

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

Town of Onancock

Town Council Meeting

April 25, 2022, at 7:00 p.m.

Agenda

1. Call to order and roll call
2. Pledge of Allegiance
3. Public Business:
 - a. Approval of minutes from March 28, 2022, Town Council meeting
 - b. Approval of minutes from April 11, 2022, Town Council Budget Workshop
 - c. Public Hearing – 2023 Budget
 - d. Eastern Shore of Virginia Hazard Mitigation Plan 2021
4. Council Discussion
 - a. Dog Park design
 - b. Main Street Grant matching request
 - c. Procurement Policy review
5. Committee Reports
 - a. HRSD (Matt Spuck)
 - b. Planning Commission (Fletcher Fosque)
 - c. Waterfront (Fletcher Fosque)
 - d. Personnel (Joy Marino)
6. Mayor's Report
7. Town Manager's Report
8. Closed Session (if required)
9. Adjourn

**Town of Onancock
Town Council Meeting
Monday, March 28, 2022
7:00 PM**

1) Call to order and Roll Call:

Mayor Fletcher Fosque called the meeting to order at 7:00 PM and roll was called. Mayor Fletcher Fosque and Councilmembers Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald was present. A quorum was established. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

2) The Pledge of Allegiance was recited.

3) Consideration and Approval of February 28, 2022 Meeting Minutes:

- a) Councilmember Oswald made a motion to approve the minutes with the noted changes. Councilmember Burger seconded the motion. The motion was passed with 6-0 vote.

Public Comments – Public comments addressing the loose dog issue were allowed at this time.

- a) Dog – about 6 weeks ago a loose dog roaming through town was brought to the attention of Town office. Police Chief Williams and team were advised. Matt Spuck updated that the owners were contacted and issued a summons by police. Court date is 04/15/2022. Chief Williams presented the current ordinance. After review and comparison of other municipality's ordinances, Chief Williams suggested changes to include increasing leash law fine for second and subsequent offenses. Ordinance changes will be discussed at Public Hearing on April 11, 2022.

4) Public Business

- a) Historic Onancock School Performance Pavilion – Rick King introduced the concept of a multi-purpose performance pavilion. The pavilion will help increase Town's economic stream as well as increase out of town visitors. The revenue generated will also help offset upcoming repair expenses to the school building. The pavilion will be located behind the school. The current lease requires Town Council's approval to move forward with construction.

Council member Gillsepie made a motion to approve. Councilmember Holdren seconded. The motion was passed with 6-0 vote.

- b) Public Hearing – Homestay – 5 White St. – Mayor Fosque read three public comments in favor to approve Special Use Permit application submitted by owner's George & Linda Phillips.

Councilmember Holdren made a motion to approve. Councilmember Oswald seconded. The motion was passed with 6-0 vote.

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c)Public Hearing – Homestay – 12 Joynes St. – Mayor Fosque read public comments in favor to approve Special Use Permit application submitted by owner Susan McQuire.

Councilmember Holdren made a motion to approve. Councilmember Nock seconded. The motion was passed with 6-0 vote.

5) Council Discussion

a) rezoning of pump stations is required for transfer to HRSD. Sec 38-43 was updated to add the nine pumpstations and renamed to Industrial, Utilities, District (I-U). Ordinance changes will be discussed at Public Hearing scheduled on April 11, 2022.

b) Budget – Matt Spuck presented the changes to the base budget suggested by Town Council at the March 15, 2022 budget workshop. Mr. Spuck also presented a new tiered sewer/water rate structure.

6)Public Comment

a) Don Ruthig – 8 Creekwood Lane – Mr. Ruthig spoke to the “egregious difference” in updated Real Estate assessment from Accomack County. He explained neighbors across the creek saw their assessed property value increase between 1% - 5%; while residents with-in town limits average increase is up 26%. Mr. Ruthig thinks it is incumbent upon Town Council to appeal the assessment.

b) Kathy Boyd – 5 Market St. – Ms. Boyd expressed deep concerns about Chaney expanding operations to transfer grain for Purdue. The operation will be very noisy and dirty. She continued to explain the possibility of 60 semi-trucks traveling down Market St will create another set of safety and traffic issues. Ms. Boyd would like Council to review the “loose B-W (business wharf)” zoning.

c)Priscilla Hart – 21 Market St – Ms. Hart urged Town Council to work with Chaney for a reasonable plan for grain transfer operation. She requested a copy of drinking water quality report. Matt to email most recent report. Ms. Hart also spoke with Animal Control about the cat population.

d) Joani Donohoe – 18 Meadville – Ms. Donohoe reported the Historic School was vandalized. She extended gratitude to police department for immediate response and the continued patrol help. She also expressed gratitude for immediate response to the loose dog. Ms. Donohoe announced a Meet/Greet picnic for Town of Onancock residents. The scheduled date is Sunday, May 1,2022.

In regard to the public comments concerning Chaney, Matt Spuck reported he spoke with Kyle from Chaney to discuss the intent of the operation. Chaney plans to send out 12 barges a year. He did not have the truck count to fill a barge; therefore, Kyle was uncertain of the number of trucks that will travel in and out of town. Matt plans to follow up with VDOT for any regulations

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or public safety issues. All research from Chaney and VDOT will be forwarded to the Town attorney.

7) Committee Reports:

- a) HRSD - HRSD has received permits from VDOT to pave specified areas.
- b) Waterfront – T Lee Byrd reported meetings will be 2nd Tuesday of each month. Harbormaster is working diligently to have building ready to open full time on 04/01/22.
- c) Planning Commission – Fletcher Fosque reported a meeting schedule was established for 2022.
- d) Personnel Committee – Councilmember Marino reported the committee is working to update personnel policies. Currently duplicate personnel handbooks are being reviewed to ensure consistency with polices.

8) Mayor's report:

- a) Mayor Fosque reported 1266 people attended the St. Patrick Day's parade.
- b) Main Street is working to launch a community business grant for new businesses in Downtown Onancock. The grant is for \$45,000 - \$60,000 but requires a \$20,000 cash grant from Town.
Councilmember Holdren made a motion to approve the grant. Councilmember Marino seconded. The motion was passed with a 5-1 vote.

9) Town Manager's report:

- a) currently working on FY 2023 budget
- b) Dog-park project is ongoing.
- c) currently working on ARPA projects due 04/30/22.

10) Council comments:

- a) Councilmember Marino is planning a community picnic in September at Ker Place.
- b) Councilmember Marino encouraged the public to review the budget.
- c) Councilmember Oswald thanked Mr. Ruthig for his comments and asked how the Town can appeal.
- d) Councilmember Nock asked how the Town, Town Council and individuals can appeal the real estate assessments. She also expressed concerns about the Chaney grain operation.

Councilmember Marino motioned to adjourn the meeting. Councilmember Gillespie seconded. The motion was passed 6-0 vote.

Meeting adjourned at 9:30 PM

**Town of Onancock
Town Council Meeting
Monday, March 28, 2022
7:00 PM**

Town Mayor, Flector Fosque

Town Clerk, Debbie Caton

Town of Onancock
Town Council Meeting
Budget Workshop
Monday
April 11, 2022
7:00 P.M.

Call to Order and Roll Call:

Mayor Fletcher Fosque called the meeting to order at 7:00 P.M. and roll was called. Mayor Fletcher Fosque and Councilmembers Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald were present. Councilmember Ray Burger was absent. A quorum was established. Town Manager Matt Spuck and Deputy Clerk Mariellen Mearsheimer were also present.

The Pledge of Allegiance was recited.

Public Business:

a. Public Hearing – Dog Ordinance

Mayor Fosque opened the public hearing at 7:02 P.M. No comments were read, no speakers were present. Mayor Fosque closed the public hearing at 7:03 P.M.

Significant changes to the Dog ordinance include an increase in the fine in Sec 4-60 Running at Large from \$25.00 to \$250.00 for a second and any subsequent violations and the addition of Sec. 4-63 Nuisance Animals General and Sec 4-64 Barking Dogs.

Discussion followed.

Councilmember Maphis Oswald made a motion to adopt the changes to Article III. Dogs with the addition of the word "court" to Sec. 4-63 second paragraph, first sentence. Councilmember Sarah Nock seconded the motion. The motion passed with all five Councilmembers voting in favor.

b. Public Hearing – Zoning – Utilities

Mayor Fosque opened the public hearing at 7:22 P.M. No comments were read, no speakers were present. Mayor Fosque closed the public hearing at 7:23 P.M.

The change to Article II. Districts, Enumeration of Districts is the addition of a ninth district, Industrial Utilities (I-U) to accommodate the pumping stations being transferred to Hampton Roads Sanitation District (HRSD).

Councilmember Sarah Nock made a motion to amend Article II. Districts, Sec. 38-43 Enumeration of Districts to include a ninth district Industrial, Utilities (I-U). Councilmember Maphis Oswald seconded the motion. The motion passed with all five Councilmembers voting in favor.

Council Workshop:

a. Budget – Budget Workshop

Discussion included the higher Accomack County assessment of real estate property in the Town and the financial impact on residents. The proposed base budget includes a decrease in the Onancock tax rate on real estate from \$0.32 per \$100.00 dollars of assessed value to \$0.29 per \$100.00 dollars of assessed value. Town Manager Spuck recommended that the tax rate be reduced to \$0.27 per \$ 100.00 dollars of assessed value considering the higher County

assessments. Some Councilmembers had concerns about using reserve funds for this purpose. Town Manager Spuck pointed out to Councilmembers the base budget was balanced, the Town has stabilized operationally, there were no known deferred expenses and Accomack County assessments would not change next year because rates are set for a two year period. A straw poll was taken. Councilmembers Holdren, Marino and Nock preferred a \$0.28 tax which would require the use of approximately \$14,000.00 dollars of reserve funds reduced from the base budgeted use of reserve funds from the Town master plan. Councilmembers Gillespie and Oswald preferred the recommended \$0.27 tax.

More discussion followed. Councilmembers agreed with the base budget presented for all remaining items including continuation of the three year compensation plan for the police.

Town Manager Spuck stated the Public Hearing for the Fiscal Year 2023 budget would be on Monday April 25, 2022.

Adjourn:

Councilmember Joy Marino made a motion to adjourn. Councilmember Sarah Nock seconded the motion. The motion passed with a unanimous voice vote.

The meeting adjourned at 8:20 p.m.

Fletcher Fosque, Mayor

Mariellen Mearsheimer, Deputy Clerk



TOWN OF ONANCOCK, VA

Proposed 2023 Budget

	Proposed 2023 Budget
Government Activities	
Revenue	\$1,575,848
Use of Town Reserves	\$116,666
Expenditures	\$1,692,514
Balance	\$0
Special Revenue (Grants)	
Revenue	\$1,451,216
Use of Town Reserves	\$26,000
Expenditures	\$1,477,216
Balance	\$0
Business Activities (Water & Sewer)	
Revenue	\$1,252,440
Use of Town Reserves	\$50,000
Expenditures	\$1,144,448
Debt Payments	\$157,992
Balance	\$0

General Tax Rates	2023 Proposed Rate	2022 Actual Rate	Inc./{(Dec.) in Rate
Real Estate and improvements on real estate & mobile homes for general Town Purposes	\$0.28 per \$100 of assessed value	\$0.32 per \$100 of assessed value	(12.5%)
Personal Property excluding passenger cars, passenger trucks and motorcycles	\$2.00 per \$100 of assessed value	\$2.00 per \$100 of assessed value	No Change
Personal Property for passenger cars, passenger trucks, and motorcycles	\$1.70 per \$100 of assessed value	\$2.00 per \$100 of assessed value	(15.0%)
Personal Property for Businesses (Tax Types CE, FE, HE, TP)	\$0.00 per \$100 of assessed value	\$2.00 per \$100 of assessed value	(100.00%)

Notice COV §58.1-3321

1. Assessment Increase:
 - a. Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 18.8%.
2. Lowered Rate:
 - a. Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as the last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$.27 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. Effective Rate Increase:
 - a. The Town of Onancock proposes to adopt a tax rate of \$.28 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$.01 per \$100, or 3.7%. This difference will be known as the "effective tax rate increase."
 - b. Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.
4. Proposed Total Budget Increase:
 - a. Based on the proposed real property tax rate and changes in other revenues, the total operating budget of the Town of Onancock will exceed last year's by 7.4 percent.
5. Public Hearing – April 25, 2022, 7pm

Town of Onancock

DRAFT 2023 Budget

PUBLIC HEARING BUDGET - APRIL 25, 2022

	DRAFT Budget 2023	Budget 2022	Budget 2021	Actual 2020	Actual 2019	Actual 2018
Government Activities						
Revenue	\$1,575,848	\$1,404,840	\$1,330,832	\$1,341,440	\$1,432,616	\$1,631,775
Use of Town Reserves	\$116,666	\$0	\$0	\$0	\$0	\$0
Expenditures	\$1,692,514	\$1,404,840	\$1,271,394	\$1,269,615	\$1,170,083	\$1,427,647
Inc/(Dec) in Net Position	\$0	\$0	\$59,438	\$71,825	\$262,533	\$204,128
Special Revenue (Grants)						
Revenue	\$1,451,216	\$200,000	\$210,860	\$0	\$201,549	\$0
Use of Town Reserves	\$26,000	\$66,667	\$0	\$0	\$0	\$0
Expenditures	\$1,477,216	\$266,667	\$270,298	\$0	\$151,162	\$0
Inc/(Dec) in Net Position	\$0	\$0	-\$59,438	\$0	\$50,387	\$0
Business Activities (Water & Sewer)						
Revenue	\$1,252,440	\$1,398,961	\$1,331,838	\$1,362,011	\$1,516,958	\$1,197,784
Use of Town Reserves	\$50,000	\$0	\$0	\$0	\$0	\$0
Expenditures	\$1,144,448	\$877,885	\$810,762	\$652,518	\$766,252	\$712,524
Debt Payments	\$157,992	\$521,076	\$521,076	\$521,076	\$521,076	\$521,076
Inc/(Dec) in Net Position	\$0	\$0	\$0	\$188,417	\$229,630	-\$35,816
Town of Onancock						
Revenue	\$4,279,504	\$3,003,801	\$2,873,530	\$2,703,451	\$3,151,123	\$2,829,559
Use of Town Reserves	\$192,666	\$66,667	\$0	\$0	\$0	\$0
Expenditures	\$4,314,178	\$2,549,392	\$2,352,454	\$1,922,133	\$2,087,497	\$2,140,171
Debt Payments	\$157,992	\$521,076	\$521,076	\$521,076	\$521,076	\$521,076
Inc/(Dec) in Net Position	\$0	\$0	\$0	\$260,242	\$542,550	\$168,312

Town of Onancock
2023 Draft Budget

BY DEPARTMENT

Account Descriptions	2023 Budget	2022 Budget	2021 Budget	\$ Change 2022	% Change 2022
TOWN COUNCIL					
Revenue	\$ 85,000	\$ -	\$ -	\$ 85,000	0%
Expenditures	\$ 129,324	\$ 48,646	\$ 48,888	\$ 80,678	166%
Net	\$ (44,324)	\$ (48,646)	\$ (48,888)	\$ 4,322	(9%)
ADMINISTRATION					
Revenue	\$ 1,115,807	\$ 1,096,340	\$ 1,038,257	\$ 19,467	2%
Expenditures	\$ 364,390	\$ 340,562	\$ 420,484	\$ 23,828	7%
Net	\$ 751,417	\$ 755,778	\$ 617,773	\$ (4,361)	(1%)
POLICE					
Revenue	\$ 129,000	\$ 41,000	\$ 54,500	\$ 88,000	215%
Expenditures	\$ 541,191	\$ 428,350	\$ 341,227	\$ 112,841	26%
Net	\$ (412,191)	\$ (387,350)	\$ (286,727)	\$ (24,841)	6%
FIRE					
Revenue	\$ 15,000	\$ 10,000	\$ 10,000	\$ 5,000	50%
Expenditures	\$ 40,000	\$ 35,000	\$ 35,000	\$ 5,000	14%
Net	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ -	0%
DPW					
Revenue	\$ 106,500	\$ 94,000	\$ 90,400	\$ 12,500	13%
Expenditures	\$ 391,731	\$ 357,588	\$ 267,786	\$ 34,143	10%
Net	\$ (285,231)	\$ (263,588)	\$ (177,386)	\$ (21,643)	8%
MARINA					
Revenue	\$ 241,207	\$ 163,500	\$ 137,675	\$ 77,707	48%
Expenditures	\$ 225,878	\$ 194,694	\$ 158,009	\$ 31,184	16%
Net	\$ 15,329	\$ (31,194)	\$ (20,334)	\$ 46,523	(149%)
WATER					
Revenue	\$ 455,000	\$ 441,401	\$ 366,019	\$ 13,599	3%
Expenditures	\$ 455,000	\$ 441,401	\$ 366,019	\$ 13,599	3%
Net	\$ 0	\$ -	\$ -	\$ 0	0%
SEWER					
Revenue	\$ 847,440	\$ 957,560	\$ 962,319	\$ (110,120)	(12%)
Expenditures	\$ 847,440	\$ 957,560	\$ 962,319	\$ (110,120)	(12%)
Net	\$ -	\$ 0	\$ -	\$ (0)	0%
GRANTS					
Revenue	\$ 1,477,216	\$ 266,667	\$ 210,860	\$ 1,210,549	454%
Expenditures	\$ 1,477,216	\$ 266,667	\$ 270,298	\$ 1,210,549	454%
Net	\$ -	\$ -	\$ (59,438)	\$ -	0%
TOTAL					
Revenue	\$ 4,472,170	\$ 3,070,468	\$ 2,870,030	\$ 1,401,702	46%
Expenditures	\$ 4,472,170	\$ 3,070,468	\$ 2,870,030	\$ 1,401,702	46%
Net	\$ 0	\$ 0	\$ -	\$ 0	0%

1680

ONANCOCK

A LITTLE SLICE OF NOWHERE ELSE

Town Council:

Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock, and Maphis Oswald

Mayor: Fletcher Fosque | Town Manager: Matt Spuck

Water & Sewer Rates:**

WATER TIERS	CONSUMPTION
FIRST 3,000 GALLONS	\$32.10 (minimum)
NEXT 12,000 GALLONS	\$17.65 PER 1,000 GALLONS
OVER 15,000 GALLONS	\$7.85 PER 1,000 GALLONS

SEWER	CONSUMPTION
PER 1,000 GALLONS	\$15.12

Garbage Pickup	\$24.00
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Sample Bill	2023 Rates	2022 Rates
1,287*	\$76.06	\$111.87
7,500	\$249.43	\$258.84
17,000	\$541.13	\$563.76
35,000	\$954.59	\$1,140.99

Sewer Only Rate is \$1.86 per day, plus Garbage

Water and Sewer use is based on bi-monthly water meter readings.

* 4,264 bills prepared in the model year, 1,180 were under the 3,000 minimum with an average of 1,287

**Rates reduced using \$50,000 of unappropriated reserves

Resolution

Eastern Shore of Virginia Hazard Mitigation Plan 2021 Town of Onancock, Virginia

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments develop and adopt natural hazard mitigation plans in order to receive certain federal assistance; and

WHEREAS, an Eastern Shore Hazard Mitigation Plan Steering Committee comprised of members of the business community, non-profit organizations, and local officials was convened in order to study the town's risks from and vulnerabilities to natural hazards and to make recommendations on mitigating the effects of such hazards on the Town of Onancock; and

WHEREAS, the Accomack-Northampton Planning District Commission updated a regional Hazard Mitigation Plan including the Town of Onancock; and

WHEREAS, the efforts of the Town of Onancock, Eastern Shore of Virginia Hazard Mitigation Plan Steering Committee members, and the Accomack-Northampton Planning District Commission have resulted in the development of a regional Hazard Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Town of Onancock, Virginia that the sections pertaining to the town in the Eastern Shore of Virginia Hazard Mitigation Plan dated April 2022 is hereby approved and adopted for the Town of Onancock, Virginia.

Mayor

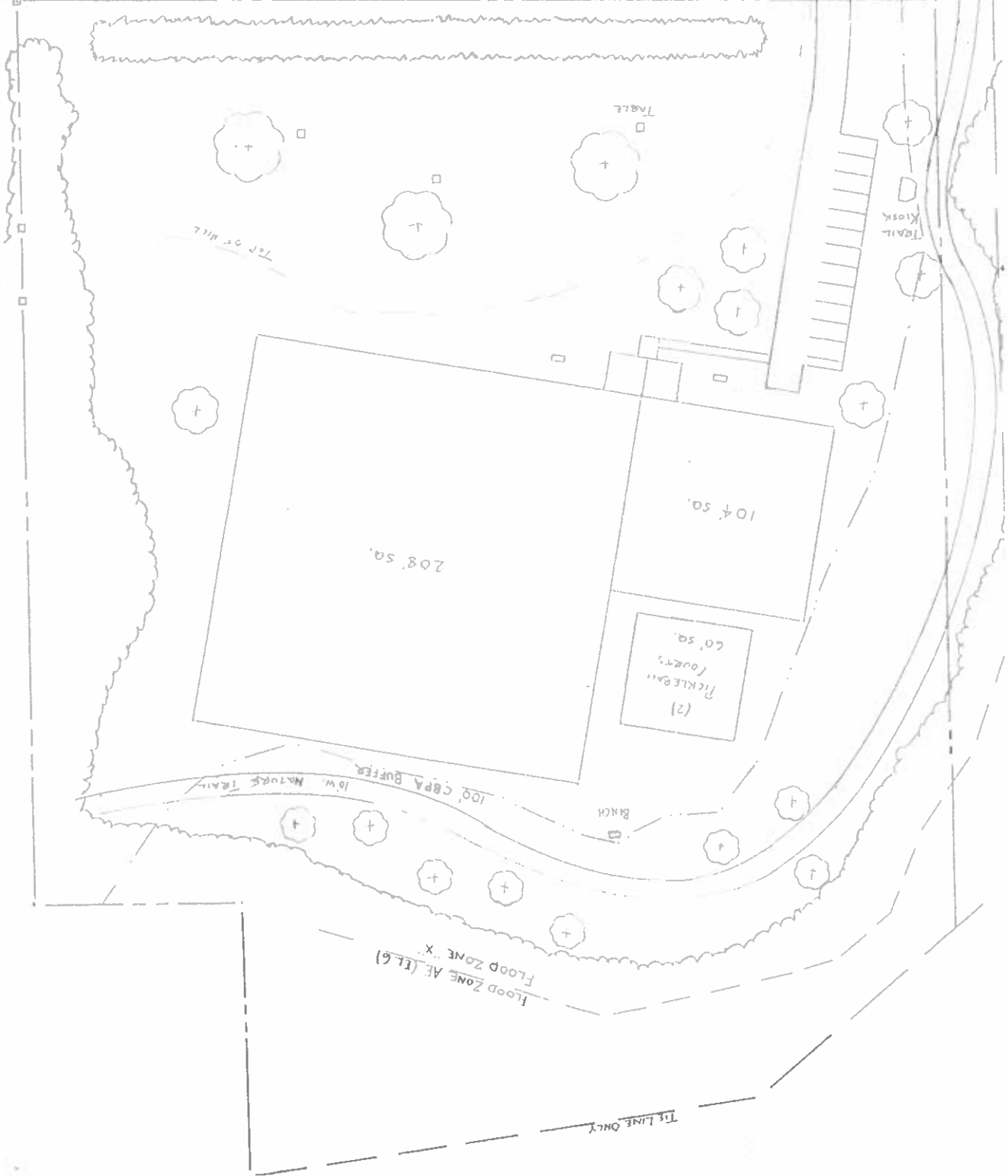
Date

ONANCOCK DOG PARK
SCALE: 1" = 50'
DRAWN BY: R.E.B III
DATE: 3/4/22

JEFFERSON ST



JUSTIS ST. EXT.



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

	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022				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
WHARF REVENUE	142,791	95,969	121,957	46,822	92%	20,834	155,500	198,463	147,284	160,133	187,259
EXPENDITURES	142,400	138,521	108,691	3,879	77%	33,709	184,694	181,994	181,893	152,258	151,676
NET	391	(42,552)	13,266	42,943		(12,875)	(29,194)	16,469	(34,609)	7,875	35,583
POLICE REVENUE	77,631	24,664	33,093	52,967	189%	44,538	41,000	55,141	53,951	58,186	63,006
EXPENDITURES	275,613	321,263	193,317	(45,649)	64%	82,296	428,350	320,309	396,698	330,822	370,476
NET	(197,982)	(296,599)	(160,224)	98,616		(37,758)	(387,350)	(265,168)	(342,747)	(272,636)	(307,470)
WATER REVENUE	319,367	262,464	247,335	56,903	72%	72,032	441,401	415,737	351,056	341,730	316,444
EXPENDITURES (NO DEPR.)	173,505	242,235	127,933	(68,730)	54%	45,573	322,980	220,559	235,892	280,828	269,212
BOND PRINCIPAL	80,006	80,006	54,195	0	0%	25,811	118,421	118,053	118,053	60,902	47,232
NET	65,855	(59,777)	65,207	125,633		648	0	77,125	115,164		
SEWER REVENUE	814,730	601,308	628,698	213,423	85%	186,033	957,560	1,007,908	932,377	923,019	881,340
EXPENDITURES (NO DEPR.)	321,581	487,162	350,346	(165,581)	50%	(28,764)	649,549	519,650	633,747	509,768	471,262
BOND PRINCIPAL	108,060	108,060	141,966	0	0%	(33,906)	308,011	307,201	298,630	413,251	410,078
NET	385,090	6,086	136,386	379,003		248,704	0	181,057			
ADMIN REVENUE	1,099,218	937,595	923,932	161,623	91%	175,286	1,208,340	1,315,443	1,140,692	1,215,297	1,191,767
EXPENDITURES	299,620	318,156	293,449	(18,536)	71%	6,170	424,208	431,395	457,583	485,738	487,036
NET	799,598	619,439	630,483	180,159		169,116	784,132	884,048	683,109	729,559	704,731
BUILDINGS & STREETS EXPENDITURES	198,460	209,210	120,488	(10,751)	71%	77,972	278,947	230,929	213,858	194,589	186,202
PARKS & LANDSCAPING EXPENDITURES	39,075	66,481	16,939	(27,406)	44%	22,136	88,641	20,126	18,403	13,001	18,106
GOVERNMENT REVENUE	1,319,640	1,058,228	1,078,982	261,412	94%	240,658	1,404,840	1,569,047	1,341,927	1,433,616	1,442,032
EXPENDITURES	955,167	1,053,630	732,884	(98,463)	68%	222,283	1,404,840	1,184,753	1,268,435	1,176,408	1,213,496
NET	364,473	4,598	346,098	359,875		18,375	0	384,294	73,492	257,208	228,536
UTILITY REVENUE	1,134,097	863,771	876,033	270,326	81%	258,064	1,398,961	1,423,645	1,283,433	1,264,749	1,197,784
EXPENDITURES (NO DEPR.)	495,087	729,397	478,278	(234,310)	51%	16,808	972,529	740,209	869,639	790,596	740,474
BOND PRINCIPAL	188,066	188,066	196,161	0		(8,095)	426,432	425,254	413,794	474,153	457,310
NET	450,945	(53,691)	201,593	504,636		249,351	0	258,182			
TOWN OF ONANCOCK REVENUE	2,453,737	1,921,999	1,955,015	531,737	88%	498,722	2,803,801	2,992,692	2,625,360	2,698,365	2,639,816
EXPENDITURES	1,638,319	1,971,092	1,407,323	(332,773)	58%	230,996	2,803,801	2,350,216	2,138,074	1,967,004	1,953,970
NET	815,417	(49,093)	547,691	864,511		267,726	0	642,476	487,286	731,361	685,846

Town of Onancock
Wharf - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022				TOTAL YEAR						
	ACTUAL (PRELIM)	BUDGET 9	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue											
BOAT DOCKAGE FEES-MO	1,186	0	0	1,186	0%	1,186	0	125	125	0	250
BOAT DOCKAGE FEES-TR	44,786	29,246	43,931	15,540	90%	15,540	50,000	75,107	34,848	50,999	54,317
PARKING FEE	322	0	990	322	0%	(668)	0	995	1,562	1,230	970
PARKING FEE - ANNUAL	0	0	420	0	0%	(420)	0	420	1,410	1,445	2,050
WHARF GASOLINE SALES	83,282	63,161	69,349	20,121	84%	13,933	99,000	108,700	103,478	100,040	123,087
WHARF-OTHER	6,673	645	1,080	6,028	45%	5,593	1,500	2,513	2,113	1,619	1,168
WHARF ELECTRIC	6,542	2,917	6,186	3,625	131%	355	5,000	10,604	3,748	4,800	5,417
Total Revenue	142,791	95,969	121,957	46,822	92%	20,834	155,500	198,463	147,284	160,133	187,259
Expenditures											
WAGES, TAXES & BENIES	47,115	54,198	41,843	(7,083)	65%	5,272	72,264	71,430	59,804	53,825	38,484
SQUARE CC FEES	3,754	2,813	2,253	941	100%	1,501	3,750	4,365	1,776	2,592	764
ELECTRIC SERVICES	4,245	3,938	3,172	307	81%	1,073	5,250	4,678	4,705	5,673	5,594
TELEPHONE	456	1,133	334	(678)	30%	121	1,511	629	460	529	448
PROPERTY INSURANCE	319	239	309	80	100%	10	319	768	0	0	0
AUTO INSURANCE	412	0	0	412	0%	412	0	0	0	0	0
WORKER'S COMP INSURA	2,670	0	0	2,670	0%	2,670	0	0	0	0	0
OFFICE SUPPLIES	160	0	0	160	0%	160	0	0	0	0	0
WHARF JANITORIAL SUP	351	825	309	(474)	32%	42	1,100	768	689	877	1,150
REPAIR & MAINTENANCE	4,455	5,250	1,470	(795)	64%	2,984	7,000	7,505	2,702	7,972	2,964
COST OF GAS/DIESEL S	69,936	58,500	51,081	11,436	90%	18,855	78,000	77,472	78,967	74,815	93,817
COST OF MERCHANDISE	0	0	0	0	0%	0	0	0	0	0	524
MISC.	269	750	120	(481)	27%	149	1,000	3,297	10,783	3,121	5,373
ADVERTISING & DUES	3,609	6,750	3,150	(3,141)	40%	459	9,000	5,582	22,007	2,854	2,558
RENT	4,650	4,125	4,650	525	85%	0	5,500	5,500	0	0	0
Total Expenditures	142,400	138,521	108,691	3,879	77%	33,709	184,694	181,994	181,893	152,258	151,676
Excess of Revenue over Expendit.	391	(42,552)	13,266	42,943		(12,875)	(29,194)	16,469	(34,609)	7,875	35,583
Margin on Fuel	13,346	4,661	18,269	8,685	64%	(4,922)	21,000	31,228	24,511	25,225	29,270

Town of Onancock
Police - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022					TOTAL YEAR					
	ACTUAL (PRELIM)	BUDGET 9	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue											
TRAFFIC FINES	5,094	2,790	4,627	2,304	102%	468	5,000	8,290	9,168	13,960	16,218
POLICE 559 FUND	33,368	21,874	28,466	11,494	93%	4,902	36,000	46,850	44,783	38,052	46,788
POLICE HIGHWAY SAFETY	6,169	0	0	6,169	0%	6,169	0	0	0	0	0
POLICE DOJ OT GRANT	33,000	0	0	33,000	0%	33,000	0	0	0	6,174	0
Total Revenue	77,631	24,664	33,093	52,967	189%	44,538	41,000	55,141	53,951	58,186	63,006
Expenditures											
WAGES, TAXES & BENIES	226,723	253,592	174,926	(26,869)	67%	51,797	338,123	281,951	322,805	289,462	303,593
COURT COSTS	0	375	0	(375)	0%	0	500	0	663	0	0
TRAINING	903	6,750	2,527	(5,847)	10%	(1,624)	9,000	4,384	0	3,231	4,007
NEW OFFICER TRAINING	8,327	13,793	0	(5,466)	45%	8,327	18,390	0	0	0	0
VEHICLE REPAIR	1,232	4,500	1,198	(3,269)	21%	33	6,000	2,650	4,871	4,213	4,330
COMPUTER MAINTENANCE	437	1,875	255	(1,438)	17%	181	2,500	2,691	3,270	4,208	2,365
TELEPHONE SERVICES	2,728	2,457	1,590	271	83%	1,138	3,276	3,394	2,507	4,030	2,366
LINE OF DUTY ACT	3,655	2,813	1,828	843	97%	1,827	3,750	2,742	3,655	3,692	2,412
VEHICLE INSURANCE	2,801	2,648	0	154	79%	2,801	3,530	0	0	0	0
WORKERS COMP	8,823	6,355	0	2,468	104%	8,823	8,473	0	0	0	0
TRAVEL	35	375	35	(340)	7%	0	500	35	305	258	762
OFFICE SUPPLIES	1,940	1,350	4,067	590	108%	(2,128)	1,800	3,741	5,811	1,634	968
VEHICLE FUEL	4,798	6,300	4,386	(1,502)	57%	412	8,400	7,634	8,343	8,533	7,517
UNIFORMS	1,254	2,250	1,601	(996)	42%	(347)	3,000	2,046	2,377	4,198	4,958
ANIMAL POPULATION CO	954	750	0	204	95%	954	1,000	587	0	0	0
POLICE SUPPLIES	7,728	5,250	766	2,478	110%	6,962	7,000	8,317	5,992	7,363	6,723
GRANTS	0	0	137	0	0%	(137)	0	137	0	0	0
NEW POLICE VEHICLE	3,277	9,831	0	(6,554)	25%	3,277	13,108	0	36,099	0	30,475
Total Expenditures	275,613	321,263	193,317	(45,649)	64%	82,296	428,350	320,309	396,698	330,822	370,476
Excess of Revenue over Expenditu	(137,982)	(296,599)	(160,224)	98,616		(37,758)	(387,350)	(265,168)	(342,747)	(272,636)	(307,470)

Town of Onancock
Water - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022				Over/(Under) Last Year	TOTAL YEAR					
	ACTUAL (PRELIM)	BUDGET 9	LAST YEAR	Over/(Under) Budget		% of Total Budget	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue											
WATER CHARGES	302,288	259,373	234,260	42,915	69%	435,264	393,122	332,050	323,761	295,745	
WATER INSTALLATION F	4,500	0	0	4,500	300%	1,500	3,000	0	1,500	0	
WATER & SEWER PENALT	12,579	3,091	13,075	9,488	271%	4,637	19,615	19,006	16,469	20,699	
Total Revenue	319,367	262,464	247,335	56,903	72%	441,401	415,737	351,056	341,730	316,444	
Expenditures											
WAGES, TAXES & BENIES	83,330	90,394	67,890	(7,063)	69%	120,525	109,348	141,475	105,676	105,859	
TRAINING & TRAVEL	79	1,106	0	(1,027)	5%	1,475	0	28	0	0	
VEHICLE REPAIR	663	1,800	295	(1,137)	28%	2,400	3,045	0	1,183	1,888	
REPAIR & MAINTENANCE	10,933	18,750	9,811	(7,817)	44%	25,000	20,426	11,077	25,166	9,028	
AUTO INSURANCE	412	749	0	(337)	41%	999	0	0	0	0	
WATER LEAD COPPER TE	50	0	0	50	0%	0	0	0	0	0	
PRINTING UTILITY BILL	0	0	507	0	0%	0	507	0	840	533	
ADVERTISING	0	375	0	(375)	0%	500	0	0	0	324	
ELECTRIC SERVICES	10,018	12,000	8,714	(1,982)	63%	16,000	14,804	13,865	13,251	11,541	
POSTAGE	752	38	504	715	1504%	50	755	527	760	512	
TELEPHONE	0	765	1,634	(765)	0%	1,020	2,652	2,843	2,263	2,080	
PROPERTY INSURANCE	5,086	2,243	0	2,844	170%	2,990	0	0	0	0	
CAPITAL EXPENDITURES	19,420	48,854	0	(29,434)	30%	65,139	0	0	0	0	
DUES & MEMBERSHIPS	0	983	0	(983)	0%	1,310	527	0	100	6,000	
HEALTH DEPARTMENT FE	2,169	1,650	2,133	519	99%	2,200	2,165	2,133	2,133	4,854	
OFFICE SUPPLIES	779	375	0	404	156%	500	0	0	0	0	
REPAIR & MAINTENANCE	6,125	3,750	1,198	2,375	122%	5,000	32	124	4,634	1,192	
VEHICLE FUEL	918	975	48	(57)	71%	1,300	2,045	2,068	1,843	1,513	
UNIFORMS	1,775	259	48	1,516	515%	345	48	98	177	85	
LAB SUPPLIES	738	900	409	(162)	61%	1,200	998	1,095	1,446	969	
PURIFICATION SUPPLIE	7,860	21,000	14,638	(13,140)	28%	28,000	23,187	21,196	23,656	23,331	
EMERGENCY REPAIRS	0	0	0	0	0%	0	0	0	0	0	
OUTSIDE CONSULTANTS	0	3,750	0	(3,750)	0%	5,000	0	0	0	0	
SMALL TOOLS & EQUIPM	2,613	1,403	0	1,210	140%	1,870	80	0	0	0	
PROPERTY INSURANCE	0	1,563	0	(1,563)	0%	2,084	0	0	0	0	
INTEREST - BOND - USDA 1070	18,954	28,430	19,306	(9,477)	50%	37,907	38,260	37,707	0	0	
INTEREST - BOND - USDA 47	832	125	848	708	501%	166	1,680	1,656	0	0	
INTEREST - BOND - VRA 3114	0	0	0	0	0%	0	0	0	0	0	
INTEREST EXPENSE	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	
Total Expenditures	173,505	242,235	127,933	(68,730)	54%	322,980	220,559	235,892	280,828	269,212	
Excess of Revenue over Expenditu	145,861	20,229	119,402	125,633		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		19,947	858,980				
Bond: \$47,000	199	199	184	876		876	37,726				
Bond: \$3,114,000	75,309	75,309	54,011	97,598		97,598	1,588,073				
Revenue over Expenditures	65,855	(59,777)	65,207	125,633			2,484,779				

Town of Onancock
Sewer - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022					TOTAL YEAR					
	ACTUAL (PRELIM)	BUDGET 9	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue											
SEWER CHARGES	810,219	601,308	626,353	208,912	85%	183,867	956,360	996,193	915,409	903,625	870,183
SEWER INSTALLATION F	0	0	0	0	0%	0	1,200	8,700	2,400	1,200	0
SEPTAGE REVENUE	0	0	0	0	0%	0	0	0	0	0	0
SEPTAGE RECEIVING GR	0	0	0	0	0%	0	0	0	0	0	0
INTEREST INCOME	2,381	0	741	2,381	0%	1,640	0	541	11,908	15,934	7,597
MISCELLANEOUS REVENUE	2,130	0	1,604	2,130	0%	526	0	2,474	2,660	2,260	3,560
Total Revenue	814,730	601,308	628,698	213,423	85%	186,033	957,560	1,007,908	932,377	923,019	881,340
Expenditures											
WAGES, TAXES & BENIES	148,065	194,918	154,740	(46,852)	57%	(6,675)	259,890	255,601	325,011	244,800	241,029
TRAINING	0	750	0	(750)	0%	0	1,000	0	0	0	0
VEHICLE REPAIR	2,285	1,500	1,227	785	114%	1,058	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	36,996	71,960	64,022	(34,964)	39%	(27,026)	95,947	89,719	65,432	100,405	86,751
OUTSIDE CONTRACT-TES	189	25,425	19,078	(25,236)	1%	(18,889)	33,900	23,846	31,573	14,750	22,683
REPAIR & MAINTENANCE	1,286	750	0	536	129%	1,286	1,000	0	348	348	4,040
PRINTING UTILITY BIL	0	188	250	(188)	0%	(250)	250	250	0	0	758
ADVERTISING	35	75	0	(40)	35%	35	100	784	0	0	222
ELECTRIC SERVICES	50,994	67,500	47,728	(16,506)	57%	3,265	90,000	76,241	73,537	87,374	74,772
POSTAGE, SHIPPING	500	750	503	(250)	50%	(3)	1,000	755	527	748	500
TELEPHONE	8,904	7,875	6,535	1,029	85%	2,369	10,500	10,608	9,027	8,702	7,813
DUES & MEMBERSHIPS	3,617	3,150	3,057	467	86%	560	4,200	4,530	4,473	4,299	1,598
OFFICE SUPPLIES	312	1,125	548	(813)	21%	(236)	1,500	601	1,043	2,259	158
VEHICLE FUEL	1,184	2,250	1,807	(1,066)	39%	(623)	3,000	3,077	3,336	2,609	2,414
UNIFORMS	50	225	48	(175)	17%	3	300	48	98	177	85
LAB SUPPLIES	321	4,875	891	(4,554)	5%	(570)	6,500	890	1,390	6,501	1,298
WASTEWATER DISINFECT	0	0	0	0	0%	0	0	0	0	3,005	0
WASTEWATER CHEMICALS	21,424	19,500	17,482	1,924	82%	3,942	26,000	25,134	28,300	31,791	26,135
SAFETY EQUIPMENT	0	150	0	(150)	0%	0	200	0	0	0	0
HRSD TRANSITION COST	21,232	42,518	4,256	(21,285)	37%	16,976	56,690	17,020	30,500	0	0
DEPRECIATION EXPENSE	0	0	0	0	0%	0	0	0	0	0	0
MACHINERY & EQUIPIMEN	0	375	0	(375)	0%	0	500	0	0	0	0
INTEREST - BOND - SE	13,855	41,304	28,172	(27,449)	25%	(14,317)	55,072	55,072	56,339	0	0
Total Expenditures	321,581	487,162	350,346	(165,581)	50%	(28,764)	649,549	519,650	633,747	509,768	471,262
Excess of Revenue over Expenditu	493,149	114,146	278,352	379,003		214,797	308,011	488,258	298,630	413,251	410,078
Bond Principal:							Principal	Bal. at 6/30/22			
Bond: \$900,000			22,500								
Bond: \$5,033,000	108,060	108,060	119,466				259,486				
Bond: \$2,398,000							48,525				
Revenue over Expenditures	385,090	6,086	136,386								

Town of Onancock
ADMIN - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022				TOTAL YEAR						
	ACTUAL (PRELIM)	BUDGET 9	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	379,490	393,000	324,439	(13,510)	97%	55,050	393,000	324,439	336,051	327,169	344,353
REAL PROPERTY-DELINQ	18,384	9,456	24,886	8,928	61%	(6,502)	30,000	78,952	35,026	37,719	11,752
PUBLIC SERVICE-REAL	15,808	17,000	17,593	(1,192)	93%	(1,785)	17,000	17,593	16,748	17,270	17,270
PERSONAL PROPERTY-CU	187,401	180,000	210,014	7,401	104%	(22,612)	180,000	210,014	151,787	158,877	183,970
PERSONAL PROPERTY-DE	10,047	6,956	8,829	3,091	80%	1,218	12,500	15,867	23,513	18,141	394
PUBLIC SERVICE-PERSO	172	0	0	172	0%	0	0	0	369	663	747
PENALTIES	6,005	6,671	10,820	(666)	44%	(4,816)	13,500	21,897	13,462	13,104	37,249
LOCAL SALES TAX	79,017	54,033	56,809	24,984	93%	22,208	85,000	89,367	81,114	77,255	72,843
CONSUMERS UTILITY TA	48,618	32,680	30,336	15,938	81%	18,282	60,000	55,696	52,915	54,710	55,963
BUSINESS LICENSE TAX	2,199	737	7,327	1,462	61%	(5,128)	3,600	35,768	36,515	42,991	31,638
VEHICLE DECALS	19,515	0	5,213	19,515	0%	14,302	0	5,213	9,139	15,337	16,513
BANK STOCK TAXES	0	0	0	0	0%	0	13,500	48,262	27,207	37,922	35,787
CELLULAR PHONE TAX	46,828	44,596	44,215	2,231	62%	2,613	75,000	74,358	81,315	84,398	90,582
TRANSIENT OCCUPANCY	24,309	20,653	17,912	3,656	101%	6,396	24,000	20,816	11,546	25,530	15,607
BUILDING/ZONING PERM	1,350	232	525	1,118	180%	825	750	1,700	375	275	950
MEALS TAX	181,366	82,460	107,721	98,907	122%	73,645	148,750	194,319	137,212	168,341	155,306
MEALS & TRANSIENT LA	373	0	1,739	373	0%	(1,366)	0	1,999	1,389	5,963	5,200
INTEREST ON ACCOUNTS	3,035	18,750	692	(15,715)	12%	2,343	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	8,463	6,120	6,120	2,343	69%	2,343	12,240	12,240	12,160	125	385
WATER TOWER RENTAL I	0	0	0	0	0%	0	0	6,850	6,850	6,850	6,850
TRASH REVENUE	43,104	52,424	29,748	(9,320)	46%	13,356	94,000	53,340	39,160	72,417	74,710
MISCELLANEOUS REVENU	5,903	827	3,173	5,076	74%	2,730	8,000	30,696	42,556	25,051	18,848
FIRE PROGRAM FUNDS	15,000	10,000	15,000	5,000	150%	0	10,000	15,000	10,000	10,000	10,000
LITTER CONTROL GRANT	1,329	1,000	820	329	133%	509	1,000	820	814	1,033	370
VA COMM FOR THE ARTS	1,500	0	0	1,500	100%	1,500	1,500	0	1,500	1,500	1,000
Total Revenue	1,099,218	937,595	923,932	161,623	91%	175,286	1,208,340	1,315,443	1,140,692	1,215,297	1,191,767
Expenditures											
COUNCIL WAGES, TX & BENIES	11,092	11,550	9,171	(458)	72%	1,921	15,400	14,792	15,051	15,239	25,286
TOWN ATTORNEY	633	3,375	42	(2,742)	14%	592	4,500	735	0	0	0
ELECTION COSTS	0	889	0	(889)	0%	0	1,185	0	0	0	0
TRAVEL AND TRAINING	0	893	25	(893)	0%	(25)	1,191	25	0	0	0
COMMUNITY PROMOTION	0	0	3,229	0	0%	(3,229)	0	8,231	10,905	11,056	16,201
TOWN BEAUTIFICATION	0	0	0	0	0%	0	0	0	1,648	832	575
MAIN STREET PARTNERS	15,000	11,250	15,000	3,750	100%	(4,620)	15,000	15,000	15,000	5,000	4,609
ES TOURISM-TOT SHARE	0	3,375	4,620	(3,375)	0%	4,620	4,500	4,620	5,381	4,380	0
LIABILITY INSURANCE	4,154	3,653	0	502	85%	4,154	4,870	0	0	0	0
OFFICE SUPPLIES	2,703	1,500	0	1,203	135%	2,703	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	132,966	128,866	123,045	4,101	77%	9,922	171,821	204,175	189,229	191,458	192,902
LEGAL AND COLLECTION	1,750	1,500	0	250	88%	1,750	2,000	0	0	0	0
AUDIT SERVICE	0	12,940	0	(12,940)	0%	0	17,253	16,750	16,750	16,750	16,750
BANK PROCESSING FEES	2,867	2,475	3,858	392	87%	(991)	3,300	5,477	1,915	1,881	6,924
CREDIT CARD FEES	4,772	6,529	0	(1,757)	55%	4,772	8,705	0	0	0	0
PAYROLL PROCESSING F	6,076	2,700	2,154	3,376	169%	3,922	3,600	3,493	3,321	3,908	3,169
PROFESSIONAL DEVELOP	227	1,050	0	(823)	16%	227	1,400	200	1,414	1,674	1,255
SOFTWARE SUBSCRIPTIO	12,933	14,330	11,573	(1,397)	68%	1,360	19,106	21,627	19,257	24,069	13,598

Town of Onancock
ADMIN - Financial Performance

	ACTUAL (PRELIM)	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022					Over/(Under) Last Year	% of Total Budget	Over/(Under) Budget	TOTAL YEAR				
		BUDGET	LAST YEAR	BUDGET	Over/(Under) Budget	BUDGET 2022				Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018	
SOFTWARE SUPPORT	5,700	2,250	0	3,450	190%	5,700	0	3,000	0	0	0	0	0	0
OFFICE EQUIPMENT	6,592	5,850	0	742	85%	6,592	0	7,800	0	0	0	1,738	705	0
PRINTING-AUTO DECALS	0	0	0	0	0%	0	0	0	0	0	0	0	0	264
ADVERTISING	7,844	1,097	1,097	(4,276)	49%	6,748	1,097	16,160	2,951	2,178	2,574	2,178	2,574	1,411
POSTAGE	918	3,000	2,080	(2,083)	23%	(1,162)	2,080	4,000	2,627	2,483	3,268	2,483	3,268	2,890
TELEPHONE	2,279	1,233	889	1,046	139%	1,390	889	1,644	1,680	1,574	1,882	1,574	1,882	2,029
PROPERTY INSURANCE	805	2,632	0	(1,827)	23%	805	0	3,509	0	0	0	0	0	0
VEHICLE INSURANCE	412	2,270	0	(1,858)	14%	412	0	3,027	0	0	0	0	0	0
GENERAL LIABILITY IN	3,662	2,402	0	1,261	114%	3,662	0	3,202	0	0	0	0	0	0
WORKERS COMP	330	3,677	0	(3,347)	7%	330	0	4,903	0	0	0	0	0	0
TRAVEL	45	1,350	0	(1,305)	2%	45	0	1,800	0	1,808	2,146	1,808	2,146	1,662
DUES & MEMBERSHIP	1,565	1,151	213	413	102%	1,352	213	1,535	1,072	897	1,161	897	1,161	863
OFFICE SUPPLIES	6,325	3,000	7,958	3,325	158%	(1,633)	7,958	4,000	10,354	5,593	7,920	5,593	7,920	13,245
HISTORIC ONANCOCK SC	0	0	7,500	0	0%	(7,500)	7,500	0	7,500	0	0	0	0	0
HOS - PROPERTY INSUR	6,503	5,262	0	1,241	93%	6,503	0	7,016	0	0	0	0	0	0
CULTURAL ENRICHMENT	2,000	2,250	0	(250)	67%	2,000	0	3,000	3,347	0	0	0	0	0
MISCELLANEOUS	574	1,875	2,289	(1,301)	23%	(1,716)	2,289	2,500	3,347	3,787	13,461	3,787	13,461	13,478
WEBSITE & PRINTING	318	6,000	0	(5,682)	4%	318	0	8,000	0	0	0	0	0	0
EMPLOYEE WELFARE	722	1,125	0	(403)	48%	722	0	1,500	686	1,714	3,291	1,714	3,291	2,018
CONTINGENCY	0	7,500	1,450	(7,500)	0%	(1,450)	1,450	10,000	1,450	7,031	30,844	7,031	30,844	20,833
BANK BUILDING LOAN	17,854	20,086	15,622	(2,232)	67%	2,232	15,622	26,781	5,009	26,026	22,899	26,026	22,899	21,992
COURT FEES	0	0	360	0	0%	(360)	360	0	406	84	0	84	0	141
TOWN CODE CODIFICATI	0	0	5,629	0	0%	(5,629)	5,629	0	6,824	0	1,990	0	1,990	0
VACORP	0	0	529	0	0%	(529)	529	0	951	951	886	951	886	694
PROPERTY INSURANCE	0	0	17,778	0	0%	(17,778)	17,778	0	35,557	25,363	32,918	25,363	32,918	36,863
VEHICLE INSURANCE	0	0	2,352	0	0%	(2,352)	2,352	0	3,991	6,339	6,499	6,339	6,499	7,682
PUBLIC OFFICIALS LAI	0	0	3,238	0	0%	(3,238)	3,238	0	6,074	5,999	5,357	5,999	5,357	0
GENERAL LIABILITY IN	0	0	729	0	0%	(729)	729	0	979	11,114	2,326	11,114	2,326	951
WORKMEN'S COMPENSATI	0	0	7,658	0	0%	(7,658)	7,658	0	11,002	14,763	14,061	14,763	14,061	16,944
CONTRIBUTION TO FIRE	25,000	18,750	25,000	6,250	100%	0	25,000	25,000	25,000	25,000	22,500	25,000	22,500	22,500
FIRE PROGRAMS FUNDIN	15,000	7,500	15,000	7,500	150%	0	15,000	10,000	15,000	10,000	10,000	10,000	10,000	10,000
MOSQUITO CONTRACT	0	0	1,105	0	0%	(1,105)	1,105	0	1,105	12,030	1,800	12,030	1,800	3,294
REPAIR & MAINTENANCE	0	0	0	0	0%	0	0	0	3,845	0	0	0	0	0
MOSQUITO CHEMICALS	0	0	1,848	0	0%	(1,848)	1,848	0	4,150	4,150	4,150	4,150	4,150	3,746
WEED CONTROL CONTRAC	0	0	0	0	0%	0	0	0	0	0	0	0	0	0
CDBG CONSULTANTS	0	0	409	0	0%	(409)	409	0	409	4,088	6,701	4,088	6,701	6,497
RURAL DEV LOAN	0	0	0	0	0%	0	0	0	0	2,938	3,882	2,938	3,882	4,790
INTEREST EXP-GO BOND	0	0	0	0	0%	0	0	0	0	64	330	64	330	539
INTEREST EXP-CAR LO	0	0	0	0	0%	0	0	0	0	0	0	0	0	0
Total Expenditures	299,620	318,156	293,449	(18,536)	71%	6,170	293,449	424,208	431,395	457,583	485,738	457,583	485,738	487,036
Excess of Revenue over Expendit	799,598	619,439	630,483	180,159		169,116	630,483	784,132	884,048	683,109	729,559	683,109	729,559	704,731

Town of Onancock
BUILDINGS AND STREETS - Financial Performance

	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022										TOTAL YEAR			
	ACTUAL (PRELIM)	BUDGET 9	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018			
Expenditures														
BUILDINGS & STREETS WAGES	49,359	48,545	26,301	815	76%	23,058	64,726	47,412	43,058	38,666	35,606			
VEHICLE REPAIR	353	900	518	(547)	29%	(165)	1,200	619	1,215	838	806			
TRASH COLLECTION	80,249	73,749	58,269	6,500	82%	21,980	98,332	100,213	100,260	97,728	92,842			
ELECTRIC SERVICE	17,436	22,500	13,852	(5,064)	58%	3,584	30,000	21,616	24,374	24,710	25,502			
HEATING OIL	2,554	2,625	0	(71)	73%	2,554	3,500	0	0	0	0			
AUTO INSURANCE	412	0	0	412	0%	412	0	0	0	0	0			
WORKER'S COMP INSURA	1,481	0	0	1,481	0%	1,481	0	0	0	0	0			
STREET REPAIR	809	19,875	4,880	(19,066)	3%	(4,071)	26,500	28,537	15,054	5,069	11,688			
CLEANING SERVICES	3,648	3,750	0	(102)	73%	3,648	5,000	0	0	0	0			
REPAIRS AND MAINTENA	17,002	16,500	156	502	77%	16,847	22,000	1,231	0	0	0			
VEHICLE FUEL	2,171	2,250	3,540	(79)	72%	(1,369)	3,000	5,774	0	0	0			
SMALL EQUIPMENT REPA	2,897	750	84	2,147	290%	2,814	1,000	322	118	108	115			
UNIFORMS	2,490	649	0	1,842	288%	2,490	865	555	200	0	153			
CAN LINERS	971	375	773	596	194%	198	500	2,156	1,090	601	1,869			
SAFETY/STREET SIGNS	367	750	451	(383)	37%	(84)	1,000	657	357	436	272			
CAPITAL EXPENDITURES	16,184	15,375	0	809	79%	16,184	20,500	0	0	0	0			
NEW PUBLIC WORKS VEH	0	0	0	0	0%	0	0	0	0	0	0			
SIDEWALK REPLACEMENT	0	0	0	0	0%	0	0	0	0	0	0			
HISTORIC ONANCOCK SC	0	0	0	0	0%	0	0	0	0	0	0			
BLACKSMITH SHOP	77	618	0	(541)	9%	77	824	0	0	0	0			
VEHICLE MAINTENANCE	0	0	20	0	0%	(20)	0	20	4,007	3,727	670			
REPAIR & MAINTENANCE	0	0	0	0	0%	0	0	68	351	1,351	351			
VEHICLE FUEL	0	0	3,540	0	0%	(3,540)	0	5,774	3,671	3,949	2,822			
REPLACEMENT CHIPPER	0	0	0	0	0%	0	0	0	0	0	0			
ELECTRIC SERVICES	0	0	5,582	0	0%	(5,582)	0	9,510	3,364	3,998	4,271			
HEATING FUEL	0	0	183	0	0%	(183)	0	2,215	3,169	4,218	2,666			
JANITORIAL SUPPLIES	0	0	340	0	0%	(340)	0	650	1,320	400	(926)			
TOWN HALL JANITORIAL	0	0	2,000	0	0%	(2,000)	0	3,600	3,250	3,250	3,250			
REPAIR & MAINTENANCE	0	0	0	0	0%	0	0	0	7,811	5,046	3,326			
ELECTRIC SERVICES	0	0	0	0	0%	0	0	0	1,082	333	153			
REPAIR & MAINTENANCE	0	0	0	0	0%	0	0	0	107	161	766			
Total Expenditures	198,460	209,210	120,488	(10,751)	71%	77,972	278,947	230,929	213,858	194,589	186,202			

Town of Onancock
PARKS AND LANDSCAPING - Financial Performance

	ACTUAL (PRELIM)	FISCAL 2022 - YEAR TO DATE - MARCH 31, 2022				Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	TOTAL YEAR		
		BUDGET 9	LAST YEAR	Over/(Under) Budget	% of Total Budget				Actual 2020	Actual 2019	Actual 2018
PARKS & LAND WAGES	2,776	34,606	0	(31,830)	6%	46,141	0	0	0	0	
CUTTING GRASS CONTRA	7,400	6,188	6,555	1,213	90%	8,250	6,555	6,210	5,765	3,195	
ELECTRIC SERVICES	8,984	1,350	1,079	7,634	499%	1,800	2,347	1,560	1,165	861	
PROPERTY INSURANCE	0	0	0	0	0%	0	0	0	0	0	
AUTO INSURANCE	1,401	0	0	1,401	0%	0	0	0	0	0	
WORKER'S COMP INSURA	1,481	0	0	1,481	0%	0	0	0	0	0	
REPAIR & MAINTENANCE	4,102	2,400	2,000	1,702	128%	3,200	2,665	179	319	137	
SMALL TOOLS & EQUIPM	2,901	750	44	2,151	290%	1,000	926	33	74	0	
PARKS-PLANTINGS & LA	3,257	5,625	1,250	(2,368)	43%	7,500	1,250	831	1,601	0	
TREE BOARD AND BEAUT	0	3,000	2,431	(3,000)	0%	4,000	2,500	0	0	0	
HOLIDAY DECORATIONS	1,867	3,225	2,331	(1,358)	43%	4,300	2,633	6,590	1,077	11,913	
CULTURAL ENRICHMENT	0	0	1,250	0	0%	0	1,250	3,000	3,000	2,000	
MOSQUITO CONTROL	4,908	5,400	0	(492)	68%	7,200	0	0	0	0	
WEED CONTROL	0	3,938	0	(3,938)	0%	5,250	0	0	0	0	
Total Expenditures	39,075	66,481	16,939	(27,406)	44%	88,641	20,126	18,403	13,001	18,106	

Town of Onancock
Cash & Reserve Report
As of March 31, 2022

General Ledger	
Cash on Hand	\$ 360,261
Idle Cash Fund	\$ 808,106
General Fund Reserve	\$ 411,816
Grant or Special Project Fund	\$ 253,860
ARPA Fund	\$ 628,711
Utility Reserve	\$ 698,658
Capital Asset Fund	\$ 143,464

Total Cash and Reserves \$ 3,304,876

\$ 3,304,876

Net Cash & Reserves on Hand

Reserves (Using FINANCIAL POLICIES)

General Fund Reserve (30% Budgeted Revenue)		
2021 Budgeted Revenue	\$ 1,404,840	
Less: Water Revenue	\$ -	
Less: Sewer Revenue	\$ -	
	\$ 1,404,840	
	30%	\$ 421,452

Capital Asset Reserve (25% of 5-Year Capital Expenditure Plan) **5-Year CAPEX	\$ 582,000	
	25%	\$ 145,500

ARPA Funds		
Amount Received	\$ 628,216	
Amount Spent	\$ 221,572	
ARPA Funds Remaining		\$ 406,644

Utility Reserve (WATER ONLY - NO SEWER)		
(A) 120-Days of Budgeted Operating Expenditures	\$ 441,401	
2022 Budgeted Expenditures		\$ 145,118
Divided by 365 times 120		

(B) 3R's (Repair, Replace, Rehab) - 30% of Accumulated Depreciation		
***Accumulated Depreciation at 6/30/21	\$ 2,137,095	
30%		\$ 641,129

(C) Unbudgeted Street Repairs		
	\$ 15,000	\$ 801,247
Special Revenue Fund Reserve		\$ 250,000

\$ 1,603,391

\$ 1,701,485

\$ 363,914

\$ (1,165,482)

\$ (180,000)

\$ 899,918

Estimated Unappropriated Reserves at June 30, 2022

ARPA

	Not to Exceed Budget	Spent to Date	Received to Date	Remaining to Spend	Status Description
SIFRF-1010	\$ 50,000	\$ -	\$ -	\$ 50,000.00	Wait for design of TH for placement
SIFRF-1020	\$ 100,000	\$ -	\$ -	\$ 100,000.00	Engineer contacted
SIFRF-1030	\$ 295,000	\$ -	\$ -	\$ 295,000.00	Idle
SIFRF-1040	\$ 25,000	\$ -	\$ -	\$ 25,000.00	Design waiting approval
SIFRF-1050	\$ 35,000	\$ -	\$ -	\$ 35,000.00	Town removing unsafe equipment
SIFRF-1060	\$ 8,000	\$ 8,000	\$ -	\$ -	Complete
SIFRF-1070	\$ 165,000	\$ 148,565	\$ -	\$ 16,435.00	Complete
SIFRF-1080	\$ 8,000	\$ 8,000	\$ -	\$ -	Tank and Pad Installed (chemical pump part of Water Budget)
SIFRF-1090	\$ 10,000	\$ -	\$ -	\$ 10,000.00	System design with Vendors
SIFRF-1100	\$ 5,000	\$ 431	\$ -	\$ 4,569.00	Underway
SIFRF-1110	\$ 20,000	\$ -	\$ -	\$ 20,000.00	Idle
SIFRF-1120	\$ 90,000	\$ -	\$ -	\$ 90,000.00	Committee Being formed
SIFRF-1130	\$ 40,000	\$ -	\$ -	\$ 40,000.00	Idle
SIFRF-1140	\$ 3,500	\$ -	\$ -	\$ 3,500.00	Spoke to LL, they are in favor
SIFRF-1150	\$ 7,500	\$ -	\$ -	\$ 7,500.00	Idle
SIFRF-1160	\$ 65,000	\$ -	\$ -	\$ 65,000.00	Wait for GIS
SIFRF-1170	\$ 10,000	\$ -	\$ -	\$ 10,000.00	Idle
SIFRF-1180	\$ 90,000	\$ 6,576	\$ -	\$ 83,424.00	Permit application and engineering complete
SIFRF-1190	\$ 35,000	\$ -	\$ -	\$ 35,000.00	Idle
SIFRF-1200	\$ 8,500	\$ -	\$ -	\$ 8,500.00	Idle
SIFRF-1210	\$ 20,000	\$ -	\$ -	\$ 20,000.00	LL in favor of concept, needs to see design
SIFRF-1220	\$ 100,000	\$ 50,000	\$ -	\$ 50,000.00	First check of 2 (next in July)
SIFRF-1230	\$ 65,932	\$ -	\$ -	\$ 65,932.00	Idle
	\$ 1,256,432.00	\$ 221,572.00	\$ 628,216.00	\$ 1,034,860.00	