
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
March 25, 2024, at 7:00 p.m.
Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from the February 26, 2024, meeting.
4. Public Hearings
 - a. None scheduled.
5. Public Presentation:
 - a. Rails to Trails.
 - b. Neighbor to Neighbor
6. Council Action
 - a. Prioritize Five Year CIP for 2025 Budget
7. Council discussion:
 - a. Discuss operating priorities (what to add to budget and what to remove).
 - b. Impact of real estate assessments
 - c. Water rates: monthly, every other month, out of town.
8. Committee Reports
 - a. Personnel (Cindy Holdren)
 - b. Onancock Main Street (Cindy Holdren)
 - c. Historic Onancock School (Sarah Nock)
 - d. Planning Commission (Brandon Brockmeier)
 - e. Waterfront (Fletcher Fosque)
 - 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. None scheduled.
14. Adjourn

Town of Onancock
Town Council Meeting
Monday, February 26, 2024
7:00 PM

- 1) **Call to order and Roll Call:** The meeting was called to order at 7:00 PM and roll was called. Councilmembers Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock, Maphis Oswald and Mayor Fletcher Fosque were present. Councilmember Brandon Brockmeier was present via Zoom. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present. A quorum was established.

- 2) **The Pledge of Allegiance was recited.**

- 3) **Approve minutes from the January 22, 2024, meeting** – Councilmember Oswald moved to approve the minutes. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote.

- 4) **Public Hearings**
 - a. **Article II: Stopping, Standing, and Parking** – The public hearing opened at 7:03 PM and roll was called for the Planning Commission. Commissioners Bill Bagwell, T. Lee Byrd, Larry Frey, and Chairperson Scott Schreiber were present. Commissioner Brandon Brockmeier was present via Zoom. Commissioners Jake Dillon and Carol Tunstall were not present. A quorum was established.

Public Comments:

1. Mary Clements – Ms. Clements read a letter expressing her concerns about parking.
2. Priscilla Hart – 21 Market St – Ms. Hart is in favor of the new parking regulations but understands the concerns. She suggested the parking restrictions (2-hour parking) on North and Market Street last until 5:00 PM. This will deter people from parking their car on the street all day. The new ordinance includes the entire business district but that may not be necessary. Most often cars monopolize the spaces on North and Market Street.

The public hearing closed at 7:11 PM.

Commissioner Byrd moved to recommend the parking ordinance to town council for approval. Commissioner Frey seconded the motion. After more discussion, the motion failed and was withdrawn.

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7:00 PM

Mayor Fosque suggested to allow for council discussion at this time which is agenda item # 6 Council Action.

Councilmember comments are as follows:

- Councilmember Burger thinks the scope of all streets in the business district is too large. He does not think it is necessary to include King Street. And he suggested it might only be necessary for a few spots on Market Street be marked 2-hour parking.
- Councilmember Marino directed her questions to Chief Williams.
- Councilmember Holdren agrees with Councilmember Burger and that the definition of the downtown area is too large. She would like to see a smaller district and time limits only during normal business hours.
- Councilmember Oswald thinks the two-hour parking restriction would be a deterrent for tourists.
- Councilmember Nock thinks the two-hour parking restrictions after 5:00 PM is not necessary. This would make it difficult for patrons to have dinner and see a movie or play without having to move their car. She also thinks the guidelines for overnight parking should be different for hotel guest and permanent residents.
- Councilmember Brockmeier was happy to hear the productive discussions. The planning commission reviewed the ordinance without suggestions.

Commissioner Bagwell moved to adjourn the planning commission meeting.
Commissioner Frey seconded the motion. The meeting adjourned at 7:37 PM.

5) Public Presentation:

- a. A-NPDC presentation and discussion about Downtown Improvement Grant – Anne Doyle, Director of Planning for Accomack and Northampton County Planning District gave a presentation. Ms. Doyle’s presentation discussed community development block grants.
- b. Friends of Onancock annual presentation – Joani Donohoe, Director of Historic Onancock School, presented the town council with updates about the status of the school to include occupancy, maintenance improvements and upcoming events.

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7) Council discussion:

- a. Codes of Ethics – Councilmember Holdren and Councilmember Marino formed a subcommittee to develop a Code of Ethics and Civility policy for town council members. Councilmember Marino moved to adopt the Code of Ethics policy with amendments. Councilmember Holdren seconded the motion. After discussion, the motion passed with a 6-0 vote.
- b. Onancock Civility Pledge – Councilmember Holdren moved to adopt the Civility Pledge. Councilmember Marino seconded the motion. After discussion, the motion passed with a 6-0 vote.
- c. Prioritized list of capital projects. - Town Manager Spuck reviewed the list of projects, expenditures and remaining ARPA projects and the estimated funds required. Councilmembers asked questions about specific projects.

8) Committee Reports

- a. Personnel (Cindy Holdren) – holiday – did not meet.
- b. Onancock Main Street (OMS) (Cindy Holdren) – Councilmember Holdren reported the Valentine’s Day promotion ran from February 1, 2024 – February 18, 2024. The businesses said they needed help with promotion during the shoulder season. OMS helped with radio and digital ads. The town square was decorated for the Valentine’s Day promotion.
- c. Historic Onancock School (HOS) (Sarah Nock) – HOS updates were covered in Joani Donohoe’s presentation.
- d. Planning Commission (Brandon Brockmeier) – Councilmember Brockmeier reported the planning commission discussed parking.
- e. Waterfront (Fletcher Fosque) – offseason – did not meet.
- f. Economic Development Authority (Joy Marino) – Councilmember Marino reported the executive committee signed a customer information agreement sheet with Taylor Bank to open a new checking account. The Performance Agreement was in review by ANPDC and Town Attorney and has not been signed by Chairperson.

9) Public Comments

- a. Rosemary Paparo – Ms. Paparo asked if the ARPA money will be fully encumbered by the end of 2024. Town Manager Spuck confirmed the funds will be fully encumbered.

10) Mayor’s Report

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Mayor Fosque attended the Tourism summit. He enjoyed the motivational speaker.

11) Town Manager's Report –

- a. Town Manager Spuck updated the following projects:
 - i. HRSD meter replacement project will start soon. Once each meter is switched out the billing will be monthly instead of bi-monthly per town council approval. All new bills will come from HRSD.
 - ii. The wharf concrete project is ongoing.
 - iii. The spill site for the dredging has been approved.
- b. Financial report – see attached report in packet.

12) Town Councilmember comments

- a. Councilmember Brockmeier – no comments
- b. Councilmember Nock – no comments
- c. Councilmember Oswald – no comments.
- d. Councilmember Holdren – no comments.
- e. Councilmember Marino asked for any updates on the proposed speed limit changes. Town Manager Spuck responded that the request was denied.
- f. Councilmember Burger asked if the road diet is still coming. Town Manager Spuck responded the money is still in the state budget, but a few local supervisors were not fans of the project.

13) Closed Session.

- a. None scheduled.

14) Adjourn – Councilmember Oswald moved to adjourn the meeting. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote. The meeting adjourned at 9:19 PM.

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Town of Onancock
Capital Improvement Plan
5-Year Plan

Asset Description	2025	2026	2027	2028	2029
Equipment					
Backhoe		\$ 90,000			
Water Generator		\$ 75,000			
Vehicles					
Building & Streets Truck (F-250 - Dump Package)		\$ 68,000			
Water Department Truck (Van)		\$ 55,000			
Town Plan (all estimates include a 10% contingency and a 12% design/engineering cost)					
Street Lights Downtown (\$15,000 per pole 15)		\$ 274,500	\$ 274,500		
Street Lights Uptown (\$7,500 per fixture, installed) (26 fixtures) (there are 17 more to Fairgrounds)			\$ 237,900		
Street Signs (\$2,500 including installation) (15 downtown)	\$ 30,500	\$ 15,250			
Wayfinding Signs (\$2,500 including installation) (14 throughout)	\$ 42,700				
Entry Sign (Brickwork, HDU sign, sculpture, installation)	\$ 34,160				
Interpretive and Destination Signs (8 signs, \$2,500 each)	\$ 20,000				
Benches/Trash Cans/Alley Lighting	\$ 25,000				
Queen Street - Survey, Design, Paving, molded cement curbs, lighting, striping)	\$ 469,700				
King Street Sidewalk Connection					\$ 366,000
Christmas Decorations for new Lights			\$ 75,000		
	\$ 577,060	\$ 554,750	\$ 417,500	\$ 237,900	\$ 366,000
Reserves used for WC and Police	\$ 261,644				
	\$ 838,704				
			Total 5-Year Capital Budget	\$ 2,414,854	

Impact of Current Reserves

Current Reserves (No ARPA)	\$ 4,305,918	\$ 3,467,214	\$ 2,912,464	\$ 2,494,964	\$ 2,257,064
Less Reserves Used for CIP	\$ (838,704)	\$ (554,750)	\$ (417,500)	\$ (237,900)	\$ (366,000)
Reserves Remaining After Current Year CIP Expenditures	\$ 3,467,214	\$ 2,912,464	\$ 2,494,964	\$ 2,257,064	\$ 1,891,064

2025 First Pass Budget

Council member Operational Priorities

What to ADD to the budget - and what to REMOVE from the budget
Amounts shown reflect last year's "wish list" that did not get done.

Person	Summary Description	Est Cost	Description
Maphis	RCEC	\$ 1,000	Provide support for RCEC.
	ESCADV	\$ 10,000	Provide annual support for ESCADV.
	Part-Time Welcome Center Staff	\$ 21,530	25 hours per week, \$20 per hour, 40 weeks per year, plus FICA
	Parliamentarian	\$ 1,200	Compensated at the same level as Council, at meetings when there is a vote (120/mtg 10 meetings)
	Senior Citizens Gathering Space	\$ 3,600	\$300 per month
	Maintenance Department (Flex)	\$ 9,043	Spring/Summer seasonal Public Works (\$21/hour/40 hrs./wk./20 weeks)
Joy			
Brandon	Christmas Lights to Wharf and to Entrance to Town	\$ 13,420	Quote good for April to June is \$671 each, Est 20 poles
Cindy	Financial or Building Support for HOS		No dollar amount given See below
	Additional DPW Staff (or contract) to cover gaps	\$ 9,043	Spring/Summer seasonal Public Works (\$21/hour/40 hrs./wk./20 weeks)
Sarah	Subsidy for 50% family health insurance		
	Support for HOS building work		No dollar amount given.
Ray	HOS building support	\$ 50,000	
Fletcher	HOS building support	\$ 25,000	

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2025 Real Estate Tax Budget

	2023 FMV			2024 FMV			2024 FMV w/3% Inc.		
	Land	Improvements	Total Taxable Value	Land	Improvements	Total Taxable Value	Land	Improvements	Total Taxable Value
	\$ 37,668,000	\$ 116,168,000	\$ 153,836,000	\$ 44,862,588	\$ 138,356,088	\$ 183,218,676	\$ 44,862,588	\$ 138,356,088	\$ 183,218,676
	\$ 105,470.40	\$ 325,270.40	\$ 430,740.80	\$ 105,427.08	\$ 325,136.81	\$ 430,563.89	\$ 108,589.89	\$ 334,890.91	\$ 443,480.81
Tax Rate & Tax Income	\$ 0.2800			\$ 0.2350			\$ 0.2421		
Collection Rate			92%			92%			92%
Budgeted Real Estate Tax Income		\$ 400,588.94			\$ 400,424.42			\$ 412,437.15	

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Water Rates

2024-2025

Every Other Month (Today)

		2024	2025
Water	1	3,000 \$ 10.70 \$ 32.10 \$	33.06
	3,001	15,000 \$ 15.90	
	15,000	\$ 7.85	
		Minimum \$ 32.10	\$ 33.06
		Trash \$ 24.00	\$ 26.00
		VDH \$ 0.50	\$ 0.50
		Minimum Water \$ 56.60	\$ 59.56
Sewer		Plus Sewer/Gallon \$ 0.0161	\$ 0.0169

Water and Sewer are based upon actual meter readings
 Until meters are replaced, everything stays exactly the same
 for the customer

Monthly Billing by HRSD

		2024	2025
Water	1	3,000 \$ 5.35 \$ 16.08 \$	16.56
	3,001	15,000 \$ 7.95	
	15,000	\$ 3.93	
		Minimum \$ 16.08	\$ 16.56
		Trash \$ 12.00	\$ 13.00
		VDH \$ 0.25	\$ 0.25
		Minimum Water \$ 28.33	\$ 29.81
Sewer		Plus Sewer/Gallon \$ 0.0161	\$ 0.0169

When meters are replaced, the billing for that meter transitions to
 HRSD and is sent monthly rather than every other month like today.

Out of Town Rates - Monthly Billing by HRSD

		2024	2025
Water	1	3,000 \$ 24.12 \$	24.12
	3,001	15,000 \$ -	
	15,000	\$ -	
		Minimum \$ -	\$ 24.12
		Trash \$ -	\$ 13.00
		VDH \$ -	\$ 0.25
		Minimum Water \$ -	\$ 37.37
Sewer		Plus Sewer/Gallon \$ 0.0161	\$ 0.0169

We do not have an out-of-town water rate and
 my suggestion is to implement one.

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**Town of Onancock
Budget Summary by Department
Through February 29, 2024**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B	Explanation
				\$	%					
Revenue										
Administration	1,110,253	1,393,125	80%	(282,872)	(20%)	1,302,952	1,398,645	1,402,274		
Water	433,718	430,500	101%	3,218	1%	420,140	495,314	565,045		
Sewer	599,518	100,000	600%	499,518	500%	1,025,382	1,121,513	821,749		
Wharf	156,302	184,050	85%	(27,748)	(15%)	198,463	206,989	206,618		
Police	119,358	64,000	186%	55,358	86%	55,140	41,997	85,957		
Total Revenue	2,419,149	2,171,675	111%	247,474	11%	3,002,077	3,264,458	3,081,643		
Expenditures										
Council	53,540	75,868	71%	22,328	29%	41,247	39,942	59,837		
Administration	274,682	536,996	51%	262,314	49%	496,887	491,268	533,173		
Water	336,038	430,500	78%	94,462	22%	218,974	247,147	423,790		
Sewer	189,752	100,000	190%	(89,752)	(90%)	556,205	406,064	645,152		
Wharf	164,971	202,306	82%	37,335	18%	177,250	199,066	235,651		
Police	362,517	528,539	69%	166,022	31%	325,746	394,355	424,978		
Bld and Streets	123,202	189,317	65%	66,115	35%	133,009	156,818	169,928		
Parks & Land.	60,926	108,149	56%	47,223	44%	17,112	67,268	107,866		
Total Expenditures	1,565,628	2,171,675	72%	606,047	28%	1,966,430	2,001,928	2,600,375		
Net	853,521	0		853,521	0%	1,035,647	1,262,530	481,268		

Percentage of Year Completed: 67%

**Town of Onancock
Budget Summary by Department
Through February 29, 2024**

	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
TOWN COUNCIL									
Expenditures									
Wages, Taxes & Benefits	9,996	15,527	64%	5,531	36%	14,793	15,118	15,129	
Town Attorney	16,000	24,000	67%	8,000	33%	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	4,500	4,500	100%	0	0%	4,620	4,154	4,600	
Liability Insurance	4,130	4,341	95%	212	5%	6,074	0	2,150	
Office Supplies	0	0	No Budget	0	0%	0	2,937	387	
Total Expenditures	53,540	75,868	71%	22,328	29%	41,247	39,942	59,837	

Percentage of Year Completed: 67%

**Town of Onancock
Budget Summary by Department
Through February 29, 2024**

<u>ADMINISTRATION</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Real Property-Current	396,058	380,146	104%	15,912	4%	324,439	373,468	379,753	
Real Property-Late	16,880	20,000	84%	(3,120)	(16%)	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	178,293	166,305	107%	11,988	7%	190,967	255,838	183,797	
Personal Property-Late	23,680	10,000	237%	13,680	137%	15,867	15,459	15,056	
Penalties	13,172	13,000	101%	172	1%	21,897	9,240	7,703	
Local Sales Tax	60,954	91,834	66%	(30,880)	(34%)	89,367	92,372	105,461	
Consumers Utility Tax	36,014	51,000	71%	(14,986)	(29%)	55,696	56,036	50,339	
Business License Tax	2,880	3,000	96%	(120)	(4%)	35,768	3,711	3,465	
Vehicle Decals	26,414	26,000	102%	414	2%	5,213	20,834	26,348	
Bank Stock Taxes	0	33,000	0%	(33,000)	(100%)	48,262	45,329	32,307	
Communication Tax	43,116	75,000	57%	(31,884)	(43%)	74,358	70,214	71,938	
Transient Occupancy	23,600	34,000	69%	(10,400)	(31%)	20,816	26,094	25,220	
Building/Zoning Perm	1,890	2,500	76%	(610)	(24%)	1,700	1,975	2,100	
Meals Tax	179,689	248,000	72%	(68,311)	(28%)	194,319	237,448	255,108	
Meals & Transient La	96	0	No Budget	96	0%	1,999	685	3,722	
Rental Of Property	8,848	12,240	72%	(3,392)	(28%)	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%)	6,555	7,400	4,515	
Trash Revenue	62,560	106,000	59%	(43,440)	(41%)	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 Revenu	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 February 29, 2024**

ADMINISTRATION	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance \$	(20%)	2021	2022	2023	Trend 2020-2024B
Total Revenue	1,110,253	1,393,125	80%	(282,872)	(20%)	1,302,952	1,398,645	1,402,274	
Expenditures									
Wages, Taxes & Benefits	123,870	185,958	67%	62,088	33%	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	1,720	3,600	48%	1,880	52%	5,108	3,576	2,659	
Credit Card Fees	18,343	11,500	160%	(6,843)	(60%)	369	9,217	12,842	
Payroll Processing F	6,314	8,450	75%	2,136	25%	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	20,389	28,000	73%	7,611	27%	0	20,323	27,493	
Software Support	4,552	13,665	33%	9,113	67%	0	10,408	16,043	
Office Equipment	2,419	4,000	60%	1,581	40%	21,595	7,982	8,549	
Advertising	2,484	10,000	25%	7,516	75%	2,951	10,503	12,324	
Postage	2,088	3,000	70%	913	30%	2,626	1,289	2,021	
Telephone	2,949	6,000	49%	3,051	51%	1,680	3,272	4,976	
Property Insurance	1,983	1,377	144%	(606)	(44%)	0	805	681	
General Liability In	2,333	5,661	41%	3,328	59%	0	12,333	3,416	
Workers Comp	411	306	134%	(105)	(34%)	0	330	54	
Travel	460	1,000	46%	540	54%	0	45	0	
Dues & Membership	1,920	1,200	160%	(720)	(60%)	1,072	2,440	1,086	
Office Supplies	4,224	10,000	42%	5,776	58%	8,519	7,411	9,483	
Historic Onancock Sc	0	0	No Budget	0	0%	7,500	0	450	
Hos - Property Insur	8,658	7,979	109%	(679)	(9%)	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 February 29, 2024**

<u>ADMINISTRATION</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Town Events	284	6,500	4%	6,216	96%	0	266	1,996	
Employee Welfare	391	500	78%	109	22%	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	60,074	104,800	57%	44,726	43%	101,110	106,244	102,597	
Town Plan	2,622	25,000	10%	22,378	90%	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	274,682	536,996	51%	324,402	60%	496,887	491,268	533,173	

Net	835,571	856,129	98%	41,530	5%	806,065	907,377	869,101	
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Percentage of Year Completed: 67%

**Town of Onancock
Budget Summary by Department
Through February 29, 2024**

WATER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-20248
				\$	%				
Revenue									
Water Charges	374,769	425,000	88%	(50,231)	(12%)	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 Penalt	9,021	5,500	164%	3,521	64%	19,615	16,671	12,765	
Miscellaneous Revenue	16,628	0	No Budget	16,628	0%	2,614	49,628	2,167	
Total Revenue	433,718	430,500	101%	3,218	1%	420,140	495,314	565,045	
Expenditures									
Wages, Taxes & Benefits	103,779	152,526	68%	48,747	32%	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	23,075	25,000	92%	1,925	8%	17,552	10,960	28,363	
Auto Insurance	278	450	62%	172	38%	0	412	0	
Printing Utility Bil	1,230	500	246%	(730)	(146%)	507	0	0	
Advertising	0	250	0%	250	100%	0	0	0	
Electric Services	5,368	20,000	27%	14,632	73%	13,779	14,974	15,360	
Postage	2,340	2,000	117%	(340)	(17%)	755	1,123	844	
Reserve For Cip	25,430	0	No Budget	(25,430)	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	2,497	2,500	100%	3	0%	1,863	2,366	1,753	
Lab Supplies	3,247	2,000	162%	(1,247)	(62%)	998	2,064	3,413	
Purification Supplie	15,003	28,000	54%	12,998	46%	21,099	8,935	24,065	
Outside Consultants	4,153	9,400	44%	5,247	56%	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	41,925	55,900	75%	13,975	25%	36,945	36,154	55,900	
Interest - Bond - Wa	1,842	1,668	110%	(174)	(10%)	1,662	1,588	2,456	
Interest - Bond - Wa	99,636	99,636	100%	0	0%	0	25,491	99,637	
Total Expenditures	336,038	430,500	78%	94,462	22%	218,974	247,147	423,790	
Net	97,681	0		97,681	0%	201,166	248,167	141,256	

Percentage of Year Completed: 67%

**Town of Onancock
Budget Summary by Department
Through February 29, 2024**

SEWER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Sewer Charges	507,827	0	No Budget	507,827	0%	1,014,068	1,071,885	818,382	
Sewer Installation F	3,400	0	No Budget	3,400	0%	8,700	0	1,200	
Paving from 2023 Budget	88,291	100,000	88%	(11,709)	(12%)	0	0	0	
Total Revenue	599,518	100,000	600%	499,518	500%	1,025,382	1,121,513	821,749	
Expenditures									
Coll.Repair/Maintena	95,318	0	No Budget	(95,318)	0%	75,412	136,140	253,160	
Electric Services	1,320	0	No Budget	(1,320)	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	189,752	100,000	190%	(89,752)	(90%)	556,205	406,064	645,152	
Net	409,766	0		409,766	0%	469,177	715,449	176,596	

Percentage of Year Completed: 67%


**Town of Onancock
Budget Summary by Department
Through February 29, 2024**

WHARE	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	51,612	55,000	94%	(3,388)	(6%)	75,106	60,562	71,443	
Parking Fee	550	300	183%	250	83%	995	512	232	
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	
Gasoline Sales	94,024	112,000	84%	(17,976)	(16%)	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	5,791	9,000	64%	(3,210)	(36%)	10,604	8,537	7,390	
Total Revenue	156,302	184,050	85%	(27,748)	(15%)	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	4,899	5,500	89%	601	11%	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	3,642	6,000	61%	2,358	39%	4,993	4,415	4,728	
Telephone	414	700	59%	286	41%	629	624	344	
Property Insurance	357	448	80%	91	20%	0	319	222	
Auto Insurance	271	412	66%	142	34%	0	412	199	
Worker'S Comp Insura	1,270	2,424	52%	1,154	48%	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	8,604	3,500	246%	(5,104)	(146%)	6,451	7,797	7,597	
Cost Of Gas/Diesel S	82,794	88,000	94%	5,206	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	164,971	202,306	82%	37,335	18%	177,250	199,066	235,651	
Net	(8,670)	(18,256)	47%	9,587	53%	21,213	7,923	(29,032)	
Fuel Margin	11,230	24,000	47%	(12,770)	(53%)	34,437	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 February 29, 2024**

POLICE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Traffic Fines	5,522	13,000	42%	(7,478)	(58%)	8,290	6,904	13,226	
Esummons	703	0	No Budget	703	0%	0	110	960	
Grant - 599	23,033	35,000	66%	(11,967)	(34%)	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	2,700	7,000	39%	(4,300)	(61%)	0	4,300	8,257	
Loan And Grant Proceeds	87,400	0	No Budget	87,400	0%	0	0	0	
Total Revenue	119,358	64,000	186%	55,358	86%	55,140	41,997	85,957	
Expenditures									
Wages, Taxes & Benefits	247,924	416,492	60%	168,568	40%	288,004	321,795	363,362	
Court Costs	0	500	0%	500	100%	0	178	0	
Training	2,106	4,000	53%	1,894	47%	4,384	2,690	2,397	
New Officer Training	17,716	17,776	100%	60	0%	0	8,327	(35)	
Vehicle Repair	4,476	3,591	125%	(885)	(25%)	2,650	2,791	4,052	
Computer Maintenance	30	4,500	1%	4,470	99%	2,691	4,652	1,127	
Security Cameras	3,807	16,280	23%	12,473	77%	0	0	0	
Telephone Services	1,693	2,904	58%	1,211	42%	3,394	3,165	2,708	
Line Of Duty Act	2,193	3,809	58%	1,616	42%	2,742	3,655	3,462	
Vehicle Insurance	2,215	2,966	75%	751	25%	0	2,801	2,484	
Workers Comp	6,869	10,100	68%	3,231	32%	0	8,823	7,214	
Travel	102	500	20%	398	80%	35	35	164	
Office Supplies	1,405	3,750	37%	2,345	63%	3,741	2,324	2,528	
Vehicle Fuel	3,952	12,000	33%	8,048	67%	7,018	12,527	11,034	
Uniforms	5,177	3,000	173%	(2,177)	(73%)	2,046	1,382	2,485	
Animal Population Co	372	500	74%	128	26%	587	954	0	
Police Supplies	3,467	6,211	56%	2,744	44%	8,317	10,443	7,546	
Police Vehicles	59,012	19,660	300%	(39,352)	(200%)	0	6,554	13,108	
Total Expenditures	362,517	528,539	69%	166,022	31%	325,746	394,355	424,978	

Town of Onancock
 Budget Summary by Department
 Through February 29, 2024

ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
			\$	%				
(243,159)	(464,539)	52%	221,380	48%	(270,606)	(352,358)	(339,021)	
Net								

POLICE

**Town of Onancock
Budget Summary by Department
Through February 29, 2024**

<u>BUILDINGS & STREETS</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages, Taxes & Benefits	54,646	90,698	60%	36,052	40%	47,712	69,042	81,473	
Vehicle Repair	2,051	5,000	41%	2,949	59%	619	615	3,569	
Electric Service	29,942	29,000	103%	(942)	(3%)	22,546	18,277	6,894	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	
Property Insurance	626	685	91%	59	9%	0	2,004	338	
Auto Insurance	290	820	35%	530	65%	0	412	200	
Worker'S Comp Insura	567	1,665	34%	1,098	66%	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	2,100	4,200	50%	2,100	50%	0	3,914	3,914	
Repairs And Maintena	16,005	12,500	128%	(3,505)	(28%)	27,602	18,028	27,309	
Vehicle Fuel	1,663	3,600	46%	1,937	54%	517	3,686	6,753	
Small Equipment Repa	428	3,000	14%	2,572	86%	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	7,263	9,774	74%	2,511	26%	0	0	0	
Blacksmith Shop	100	125	80%	25	20%	0	93	761	
Total Expenditures	123,202	189,317	65%	66,115	35%	133,009	156,818	169,928	

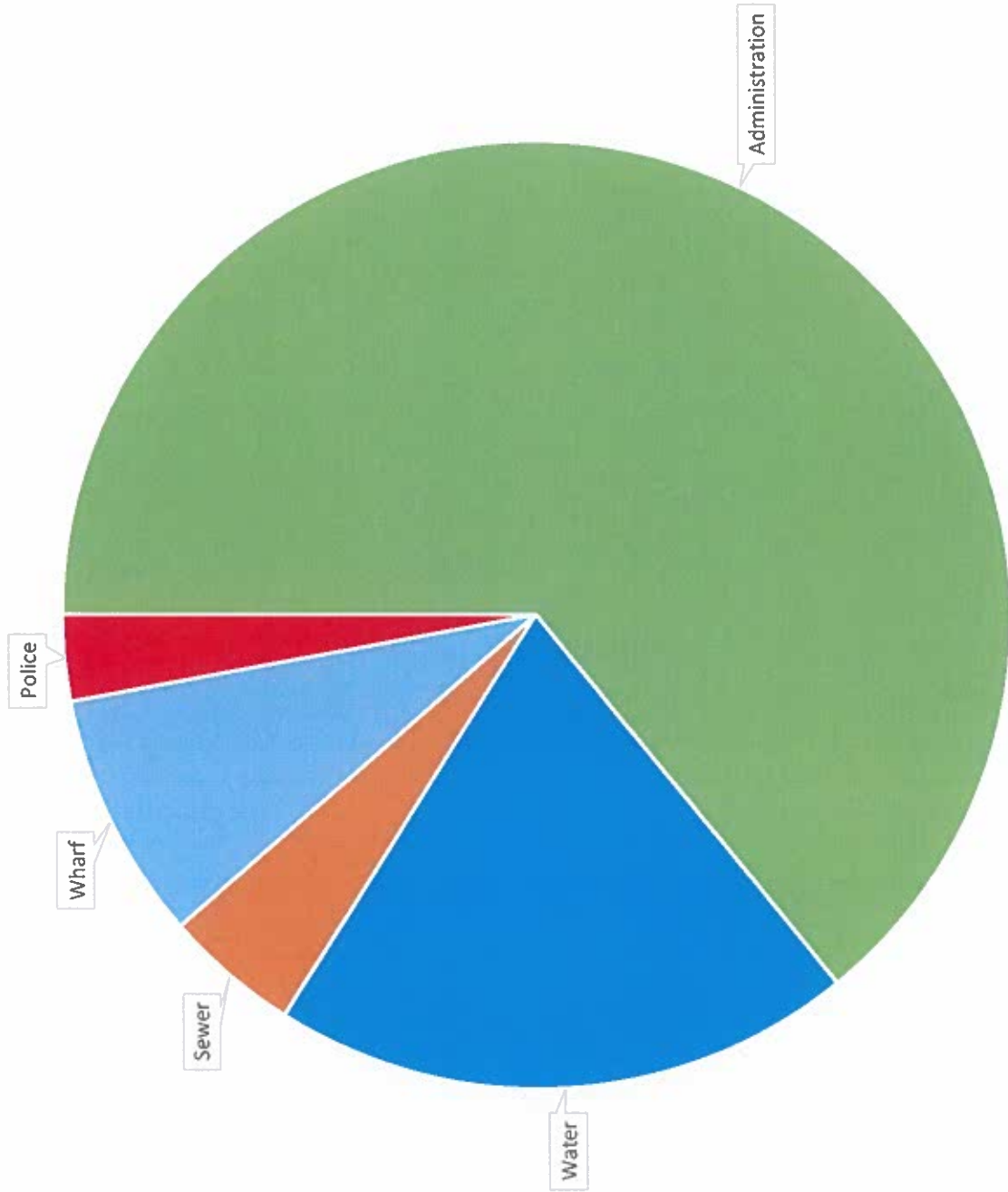
Percentage of Year Completed: 67%

**Town of Onancock
Budget Summary by Department
Through February 29, 2024**

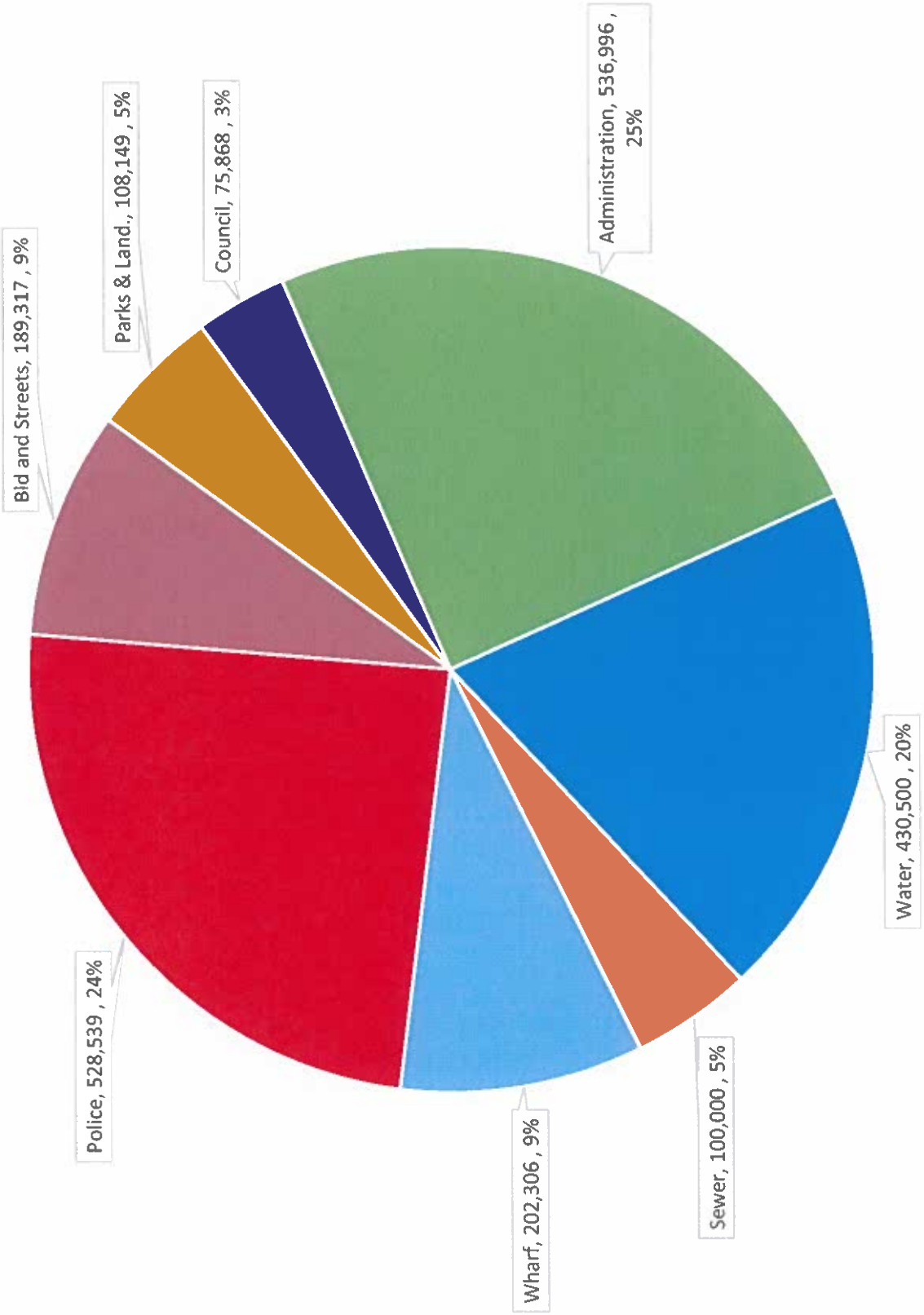
<u>PARKS & LANDSCAPING</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages and Benefits	46,254	67,363	69%	21,109	31%	0	17,792	35,653	
Vehicle Repair	64	1,500	4%	1,436	96%	0	839	780	
Electric Services	3,380	0	No Budget	(3,380)	0%	1,053	11,841	35,585	
Property Insurance	197	250	79%	53	21%	0	0	119	
Auto Insurance	1,043	2,820	37%	1,777	63%	0	1,401	1,402	
Worker'S Comp Insura	17	716	2%	699	98%	0	1,481	1,348	
Repair & Maintenance	1,922	3,000	64%	1,078	36%	441	7,433	3,900	
Vehicle Fuel	1,370	2,500	55%	1,130	45%	0	2,562	2,847	
Small Tools & Equipm	741	1,500	49%	759	51%	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	3,466	7,500	46%	4,034	54%	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	60,926	108,149	56%	47,223	44%	17,112	67,268	107,866	

Percentage of Year Completed: 67%

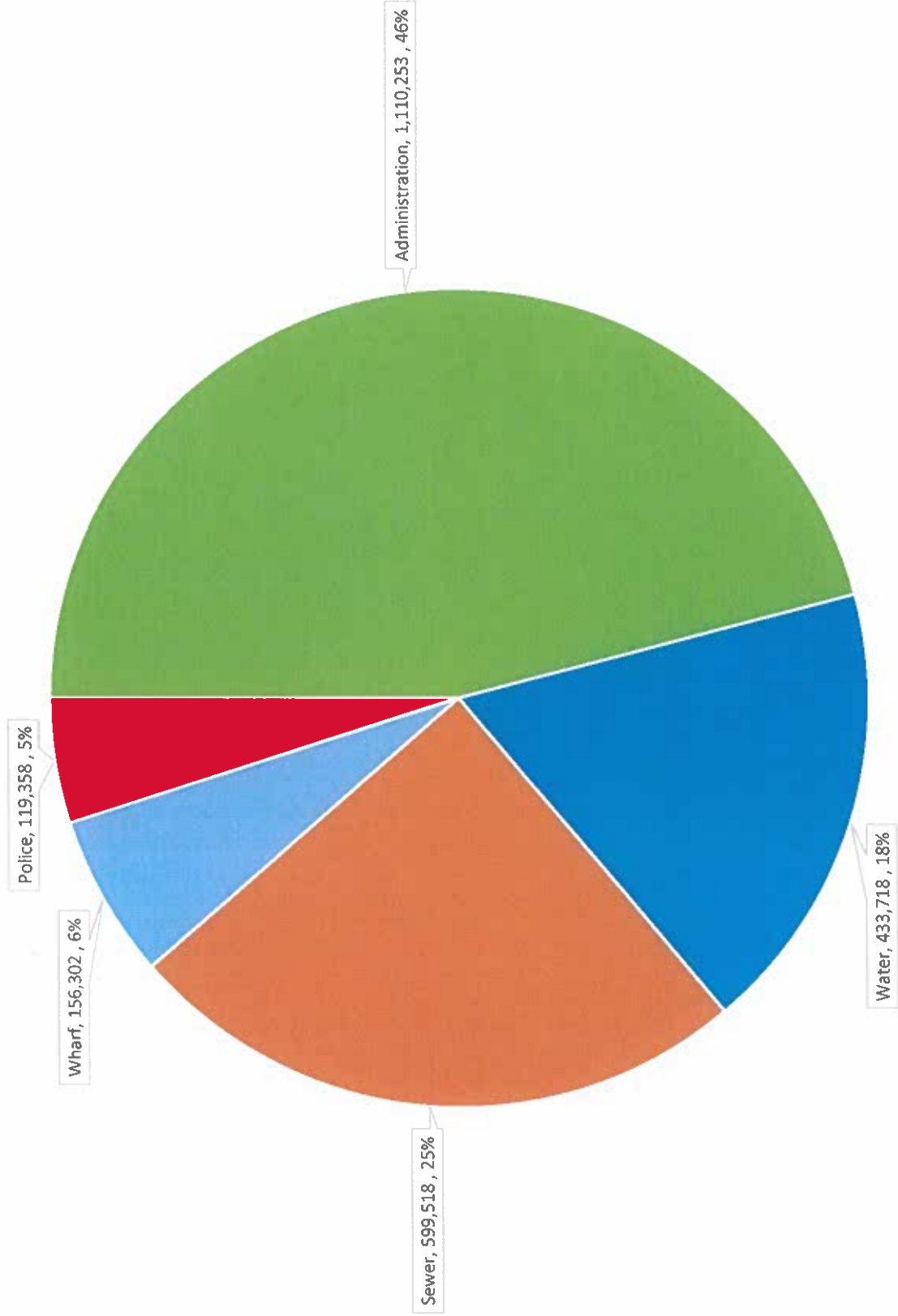
Revenue - Budget 2024



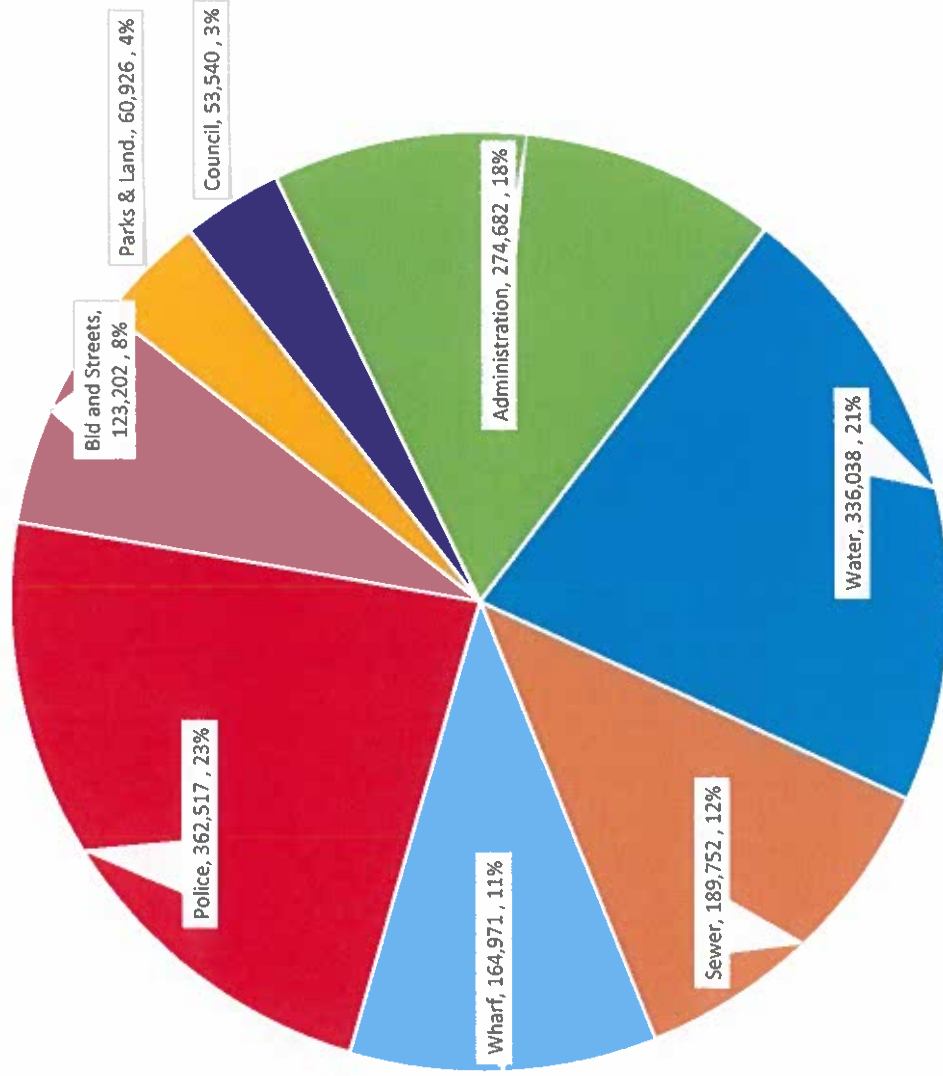
Expenditure - Budget 2024



Revenue - Actual 2024



Expenditures - Actual 2024



**Town of Onancock
Cash and Reserve Report
Through February 29, 2024**

	Current Year	Prior Year	% Increase / (Decrease)
CASH AND RESERVES			
CASH			
Checking	155,551	374,367	(58%)
RESERVES			
Cash Reserve (savings account)	2,640,474	1,176,002	125%
Grant Match or Project Reserve	259,502	461,264	(44%)
Capital Asset Reserve	146,734	84,224	74%
General Fund Reserve	522,728	405,947	29%
ARPA Funds	470,234	1,057,183	(56%)
Utility Reserve	736,478	745,895	(1%)
Total Reserves	4,776,150	3,930,515	22%
Total Cash and Reserves	4,931,701	4,304,882	15%
Cash and Reserves - No ARPA	4,461,467	3,247,699	37%
Reserves Only - No ARPA	4,305,916	2,873,332	50%
REQUIRED RESERVES PER POLICY			
Grant Match or Project Reserve	250,000	Up to \$250,000	Policy
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	Policy
General Fund Reserve	507,754	30% of budgeted revenue	Policy
Utility Reserve	715,970	120 day operating (\$455,000/12*4)+ 30% Accumulated Depreciation (\$1,837,935)+ \$15k for road repairs	Policy
Total Required Reserves per Policy	\$ 1,615,740	Over/(Under) Reserved	\$ 1,665,442
		Current Reserve	Over/(Under Reserved)
		259,502	9,502
		146,734	4,718
		522,728	14,974
		736,478	20,508

**ARPA Project Cost Update
Through February 29, 2024**

	Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Status
Police Generator (moved to DCJS)	\$ 50,000	\$ (50,000.00)	\$ -	\$ -	Moved to DCJS
GIS Water System	\$ 15,000	\$ (2,986.00)	\$ 12,014	\$ -	Closed
Police Dept. & Welcome Center	\$ 295,000	\$ 310,070.00	\$ 384,195	\$ 220,875.00	
Dog Park	\$ 25,000	\$ 966.00	\$ 25,966	\$ -	Closed
Northeast Park	\$ 35,000	\$ 22,962.00	\$ 57,962	\$ -	Closed
Remove Wood Shop	\$ 8,000	\$ -	\$ 8,000	\$ -	Closed
Tower Paint and Seal	\$ 165,000	\$ (16,435.00)	\$ 148,565	\$ -	Closed
Hypo Tank	\$ 8,000	\$ (224.00)	\$ 7,776	\$ -	Closed
Security Cameras	\$ 145,000	\$ (145,000.00)	\$ -	\$ -	Moved to DCJS
Electric at Tower	\$ 5,000	\$ (921.00)	\$ 4,079	\$ -	Closed
Air Conditioning Town Hall Upstairs	\$ 20,000	\$ (20,000.00)	\$ -	\$ -	
Matching Grant for Onancock Business Facades	\$ 90,000	\$ -	\$ 25,916	\$ 64,084.00	
Sunset Park	\$ 40,000	\$ -	\$ -	\$ 40,000.00	
Touchless Faucets Little League	\$ 3,500	\$ -	\$ -	\$ 3,500.00	
Drainage Ditch Cleanup	\$ 7,500	\$ (7,500.00)	\$ -	\$ -	Closed
Valve Isolation	\$ 15,000	\$ (15,000.00)	\$ -	\$ -	Closed
Duckbill at Wharf	\$ 10,000	\$ (10,000.00)	\$ -	\$ -	Closed
Clean out under floating docks (dredging)	\$ 90,000	\$ -	\$ 9,100	\$ 80,900.00	
Downtown Visual Improvements	\$ 35,000	\$ -	\$ -	\$ 35,000.00	
Town Square repairs	\$ 8,500	\$ -	\$ 2,625	\$ 5,875.00	
Walking path at Little League complex	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
ESCADY Support	\$ 100,000	\$ -	\$ 100,000	\$ -	Closed
Stormwater Mgt	\$ 65,932	\$ (65,932.00)	\$ -	\$ -	Closed
Summary	\$ 1,256,432.00	\$ -	\$ 786,198.00	\$ 470,234.00	(avail. to [^] reappropriate)
Bulkhead	\$ 360,000	\$ 280,862	\$ 283,613	\$ (2,751.00)	Closed
Northeast Rehabilitation Grant	\$ 978,117	\$ 60,603	\$ 58,687	\$ 919,430.00	
IRF Revolving Loan Grant	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000.00	
DCJS ARPA Grant	\$ 211,000	\$ -	\$ 208,979	\$ 2,021.00	

Reserves
Required

\$ 261,644.37

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 – February 25, 2024

HRSD Transition

- The engineering for the meter replacement should begin in the Spring and the physical replacement in the summer.
- As each meter is replaced, HRSD takes over the billing. It will be monthly billing. I attached a sample of the bill. It will be on full size paper, mailed in an envelope, and it will include both town charges (water, trash, VDH) as well as HRSD charges for wastewater management.
- The budget will need to accommodate for monthly billing for meters replaced and bi-monthly for town billing until the project completes. The figures will be very close, but the process will be different.

Street Repairs

- VDOT is adding a culvert under Holly Street to drain the stormwater into the drain system the town installed last summer.
- Our DPW will be running the water line to the Welcome Center. This will involve cutting about 60 feet by 2 feet in the street from Lilliston to our building. We have the VDOT permits.

Northeast Revitalization Project

- We have the sidewalk design.
- We have the contract to loan the funds to 15 Watson for its rehab.

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

- All contracts are ready to sign and have been approved by our attorney, DHCD, and the developer's attorney. The developed has signed the first agreement.

Website

- I have a proofreader reading and giving critical feedback.

Open ARPA Project Updates

- Police Generator (\$0) –moved to DCJS grant.
 - The project is underway.
- Police Department and Welcome Center Renovation
 - We are on time and on budget.
 - The design committee has made suggestions and the contractor is pricing them.
- Security Cameras (\$145,000) –moved to DCJS grant.
 - We are at the management phase of placing cameras where they may be most effective.
- Matching Grants for Business Facades (\$90,000)
 - We have reimbursed approximately \$26,000 to date.
- Sunset Patio (\$40,000)
 - Need to select bricks to get an accurate quote. At that point you will all see a proposed design.
- Touchless Fixtures at LL (\$3,500)
 - We are using this project for rainy days in the coming weeks.
- Dredging under floating docks (\$90,000)
 - Our DPW cleared the old town dump to allow for a spoil site adequate to receive the sediment.
 - In all likelihood, we will put this to bid and get under contract before October. November-December dredge? We won't be able to get this done before the current boating season.

- Downtown Visual Improvements (\$35,000)
 - Waiting for Council decision on use of funds.
- Town Square Repairs (\$8,500)
 - Fixing 2 sections of sidewalk.
 - I think we should consider an irrigation system.
- Walking Path at Little League Complex (\$20,000)
 - No activity yet

Miscellaneous

- The project to get the wharf ready for cement has been a lot more than we thought.
- The next project is the water line for the Welcome Center. We may do this on a Sunday to avoid too much traffic disruption.
- Our water operator left us (again), but someone we know very well has stepped into the role. Dean Savannah who was with the town for 31 years has offered his operator license and supervision. 😊