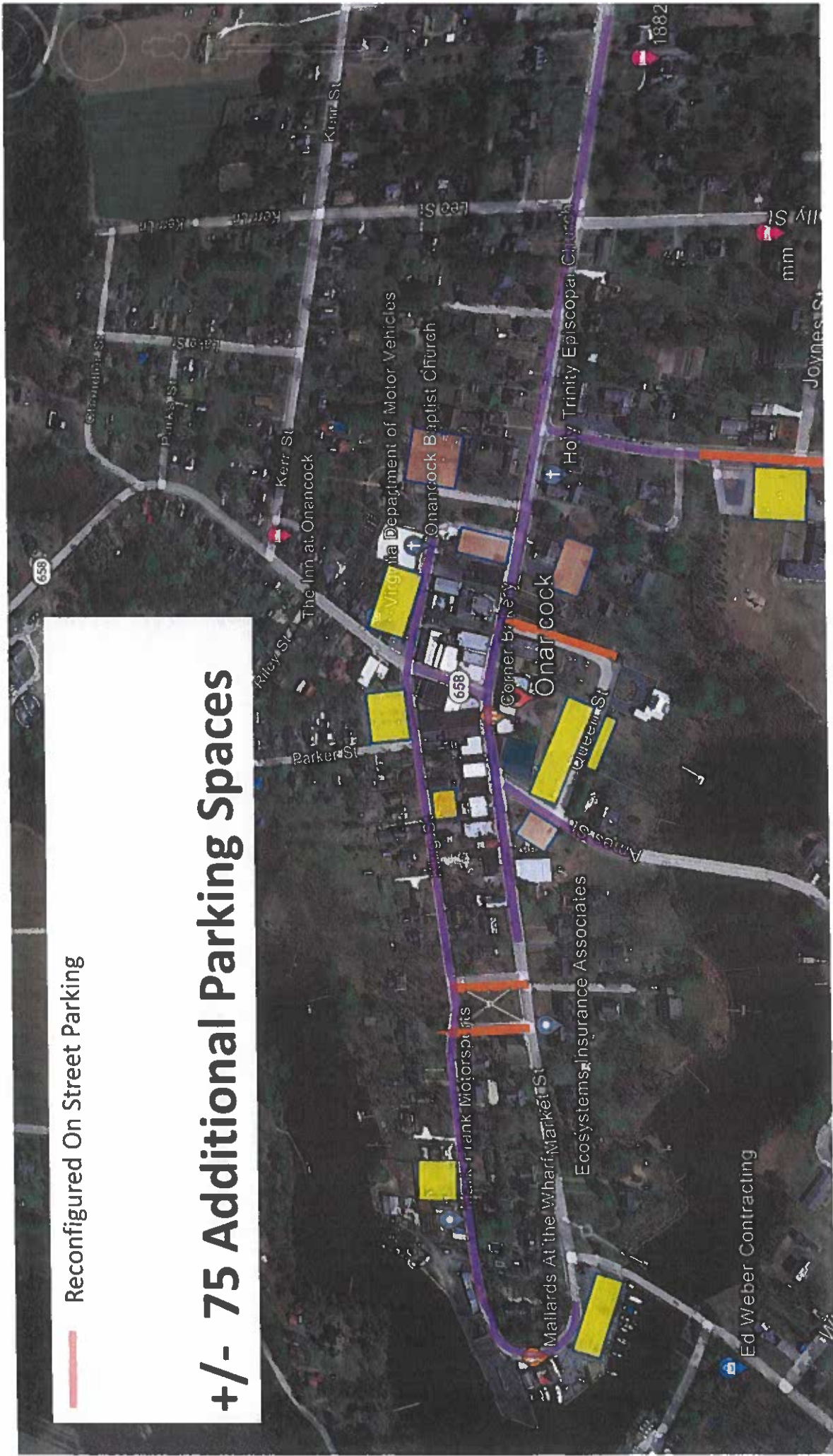
Task	Progress
Signage	
• Entry Sign	In design phase
• Wayfinding Signs	Design approved – wait for fabrication
• Street Signs	Design approved – have fabrication – wait to produce one for Ames and Market
• Destination Signs	In design phase
Lighting	
• Streetlights	Concept approved – wait for fabrication
• Fixtures for the Front of Town Hall	In design phase
• Pole Lighting at the Gazebo	In design phase
• Wharf Lighting	In design phase
Parking	
• Overall suggestions	The only major change is lines on College Ave. I have not spoken with VDOT yet.

Parking







Reconfigured On Street Parking

+/- 75 Additional Parking Spaces

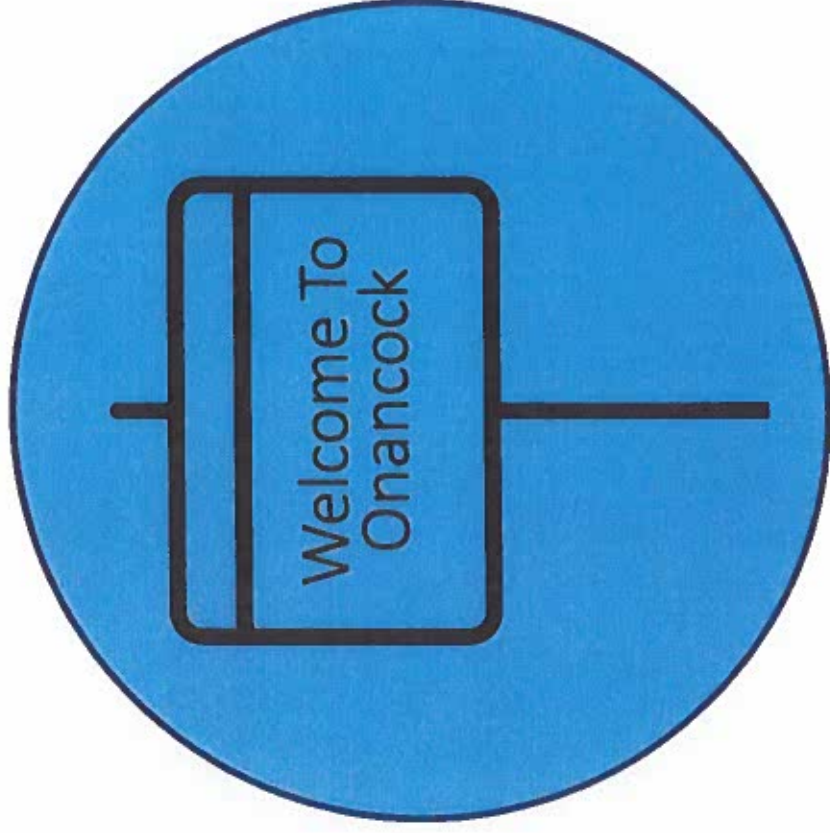


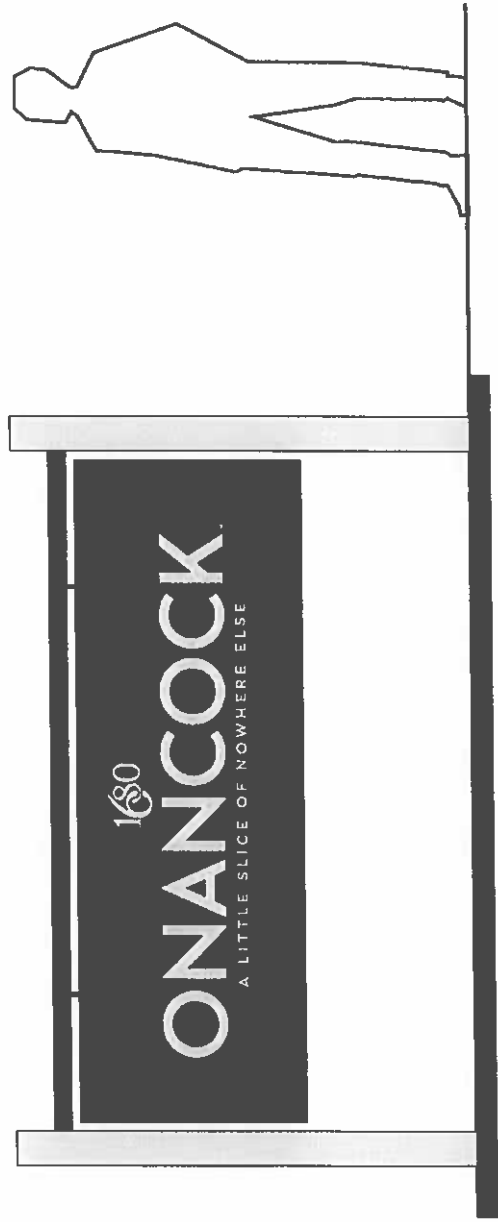
Ed Weber Contracting

-  Public Parking
-  Other Parking
-  Intersection Crosswalks
-  Midblock Crosswalks



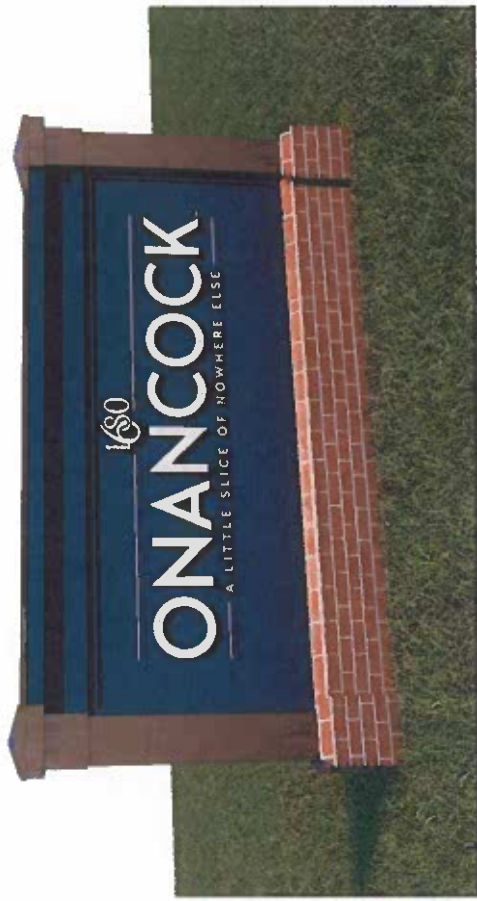
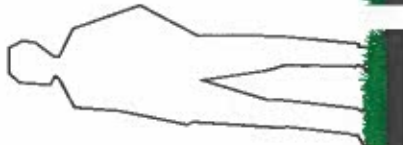
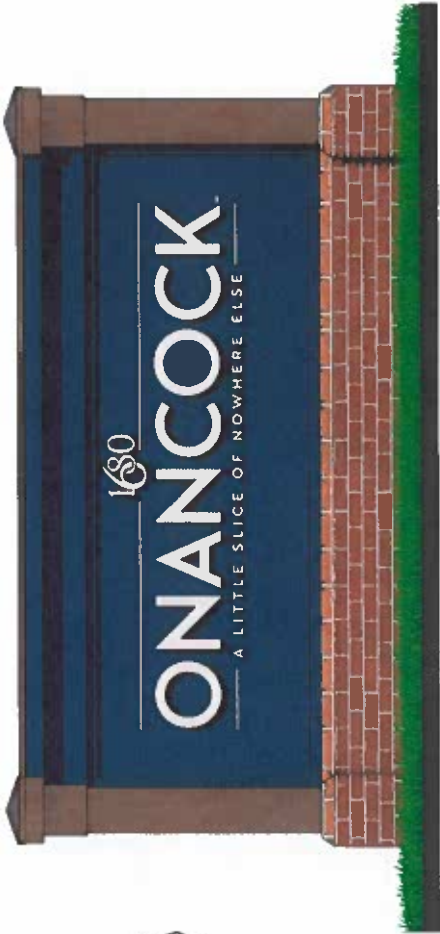
Signage



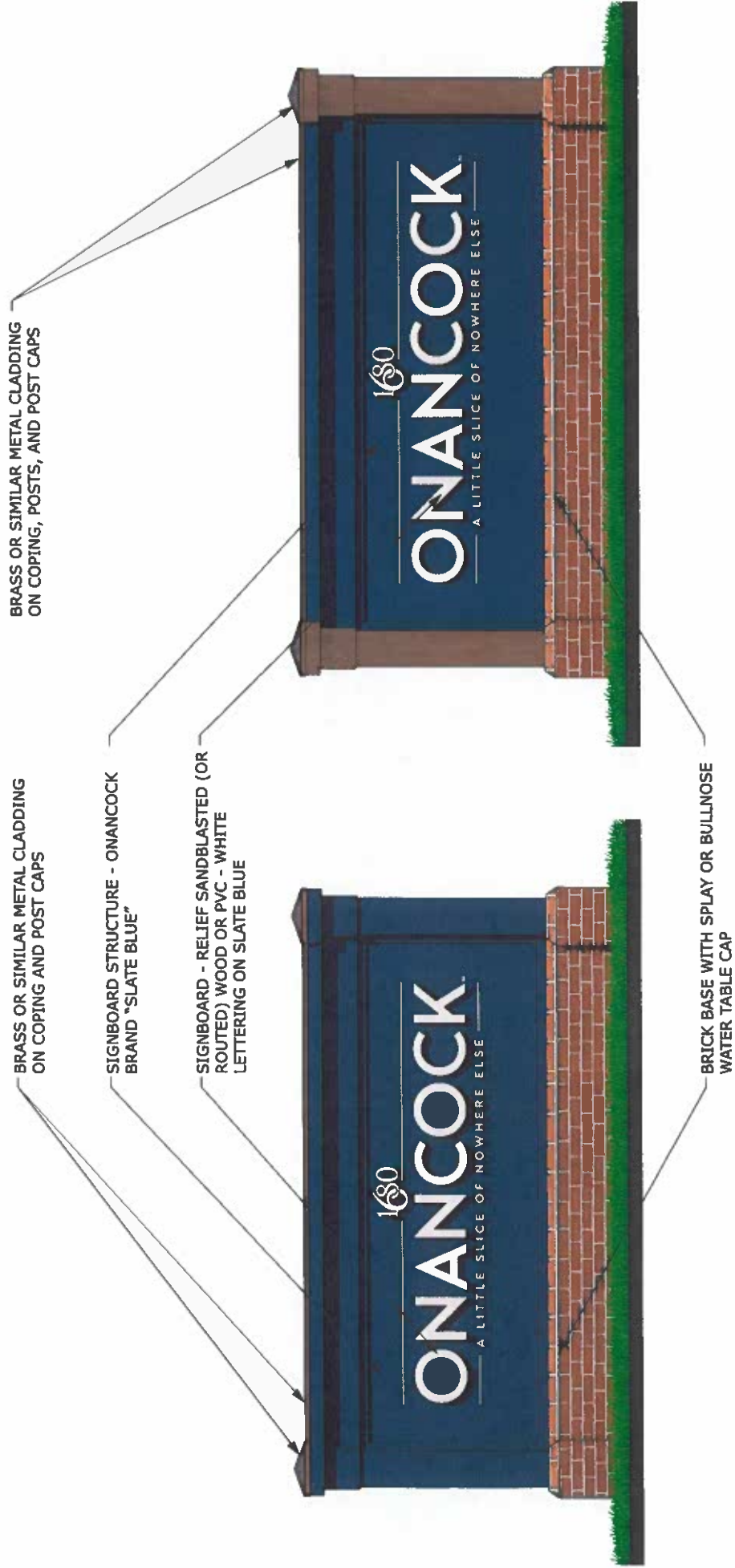


Gateway Sign

VEHICULAR GATWAY ENTRANCE SIGN

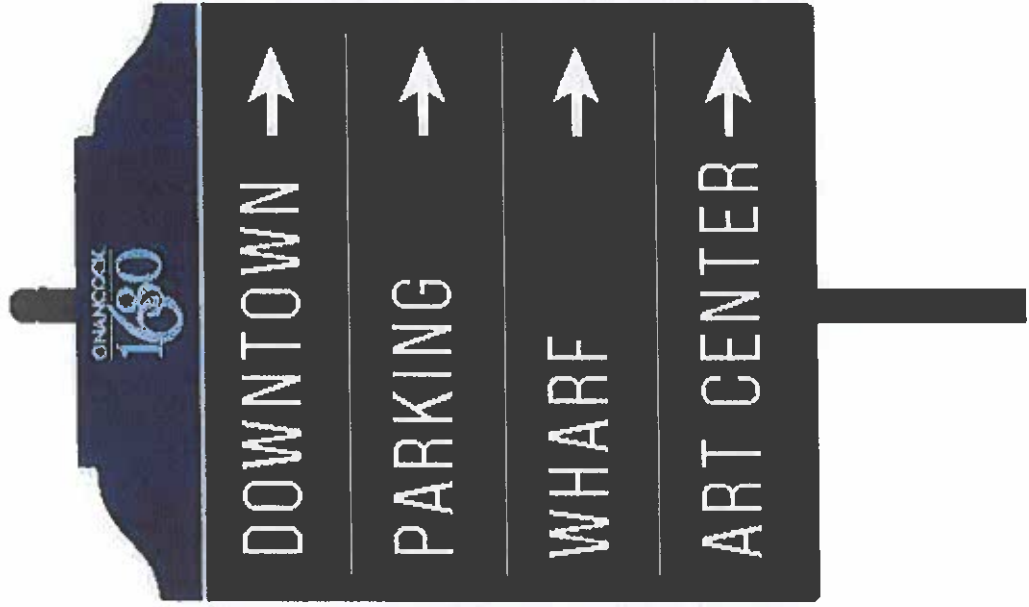


WELCOME SIGN CONCEPTS

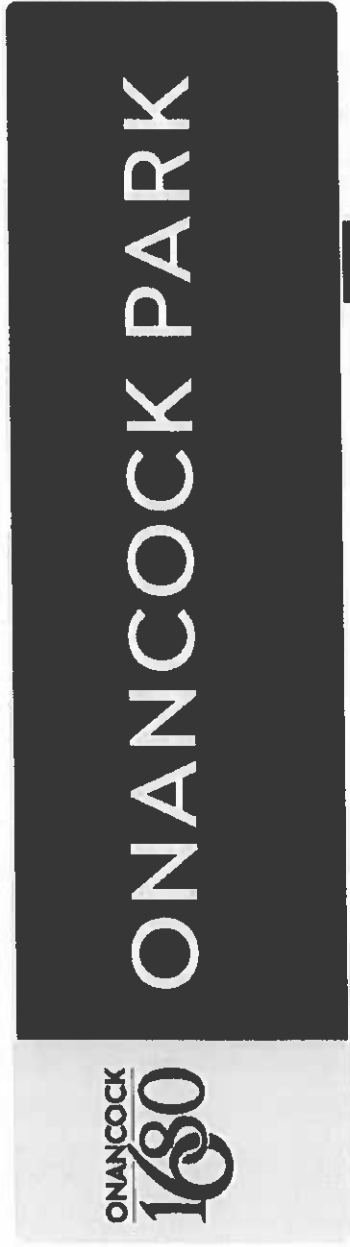


WELCOME SIGN CONCEPTS - NOTES

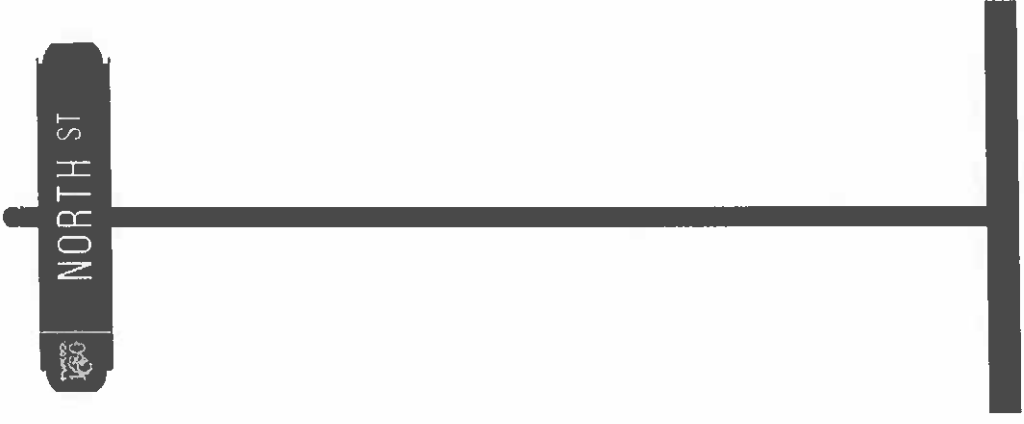
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Vehicular Directional

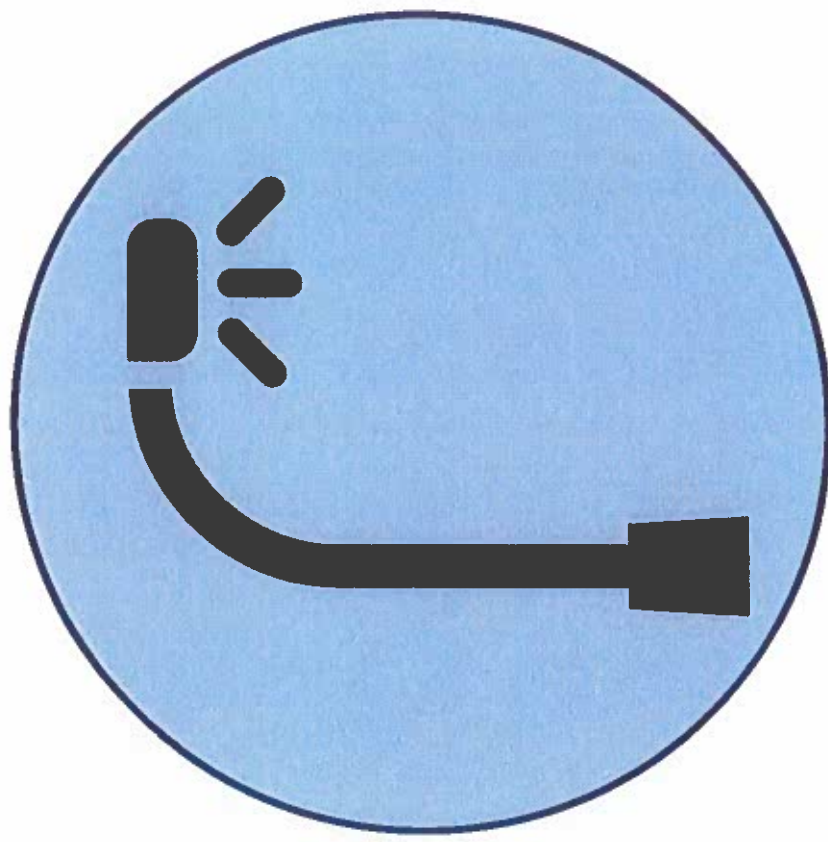


Destination Sign

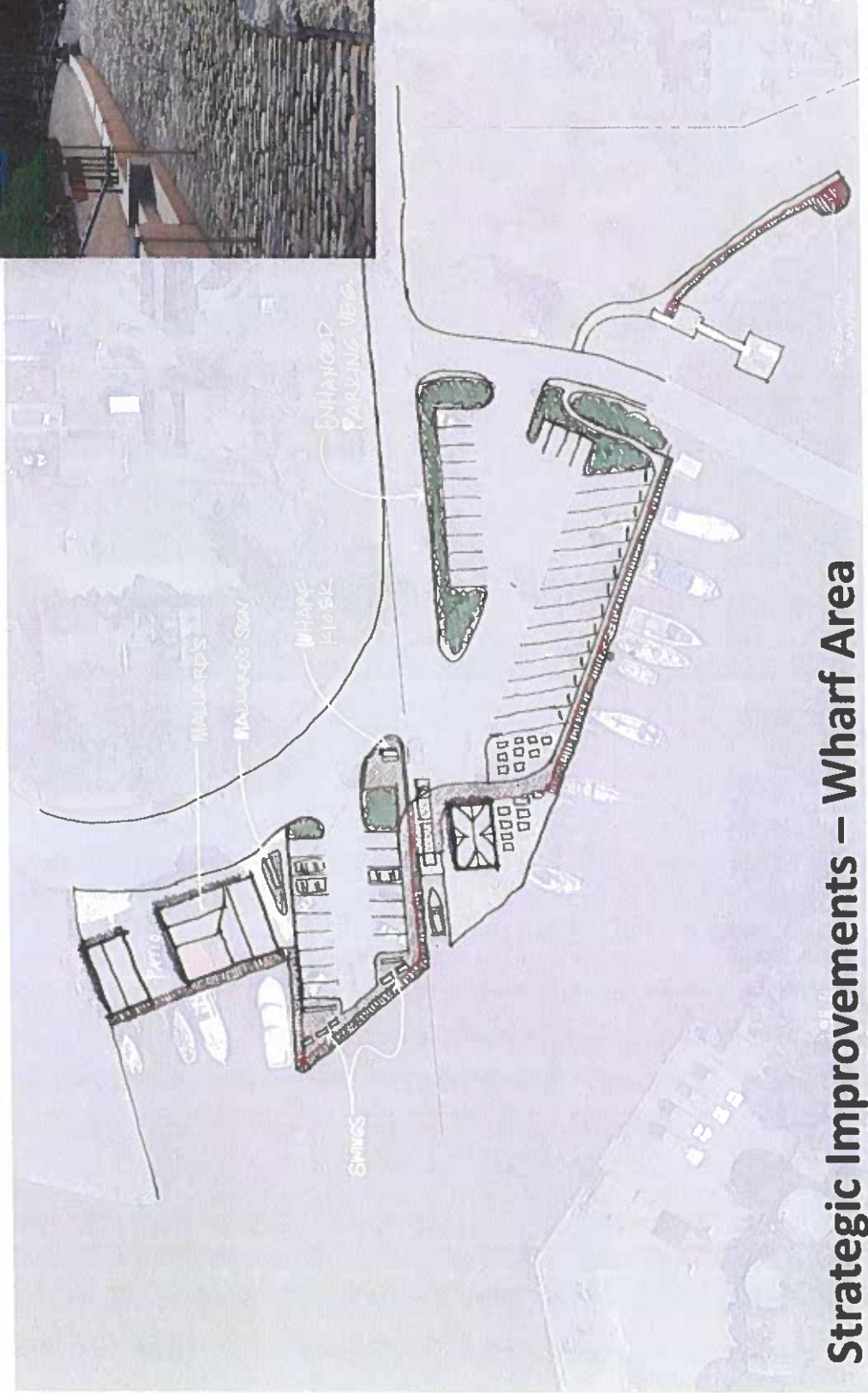


Street Sign

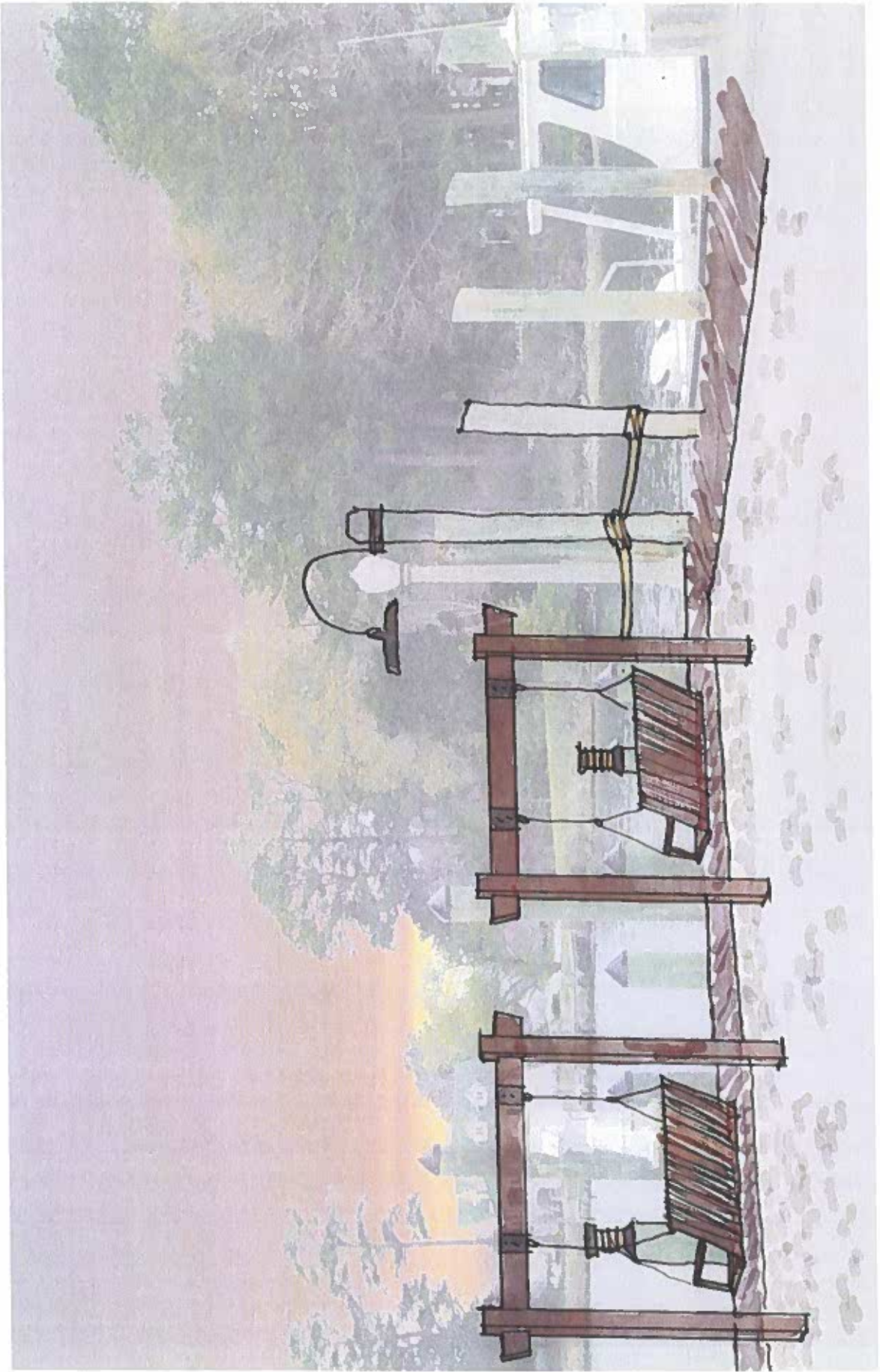
Lighting

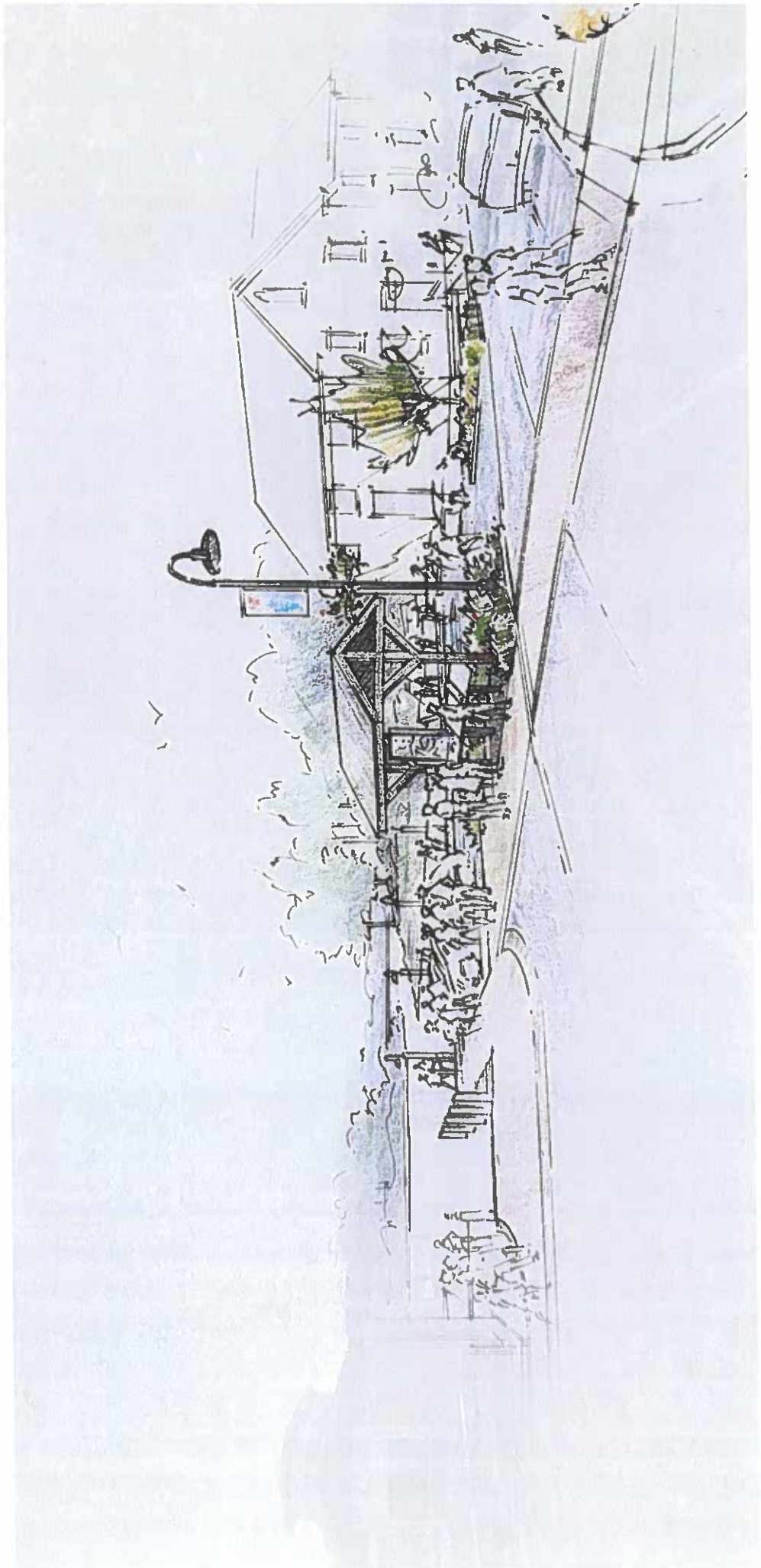






Strategic Improvements – Wharf Area





Town Council: Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald
Mayor: Fletcher Fosque | **Town Manager:** Matt Spuck

Town Manager Report – July 24, 2023

HRSD Transition

- The Jefferson Street project is moving forward. We met with VDOT and agreed on the quality, depth, and type of surface. The first house obtained the building permit from the County and construction will begin soon.
- As the sewer line is added by HRSD, Town employees will install water service to all 13 lots.

Street Repairs

- Holly Street VDOT is scheduling the new culverts for summer.
- Patch pavement repairs were completed on Queen St. The crew said it was the first time they received applause for their work.

Town Plan

- Hill Studios is beginning the fabrication work for street signs (one to begin with), wayfinding signs, streetlights, post lights for the gazebo. They are not complete with the main entry sign.

Northeast Revitalization Project

- Contracts to demolish and remove debris from 4 Church and 8 Watson are in the process of being signed. 15 Cross is beginning that process.
- Sidewalk design is basically done, and we are working on easements from the property owners.
- The police have requested brighter streetlights on Boundary Ave. This matches a request from residents. We are adding lights in the neighborhood as part of the grant. We will likely put a light plan together that increases the lumens neighborhood wide.

VTC (Virginia Tourism Grant)

- The \$50,000 we were allocated because of our status as a DMO and my work on the Tourism Commission. We were just appropriated an additional \$4,000.
- I met with the local firm who creates maps for graphic designers. I also met with the graphic designers to talk about what we want the design on top of the map to look like.
- We contracted with 2 companies to help our social media presence. The first will produce 10 posts per month with professional copy and photography. We link to Instagram, so that same production will be shared on that platform. The IG account is new, so we need followers. The second firm we contracted with is tasked with increasing followers that meet our demographic criteria.
- The map software is virtually complete. This solution works on phones and on computers. We have 10 layers, meaning topics of interest (restaurants, museums, arborist tour, artisan trail, etc.). When a layer is selected, only those locations appear. When a location is selected, a picture pops up, directions from current location, menu, link to website, etc. We need to wait until our new website is up and running to activate this app.

VODOT (Ready Set Go grant & TAP)

- No update on grant. Pre-application submitted.

IRF (Industrial Revitalization Fund - \$1 mil for Lilliston)

- I have made it through about 2/3 the contract between the town, OEDA, and the developer. After I finish, the Town Attorney will edit, and I will send off DHCD to begin the process to get our contract with them started.

Website

- The website is moving along. We have the sitemap and design about complete. When we finish, while the developer creates the functionality, I will edit and update content.

Open ARPA Project Updates

- Police Generator (\$0) –moved to DCJS grant.
 - Call Carter and Big Wood for quotes. Will also publish RFP on our website.
- GIS Water System (\$15,000)
 - Project closed.
- Police Department Renovation (\$150,000 – reappropriated because of the DCJS grant)
 - We need the contractor's name before we can get the final building permit from the County. I hope to get the CD for 38 Market and put both to bid and secure a contractor as quickly as possible.
- Welcome Center and Public Restrooms (\$340,000 –higher because of the DCJS grant)
 - See above.
- Dog Park (\$25,000)
 - Project complete.
 - OBCA purchased 2 shade structures for the park. We will install them at the first available time.
- Northeast Park (\$52,000)
 - The selected equipment is on order. We expect September or October installation.
- Security Cameras (\$145,000) –moved to DCJS grant.
 - The cameras have been installed and staff trained. There are a lot of adjustments to me made now that they are in place and being used.
- Air Conditioning upstairs (\$20,000)
 - No activity
- Matching Grants for Business Facades (\$90,000)
 - Award letters have been distributed. To date \$9,450 of grant funds have been distributed.
- Sunset Park (\$40,000)
 - I met with the first paver contractor that Tammy Hill suggested. I would like to see if we can repair the blocks in front of the Harbormaster House with the same materials and dollars. If not, I will need to put that to bid separately through the general fund because of the safety hazard.
- Touchless Fixtures at LL (\$3,500)
 - We are purchasing the materials.
- Drainage Ditch Cleanout (\$7,500)
 - This project will likely be the two storm drains going under Johnson toward the south. They are completely packed and cannot divert the rainwater.
- Water Valve Isolation (\$15,000)
 - I am waiting for the water meter replacement project to begin. I would like to have the same type of meter as all the other remote read meters installed.
- Duckbill at Wharf (10,000)
 - Likely these funds can be reappropriated.
- Dredging under floating docks (\$90,000)
 - We will begin to prepare the spill site as time allows.
 - The timing of this project will need to wait until after the next boating season.
- Downtown Visual Improvements (\$35,000)
 - Waiting until the Town Plan is complete.
- Town Square Repairs (8,500)
 - Waiting for Town Plan to complete
- Walking Path at Little League Complex (\$20,000)
 - No activity yet
- Stormwater Management (\$65,932)

- We suggest using these funds and other reserves for the King Street project for a portion of the grant match.

Miscellaneous

- We have started to re-write Town Code Chapter 34 – Utilities. This chapter is 32 pages long as published today. I will be making first pass edits and giving each of you a binder with current and proposed edits. Because this will be more than 75 pages of text, I think having a binder with paper copies will be easier to manage.
- We have a resident who is moving. We will miss him because every day he and his dog walked the town and replaced the dog waste bags. He never missed, he told us when we needed new bags, and overall he helped the town more than most people know. Thank you, Charlie Roe!
- I completed and submitted the BIG grant for after-hours handicapped access at the wharf, replacement of the fuel pump and boat pump out equipment, an extension to the floating dock at the fuel dock, replacement of the deck boards along the floating docks and the wide beam slip across the parking lot, and additional advertising funds.
- I am beginning the process to request an increase in our groundwater withdrawal permit.
- I have a meeting with the project manager handling the water meter replacement for the town. I will have an update soon, but they are eager to get started.
- I am registered for the Virginia Assoc. of Zoning Officials conference in September and beginning the enrollment process for the ODU Master's Certificate in Public Administration.

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B	Explanation
				\$	%					
Revenue										
Administration	1,360,910	1,407,914	97%	(47,004)	(3%)	1,130,119	1,296,397	1,391,245		
Water	565,045	455,000	124%	110,045	24%	353,715	420,140	491,897		
Sewer	821,749	847,440	97%	(25,691)	(3%)	920,469	1,025,382	1,121,513		
Wharf	206,618	204,600	101%	2,018	1%	147,284	198,463	206,989		
Police	85,957	80,000	107%	5,957	7%	53,951	55,140	41,997		
Total Revenue	3,040,279	2,994,954	102%	45,325	2%	2,605,538	2,995,522	3,253,641		
Expenditures										
Council	121,628	125,323	97%	3,695	3%	36,050	36,627	35,932		
Administration	496,382	510,393	97%	14,011	3%	465,433	501,507	495,422		
Water	423,790	455,000	93%	31,210	7%	235,768	218,974	247,147		
Sewer	645,152	847,440	76%	202,288	24%	633,749	556,205	406,064		
Wharf	235,651	225,878	104%	(9,773)	(4%)	181,432	188,018	210,966		
Police	424,978	541,190	79%	116,212	21%	396,701	325,746	394,355		
Bid and Streets	169,928	163,391	104%	(6,537)	(4%)	112,407	133,009	156,818		
Parks & Land.	107,866	126,339	85%	18,473	15%	31,583	23,667	74,668		
Total Expenditures	2,625,375	2,994,954	88%	369,579	12%	2,093,123	1,983,753	2,021,372		
Net Change	414,904	0		414,904	0%	512,415	1,011,769	1,232,269		

Percentage of Year Completed: 100%

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
TOWN COUNCIL									
Expenditures									
Wages And Taxes	15,129	15,419	98%	290	2%	15,051	14,793	15,262	
Town Attorney	18,000	4,500	400%	(13,500)	(300%)	0	735	2,733	
Travel And Training	0	1,000	0%	1,000	100%	0	25	0	
Main Street Partners	19,571	15,000	130%	(4,571)	(30%)	15,000	15,000	15,000	
Liability Insurance	2,150	4,154	52%	2,004	48%	5,999	6,074	0	
Office Supplies	387	250	155%	(137)	(55%)	0	0	2,937	
Master Plan	66,391	85,000	78%	18,609	22%	0	0	0	
Total Expenditures	121,628	125,323	97%	3,695	3%	36,050	36,627	35,932	

Percentage of Year Completed: 100%

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

Revenue	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
<u>ADMINISTRATION</u>									
Real Property-Current	379,753	364,038	104%	15,715	4%	336,051	324,439	373,468	
Real Property-Late	28,464	30,000	95%	(1,536)	(5%)	35,026	78,952	32,135	
Public Service-Real	3,799	15,000	25%	(11,201)	(75%)	16,748	17,593	15,814	
Personal Property-Current	183,797	164,451	112%	19,346	12%	151,787	190,967	255,838	
Personal Property-Late	15,056	12,500	120%	2,556	20%	23,513	15,867	15,459	
Penalties	7,703	11,273	68%	(3,570)	(32%)	13,462	21,897	9,240	
Local Sales Tax	105,461	89,000	118%	16,461	18%	81,114	89,367	92,372	
Consumers Utility Tax	50,339	52,500	96%	(2,161)	(4%)	52,915	55,696	56,036	
Business License Tax	3,465	3,450	100%	15	0%	36,514	35,768	3,711	
Vehicle Decals	26,348	18,000	146%	8,348	46%	9,138	5,213	20,834	
Bank Stock Taxes	32,307	42,000	77%	(9,693)	(23%)	27,207	48,262	45,329	
Communication Tax	71,938	72,000	100%	(62)	(0%)	81,315	74,358	70,214	
Transient Occupancy	25,220	28,000	90%	(2,780)	(10%)	11,546	20,816	26,094	
Building/Zoning Perm	2,100	1,500	140%	600	40%	375	1,700	1,975	
Meals Tax	255,108	190,005	134%	65,103	34%	137,212	194,319	237,448	
Meals & Transient La	3,722	0	No Budget	3,722	0%	1,389	1,999	685	
Rental Of Property	13,164	12,240	108%	924	8%	12,160	12,240	13,767	
Water Tower Rental I	6,850	6,850	100%	0	0%	6,850	6,850	0	
Grass Cutting	4,515	4,500	100%	15	0%	0	0	0	
Trash Revenue	90,448	102,000	89%	(11,552)	(11%)	39,160	53,340	61,280	
Transfers In	0	116,666	0%	(116,666)	(100%)	0	0	0	
Miscellaneous Revenue	11,531	4,941	233%	6,590	133%	42,556	30,697	9,766	
Fire Program Funds	15,000	15,000	100%	0	0%	10,000	15,000	15,000	
Litter Control Grant	2,723	1,250	218%	1,473	118%	818	820	108	
Va Comm For The Arts	3,000	1,750	171%	1,250	71%	1,500	0	1,500	
Loan And Grants Proc	19,100	49,000	39%	(29,900)	(61%)	0	0	33,000	

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

ADMINISTRATION	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Total Revenue	1,360,910	1,407,914	97%	(47,004)	(3%)	1,130,119	1,296,397	1,391,245	
Expenditures									
Salaries	129,205	128,320	101%	(885)	(1%)	137,048	151,111	134,143	
Fica	9,276	9,817	94%	541	6%	8,846	9,835	9,185	
Retirement-Vrs	17,516	17,747	99%	231	1%	20,143	19,982	22,625	
Hospitalization	17,684	16,359	108%	(1,325)	(8%)	20,471	26,066	13,153	
Life Insurance	1,787	693	258%	(1,094)	(158%)	1,661	(2,385)	489	
Suta	58	132	44%	74	56%	399	719	172	
Disability Insurance	565	797	71%	232	29%	0	0	468	
Legal And Collection	0	3,000	0%	3,000	100%	0	0	1,750	
Audit Service	24,500	18,500	132%	(6,000)	(32%)	16,750	16,750	17,750	
Bank Processing Fees	2,659	5,200	51%	2,541	49%	1,914	5,108	3,576	
Credit Card Fees	12,842	11,000	117%	(1,842)	(17%)	0	369	9,217	
Payroll Processing F	6,798	7,000	97%	202	3%	3,322	3,259	7,263	
Temp Services	0	2,500	0%	2,500	100%	1,414	0	0	
Professional Develop	1,099	1,800	61%	701	39%	0	200	227	
Software Subscriptio	27,493	14,660	188%	(12,833)	(88%)	0	0	20,323	
Software Support	16,043	11,435	140%	(4,608)	(40%)	0	0	10,408	
Vehicle Repair	0	250	0%	250	100%	0	0	0	
Office Equipment	8,549	7,800	110%	(749)	(10%)	19,195	21,595	7,982	
Advertising	12,324	14,146	87%	1,822	13%	2,178	2,951	10,503	
Postage	2,021	3,000	67%	979	33%	2,483	2,626	1,289	
Telephone	4,976	3,816	130%	(1,160)	(30%)	1,576	1,680	3,272	
Property Insurance	681	1,705	40%	1,024	60%	0	0	805	
Vehicle Insurance	201	412	49%	212	51%	0	0	412	
General Liability In	3,416	3,644	94%	229	6%	0	0	12,333	
Workers Comp	54	330	16%	276	84%	0	0	330	

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

<u>ADMINISTRATION</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Travel	0	250	0%	250	100%	1,808	0	45	
Dues & Membership	1,086	1,800	60%	714	40%	897	1,072	2,440	
Office Supplies	9,483	12,000	79%	2,517	21%	5,593	8,519	7,411	
Historic Onancock Sc	450	0	No Budget	(450)	0%	0	7,500	0	
Hos - Property Insur	5,954	6,503	92%	549	8%	0	0	6,503	
Cultural Enrichment	3,041	3,600	84%	559	16%	3,000	1,250	2,669	
Miscellaneous	110	3,500	3%	3,391	97%	1,997	3,261	574	
Website & Printing	13,430	15,000	90%	1,570	10%	0	0	318	
Town Events	1,996	15,000	13%	13,004	87%	623	0	266	
Employee Welfare	414	750	55%	336	45%	0	686	1,176	
Computer Capital Out	2,945	3,000	98%	55	2%	0	0	0	
Contingency	3,800	10,000	38%	6,200	62%	0	0	5,030	
Bank Building Loan	6,696	8,927	75%	2,231	25%	0	0	26,781	
Trash Collection Ser	102,597	102,000	101%	(597)	(1%)	100,260	101,110	106,244	
Contribution To Fire	25,000	25,000	100%	0	0%	25,000	25,000	25,000	
Fire Programs Funding	15,000	15,000	100%	0	0%	10,000	15,000	15,000	
Es Tourism-Tot Share	4,600	4,000	115%	(600)	(15%)	5,381	4,620	4,154	
Total Expenditures	496,382	510,393	97%	14,011	3%	465,433	501,507	495,422	

Net Change	864,528	897,521	96%	(32,993)	(4%)	664,686	794,890	895,823	
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Percentage of Year Completed: 100%

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

WATER	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Water Charges	548,614	325,000	169%	223,614	69%	332,050	394,911	424,515	
Water & Sewer Penalt	12,765	12,000	106%	765	6%	19,005	19,615	16,671	
Miscellaneous Revenue	2,167	0	No Budget	2,167	0%	2,660	2,614	49,628	
Loan Proceeds And Gr	0	68,000	0%	(68,000)	(100%)	0	0	0	
Transfer In From Res	0	50,000	0%	(50,000)	(100%)	0	0	(3,417)	
Total Revenue	565,045	455,000	124%	110,045	24%	353,715	420,140	491,897	
Expenditures									
Wages and Benefits	138,505	130,596	106%	(7,909)	(6%)	141,475	116,120	109,047	
Training & Travel	0	4,000	0%	4,000	100%	28	0	79	
Vehicle Repair	0	750	0%	750	100%	0	3,045	1,018	
Repair & Maintenance	28,363	29,016	98%	653	2%	11,077	17,552	10,960	
Auto Insurance	0	412	0%	412	100%	0	0	412	
Printing Utility Bil	0	500	0%	500	100%	0	507	0	
Advertising	0	100	0%	100	100%	0	0	0	
Electric Services	15,360	18,000	85%	2,640	15%	13,865	13,779	14,974	
Postage	844	1,500	56%	656	44%	527	755	1,123	
Reserve For Cip	42,530	70,500	60%	27,970	40%	0	0	19,420	
Dues & Memberships	0	850	0%	850	100%	0	527	0	
Health Department Fe	2,169	2,200	99%	31	1%	2,133	2,165	2,169	
Vehicle Fuel	1,753	2,000	88%	247	12%	2,068	1,863	2,366	
Lab Supplies	3,413	1,500	228%	(1,913)	(128%)	1,095	998	2,064	
Purification Supplie	24,065	25,000	96%	935	4%	21,196	21,099	8,935	
Outside Consultants	1,725	5,000	35%	3,275	66%	0	0	300	
Small Tools & Equipm	3,099	3,000	103%	(99)	(3%)	0	80	2,650	
Property Insurance	1,814	2,084	87%	270	13%	0	0	0	
Interest - Bond - Wa	55,900	55,900	100%	0	0%	37,707	36,945	36,154	

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

<u>WATER</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Interest - Bond - Wa	2,456	2,456	100%	0	0%	1,656	1,662	1,588	
Interest - Bond - Wa	99,637	99,636	100%	(1)	(0%)	0	0	25,491	
Total Expenditures	423,790	455,000	93%	31,210	7%	235,768	218,974	247,147	

Net Change	141,256	0	0%	141,256	117,947	201,166	244,750	
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Percentage of Year Completed: 100%

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

SEWER	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Sewer Charges	818,382	847,440	97%	(29,058)	(3%)	915,409	1,014,068	1,071,885	
Total Revenue	821,749	847,440	97%	(25,691)	(3%)	920,469	1,025,382	1,121,513	
Expenditures									
Coll.Repair/Maintena	253,160	388,725	65%	135,565	35%	65,432	75,412	136,140	
Electric Services	3,675	0	No Budget	(3,675)	0%	73,534	71,544	45,809	
Telephone	(1,062)	0	No Budget	1,062	0%	9,027	9,541	11,974	
Reserve For Capital	100,000	100,000	100%	0	0%	0	0	0	
Hrsd Transition Cost	2,536	75,000	3%	72,464	97%	30,500	17,021	23,577	
Transfer To Reserve	283,715	283,715	100%	0	0%	0	0	0	
Total Expenditures	645,152	847,440	76%	200,411	24%	633,749	556,205	406,064	
Net Change	176,596	0		174,719	0%	286,720	469,177	715,449	

Percentage of Year Completed: 100%

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

WHARE	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Boat Dockage Fees-Mo	650	250	260%	400	160%	125	125	1,311	
Boat Dockage Fees-Tr	71,443	62,500	114%	8,943	14%	34,848	75,106	60,562	
Parking Fee	232	350	66%	(118)	(34%)	1,562	995	512	
Parking Fee - Annual	0	0	No Budget	0	0%	1,410	420	336	
Wharf Gasoline Sales	121,932	125,000	98%	(3,068)	(2%)	103,478	108,700	128,103	
Wharf-Other	4,971	6,500	76%	(1,529)	(24%)	2,113	2,513	7,628	
Wharf Electric	7,390	10,000	74%	(2,610)	(26%)	3,748	10,604	8,537	
Total Revenue	206,618	204,600	101%	2,018	1%	147,284	198,463	206,989	
Expenditures									
Wharf Salaries	59,458	64,582	92%	5,124	8%	49,242	60,661	55,949	
Over-Time Compensati	596	0	No Budget	(596)	0%	494	68	629	
Fica	5,267	4,941	107%	(326)	(7%)	3,804	4,489	4,296	
Retirement	3,465	4,091	85%	626	15%	5,562	5,492	6,348	
Life Insurance	301	160	188%	(141)	(88%)	459	459	244	
Suta	97	75	130%	(22)	(30%)	242	260	193	
Disability Insurance	99	251	39%	152	61%	0	0	190	
Square Cc Fees	5,732	5,000	115%	(732)	(15%)	1,776	4,365	5,423	
Vehicle Repair	296	500	59%	204	41%	0	0	259	
Electric Services	4,728	5,500	86%	772	14%	4,245	4,993	4,415	
Telephone	344	628	55%	284	45%	460	629	624	
Property Insurance	222	265	84%	44	16%	0	0	319	
Auto Insurance	199	549	36%	351	64%	0	0	412	
Worker'S Comp Insura	611	2,670	23%	2,060	77%	0	0	2,670	
Office Supplies	2,663	300	888%	(2,363)	(788%)	0	0	289	
Wharf Janitorial Sup	1,519	1,200	127%	(319)	(27%)	689	661	351	
Repair & Maintenance	7,597	8,000	95%	403	5%	2,702	6,451	7,797	

2

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

WHARE	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Cost Of Gas/Diesel S	98,947	98,000	101%	(947)	(1%)	78,967	74,263	104,528	
Misc.	1,376	1,000	138%	(376)	(38%)	10,783	8,365	269	
Advertising & Dues	7,393	6,000	123%	(1,393)	(23%)	22,007	5,582	8,548	
Rent	8,200	5,500	149%	(2,700)	(49%)	0	1,100	7,150	
Capital Improvements	16,500	16,666	99%	166	1%	0	10,180	0	
Total Expenditures	235,651	225,878	104%	(9,773)	(4%)	181,432	188,018	210,966	

Net Change	(29,032)	(21,278)	136%	(7,754)	(36%)	(34,148)	10,445	(3,977)	
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Fuel Margin 22,985 27,000 85% (4,015) (15%) 24,511 34,437 23,575

Percentage of Year Completed: 100%

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Traffic Fines	13,226	8,000	165%	5,226	65%	9,168	8,290	6,904	
Esummons	960	0	No Budget	960	0%	0	0	110	
Police Grant - 599	32,647	41,000	80%	(8,353)	(20%)	39,536	46,850	29,678	
Police Grant - Doj	30,867	25,000	123%	5,867	23%	0	0	1,005	
Police Grant - Hwy S	8,257	6,000	138%	2,257	38%	0	0	4,300	
Total Revenue	85,957	80,000	107%	5,957	7%	53,951	55,140	41,997	
Expenditures									
Salaries	239,692	271,673	88%	31,981	12%	234,547	205,575	232,032	
Over-Time Compensati	40,841	39,000	105%	(1,841)	(5%)	5,519	5,294	16,697	
Fica	20,791	20,783	100%	(8)	(0%)	18,365	17,103	17,907	
Retirement-Vrs	31,349	37,572	83%	6,223	17%	35,239	32,239	35,158	
Hospitalization	27,838	37,392	74%	9,554	26%	25,668	24,624	17,735	
Life Insurance	2,772	1,467	189%	(1,305)	(89%)	2,908	2,803	2,027	
Suta	79	376	21%	297	79%	562	366	239	
Short Term Disabilit	0	1,239	0%	1,239	100%	0	0	0	
Court Costs	0	500	0%	500	100%	0	0	178	
Training	2,397	6,000	40%	3,603	60%	663	4,384	2,690	
New Officer Training	(35)	0	No Budget	35	0%	0	0	8,327	
Vehicle Repair	4,052	6,900	59%	2,848	41%	4,871	2,650	2,791	
Computer Maintenance	1,127	4,500	25%	3,373	75%	3,270	2,691	4,652	
Telephone Services	2,708	6,300	43%	3,592	57%	2,507	3,394	3,165	
Line Of Duty Act	3,462	3,655	95%	193	5%	3,655	2,742	3,655	
Vehicle Insurance	2,484	2,902	86%	419	14%	305	0	2,801	
Workers Comp	7,214	8,823	82%	1,610	18%	0	0	8,823	
Travel	164	500	33%	336	67%	0	35	35	
Office Supplies	2,528	4,000	63%	1,472	37%	5,811	3,741	2,324	

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

<u>POLICE</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Vehicle Fuel	11,034	11,000	100%	(34)	(0%)	8,343	7,018	12,527	
Uniforms	2,485	3,000	83%	515	17%	2,377	2,046	1,382	
Animal Population Co	0	1,500	0%	1,500	100%	0	587	954	
Police Supplies	7,546	10,000	75%	2,454	25%	5,992	8,317	10,443	
Police Vehicles	13,108	62,108	21%	49,000	79%	36,099	0	6,554	
Total Expenditures	424,978	541,190	79%	116,212	21%	396,701	325,746	394,355	

Net Change	(339,021)	(461,190)	74%	122,169	26%	(342,750)	(270,606)	(352,358)	
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**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
BUILDINGS & STREETS									
Expenditures									
Wages and Benefits	81,473	58,398	140%	(23,075)	(40%)	43,057	47,712	69,042	
Vehicle Repair	3,569	2,000	178%	(1,569)	(78%)	1,215	619	615	
Electric Service	6,894	7,000	98%	106	2%	24,374	22,546	18,277	
Heating Oil	0	3,596	0%	3,596	100%	0	0	2,554	
Property Insurance	338	550	61%	213	39%	0	0	2,004	
Auto Insurance	200	412	49%	212	51%	0	0	412	
Worker'S Comp Insura	1,139	1,481	77%	342	23%	0	0	1,481	
Street Repair	32,516	34,000	96%	1,484	4%	0	180	27,087	
Janitorial Supplies	995	250	398%	(745)	(298%)	0	0	985	
Cleaning Services	3,914	3,600	109%	(314)	(9%)	0	0	3,914	
Repairs And Maintena	27,309	30,000	91%	2,691	9%	15,054	27,602	18,028	
Vehicle Fuel	6,753	2,000	338%	(4,753)	(238%)	0	517	3,686	
Small Equipment Repa	763	4,000	19%	3,237	81%	117	323	3,013	
Uniforms	182	3,000	6%	2,818	94%	200	555	2,614	
Can Liners	1,569	1,500	105%	(69)	(5%)	1,090	1,770	1,158	
Safety/Street Signs	1,554	1,000	155%	(554)	(55%)	357	528	1,140	
New Public Works Veh	0	9,774	0%	9,774	100%	0	0	0	
Blacksmith Shop	761	830	92%	70	8%	0	0	93	
Total Expenditures	169,928	163,391	104%	(6,537)	(4%)	112,407	133,009	156,818	

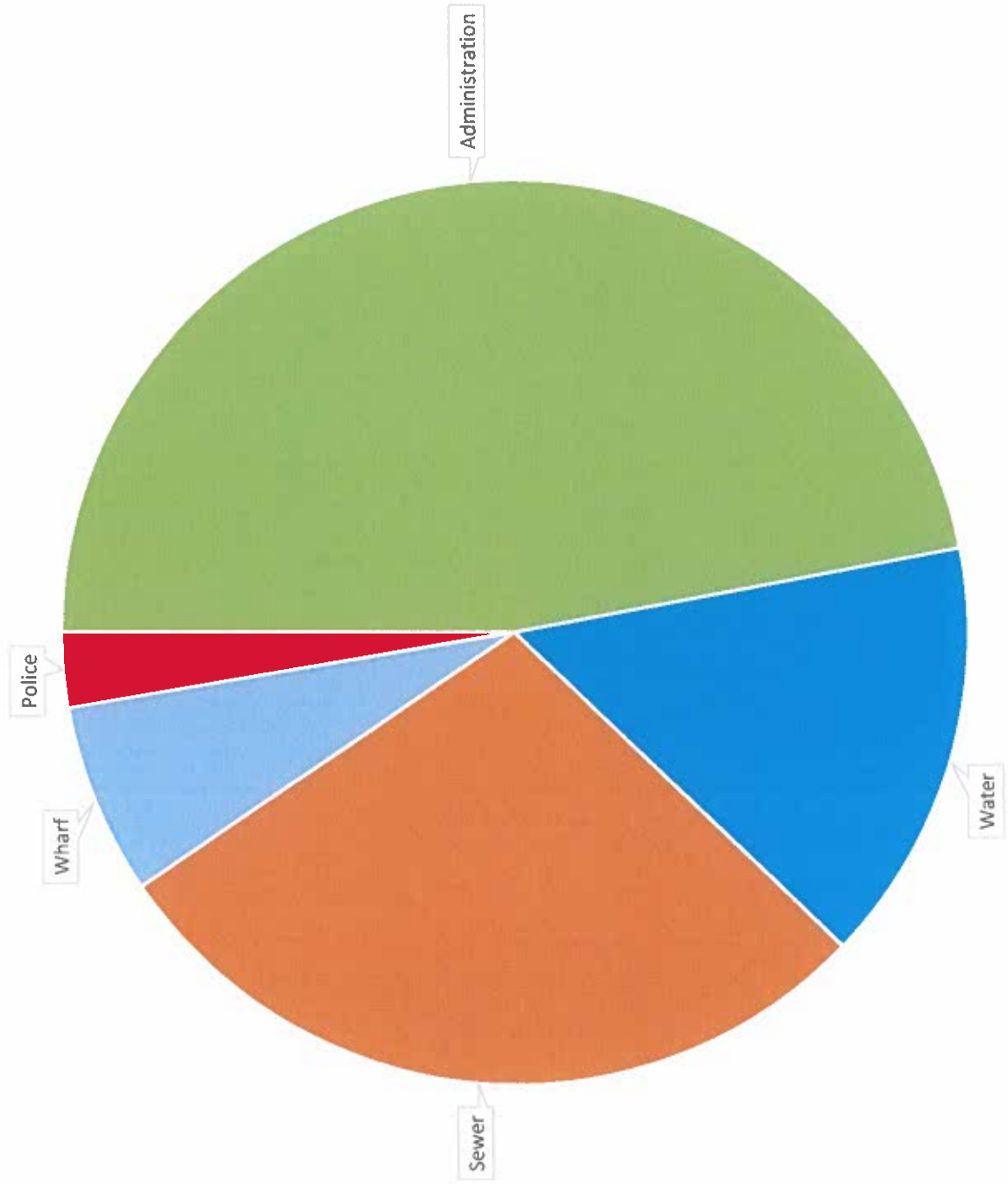
Percentage of Year Completed: 100%

**Town of Onancock
Budget Summary by Department
Through June 30, 2023**

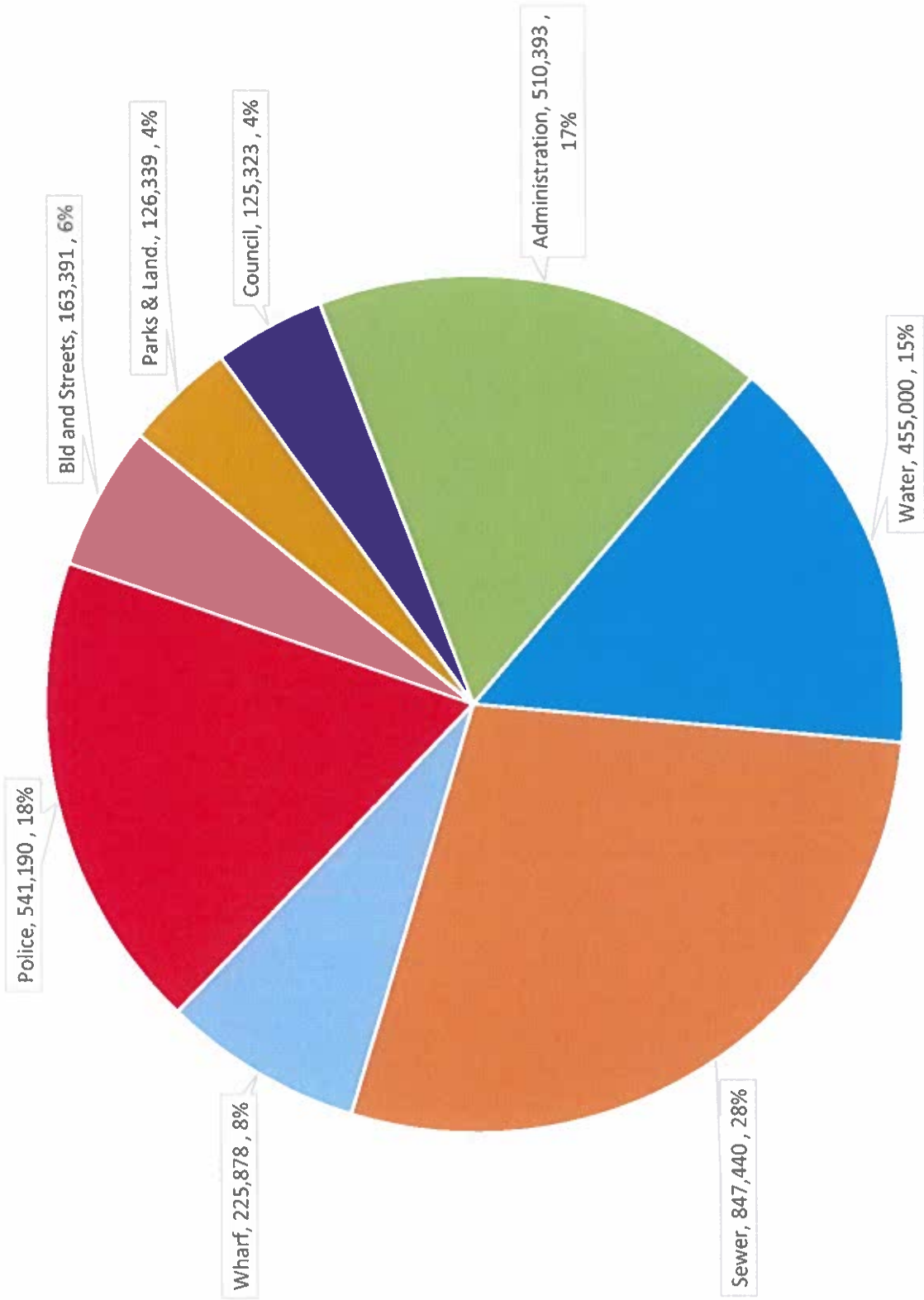
	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
<u>PARKS & LANDSCAPING</u>									
Expenditures									
Cutting Grass Contra	0	0	No Budget	0	0%	6,210	6,555	7,400	
Wages and Benefits	35,653	49,908	71%	14,255	29%	0	0	17,792	
Vehicle Repair	780	1,750	45%	970	55%	0	0	839	
Electric Services	35,585	27,500	129%	(8,085)	(29%)	1,560	1,053	11,841	
Property Insurance	119	299	40%	180	60%	0	0	0	
Auto Insurance	1,402	1,401	100%	(1)	(0%)	0	0	1,401	
Worker'S Comp Insura	1,348	1,481	91%	134	9%	0	0	1,481	
Repair & Maintenance	3,900	5,000	78%	1,100	22%	179	441	7,433	
Vehicle Fuel	2,847	3,000	95%	153	5%	0	0	2,562	
Small Tools & Equipm	1,188	2,500	48%	1,312	52%	33	926	5,296	
Parks-Plantings & La	2,217	7,500	30%	5,283	70%	831	2,499	6,606	
Tree Board And Beaut	292	4,000	7%	3,708	93%	0	460	830	
Holiday Decorations	10,654	10,000	107%	(654)	(7%)	6,590	2,633	2,120	
Mosquito Control	6,881	6,500	106%	(381)	(6%)	12,030	4,950	4,917	
Weed Control	5,000	5,500	91%	500	9%	4,150	4,150	4,150	
Total Expenditures	107,866	126,339	85%	18,473	15%	31,583	23,667	74,668	

Percentage of Year Completed: 100%

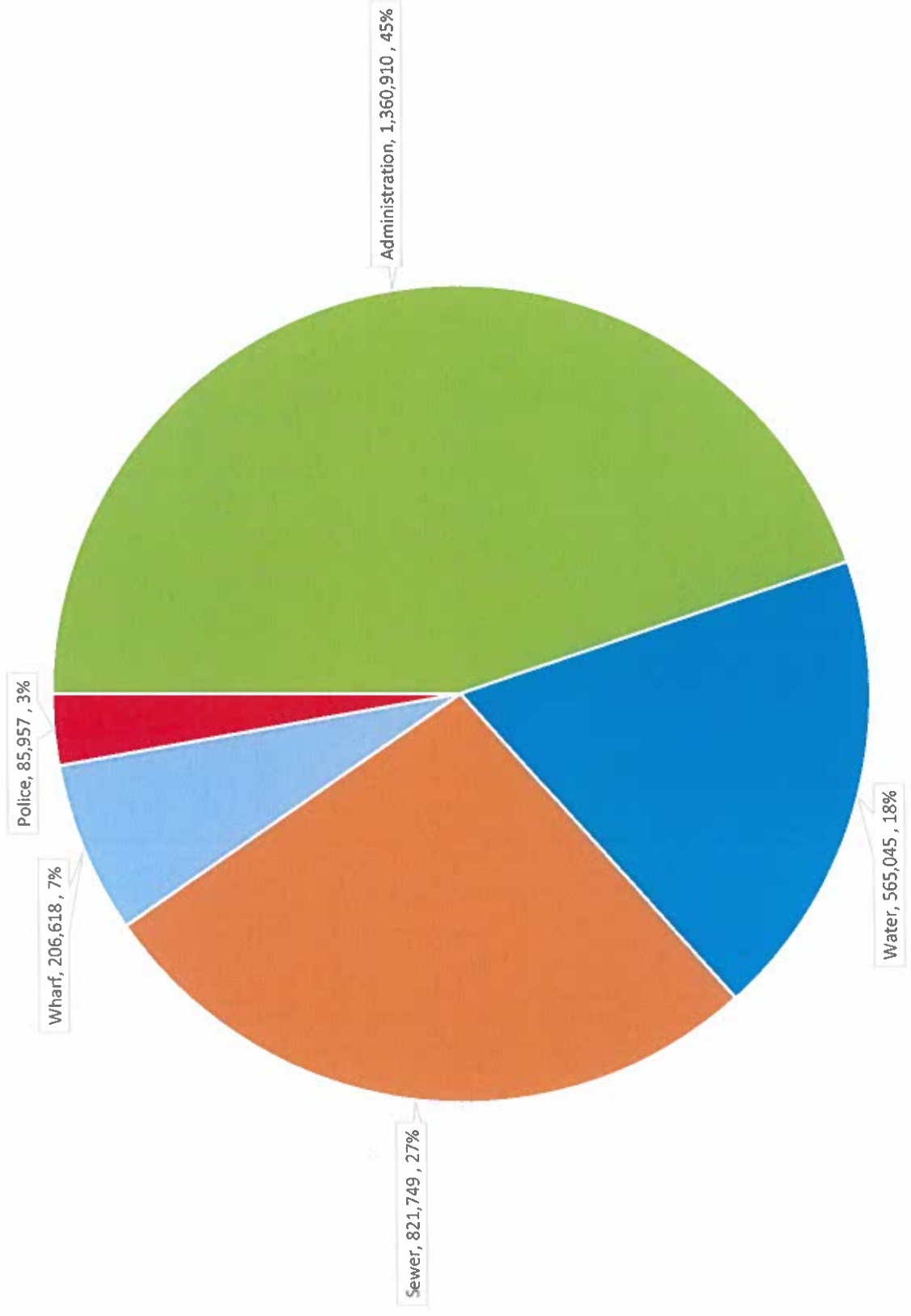
Revenue - Budget 2024



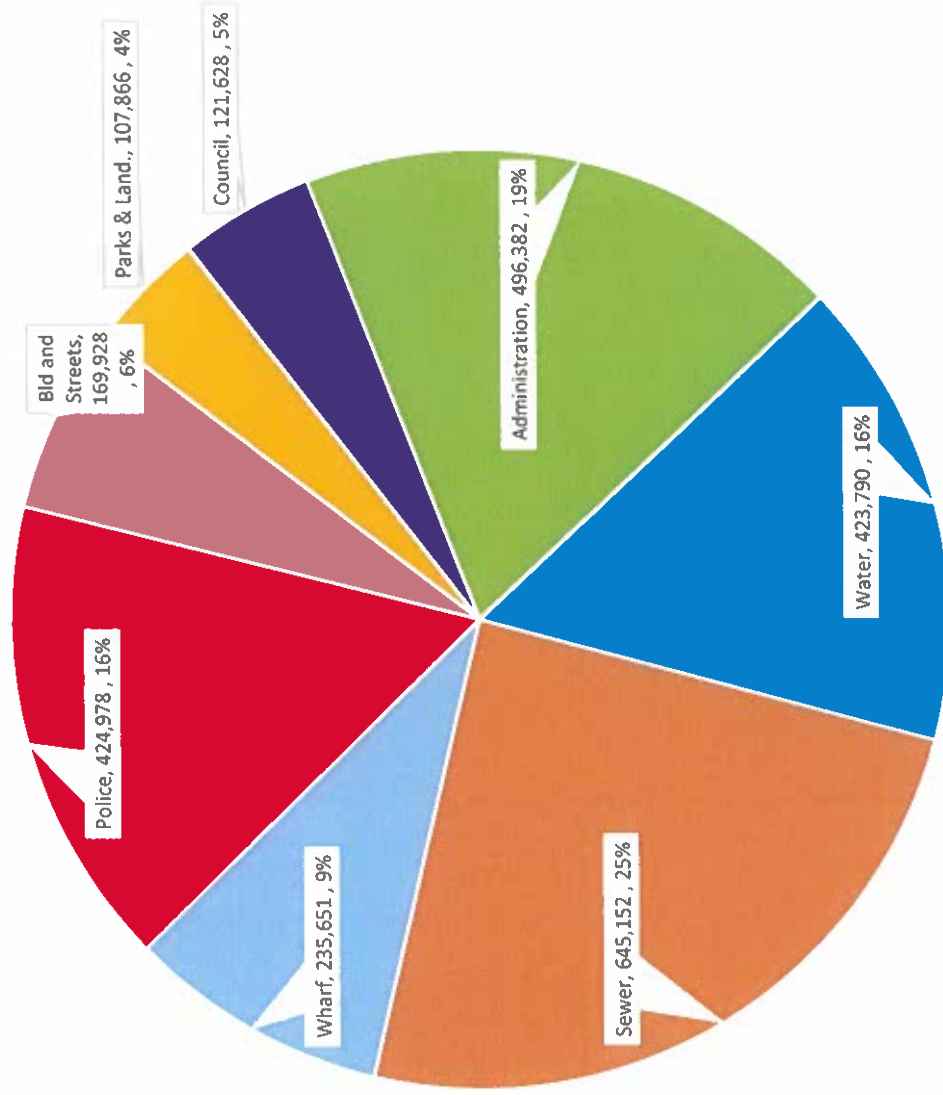
Expenditure - Budget 2023



Revenue - Actual 2023



Expenditures - Actual 2023



ARPA Project Cost Update

As of 6/30/23

	Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Status
SLFRF-1010	\$ 50,000	\$(50,000.00)	\$ -	\$ -	Moved to DCJS
SLFRF-1020	\$ 15,000	\$ -	\$ 12,014	\$ 2,886.00	Closed
SLFRF-1030	\$ 100,000	\$ 50,000.00	\$ 13,959	\$ 136,041.00	
SLFRF-1030	\$ 195,000	\$ 145,000.00	\$ 5,105	\$ 334,895.00	
SLFRF-1040	\$ 25,000	\$ -	\$ 25,966	\$ (966.00)	Closed
SLFRF-1050	\$ 35,000	\$ 16,435.00	\$ 3,712	\$ 47,723.00	
SLFRF-1060	\$ 8,000	\$ -	\$ 8,000	\$ -	Closed
SLFRF-1070	\$ 165,000	\$ (16,435.00)	\$ 148,565	\$ -	Closed
SLFRF-1080	\$ 8,000	\$ -	\$ 7,776	\$ 224.00	Closed
SLFRF-1090	\$ 145,000	\$ (145,000.00)	\$ -	\$ -	Moved to DCJS
SLFRF-1100	\$ 5,000	\$ -	\$ 4,079	\$ 921.00	Closed
SLFRF-1110	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SLFRF-1120	\$ 90,000	\$ -	\$ -	\$ 90,000.00	
SLFRF-1130	\$ 40,000	\$ -	\$ -	\$ 40,000.00	
SLFRF-1140	\$ 3,500	\$ -	\$ -	\$ 3,500.00	
SLFRF-1150	\$ 7,500	\$ -	\$ -	\$ 7,500.00	
SLFRF-1160	\$ 15,000	\$ -	\$ -	\$ 15,000.00	
SLFRF-1170	\$ 10,000	\$ -	\$ -	\$ 10,000.00	
SLFRF-1180	\$ 90,000	\$ -	\$ 9,100	\$ 80,900.00	
SLFRF-1190	\$ 35,000	\$ -	\$ -	\$ 35,000.00	
SLFRF-1200	\$ 8,500	\$ -	\$ -	\$ 8,500.00	
SLFRF-1210	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SLFRF-1220	\$ 100,000	\$ -	\$ 100,000	\$ -	Closed
SLFRF-1230	\$ 65,932	\$ -	\$ -	\$ 65,932.00	
Summary	\$ 1,256,432.00	\$ -	\$ 338,276.00	\$ 918,156.00	\$ 3,165.00 <i>(avail. to ^a reappropriate)</i>
Other Material Grants					
Bulkhead	\$ 360,000	\$ 231,610	\$ 283,613	\$ 76,387.00	
Northeast Rehabilitation Grant	\$ 978,117	\$ 41,472	\$ 41,472	\$ 936,645.00	
IRF Revolving Loan Grant	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000.00	
DCJS ARPA Grant	\$ 211,000	\$ -	\$ 101,782	\$ 109,218.00	

44

Town of Onancock
Cash and Reserve Report
Through June 30, 2023

	ACTUAL 6/30/23	ACTUAL 6/30/22	% Increase / (Decrease)
CASH AND RESERVES			
CASH			
Checking	30,776	413,884	(93%)
RESERVES			
Cash Reserve (savings account)	1,887,461	853,730	121%
Grant Match or Project Reserve	250,143	254,335	(2%)
Capital Asset Reserve	141,825	85,013	67%
General Fund Reserve	506,785	409,753	24%
ARPA Funds	918,156	406,511	126%
Utility Reserve	714,022	752,889	(5%)
Total Reserves	4,418,392	2,762,231	60%
Total Cash and Reserves	4,449,168	3,176,115	40%
Cash and Reserves - No ARPA	3,531,012	2,769,604	27%
Reserves Only - No ARPA	3,500,236	2,355,720	49%
REQUIRED RESERVES PER POLICY			
Grant Match or Project Reserve	250,000	Up to \$250,000	Policy
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	Policy
General Fund Reserve	507,754	30% of budgeted revenue	Policy
Utility Reserve	715,970	120 day operating (\$455,000/12 *4)+ 30% Accumulated Depreciation (\$1,837,935)+ \$15k for road repairs	Policy
Total Required Reserves per Policy	\$ 1,615,740	Over/(Under) Reserved	\$ (2,965)

45