

## **Weekly activity report (week ending August 3, 2018)**

### Town Manager:

- Most of this week was devoted to an on-going personnel matter and follow up to the swim advisory.
- Met with staff on the repair\demolition notice posted on a derelict commercial building.
- Met with, email, or called several residents and\or business owners on a variety of matters.
- Met with mayor on a variety of matters.

### Town Clerk's office:

- Upcoming Meetings/Activities:
  - 8/6 – Board of Zoning Appeals Public Hearing & Meeting, 10AM, at Civic Center.
  - 8/7 – Planning Commission Public Hearings & Meeting. 6PM, at Civic Center.
    - Two of the three public hearing items are joint with the Town Council.
  - 8/8 – Library Board Meeting, 5PM, at the Cape Charles Memorial Library.
  - 8/9 – Town Council Work Session, 6:30 PM, at Civic Center.
    - Agenda and staff reports were finalized, and the packet was posted in online and distributed on 8/2 as well as being posted on the various bulletin boards.
  - 8/9 – Town Council Executive Session, immediately following work session.
    - Agenda was finalized and posted online and on the various bulletin boards on 8/2.
- Town Manager Recruitment Update:
  - Staff is awaiting response from the attorney regarding the legal review of the final draft of the employment agreement.
- Work continues on the August issue of the Gazette. The Gazette is scheduled for distribution on 8/10.
- Tracy has been assisting Community Events Coordinator Jen Lewis with the weekly events flyers.
- Libby and Tracy will be out of the office the majority of the day on 8/10 attending a Virginia Municipal Clerks Association Region X meeting in Yorktown.

### Town Planner:

- Corresponded with residents and developers about potential and impending residential\commercial development and\or zoning ordinance compliance.
- Continued on-going review of town code and zoning ordinance.
- Completed writing staff reports and agenda materials for the August 14 Historic District Review Board meeting.
- Public hearing letters and newspapers notices for the August 28 Wetlands and Coastal Dune Board public hearing and meeting were sent out.
- Completed writing staff reports and agenda materials for the August 7 Planning Commission public hearings and regular meeting.

## Library:

- On Wednesday All Pro Plumbing was at the library. They resealed a toilet in one of the first floor bathrooms and stopped up the toilets on the third floor to prevent odors from circulating.
- Presented a program for migrant children at Kiptopeke Elementary School. 7/30.
- The ceiling above the front door was leaking during the storm yesterday. The air conditioning unit in the lobby continues to leak.
- Cape Charles Baptist Summer Camp visited the library for a scheduled visit. They used the STEM learning materials.
- **Summer Reading Program, "Reading Takes You Everywhere"**
  - Summer Reading Program -Wild Minds! Art for ages 8 and older, 7/31, 1:00, 4 attended
  - Summer Reading Program, Silent Comedy with Chris Yerlig /Hoopoe, 8/1,11:00. 60 attended
  - Toddler Storytime – A Visit from the Tooth Fairy, 8/1, 10:30, 25 attended

## Harbor:

Weather and winds took effect this week causing many cancelations. This week 80 transient boater reserved slips which hailed the Town Harbor through The Shuck and Suck Oyster Farm event. (Mon-Mon). Sailing, cruising and fishing boats used the facilities to visit this great Town of Cape Charles. The Town Harbor netted \$16,500.00 in sales and charges transient floating slips that are full every weekend weather dependent.

- Prepared through the week for the event weekend. Evening weather was a factor during the weekend and ended the weekend with beautiful sunshine.
- Limited staff during the week due to vacation leave and camps. Full staff for Fri and Sat.
- IT issues with main computer and internet. CBC working on ASAP.
- Crab season has picked up and prices are maintaining. Approximately 15 workboats were here for summer crab season, several large inner harbor slips are booked for time frame.
- The Eastern Shore Marlin Club based out of Wachapreague has joined the Town Harbor as the southern location for a weight station during their events. Fishing was slow and no fish to weigh but looking forward to next tournament.
- Laundry facility is complete, waiting for Chapmans Electric to do final installation of fixtures. **(on going)**

## Maintenance/Repairs:

- The harbor staff is currently working on dock/facility maintenance projects. Focusing on future projects to present to the Harbor Focus Group meeting to be set this week for the first week in August.
- General maintenance being performed on all docks. **(on going)**

#### Finance:

- Finished essential FY 2018 journal entries and review and prepared treasurer's report for June. Future reports will not be this late, however staff desired that some of the 2018 year end work be done prior to completing it. In years past, time constraints prevented this and the final report of the year before the audit was essentially a rough draft.
- Completed the 2018 VML Risk Management grant application, requesting keycard access systems for the civic center side door, the office breakroom, and the administrative suite door (new security door installation is pending.) We requested the funding for 1 AED to be housed at the Town Library.
- Wired a debt service payment for the 2010 VML VaCo General Obligation Bond.
- Delinquent tax collections efforts brought in a 4 year delinquent vacation rental owner, with 2 units. The owner brought TOT and BPOL up to date and paid \$3,800.
- A VML/VaCo debt service payment was made by wire.
- Work was done on 2 staff reports for August Council meetings.
- June 2018 closed out monthly financial report is attached.

#### Utilities:

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#### Public works:

- Keeping storm drains clear and flowing during heavy rains
- Scraped Shanty Parking Area
- Cut Grass
- Scraped municipal parking area
- Worked on Library plumbing
- Cleared hedgerows along RR ROW for golf cart path to museum and brewery

#### Building\Code:

- Staff Staff performed 22 inspections this week.
- Staff has posted the property on Mason Avenue with a public notice that action will be taken on or after September 10. Met 1 contractor to get a bid for demolition and will be meeting with 2 additional next week.
- Staff met with several different people regarding some commercial re-development and residential new construction.

#### Recreation\events:

- Met with Tailey and Jim Powell for a visit from MTOA in September. She stated they would be bringing over 75 people for their visit to Kings Creek Marina. I supplied them with maps, list of restaurants and rack cards for the museum. I will be sending them a schedule of events to pass out upon their arrival.

- Working with Pamela Barefoot through KOA Sunset Beach. They will be having an RV rally and will be planning a visit for the participants to Cape Charles. We will work together to make sure all the restaurants and businesses are notified before their arrival. I have provided them with a list of restaurants in Cape Charles.
- There will be a health fair in October that Cape Charles has asked to participate in. Spoke with the Town Manager and this may be a good chance to share information on the Community Trail as a great form of exercise.
- Will be working with the Town of Parksley for Cape Charles to have a presence at their Fall Festival in October. I will be reaching out to other organizations in Town to have materials present

## **JUNE 2017 Treasurer's Report**

### **Page 1**

No comments

### **Page 2**

- Page 2 shows FY 2018 fund balances. Please note that there are still interest and revenue accruals and depreciation calculations to be done prior to our hard close on September 30<sup>th</sup>. I will provide an updated FY 18 pre-audit report after that date. This is new-in the past Council hasn't received an update until audit completion.
- The apparent net loss in the general fund is budgeted (prior year loan proceeds for the trail project match) and will likely change once the revenue accruals have been entered. That data won't be available until the end of August.
- The public utilities fund shows a net gain at this point, however \$240,140 of that amount is attributable to facility fees and is restricted.
- It is notable that the harbor appears to have covered its operating expenditures in FY18, excluding debt service.

### **Pages 3 & 4**

- No comments

### **Page 5**

These figures show the tax payments that were received in this fiscal year, not the taxes that were earned. Therefore, they will be somewhat different than that reported in the FY18 audit. It is still good information and useful for budgeting, cash forecasting and trend analysis.

**MUNICIPAL CORPORATION OF CAPE CHARLES  
TREASURER'S REPORT  
June 30, 2018**

<b>Cash on Hand</b>	<b>5/31/2018</b>	<b>6/30/2018</b>	<b>Increase/(Decrease)</b>
Xenith Bank Checking Account	\$ 778,343	\$ 819,254	\$ 40,911
Xenith Bank Money Market Account	\$ 684,316	\$ 684,503	\$ 187
LGIP Account 1 - Unrestricted	\$ 99,810	\$ 99,975	\$ 165
LGIP Account 2 - Unrestricted	\$ 287,603	\$ 288,128	
<b>Total Cash On Hand</b>	<b>\$ 1,850,071</b>	<b>\$ 1,891,860</b>	<b>\$ 41,264</b>

<b>Restricted and Reserved Cash Balances</b>	<b>5/31/2018</b>	<b>6/30/2018</b>	<b>Increase/(Decrease)</b>
Xenith Bank Savings Account - Facility Fees Reserved (Utilities)	\$603,425	\$603,484	\$ 60
Xenith Bank Checking Account - Police Funds	\$431	\$431	\$ -
LGIP Account 2 - Restricted for USDA loans	\$29,643	\$29,643	\$ -
PNC SNAP Account- 2013 Bond Proceeds - Principal	\$848,917	\$848,917	\$ -
PNC SNAP Account- 2013 Bond Proceeds - Interest	\$23,629	\$25,157	\$ 1,528
Xenith Bank Checking Account - E-Summons Revenue Reserved	\$1,363	\$1,740	\$ 377
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,581	\$257,867	\$ 286
Wells Fargo 2010 Debt Service pass through account #300	\$2,350	\$2,353	\$ 3
Wells Fargo 2010 Debt Service pass through account #308	\$505	\$506	\$ 1
<b>Total Cash Held in Reserve</b>	<b>\$ 1,767,843</b>	<b>\$ 1,770,098</b>	<b>\$ 2,255</b>
<b>Total Cash - All Accounts</b>	<b>\$ 3,617,915</b>	<b>\$ 3,661,958</b>	<b>\$ 44,044</b>

**DEBT SERVICE**

Net Long-Term Debt as of Current Reporting Month End

**Principal**

\$8,085,428

## REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY17
<b>GENERAL</b>						
REVENUES	110,407	4,202,758	2,828,507	(1,374,251)	3,349,283	84.45%
EXPENDED	307,770	4,477,702	2,849,580	(1,628,122)	3,349,283	85.08%
NET	(197,364)	(274,944.01)	(21,073)	253,871	0	
		Budgeted loss-proceeds of prev yr loan	Budgeted loss-proceeds of prev yr loan			
<b>PUBLIC UTILITIES</b>						
REVENUES	134,942	1,664,227		(1,664,227)	2,119,518	0.00%
EXPENDED	109,591	1,289,425	1,573,751	284,326	2,119,518	74.25%
NET	25,352	374,802	(1,573,751)	(1,948,553)	0	
<b>HARBOR</b>						
REVENUES	115,689	620,568	663,597	43,029	1,659,957	39.98%
EXPENDED	80,191	783,625	758,250	(25,374)	1,659,957	45.68%
NET	35,498	(163,057)	(94,653)	68,404	0	
		-\$166.7K debt svc/ +\$3.72K ops	-\$103K debt svc/ +8.3k ops			
<b>SANITATION</b>						
REVENUES	18,743	179,722	186,078	6,356	179,803	103.49%
EXPENDED	31,734	173,082	186,197	13,116	179,803	103.56%
NET	(12,991)	6,641	(120)	(6,760)	0	

## FY 2018 Capital Improvement Project Tracking Report

As of:  
6/30/2018

	<b>FY18 Status or Start Date</b>	<b>Percent of Completion</b>	<b>FY18 Budgeted</b>	<b>FY18 QTR 1 Expended</b>	<b>FY18 QTR 2 Expended</b>	<b>FY18 QTR 3 Expended</b>	<b>FY18 QTR 4 Expended</b>	<b>FY18 YTD Expended</b>	<b>(Over)/Under Budget</b>
<b>General Fund</b>									
Replacement Police Vehicle	Complete	100%	\$ 34,000	\$ -	\$ 29,178	\$ -	\$ 4,255	\$ 33,433	\$ 567
Police ATV and Trailer	Complete	100%	\$ 9,800	\$ 10,367	\$ -	\$ -	\$ -	\$ 10,367	\$ (567)
Central Park Light Poles X 4	Complete CCP paid their portion to contractor.	100%	\$ 20,000	\$ 3,800	\$ -	\$ -	\$ -	\$ 3,800	\$ 16,200
Strawberry St Plaza Improvements & Parking Ext	Complete	100%	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000	\$ -
Strawberry St Plaza Parking Lot Improvements	pending electric and lighting	#DIV/0!	\$ -	\$ -	\$ -	\$ 6,755	\$ 1,248	\$ 8,003	\$ (8,003)
Public Works Dump Truck	Complete	100%	\$ 40,000	\$ -	\$ 39,580	\$ -	\$ -	\$ 39,580	\$ 420
Public Works Dingo Sand Mover	Complete	100%	\$ 24,000	\$ 21,578	\$ -	\$ -	\$ -	\$ 21,578	\$ 2,422
Sidewalk Infill Central Park Strawberry St	Postponed-Verizon POC not responsive	0%	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
<b>Cape Chas Multi-Use Trail Phase 2</b>	<b>Complete, pending final billing</b>	<b>100%</b>	<b>\$ 600,000</b>	<b>\$ 308,246</b>	<b>\$ 2,699</b>	<b>\$ 18,336</b>	<b>\$ 3,216</b>	<b>\$ 332,497</b>	<b>\$ 267,503</b>
<b>Cape Chas Multi-Use Trail Phase 3</b>	<b>Engineering</b>	<b>#DIV/0!</b>		<b>\$ 15,664</b>	<b>\$ 12,260</b>	<b>\$ 12,370</b>	<b>\$ 12,427</b>	<b>\$ 52,721</b>	<b>\$ (52,721)</b>
Golf Cart path Old Stone Rd	new project	100%	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 110	\$ 10,110	\$ (110)
Stormwater Outfall	new project	100%	\$ -	\$ -	\$ -	\$ 5,209	\$ 6,937	\$ 12,145	\$ (12,145)
<b>subtotal</b>			<b>\$ 799,800</b>	<b>\$ 391,655</b>	<b>\$ 83,717</b>	<b>\$ 52,670</b>	<b>\$ 28,193</b>	<b>\$ 556,234</b>	<b>\$ 243,566</b>
<b>Water Fund</b>									
Keck Well Connection (Grant dependent)	suspended	0%	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Stone Rd Water Line Extension	Complete	100%	\$ 8,000	\$ -	\$ 14,453	\$ 31,195	\$ (1,570)	\$ 44,078	\$ (36,078)
<b>subtotal</b>			<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ 14,453</b>	<b>\$ 31,195</b>	<b>\$ (1,570)</b>	<b>\$ 44,078</b>	<b>\$ (36,078)</b>
<b>Sewer Fund</b>									
Xenon Controls	Replacement of unsupported (inoperable) electronics	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,901	\$ (24,901)
Stone Rd Sewer Line Extension	Complete	100%	\$ 10,000	\$ -	\$ 1,302	\$ 643	\$ -	\$ 1,944	\$ 8,056
<b>subtotal</b>			<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 1,302</b>	<b>\$ 643</b>	<b>\$ -</b>	<b>\$ 1,944</b>	<b>\$ 8,056</b>
<b>Harbor Fund</b>									
Shade Sails in Bathhouse Area	Postponed - FY 19	0%	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Breakwater #4	Postponed - FY 19	0%	\$ 875,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875,000
<b>subtotal</b>			<b>\$ 883,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 883,000</b>
<b>TOTAL</b>			<b>\$ 1,700,800</b>	<b>\$ 391,655</b>	<b>\$ 98,170</b>	<b>\$ 83,865</b>	<b>\$ 26,623</b>	<b>\$ 602,257</b>	<b>\$ 1,098,543</b>

\*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT



**MUNICIPAL CORPORATION OF CAPE CHARLES**  
**June 30, 2018**

**YTD 2017 Real Estate Tax Collections**

Total Taxable Land Value	\$	151,302,000	
Total Improvement Value	\$	210,553,300	
Exemptions	\$	(5,405,333)	
Additional Assessments (SCC Utility)	\$	3,651,067	
<b>Total Real Estate Value (taxable)</b>	<b>\$</b>	<b>360,101,034</b>	

**6/30/2018**

Total Budgeted	\$	1,116,000	
Total Tax Billed	\$	1,171,766	
Total Adjustments	\$	(971.00)	
Total Collected YTD (percent of budget)	<u>\$</u>	<u>1,141,864</u>	102%
<b>Amount Due per Accounts Receivable</b>	<b>\$</b>	<b>28,930.54</b>	

**YTD 2017 Personal Property Tax, Machinery and Tools Tax & 2017 License Tax Collections**

<b>Total Personal Property Value</b>	<b>\$</b>	<b>13,974,700</b>	
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**6/30/2018**

Total Budgeted	\$	164,300	
Total Tax Billed less PPTRA	\$	205,453	
Supplemental Billing June 2017	\$	33,310	
Total Adjustments	\$	(14,763)	
Total Collected YTD (percent of budget)	<u>\$</u>	<u>182,734</u>	111%
<b>Amount Due per Accounts Receivable</b>	<b>\$</b>	<b>41,266.04</b>	

**YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections**

**6/30/2018**

Total Budgeted	\$	105,000	
Total Collected	<u>\$</u>	<u>128,414</u>	122%
<b>Amount Due Per Budget</b>	<b>\$</b>	<b>(23,414)</b>	

