

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
January 22, 2024, at 7:00 p.m.
Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from the December 18, 2023, meeting.
4. Public Hearings
 - a. Real Estate – Donate 9 Watson to Habitat for Humanity
5. Public Presentation:
 - a. Onancock Main Street
 - b. Hill Studios.
6. Council Action
 - a. Appoint a new member to OEDA.
7. Council discussion:
 - a. Town Plan – Fixture Discussion.
 - b. Town Council Code of Ethics.
8. Committee Reports
 - a. Personnel (Cindy Holdren) – Holiday – Did not meet.
 - b. Onancock Main Street (Cindy Holdren)
 - c. Historic Onancock School (Sarah Nock)
 - d. Planning Commission (Brandon Brockmeier) – Holiday – Did not meet.
 - e. Waterfront (Fletcher Fosque) – Off-season – Did not meet.
 - f. Economic Development Authority (Joy Marino)
9. Public Comment
10. Mayor's Report
11. Town Manager's Report
 - a. Manager's Report
 - b. Financial Report
12. Town Councilmember comments
13. Closed session.
 - a. Personnel matters as allowed by state code §2.2-3711(A) (1)
 - b. Real estate matters as allowed by state code §2.2-3711(A) (3)
14. Adjourn

**Town of Onancock
Town Council Meeting
Monday, December 18, 2023
7:00 PM**

1) Call to order and Roll Call:

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

2) The Pledge of Allegiance was recited.

3) Approve minutes from November 27, 2023 meeting.

Councilmember Marino moved to approve the meeting minutes. Councilmember Oswald seconded the motion. The motion passed with a 5-0 vote.

4) Public Hearing

- a. None scheduled.

5) Public Presentation

- a. **Onancock Farmer's Market** - The public presentation was postponed to February 2024 meeting.

6) Council Action

- a. **2024 Meeting Schedule** –

Councilmember Nock moved to approve the 2024 meeting schedule as presented with corrections. Councilmember Oswald seconded the motion. The motion passed with a 5-0 vote.

7) Council discussion:

- a. **Town Plan – Fixture Discussion** – Town Manager Spuck discussed the results from resident survey for streetlights. Concept one was the favored selection. Town Manager Spuck will price the top three choices.

**Town of Onancock
Town Council Meeting
Monday, December 18, 2023
7:00 PM**

8) Committee Reports

- **Personnel – (Cindy Holdren)** – Councilmember Holdren reported the personnel committee met in a closed session.
- **Onancock Main Street –(OMS) (Cindy Holdren)** - OMS is applying for the following grants in 2024. 1- VA Tourism Commission Micro Business and Marketing Leverage Grant. This grant is a 1:1 match in cash or in kind. This grant is used to help businesses during the shoulder season. 2- VA Marketing Leverage Grant. In the past, this grant was used to drive visitation to Onancock as a destination. This grant is available February 8, 2024. OMS will present how this grant will be utilized at the next meeting. OMS met with Town Manager Matt Spuck and Jeff Vernimb to structure a town wide marketing plan.
- **Historic Onancock School (HOS) - (Sarah Nock)** – Councilmember Nock reported with the artisan and home tours the month was busy. The January schedule is light. Mitigation plantings for RPA have been done. Fundraising will gear back up for the pavilion in 2024.
- **Planning Commission – (Brandon Brockmeier)** – In Councilmember Brockmeier’s absence, Town Manager Spuck reported on the November meeting. The planning commission discussed parking concerns for the downtown businesses.
- **Waterfront – (Fletcher Fosque)** –Mayor Fosque reported the waterfront committee did not meet. The lighted boats in the harbor for “Christmas in Onancock” are beautiful.
- **Economic Development Authority (EDA)– (Joy Marino)** – Councilmember Marino reported the next meeting is Tuesday, December 19, 2024, at 6:00 PM. Currently, there is a vacant board seat because one member’s residency is not Onancock. Applications for the vacant seat are being accepted until Monday, January 15, 2024.

9) Public Comment

- **Rosemary Paparo** – Ms. Paparo is a member of Economic Development Authority (EDA) and has concerns about the meeting schedule adopted earlier in the evening. She thinks meeting monthly would be more beneficial until further notice.
- **Mark Sinclair** – Mr. Sinclair agreed Ms. Paparo’s concerns with quarterly EDA meetings. Mr. Sinclair has concerns about Hill Studio’s town plan. He questions how thorough the plan is and if its just a generic plan for small towns in Virginia.

**Town of Onancock
Town Council Meeting
Monday, December 18, 2023
7:00 PM**

10) Mayor's Report – Mayor Fosque reminded everyone of the FOIA/COIA training being held Tuesday, December 19, 2023, at 4:30 PM.

11) Town Manager's Report

- a) **Manager's Report-** see attached report in the Town Council packet.
Town Manager Spuck updated that Steve Peaglow, LLC was the low bidder for the renovation ARPA project for the Police Department and Welcome Center. The contractor was asked to get a bid bond. Town Manager asked when this document is received can he move forward with an award letter?
Councilmember Burger moved to issue Steve Peaglow, LLC a contract of \$721,718.59 which includes pavers between the Welcome Center and the Corner Bakery.
Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote.
- b) **Financial Report** – see attached report in the Town Council packet.

12) Councilmember Comments

- Councilmember Brockmeier – not in attendance.
- Councilmember Burger – Councilmember Burger asked with technological upgrades in the town hall chambers would it be helpful to show supporting documents from the council packet on the screen? Town Manager Spuck and Town Clerk Debbie Caton are working on this task.
- Councilmember Holdren – Councilmember Holdren asked Town Manager Spuck about the progress of the new website and is there an alternative to uploading information? She said a few residents are conversant in the WordPress (the software required.)
- Councilmember Marino – Councilmember Marino asked Town Manager Spuck if the duck bill at the Wharf will be reappropriated within the ARPA funding? He answered "Yes." Councilmember Marino reported a group of residents are exploring the possibility of establishing a "village to village" group in Onancock. All are welcome to join and help.
- Councilmember Nock – Councilmember Nock wished everyone a happy and healthy new year.
- Councilmember Oswald – Councilmember Oswald wished everyone a joyful and healthy holiday season. She reminded everyone that Onancock is still one family.

**Town of Onancock
Town Council Meeting
Monday, December 18, 2023
7:00 PM**

13) Closed Session: Councilmember Nock moved to enter closed session for the purpose of discussing real estate matters. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote. Closed session began at 8:06 PM.

Councilmember Holdren moved to reenter public session and with a roll call vote to certify that no matter was discussed other than that mentioned in the motion to enter closed session. Councilmember Nock seconded the motion.

Councilmember Brockmeier – absent.
Councilmember Burger – yes
Councilmember Holdren – yes
Councilmember Marino – yes
Councilmember Nock – yes
Councilmember Oswald – yes

Closed session ended at 8:55 PM.

14) Adjourn: Councilmember Burger moved to adjourn the meeting. Councilmember Oswald seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 8:58 PM.

Mayor, Fletcher Fosque

Town Clerk, Debbie Caton

5

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

DONATION OF PROPERTY TO ESVA HABITAT FOR HUMANITY

9 WATSON STREET, ONANCOCK, VA 23417

PUBLIC HEARING JANUARY 22, 2024

The Town of Onancock hereby announces a public hearing regarding the proposed donation of the property located at 9 Watson Street, Onancock, VA 23417, with tax parcel IDs 85A3-8-7, 6A, and 4A to the Eastern Shore of Virginia Habitat for Humanity. This hearing adheres to § 15.2-1800 of the *Code of Virginia*, the relevant state code provision governing the disposal of municipal real property, and § 15.2-2100, Restrictions on Selling Certain Municipal Public Property.

Memorandum of Understanding

DRAFT: REV2 (10-18-2023)

Between

The Town of Onancock (Onancock)

And

Eastern Shore of Virginia Habitat for Humanity (Habitat)

This agreement is made this ____ day of _____, 2023 between The Town of Onancock, Virginia, a body politic and corporate located at 15 North Street, Onancock, Virginia 23417 and Eastern Shore of Virginia Habitat for Humanity, located at 12143 Bank Avenue, Exmore, Virginia 23350.

In the spirit of friendship and with mutual interest in cooperation, Onancock and Habitat enter into this Memorandum of Understanding (MOU) to promote joint collaboration and agree as follows:

SCOPE OF COLLABORATION

1. Onancock transfers ownership of property associated with 9 Watson Street, including tax map numbers 85A3-8-7, 85A3-8-4A and 85A3-8-6A, to Habitat in the form of a gift.
2. Habitat agrees to obtain a building permit within twelve (12) months from the date of property transfer.
3. Habitat agrees to commence construction of a single family residence within 120 days from receipt of building permit.
4. Onancock agrees to charge Habitat the current water and sewer connection fees, as of the date of this MOU, which are a total of \$6,900.00.
5. Habitat agrees to install new water service and sewer service lines from the curb to the new house.
6. All activities shall be subject to the availability of funds and the approval of each institution's authorized representatives.

DURATION: This MOU shall be in effect for a period of three (3) years from the last date of signature. Either party may request termination of this agreement, in writing, ninety (90) days prior to the proposed termination date. Any activities in progress at the time of termination shall be permitted to conclude as planned unless otherwise agreed in writing. Amendments to this MOU may be requested, in writing, by either party and approved by the authorized signatories.

NON-DISCRIMINATION: The parties agree not to discriminate on the basis of religion, race, creed, national or ethnic origin, sex, age, handicap, political affiliation, sexual orientation, disability or status as a veteran.

GOVERNING LAW: This MOU shall be construed and enforced solely pursuant to the laws of the Commonwealth of Virginia (USA), without giving effect to the principles of conflicts of laws thereof and the parties agree that this Agreement shall be subject to the sole and exclusive jurisdiction of the state and federal courts located in the Commonwealth of Virginia (USA).

For: Eastern Shore of Virginia Habitat for Humanity

For: Town of Onancock, Virginia

Chris Guvernator, Executive Director

DRAFT

Matt Spuck, Town Manager

DATE: _____

DATE: _____

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 – January 22, 2024

HRSD Transition

- The HRSD board voted to appropriate the funds for the meters we recommended. We have selected the meter type and quantity and reviewed the analytical software. We are still on track for a mid-spring installation.

Street Repairs

- VDOT repaired Holly Street for stormwater management. I was told that VDOT was going to put a box in at each end of the culvert that crosses Jefferson, which will help, but my question to them is there is still a lot of standing water on the side of the street, and it is lined with cones, is there more work they will be doing.

Town Plan

- In process with the Town Council and Hill Studios.

Northeast Revitalization Project

- The contractor demolished 4 Church and 15 Cross. 8 Watson and 29 Church are out for the owner's signature.
- ANEC installed brighter streetlights.
- We expect Salm Engineering to have the final sidewalk design in early 2024.

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

- Developer signing all four agreements, waiting for a signature from OEDA, three others signed or ready to sign.
- After these agreements are on file with the state, the Town needs to formalize our agreement with the state, and then we can begin reimbursing the developer.
- We are meeting with the Relationship Manager at Truist to open the OEDA bank account.

Website

- I am still working on it.

Open ARPA Project Updates

- Police Generator (\$0) –moved to DCJS grant.
 - We awarded Big Wood the contract and we have paid the deposit.
- GIS Water System (\$15,000)
 - Project closed.
- Police Department Renovation
 - Trailer arriving mid-January for police to work from during construction. The demo will begin as soon as they vacate.
- Welcome Center and Public Restrooms
 - Demo has started.
- Dog Park (\$25,000)
 - Project complete.
- Northeast Park (\$52,000)
 - Project closed.
- Security Cameras (\$145,000) –moved to DCJS grant.

- We are investigating a different type of camera for license plate recognition and moving those cameras to more troubled areas without coverage.
- Air Conditioning upstairs (\$20,000)
 - No activity
- Matching Grants for Business Facades (\$90,000)
 - We have reimbursed approximately \$26,000 to date.
- Sunset Patio (\$40,000)
 - Receiving a quote. More to follow.
- Touchless Fixtures at LL (\$3,500)
 - We are using this project for rainy days in the coming weeks.
- Drainage Ditch Cleanout (\$7,500)
 - The town staff cleared the first two drains. Certain other blocked drains may need outside contractors.
- Water Valve Isolation (\$15,000)
 - After HRSD installs the new water meters, we will start exercising valves (making sure they work, and we know what they control). As we evaluate, we fully expect to find broken valves. We will purchase the valves in advance so we can replace them as we discover.
- Duckbill at Wharf (10,000)
 - Likely these funds can be reappropriated.
- Dredging under floating docks (\$90,000)
 - Spoil site review is taking place on the 25th. We will clear the site to those requirements and then go to bid on the dredging.
- Downtown Visual Improvements (\$35,000)
 - Waiting until the Town Plan is complete.
- Town Square Repairs (\$8,500)
 - Waiting for fixture selection to replace lights at the gazebo. Need concrete work on the sidewalk.
- 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

- The audit for FY 23 starts Feb. 5. Preparing and collaborating with the auditors will take a substantial amount of time for Debbie and me through the ninth.
- I am underway with my second class for my Public Administration Certificate. It is PADM 736, Diversity, Equity, and Inclusion.
- Because of my performance (I suppose) in my first class, ODU invited me to sit on a panel discussion sponsored by the Hampton Roads Chapter of the American Society of Public Administration (HR-ASPA)'s Speakers' Symposium, titled 'Issues in Public Administration.'

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B	Explanation
				\$	%					
Revenue										
Administration	968,299	1,393,125	70%	(424,826)	(30%)	1,296,397	1,391,245	1,402,274		
Water	332,457	430,500	77%	(98,043)	(23%)	420,140	495,314	565,045		
Sewer	471,605	100,000	472%	371,605	372%	1,025,382	1,121,513	821,749		
Wharf	153,450	184,050	83%	(30,600)	(17%)	198,463	206,989	206,618		
Police	28,841	64,000	45%	(35,159)	(55%)	55,140	41,997	85,957		USDA reim. Rec'd 1/24
Total Revenue	1,954,652	2,171,675	90%	(217,023)	(10%)	2,995,522	3,257,058	3,081,643		
Expenditures										
Council	40,623	75,868	54%	35,245	46%	41,247	39,942	59,837		
Administration	204,665	536,996	38%	332,331	62%	496,887	491,268	533,173		
Water	219,863	430,500	51%	210,637	49%	218,974	247,147	423,790		
Sewer	187,803	100,000	188%	(87,803)	(88%)	556,205	406,064	645,152		
Wharf	157,625	202,306	78%	44,681	22%	177,250	199,066	235,651		
Police	301,560	528,539	57%	226,979	43%	325,746	394,355	424,978		Car paid, USDA reimb waiting.
Bid and Streets	92,611	189,317	49%	96,706	51%	133,009	156,818	169,928		
Parks & Land.	44,385	108,149	41%	63,764	59%	23,667	74,668	107,866		
Total Expenditures	1,249,135	2,171,675	58%	922,540	42%	1,972,985	2,009,328	2,600,375		
Net	705,517	0		705,517	0%	1,022,537	1,247,730	481,268		

Percentage of Year Completed: 50%

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<u>TOWN COUNCIL</u>									
Expenditures									
Wages, Taxes & Benefits	7,644	15,527	49%	7,883	51%	14,793	15,118	15,129	
Town Attorney	12,000	24,000	50%	12,000	50%	735	2,733	18,000	
Travel And Training	0	2,000	0%	2,000	100%	25	0	0	
Main Street Partners	18,915	25,500	74%	6,585	26%	15,000	15,000	19,571	
Es Tourism-Tot Share	0	4,500	0%	4,500	100%	4,620	4,154	4,600	
Liability Insurance	2,065	4,341	48%	2,277	52%	6,074	0	2,150	
Office Supplies	0	0	No Budget	0	0%	0	2,937	387	
Total Expenditures	40,623	75,868	54%	35,245	46%	41,247	39,942	59,837	

Percentage of Year Completed: 50%

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

Revenue	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
ADMINISTRATION									
Real Property-Current	381,818	380,146	100%	1,672	0%	324,439	373,468	379,753	
Real Property-Late	11,777	20,000	59%	(8,223)	(41%)	78,952	32,135	28,464	
Public Service-Real	11,279	15,000	75%	(3,721)	(25%)	17,593	15,814	3,799	
Personal Property-Current	169,884	166,305	102%	3,579	2%	190,967	255,838	183,797	
Personal Property-Late	18,802	10,000	188%	8,802	88%	15,867	15,459	15,056	
Penalties	7,873	13,000	61%	(5,127)	(39%)	21,897	9,240	7,703	
Local Sales Tax	53,928	91,834	59%	(37,906)	(41%)	89,367	92,372	105,461	
Consumers Utility Tax	25,679	51,000	50%	(25,321)	(50%)	55,696	56,036	50,339	
Business License Tax	995	3,000	33%	(2,005)	(67%)	35,768	3,711	3,465	
Vehicle Decals	12,233	26,000	47%	(13,767)	(53%)	5,213	20,834	26,348	
Bank Stock Taxes	0	33,000	0%	(33,000)	(100%)	48,262	45,329	32,307	
Communication Tax	32,295	75,000	43%	(42,705)	(57%)	74,358	70,214	71,938	
Transient Occupancy	21,219	34,000	62%	(12,781)	(38%)	20,816	26,094	25,220	
Building/Zoning Perm	425	2,500	17%	(2,075)	(83%)	1,700	1,975	2,100	
Meals Tax	142,859	248,000	58%	(105,141)	(42%)	194,319	237,448	255,108	
Meals & Transient La	96	0	No Budget	96	0%	1,999	685	3,722	
Rental Of Property	5,531	12,240	45%	(6,709)	(55%)	12,240	13,767	13,164	
Water Tower Rental I	0	6,850	0%	(6,850)	(100%)	6,850	0	6,850	
Grass Cutting	2,250	4,500	50%	(2,250)	(50%)	0	0	4,515	
Trash Revenue	46,776	106,000	44%	(59,224)	(56%)	53,340	61,280	90,448	
Interfund	2,288	25,000	9%	(22,712)	(91%)	0	0	41,364	
Transfers In	0	0	No Budget	0	0%	0	0	0	
Miscellaneous Revenue	4,041	32,000	13%	(27,959)	(87%)	30,697	9,766	11,531	
Fire Program Funds	15,000	15,000	100%	0	0%	15,000	15,000	15,000	
Litter Control Grant	1,250	1,250	100%	0	0%	820	108	2,723	
Va Comm For The Arts	0	1,500	0%	(1,500)	(100%)	0	1,500	3,000	
Loan And Grants Proc	0	20,000	0%	(20,000)	(100%)	0	33,000	19,100	

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

ADMINISTRATION	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance \$	%	2021	2022	2023	Trend 2020-2024B
Total Revenue	968,299	1,393,125	70%	(424,826)	(30%)	1,296,397	1,391,245	1,402,274	
Expenditures									
Wages, Taxes & Benefits	94,060	185,958	51%	91,898	49%	205,673	180,235	176,092	
Legal And Collection	3,375	0	No Budget	(3,375)	0%	0	1,750	0	
Audit Service	0	24,500	0%	24,500	100%	16,750	17,750	24,500	
Bank Processing Fees	1,277	3,600	35%	2,323	65%	5,108	3,576	2,659	
Credit Card Fees	15,416	11,500	134%	(3,916)	(34%)	369	9,217	12,842	
Payroll Processing F	4,753	8,450	56%	3,697	44%	3,259	7,263	6,798	
Temp Services	0	2,500	0%	2,500	100%	0	0	0	
Professional Develop	1,929	12,000	16%	10,071	84%	200	227	1,099	
Software Subscriptio	16,335	28,000	58%	11,665	42%	0	20,323	27,493	
Software Support	2,552	13,665	19%	11,113	81%	0	10,408	16,043	
Office Equipment	1,914	4,000	48%	2,086	52%	21,595	7,982	8,549	
Advertising	688	10,000	7%	9,312	93%	2,951	10,503	12,324	
Postage	1,261	3,000	42%	1,740	58%	2,626	1,289	2,021	
Telephone	2,151	6,000	36%	3,849	64%	1,680	3,272	4,976	
Property Insurance	1,322	1,377	96%	55	4%	0	805	681	
General Liability In	1,587	5,661	28%	4,074	72%	0	12,333	3,416	
Workers Comp	278	306	91%	28	9%	0	330	54	
Travel	460	1,000	46%	540	54%	0	45	0	
Dues & Membership	1,535	1,200	128%	(335)	(28%)	1,072	2,440	1,086	
Office Supplies	3,815	10,000	38%	6,185	62%	8,519	7,411	9,483	
Historic Onancock Sc	0	0	No Budget	0	0%	7,500	0	450	
Hos - Property Insur	4,329	7,979	54%	3,650	46%	0	6,503	5,954	
Cultural Enrichment	0	3,000	0%	3,000	100%	1,250	2,669	3,041	
Miscellaneous	0	3,500	0%	3,500	100%	3,261	574	110	
Website & Printing	0	5,000	0%	5,000	100%	0	318	13,430	

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

ADMINISTRATION	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Town Events	0	6,500	0%	6,500	100%	0	266	1,996	
Employee Welfare	254	500	51%	246	49%	686	1,176	414	
Computer Capital Out	0	0	No Budget	0	0%	0	0	2,945	
Contingency	600	8,000	8%	7,400	93%	0	5,030	3,800	
Bank Building Loan	0	0	No Budget	0	0%	0	26,781	6,696	
Trash Collection Ser	43,306	104,800	41%	61,494	59%	101,110	106,244	102,597	
Town Plan	1,275	25,000	5%	23,725	95%	0	0	41,391	
Contribution To Fire	0	25,000	0%	25,000	100%	25,000	25,000	25,000	
Fire Programs Funding	0	15,000	0%	15,000	100%	15,000	15,000	15,000	
Total Expenditures	204,665	536,996	38%	424,229	79%	496,887	491,268	533,173	

Net	763,634	856,129	89%	(597)	(0%)	799,510	899,977	869,101	
------------	----------------	----------------	------------	--------------	-------------	----------------	----------------	----------------	--

Percentage of Year Completed: 50%

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

WATER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Water Charges	290,586	425,000	68%	(134,414)	(32%)	394,911	424,515	548,614	
Water Installation F	33,300	0	No Budget	33,300	0%	3,000	4,500	1,500	
Water & Sewer Penal	7,161	5,500	130%	1,661	30%	19,615	16,671	12,765	
Miscellaneous Revenu	1,410	0	No Budget	1,410	0%	2,614	49,628	2,167	
Total Revenue	332,457	430,500	77%	(98,043)	(23%)	420,140	495,314	565,045	
Expenditures									
Wages, Taxes & Benefits	77,666	152,526	51%	74,860	49%	116,120	109,047	138,505	
Training & Travel	0	4,000	0%	4,000	100%	0	79	0	
Vehicle Repair	0	750	0%	750	100%	3,045	1,018	0	
Repair & Maintenance	23,061	25,000	92%	1,939	8%	17,552	10,960	28,363	
Auto Insurance	185	450	41%	265	59%	0	412	0	
Printing Utility Bil	0	500	0%	500	100%	507	0	0	
Advertising	0	250	0%	250	100%	0	0	0	
Electric Services	2,954	20,000	15%	17,046	85%	13,779	14,974	15,360	
Postage	1,261	2,000	63%	740	37%	755	1,123	844	
Reserve For Cip	6,450	0	No Budget	(6,450)	0%	0	19,420	42,530	
Dues & Memberships	0	950	0%	950	100%	527	0	0	
Health Department Fe	2,169	3,000	72%	831	28%	2,165	2,169	2,169	
Vehicle Fuel	1,460	2,500	58%	1,040	42%	1,863	2,366	1,753	
Lab Supplies	2,677	2,000	134%	(677)	(34%)	998	2,064	3,413	
Purification Supplie	13,655	28,000	49%	14,346	51%	21,099	8,935	24,065	
Outside Consultants	3,853	9,400	41%	5,547	59%	0	300	1,725	
Small Tools & Equipm	0	3,800	0%	3,800	100%	80	2,650	3,099	
Property Insurance	0	3,300	0%	3,300	100%	0	0	1,814	
Interest - Bond - Wa	27,950	55,900	50%	27,950	50%	36,945	36,154	55,900	
Interest - Bond - Wa	1,228	1,668	74%	440	26%	1,662	1,588	2,456	
Interest - Bond - Wa	49,818	99,636	50%	49,818	50%	0	25,491	99,637	
Total Expenditures	219,863	430,500	51%	210,637	49%	218,974	247,147	423,790	
Net	112,594	0		112,594	0%	201,166	248,167	141,256	

Percentage of Year Completed: 50%

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

SEWER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Sewer Charges	383,314	0	No Budget	383,314	0%	1,014,068	1,071,885	818,382	
Sewer Installation F	0	0	No Budget	0	0%	8,700	0	1,200	
Paving from 2023 Budget	88,291	100,000	88%	(11,709)	(12%)	0	0	0	
Total Revenue	471,605	100,000	472%	371,605	372%	1,025,382	1,121,513	821,749	
Expenditures									
Coll. Repair/Maintena	95,258	0	No Budget	(95,258)	0%	75,412	136,140	253,160	
Electric Services	1,039	0	No Budget	(1,039)	0%	71,544	45,809	3,675	
Telephone	0	0	No Budget	0	0%	9,541	11,974	(1,062)	
Paving from 2023 Budget	88,291	100,000	88%	11,709	12%	0	0	100,000	
Hrsd Transition Cost	0	0	No Budget	0	0%	17,021	23,577	2,536	
Transfer To Reserve	0	0	No Budget	0	0%	0	0	283,715	
Total Expenditures	187,803	100,000	188%	(87,803)	(88%)	556,205	406,064	645,152	
Net	283,802	0		283,802	0%	469,177	715,449	176,596	

Percentage of Year Completed: 50%

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

WHARF	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Boat Dockage Fees-Mo	0	250	0%	(250)	(100%)	125	1,311	650	
Boat Dockage Fees-Tr	49,786	55,000	91%	(5,214)	(9%)	75,106	60,562	71,443	
Parking Fee	400	300	133%	100	33%	995	512	232	
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	
Gasoline Sales	93,388	112,000	83%	(18,612)	(17%)	108,700	128,103	121,932	
Ice And Other	2,156	3,500	62%	(1,344)	(38%)	2,513	7,628	4,971	
Golf Cart	2,170	4,000	54%	(1,830)	(46%)	0	0	0	
Wharf Electric	5,551	9,000	62%	(3,450)	(38%)	10,604	8,537	7,390	
Total Revenue	153,450	184,050	83%	(30,600)	(17%)	198,463	206,989	206,618	
Expenditures									
Wages, Taxes & Benefits	52,148	71,072	73%	18,924	27%	60,661	55,949	59,458	
Square Cc Fees	4,740	5,500	86%	760	14%	4,365	5,423	5,732	
Vehicle Repair	1,613	200	806%	(1,413)	(706%)	0	259	296	
Vehicle Fuel	354	300	118%	(54)	(18%)	0	63	0	
Electric Services	3,010	6,000	50%	2,990	50%	4,993	4,415	4,728	
Telephone	294	700	42%	406	58%	629	624	344	
Property Insurance	238	448	53%	210	47%	0	319	222	
Auto Insurance	181	412	44%	232	56%	0	412	199	
Worker'S Comp Insura	875	2,424	36%	1,549	64%	0	2,670	611	
Office Supplies	474	250	190%	(224)	(90%)	0	289	2,663	
Wharf Janitorial Sup	468	1,000	47%	532	53%	661	351	1,519	
Repair & Maintenance	2,797	3,500	80%	703	20%	6,451	7,797	7,597	
Cost Of Gas/Diesel S	82,770	88,000	94%	5,230	6%	74,263	104,528	98,947	
Cost Of Merchandise	0	0	No Budget	0	0%	0	0	1,400	
Misc.	0	1,000	0%	1,000	100%	8,365	269	1,376	
Advertising & Dues	1,065	16,000	7%	14,935	93%	5,582	8,548	7,393	
Rent	6,600	5,500	120%	(1,100)	(20%)	1,100	7,150	8,200	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	
Total Expenditures	157,625	202,306	78%	44,681	22%	177,250	199,066	235,651	
Net	(4,176)	(18,256)	23%	14,081	77%	21,213	7,923	(29,032)	
Fuel Margin	10,618	24,000	44%	(13,382)	(56%)	34,837	23,575	22,985	
Fiscal Slip Nights (7/1 - 6/30)	459	759	61%	(300)	(39%)	774	755	761	
Season Slip Nights (4/1 - 10/31)	783	759	103%	24	3%				



**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

POLICE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Traffic Fines	4,165	13,000	32%	(8,835)	(68%)	8,290	6,904	13,226	
Esummons	558	0	No Budget	558	0%	0	110	960	
Grant - 599	22,883	35,000	65%	(12,117)	(35%)	46,850	29,678	32,647	
Grant - Doj O.T.	0	9,000	0%	(9,000)	(100%)	0	1,005	30,867	
Grant - Hwy Safety	1,235	7,000	18%	(5,765)	(82%)	0	4,300	8,257	
Total Revenue	28,841	64,000	45%	(35,159)	(55%)	55,140	41,997	85,957	
Expenditures									
Wages, Taxes & Benefits	197,675	416,492	47%	218,817	53%	288,004	321,795	363,362	
Court Costs	0	500	0%	500	100%	0	178	0	
Training	1,925	4,000	48%	2,075	52%	4,384	2,690	2,397	
New Officer Training	17,716	17,776	100%	60	0%	0	8,327	(35)	
Vehicle Repair	3,808	3,591	106%	(217)	(6%)	2,650	2,791	4,052	
Computer Maintenance	30	4,500	1%	4,470	99%	2,691	4,652	1,127	
Security Cameras	2,817	16,280	17%	13,463	83%	0	0	0	
Telephone Services	1,209	2,904	42%	1,695	58%	3,394	3,165	2,708	
Line Of Duty Act	1,462	3,809	38%	2,347	62%	2,742	3,655	3,462	
Vehicle Insurance	1,477	2,966	50%	1,489	50%	0	2,801	2,484	
Workers Comp	4,724	10,100	47%	5,376	53%	0	8,823	7,214	
Travel	0	500	0%	500	100%	35	35	164	
Office Supplies	835	3,750	22%	2,915	78%	3,741	2,324	2,528	
Vehicle Fuel	3,355	12,000	28%	8,645	72%	7,018	12,527	11,034	
Uniforms	5,019	3,000	167%	(2,019)	(67%)	2,046	1,382	2,485	
Animal Population Co	372	500	74%	128	26%	587	954	0	
Police Supplies	3,400	6,211	55%	2,811	45%	8,317	10,443	7,546	
Police Vehicles	55,735	19,660	283%	(36,075)	(183%)	0	6,554	13,108	
Total Expenditures	301,560	528,539	57%	226,979	43%	325,746	394,355	424,978	
Net	(272,719)	(464,539)	59%	191,820	41%	(270,606)	(352,358)	(339,021)	

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

<u>BUILDINGS & STREETS</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages, Taxes & Benefits	47,812	90,698	53%	42,886	47%	47,712	69,042	81,473	
Vehicle Repair	1,826	5,000	37%	3,174	63%	619	615	3,569	
Electric Service	23,135	29,000	80%	5,865	20%	22,546	18,277	6,894	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	
Property Insurance	374	685	55%	311	45%	0	2,004	338	
Auto Insurance	193	820	24%	627	76%	0	412	200	
Worker'S Comp Insura	399	1,665	24%	1,266	76%	0	1,481	1,139	
Street Repair	6,649	17,500	38%	10,851	62%	180	27,087	32,516	
Janitorial Supplies	63	250	25%	187	75%	0	985	995	
Cleaning Services	1,500	4,200	36%	2,700	64%	0	3,914	3,914	
Repairs And Maintena	3,366	12,500	27%	9,134	73%	27,602	18,028	27,309	
Vehicle Fuel	1,171	3,600	33%	2,429	67%	517	3,686	6,753	
Small Equipment Repa	405	3,000	13%	2,595	87%	323	3,013	763	
Uniforms	0	3,000	0%	3,000	100%	555	2,614	182	
Can Liners	0	1,500	0%	1,500	100%	1,770	1,158	1,569	
Safety/Street Signs	810	2,000	41%	1,190	59%	528	1,140	1,554	
New Public Works Veh	4,842	9,774	50%	4,932	50%	0	0	0	
Blacksmith Shop	67	125	53%	58	47%	0	93	761	
Total Expenditures	92,611	189,317	49%	96,706	51%	133,009	156,818	169,928	

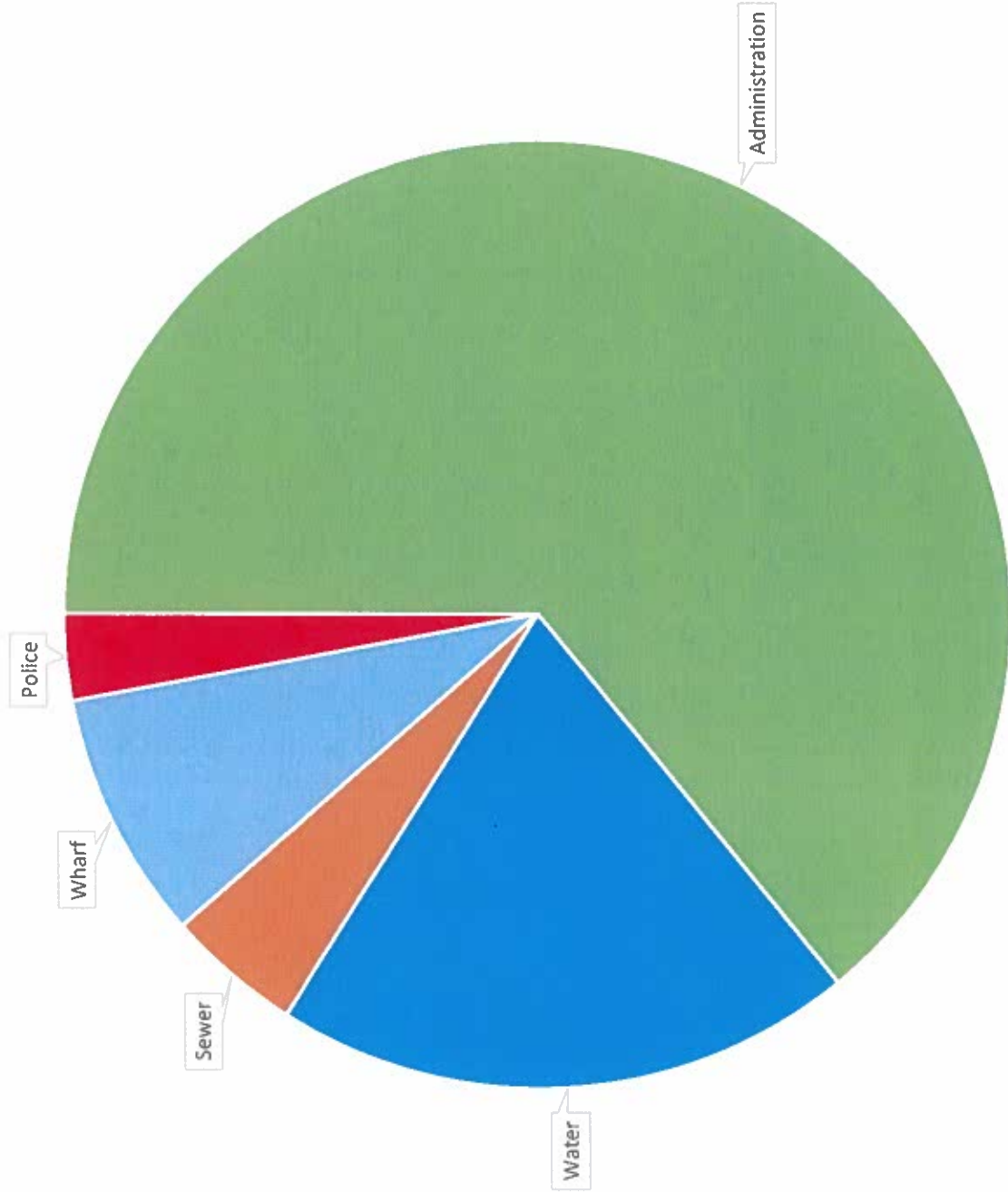
Percentage of Year Completed: 50%

**Town of Onancock
Budget Summary by Department
Through December 31, 2023**

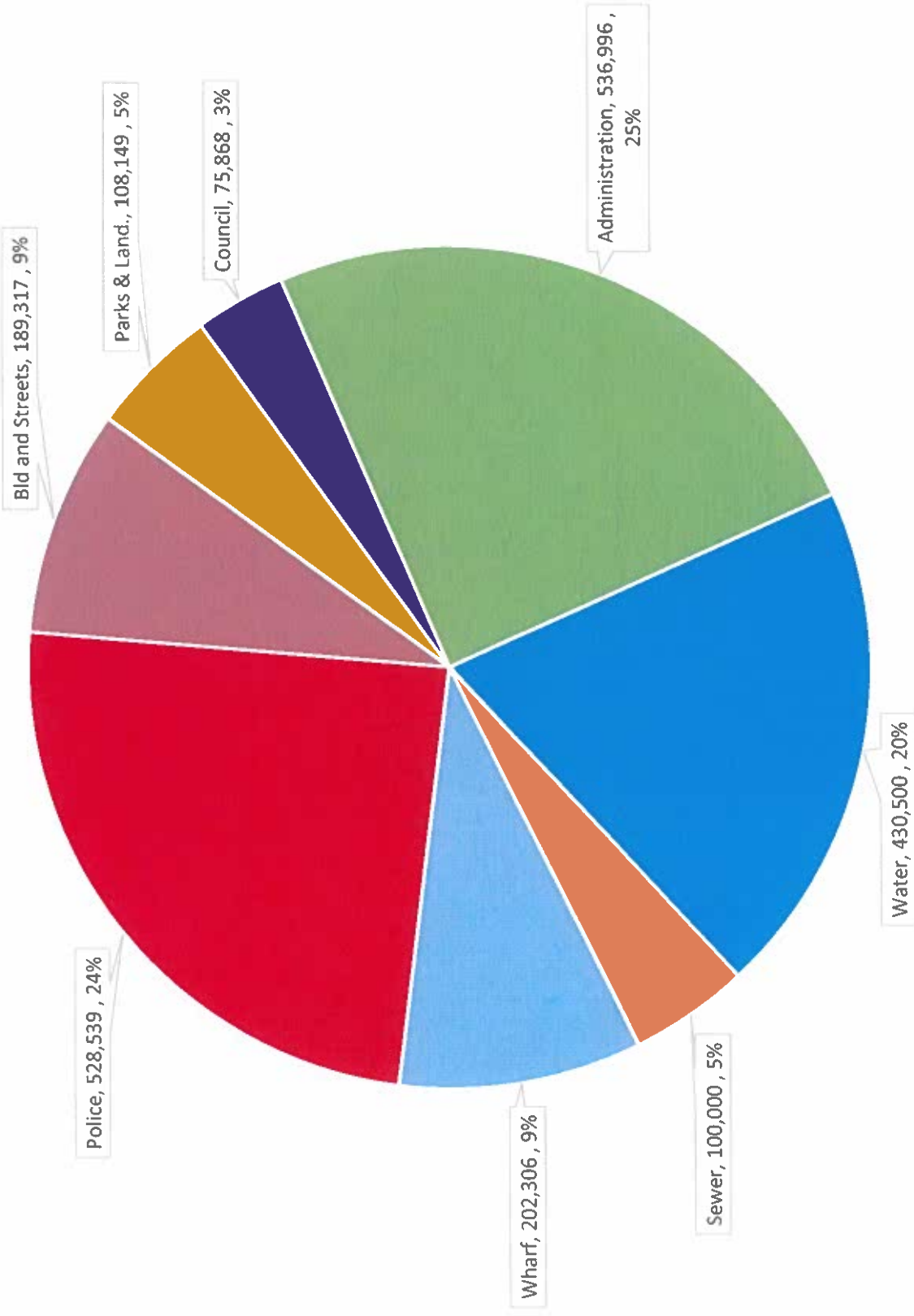
<u>PARKS & LANDSCAPING</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Cutting Grass Contra	0	0	No Budget	0	0%	6,555	7,400	0	
Wages and Benefits	34,967	67,363	52%	32,396	48%	0	17,792	35,653	
Vehicle Repair	64	1,500	4%	1,436	96%	0	839	780	
Electric Services	976	0	No Budget	(976)	0%	1,053	11,841	35,585	
Property Insurance	131	250	52%	119	48%	0	0	119	
Auto Insurance	695	2,820	25%	2,125	75%	0	1,401	1,402	
Worker'S Comp Insura	17	716	2%	699	98%	0	1,481	1,348	
Repair & Maintenance	1,442	3,000	48%	1,558	52%	441	7,433	3,900	
Vehicle Fuel	1,053	2,500	42%	1,447	58%	0	2,562	2,847	
Small Tools & Equipm	301	1,500	20%	1,199	80%	926	5,296	1,188	
Parks-Plantings & La	0	4,000	0%	4,000	100%	2,499	6,606	2,217	
Tree Board And Beaut	0	4,000	0%	4,000	100%	460	830	292	
Holiday Decorations	2,267	7,500	30%	5,233	70%	2,633	2,120	10,654	
Mosquito Control	2,470	6,500	38%	4,030	62%	4,950	4,917	6,881	
Weed Control	0	6,500	0%	6,500	100%	4,150	4,150	5,000	
Total Expenditures	44,385	108,149	41%	63,764	59%	23,667	74,668	107,866	

Percentage of Year Completed: 50%

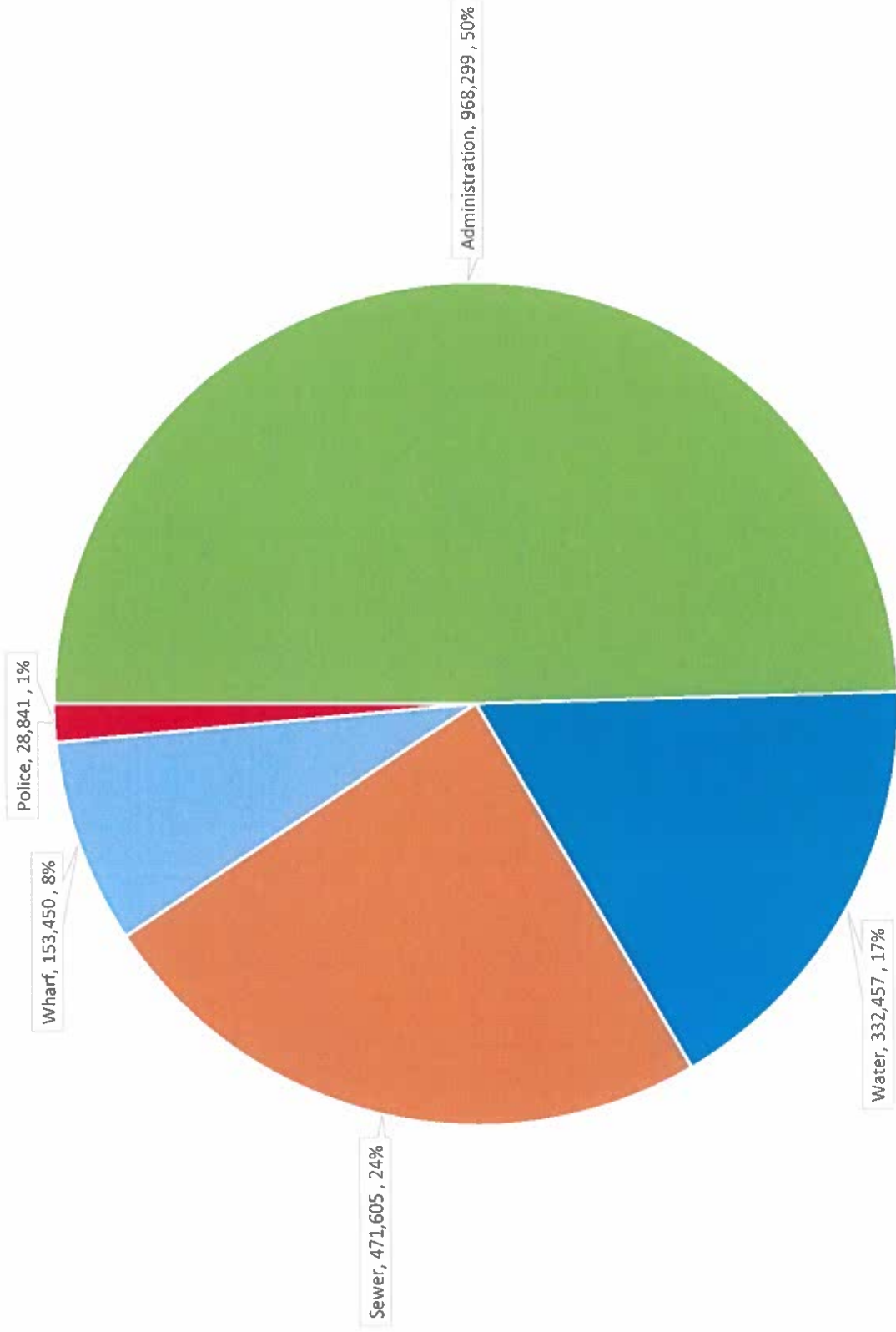
Revenue - Budget 2024



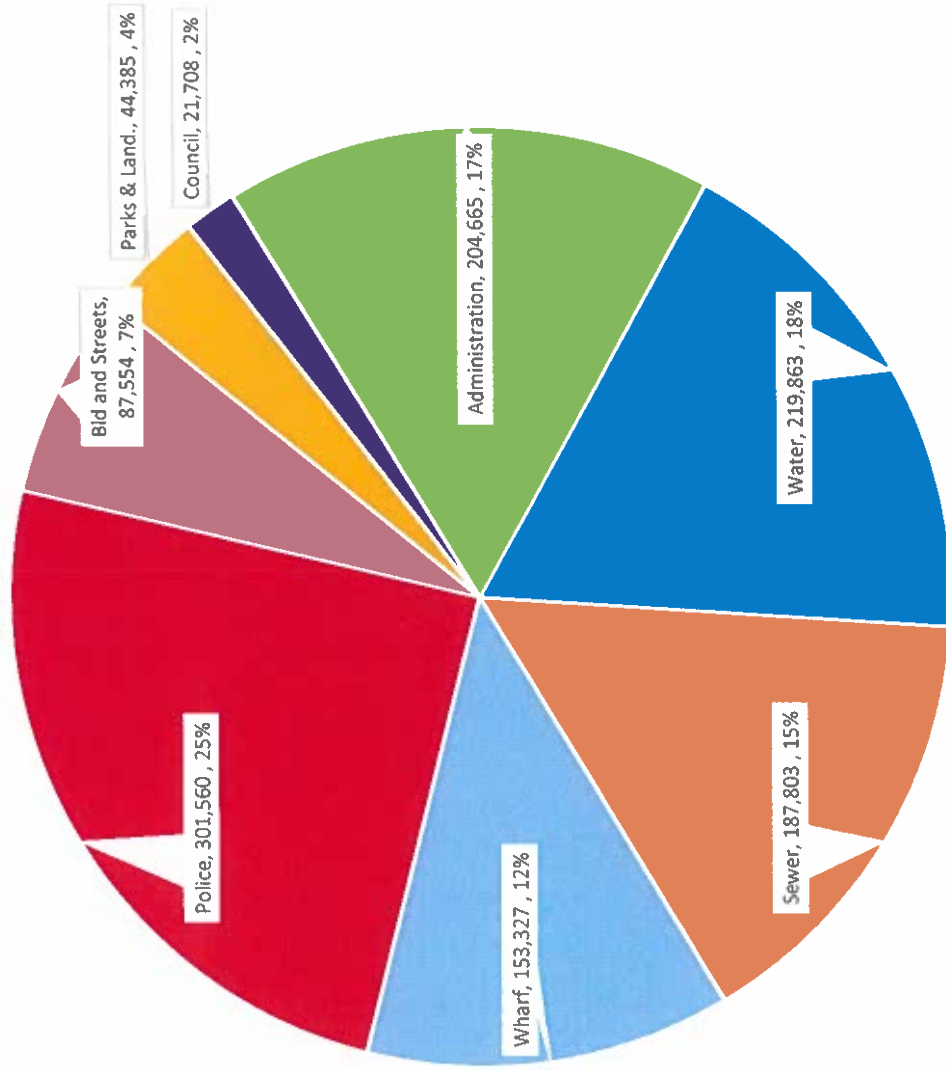
Expenditure - Budget 2024



Revenue - Actual 2024



Expenditures - Actual 2024



Town of Onancock
Cash and Reserve Report
Through December 31, 2023

	Current Year	Prior Year	% Increase / (Decrease)
CASH AND RESERVES			
CASH			
Checking	249,351	491,027	(49%)
RESERVES			
Cash Reserve (savings account)	2,297,957	1,163,248	98%
Grant Match or Project Reserve	257,164	257,171	(0%)
Capital Asset Reserve	146,086	84,094	74%
General Fund Reserve	523,174	405,323	29%
ARPA Funds	784,728	979,328	(20%)
Utility Reserve	737,107	744,749	(1%)
Total Reserves	4,746,216	3,633,913	31%
Total Cash and Reserves	4,995,567	4,124,940	21%
Cash and Reserves - No ARPA	4,210,839	3,145,612	34%
Reserves Only - No ARPA	3,961,488	2,654,585	49%
REQUIRED RESERVES PER POLICY			
Grant Match or Project Reserve	250,000	Up to \$250,000	257,164
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	146,086
General Fund Reserve	507,754	30% of budgeted revenue	523,174
Utility Reserve	715,970	120 day operating (\$455,000/12*4)+ 30% Accumulated Depreciation	737,107
		(\$1,837,935)+ \$15k for road repairs	
Total Required Reserves per Policy	\$ 1,615,740	Over/(Under) Reserved	\$ 1,663,531
			\$ 47,791

**ARPA Project Cost Update
Through December 31, 2023**

	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	\$ 2,986.00	Closed
SLFRF-1030	\$ 100,000	\$ 50,000.00	\$ 19,797	\$ 130,203.00	
SLFRF-1030	\$ 195,000	\$ 145,000.00	\$ 49,904	\$ 290,096.00	
SLFRF-1040	\$ 25,000	\$ -	\$ 25,966	\$ (966.00)	Closed
SLFRF-1050	\$ 35,000	\$ 16,435.00	\$ 57,962	\$ (6,527.00)	(Need 4x4)
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	\$ -	\$ 25,916	\$ 64,084.00	
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	\$ -	\$ 2,625	\$ 5,875.00	
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	\$ -	\$ 471,704.00	\$ 784,728.00	\$ (3,362.00) <i>(avail. to ^a reappropriate)</i>
Other Material Grants		Amount Reimbursed	Amount Spent		
Bulkhead	\$ 360,000	\$ 280,862	\$ 283,613	\$ (2,751.00)	Closed
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	\$ -	\$ 208,979	\$ 2,021.00	