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**Town Council:** Lisa Fiege, Omar Grubb, Cynthia Holdren, Joy Marino, Sarah Nock

**Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

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**Town Council Meeting**  
**June 23, 2025, 7:00 p.m.**  
**Agenda**

1. Call to order and roll call.
2. Pledge of Allegiance
3. Vote on the meeting minutes from May 19, 2025.
4. Public Hearing
  - a. Article IX: Meals Tax 16-340 to 16-377
  - b. Article IV: Transient Occupancy Tax 30-251 to 30-280
5. Public Presentation:
  - a. A&A Air Services, Chris Allen
  - b. United Roofing Inc., Tim Brooks
  - c. Tree Board, Bill Burham
6. Council Action
  - a. Vote on Meals and Transient Occupancy Tax ordinances.
  - b. Vote to change overtime policy for Police Department.
7. Council discussion:
  - a. None scheduled
8. Committee Reports
  - a. Planning Commission (Cindy Holdren)
  - b. Economic Development Authority (Lisa Fiege)
9. Community Reports
  - a. Onancock Main Street (Lisa Fiege)
  - b. Historic Onancock School (Sarah Nock)
10. Public Comment
11. Mayor's Report
12. Town Manager's Report
  - a. Financial Report
  - b. Manager's Report
  - c. Police report
13. Town Councilmember comments
14. Closed session.
  - a. None scheduled.
15. Adjourn

**Town of Onancock  
Town Council Meeting  
Monday, May 19, 2025  
7:00 PM**

**1) Call to order and roll call.** – Mayor Fosque called the meeting to order at 7:00 PM and roll was called. Councilmembers Lisa Fiege, Omar Grubb, Cindy Holdren, Joy Marino via Zoom, Sarah Nock, Maphis Oswald and Mayor Fletcher Fosque were present. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

**2) Pledge of Allegiance**

**3) Vote on meeting minutes from April 14, 2025** - Councilmember Fiege moved to approve the meeting minutes from April 14, 2025. Councilmember Oswald seconded the motion. The motion passed with a 6-0 vote.

**4) Vote on meeting minutes from April 28, 2025** – Councilmember Oswald moved to approve the meeting minutes from April 28, 2025. Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote.

**Councilmember Fiege moved to add a closed session for personnel and real property matters to the agenda. Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote.**

**5) Joint Public Hearing – Special Use Permit (SUP) – Farmer’s Market** – The public hearing opened at 7:03 PM. The roll was called to open the Planning Commission meeting. Commissioners Jeff Adler, Jim Labadie, John McGowan, Cindy Holdren, Paul Weitzel and Chairperson Kasey Grier were present. The following public comments were recorded.

- a. Beth Temple – Ms. Temple supports the SUP as written for the location of the Farmer’s Market in the Queen Street parking lot.
- b. Lise Geduldig – Ms. Geduldig expressed concern for the Onancock Farmer’s Market lease which has a proposed term of 20 years. Also, there are inadequate insurance provisions that does not account for fire or spill where civil penalty could amount to \$50,000. The proposal is missing two important pieces. The first is anything having to do with a change in circumstances along with reporting obligations. The Town of Onancock carries significant custodial and fiduciary obligations that are not fulfilled by the proposal in its current form. – See full statement attached.

The public hearing closed at 7:07 PM.

# Town of Onancock Town Council Meeting Monday, May 19, 2025 7:00 PM

Commissioner Labadie moved to approve the special use permit as submitted with the following conditions. The open-air farmers and artisans' market operating Saturday morning 6:30 AM to 1:00 PM from May through November, overseen by a paid market manager and assisted by volunteers. The market will be limited to the designated area marked on the map included in the application. The vendors will use a designated trash receptacle for the refuse and will leave the lot as they found it. Management will instruct vendors who do not keep their vehicles with them to park on Ames Street rather than in the lot. The special use permit is valid if the open-air market is overseen by the 501c3 registered as Onancock Farmer's and Artisan Market, Inc. and the organization is in good standing with the IRS and State Corporation Commission. Commissioner Weitzel seconded the motion.

Chairperson Krier expressed concerns that a government agency should not lease assets for the period of twenty years.

The planning commission voted 6-0 to recommend approval of the SUP.

The Planning Commission adjourned at 7:13 PM.

Councilmember Holdren moved to accept the Planning Commission's motion as they expressed with the conditions and that the SUP is valid up to twenty years and will follow the terms of the lease. Councilmember Fiege seconded the motion. A roll call vote was taken:

Councilmember Fiege -aye  
Councilmember Grubb - aye  
Councilmember Holdren -aye  
Councilmember Marino - aye  
Councilmember Nock – aye  
Councilmember Oswald - nay  
The motion carries with a 5-1 vote.

- 6) Public Presentation**
  - a. None scheduled.**

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7:00 PM**

**7) Council Action**

**a. Resolution for 2026 Budget, 2025 Tax Rates, 2026-2030 Capital**

**Improvements Plan** Town Manager Spuck explained the first pass of the budget was presented on March 24, 2025. A special meeting was held April 14, 2025, where budget adjustments were made. A public hearing was held on April 28, 2025, to review the budget and the tax rates. Councilmember Fiege read the resolution (see full resolution in the town council packet.) Councilmember Fiege moved to accept the resolution. Councilmember Nock seconded the motion. A roll call vote was taken:

Councilmember Fiege – aye  
Councilmember Grubb -aye  
Councilmember Holdren - aye  
Councilmember Marino -aye  
Councilmember Nock – aye  
Councilmember Oswald – aye

The motion carries with a 6-0 vote.

- b.** Appoint a commissioner to fill an opening on the Planning Commission- Councilmember Fiege moved to appoint Greg Temple to the Planning Commission effective immediately. Council member Holdren seconded the motion. The motion passed with a 6-0 vote.

Councilmember Holdren suggested to schedule a Special Meeting in June to discuss ongoing projects and other matters on Monday, June 9, 2025, at 6:00 PM.

**8) Council Discussion:**

- a.** Lease of Queen Street Land to Onancock Farmer’s Market – The lease will be discussed in more detail at the Public Hearing.
- b.** Option to fund a project at HOS – Town Manager Spuck explained he was asked to produce options for how the town could help or at least raise the funds for the repairs at the Historic Onancock School (HOS).
- i.** Councilmember Oswald commented the school’s lease states they are responsible for the repairs on the building.
  - ii.** Councilmember Fiege suggested the possibility of a hybrid solution.

Council agreed to continue to discuss potential funding streams in a future meeting.

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**9) Committee Reports:**

- a. **Planning Commission (Cindy Holdren)** – Councilmember Holdren reported the Planning Commission met in May and adopted the by-laws. They also discussed the comprehensive plan process and assigned tasks required to move forward with the plan.
- b. **Economic Development Authority (EDA) (Lisa Fiege)** – Councilmember Fiege reported the EDA has a scheduled meeting Wednesday, June 18, 2025, at 6:00 PM.

**10) Community Reports:**

- a. **Onancock Main Street (OMS) (Lisa Fiege)** – Councilmember Fiege reported that Maggie Grant, Program Director attended a meeting in Gloucester, VA along with several other Virginia Main Street affiliates. OMS is meeting with downtown businesses to introduce or reintroduce them to the OMS mission by inviting them to a networking event at the Blarney Stone. OMS is restructuring their social media to strategically promote the Town of Onancock. OMS is working with the Eastern Shore Tourism to help direct riders and their guest during the Tour De Shore ride. The two uptown muralists are under contract to begin the mural project. Both murals should be complete by the middle of November.
- b. **Historic Onancock School (HOS) (Sarah Nock)** – Councilmember Nock reported the work on the pavilion is close to completion. The Field Day Fiesta event held on Saturday, May 3, 2025, had over sixty people in attendance. The Blooms and Brushes walking tour is being held Saturday, May 31, 2025 featuring local artist. The gallery will be featured at the Wine Wednesday reception on Wednesday, June 4, 2025. The annual ice cream social is scheduled for Thursday, July 3, 2025.

**11) Public Comments**

- a. **Margie Labadie** – Mrs. Labadie, Vice President of Friends of Onancock School (FOS), asked for Town Council's support or a plan to help FOS. – See full statement attached.
- b. **Kasey Grier** – Ms. Grier stated she review the FY 2026 budget and attended the budget hearing but finds several mysteries in the budget. Ms. Grier stated the town council should not move forward with support of HOS until there is a budget of the repairs and/or upgrades without a full engineering report. She also stated the EDA needs to meet more than once a quarter.

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**7:00 PM**

- c. **John Morrison** – Mr. Morrison stated the gravel being dropped from Chaney Enterprises' trucks should be their responsibility to clean up. He stated it is not only an eye sore, but it is turning into a safety issue.
- d. **Rosemary Paparo** – Ms. Paparo echoes Ms. Grier's comments regarding HOS and requiring a full engineering report before deciding to help assist with any financial support. All repairs should be bid out to professional contractors.
- e. **Tiara Tracy** – Ms. Tracy has concerns about the times for mosquito spraying and how effective the spraying is for the town. She asked who is monitoring the weather and wind. She thinks more education for the town and for the residents would be beneficial.
- f. **Beth Temple** – Ms. Temple would like to add the Samuel Outlaw Blacksmith building repairs to the agenda at the Special Meeting scheduled for June 9, 2025.
- g. **Clinton Strand** – Mr. Strand asked when the repairs to the basketball court in the Northeast district will begin. He also stated the grass at the Armory is extremely high and the Samuel Outlaw Blacksmith building needs repairs.
- h. **Dana Simson** – Ms. Simson stated the gravel trucks from Chaney Enterprises travel at an excessive speed. Ms. Simson has concerns about the mosquito spraying and how it impacts the natural predators. Ms. Simson stated the concept of HOS is fantastic but funding the repairs is a conundrum and the concept at the school could be moved to one of the empty buildings on Market Street.
- i. **Priscilla Hart** – Ms. Hart thinks different ideas for the HOS should be considered. Ms. Hart has questions about the budget item for credit card fees. Ms. Hart would like more support for the Onancock Volunteer Fire Department.
- j. **Greg Felthousen** – Mr. Felthousen is happy that certain comments came forward about the real concerns residents have about our community. He is hopeful this type of dialogue will continue. Mr. Felthousen would like to see a plan from FOS with how they plan to fund the repairs at the school.
- k. **Mark Sinclair** – Mr. Sinclair thinks we should use the engineering report already paid for by HOS as opposed to paying for another one at the cost of around \$50,000.
- l. **Judith Grier** – Ms. Grier wanted to bring attention to traffic on North Street and the lack of enforcement. The distracted drivers make it dangerous for everyone. – See full statement attached.

# Town of Onancock

## Town Council Meeting

### Monday, May 19, 2025

### 7:00 PM

- m. **Paul Weitzel** - Mr. Weitzel thanked everyone for the discussion about the placement and topic of the uptown murals. He asked town council to use its moral persuasion with OMS for the placement of the murals.

**12) Mayor's Report** – Mayor Fosque reminded everyone of the Music on the Lawn event being hosted at Ker Place on Friday, May 23, 2025. He also stated Town Clerk, Debbie Caton will be attending a press release in Norfolk with Governor Youngkin to the one year kick off to VA Sail 250 being held in Onancock June 12<sup>th</sup> – June 14<sup>th</sup>, 2026.

#### **13) Town Manager's Report**

- a. **Financial** – see full report in the Town Council packet.
- b. **Manager's Report** – Town Manager Spuck gave updates on the following projects:
  - The 3-Hour Parking signs have arrived and will be installed hopefully this week.
  - A volunteer with FOS called DEQ for a field measurement to verify that a deck being installed would be outside the RPA. DEQ measured and the survey was accurate. The deck will be installed outside the RPA.
  - The open job positions were filled. Morgan Rose was hired to fill the vacancy in the Department of Public Works and Hannah Ayres was hired to fill the Administrative Assistant position.
  - Ready, Set, Go grant provides free engineering for eight crosswalks from Hill Street to downtown. Town Manager Spuck is actively working on this project.

#### **14) Town Councilmember comments –**

- a. **Councilmember Fiege** – Councilmember Fiege stated that she was sorry to hear Councilmember Oswald has decided to step down from the Town Council.
- b. **Councilmember Grubb** – no comments.
- c. **Councilmember Holdren** – no comments.
- d. **Councilmember Marino** – Councilmember Marino stated she too will miss Councilmember Oswald. Councilmember Marino expressed concern over the mosquito spraying and asked for Town Council to put that as a discussion item on a future agenda. She also echoed Mr. Strand's concern about the Northeast Park basketball court.
- e. **Councilmember Nock** – Councilmember Nock noted several yards have not been mowed and are overgrown.

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7:00 PM**

- f. **Councilmember Oswald** – Councilmember Oswald resigned as a town council member and vice-mayor. Her full resignation letter is attached.

- 15) Closed Session** – Councilmember Fiege moved to enter closed session to discuss personnel matters as allowed by state code section 2.237 11A1 and real estate matters as allowed by state code section 2.237 11A3. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote. Closed session started at 9:09 PM.

Councilmember Fiege moved to exit closed session of this regular meeting of the Onancock Town Council and certify by roll call vote that the item discussed in Closed Session align with the purpose stated in the motion made in Open Session. Councilmember Holdren seconded the motion. A roll call vote was taken:

- Councilmember Fiege – aye
- Councilmember Grubb – aye
- Councilmember Holdren - aye
- Councilmember Marino – aye
- Councilmember Nock – aye
- Mayor Fosque – aye

Closed session adjourned at 9:50 PM.

- 16) Adjourn** – Councilmember Holdren moved to adjourn the meeting. Councilmember Fiege seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 9:50 PM.

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Fletcher Fosque, Mayor

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Debbie Caton, Town Clerk

Lise Geduldig  
6 Queen Street  
Onancock, VA 23417  
May 19, 2025

Onancock Town Council  
Attn: Honorable Mayor and Council Members  
Town Hall  
15 North Street  
Onancock, VA 23417

Subject: Special Use Permit – Queen Street Parking Lot

Dear Mayor Fosque and Members of the Town Council,

The “Commercial Land Use Agreement” contained in the Town Council packet has several deficiencies to be addressed before it receives final approval.

**Lease term of 20 years** - No provisions authorizing the Lessor to terminate the lease for cause or for any reason, placing undue burden on the Town of Onancock, nearby property owners, and Onancock taxpayers.

**Inadequate insurance provisions** — Paragraph 6c does not account for the possibility of a fire or spill, where the total civil penalty could amount to \$50,000, not including any additional repairs or disposal that may be required.

**Missing change in circumstances** — The Lease does not properly or adequately anticipate a change in circumstances where the Lessor may wish to repurpose or temporarily suspend occupancy of the Queen Street Lot, nor does it set forth procedures that will be followed in those circumstances. It assumes that current tax and economic policy will continue for a generation.

**Missing reporting obligations** — Despite repeated claims that the Lessee’s presence is an ‘economic driver’ for Onancock, generating thousands of visitors who support local

commerce, there are no reporting obligations on the use of the property. Without basic reporting it will be impossible to objectively measure economic impact.

Further, we strongly encourage following recommended best practices for consideration of a Special Use Permit in Virginia, including

1. Imposing reasonable conditions in the permit (restricted hours of operation) with clear documentation and conduct thorough impact studies and incorporating those findings into the approval to demonstrate due diligence by the proposed Lessor.
- 2) Documenting findings that the SUP application is consistent with the comprehensive plan (and zoning ordinance).

The Town of Onancock carries significant custodial and fiduciary obligations that are not fulfilled by the proposal. The businesses, residents and taxpayers deserve more rigorous management and oversight of Town assets.

Sincerely,

Lise Geduldig

Margie Labadie  
VP Friends of Onancock School

I would like to ask Town Council to support a plan that helps the Friends of Onancock School continue its mission to connect, inspire and embrace our diverse community through artistic, educational, social & recreational means to sustain our legacy for future generations. You know, as we do, that we must find a solution and work together.

We'd like to know that Town Council is with us in helping to bring forth ideas for our success in the future. We do not wish to be at odds with any Town Council member, let alone any member of the Onancock Community.

We have quite a few new members of our Board of Directors and we'd like to think they have brought a new outlook to our future.

Our Executive Director, Corey Kavulich, is actively making improvements daily to increase communication and make more information available to the public about the activities and amenities at the Historic Onancock School. Our trails, our playground, our disc golf course and more continue to be open daily, for free, to all.

We will be opening the Pavilion this season. It will be a place for all - as are our grounds - and a place for all families and friends. We invite everyone to our events! The sand spurs have been beaten back into submission and so we look forward to having you all out in the sunshine to hear some good music.

Please help support the Historic Onancock School and support our efforts not just with your kind words, but with concrete ideas and the accompanying financial support needed to make our future successful.

Thank you.

I ask this be included in the Minutes of tonight's meeting.

## Town Council Meeting

Monday, May 19, 2025

Mayor Fosque, Council Members, Town Manager Spuck and residents, I am here tonight to bring attention to an issue that has been troubling me for some time and that is traffic issues. Particularly on North Street but certainly not limited to it!

We have owned our home, 28 North Street, since 1997 and have lived here full time since 2005. During the course of these 28 years, we've seen lots of changes in Onancock and in the traffic patterns, driving speed and courtesy of those behind the wheel. These days North Street is not only extremely busy but it is the speed, careless and distracted driving that is making it increasingly dangerous for residents, pedestrians, pets and wildlife. Plus, there appears to be a lack of enforcement that accompanies this danger. I routinely walk around town and have noticed that in certain locations the mechanical speed reading sign for "speed limits" is posted but not on North Street. Additionally, we are the recipients of the daily rush to work and post work "gotta get home" from the Commonwealth. Let's not forget the school bus, farm vehicles and assorted motorcycles! And, when the season picks up, golf carts enter the mix as well.

So, what should we do? For a start, I'd like the town to please start enforcing speed limits that are already on the books and focusing on distracted and careless driving. Going forward I'd like to ask the Town of Onancock to invest in traffic calming devices for North Street. No they aren't popular, but neither is getting hit by a vehicle. Something has got to be done.

Additionally, as I study the traffic in Town, I'd like to also bring to the Council's attention several other areas that should be examined. Crockett St. is also in need to some focus. The egress on to Market Street is routinely approached by vehicles that seem to be unaware that pedestrians are walking on the sidewalk; on several occasions while walking the dog I've nearly been creamed. But the Crockett St. exit onto North (near the Blarney Stone) also needs attention. Drivers routinely pull out too quickly and pedestrians are often at risk as it is difficult for both drivers and walkers to adequately see each other; this includes patrons of the DMV. Perhaps better signage or enforcement?

And, last but not least, u-turns on Riley Street. Again, drivers routinely overshoot the shopping area and make a headfirst onto Riley and back out onto North! There have been some close calls.

Thank you for your time and attention to this matter. I look forward to seeing these issues addressed and please feel free to contact me if you need additional information.

Judith Grier, 28 North Street, Onancock, VA 23417 Phone: 757.787.1590

**I can no longer tolerate being associated with an ethically bankrupt administration. Therefore I will officially resign as councilmember/ Vice Mayor, as of Tuesday, May 20th at 11:30 a.m.**

**That will give me time to turn over to the Town of Onancock all of my council related notes and documents to be shredded or just further ignored. I thank those who voted for me in the latest election and I apologize for not sticking it out to the term**

**end. But when anyone looks back, wondering what happened to**

**Onancock in the 20's, they'll find only data to tell the story . *Who***

**failed the people of this Town will go nameless, as only vote numbers will show and not the sham.**

**Hopefully I've sown a few seeds of caution along the way.**

**Last bit of advice, be careful of what grows in your garden.**

**Goodnight and good luck.**

# HB2383

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Maggie Ragon, MCR  
City of Staunton

Todd Divers, MCR  
City of Charlottesville

April 21, 2025  
2025 Legislative Retreat

# **HB2383 - What it does:**

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- 1. Removes "in accordance with applicable law" phrase from 58.1-3826.**
- 2. AirBnB will be providing addresses and gross receipts - just like the other intermediaries.**

# **HB2383 - What it does:**

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- 3. Annual host attestation = Hosts do not need to provide reports/filings to their CORs.**

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# HB2383 - What it does:

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4. Adds language to 58.1-3 prohibiting CORs from sharing this address and gross receipts data with other government officials.

# **HB2383 - What CORs need to KNOW:**

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- 1. AirBnB will be sharing this data using a file sharing process/device called BOX.**

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## **HB2383 - What CORs need to KNOW:**

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- 2. AirBnB will need an email address for a point of contact in every COR office.**
  - COR Directory
  - OR
  - Let Maggie/Todd know by May 16th

## **HB2383 - What CORs need to KNOW:**

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- 2. AirBnB will need an email address for a point of contact in every TOWN.**
  - AirBnB has reached out to TAX
  - Maggie checking with VACO
  - County folks, tell your towns what is going on.

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# **HB2383 - What CORs need to DO:**

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- 1. Update your ordinances to include the language about the annual attestation. Todd has sample City and County ordinances to share.**

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# HB2383 - What CORs need to DO:

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**2. Develop an annual attestation for your hosts to sign so that they no longer have to file monthly. Todd has a draft sample.**

\* We get to determine the due date for that attestation. So, if you want to make it coincide with your business license due date (or some other due date), you can.

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# Thank you

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Town of Onancock  
757-787-3363  
hannah.ayers@onancock.com

# ACCOMMODATIONS PROVIDER ANNUAL ATTESTATION

Name of Accommodations Provider (Host): \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## SECTION 1

Business License Account Number (if known) \_\_\_\_\_

Business Legal Name \_\_\_\_\_

Trade Name \_\_\_\_\_

EIN or SSN \_\_\_\_\_

Accommodation Address \_\_\_\_\_

Business Structure:

- Sole Proprietorship
- Partnership
- Limited Liability Company (LLC)
- Corporation
- Other

Business Start Date in the Town \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

List all rental platforms (online or otherwise) on which you advertise this property (AirBnB, Expedia, VRBO, Booking, Virginia Guesthouses, etc.):

Will all rentals be booked SOLELY through an accommodation's intermediary? (See the reverse of this form for the Code of Virginia's definition of *accommodations intermediary*.)

YES - Complete SECTION 2

NO - Complete SECTION 3

## SECTION 2

I hereby attest and affirm the following:

For the next twelve months, accommodations provided by me at the property indicated above will be facilitated by an accommodation intermediary, as defined in § 58.1-3818.8 and § 58.1-3602 of the Code of Virginia. As such, I am not required to file a monthly transient occupancy tax report with the Town Manager.

It is my responsibility to file this attestation with the Town Manager annually by April 30 or on the first business day of May (if May 1 falls on a weekend or holiday).

It is my responsibility to secure an annual business license and file and pay tangible business personal property tax on furnishings and fixtures located in the rental property.

Signature of Accommodations Provider \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

## SECTION 3

I acknowledge that I am required to file a monthly report with the Town Manager detailing all transient occupancy taxes collected by me or on my behalf for accommodations at the above-indicated property. For any and all accommodations NOT facilitated by an accommodations intermediary, I am responsible for collecting, reporting and remitting transient occupancy tax to the Town of Onancock per Article IV (Sec. 16-73 et seq) of the Onancock Town Code. I understand that the failure to collect, file, and remit in such an instance would be subject to criminal penalties.

It is my responsibility to secure an annual business license, Special Use permit (where applicable), and pay tangible business personal property tax on furnishings and fixtures located in the rental property.

Signature of Accommodations Provider (Host) \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

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Who will be responsible for filing and payment of monthly transient occupancy tax remittances (if someone other than the accommodations provider)?

\_\_\_\_\_  
Name of Responsible Party

\_\_\_\_\_  
Telephone:

\_\_\_\_\_  
Email:

"Accommodations intermediary" means any person other than an accommodations provider that (i) facilitates the sale of an accommodation and (ii) either (a) charges a room charge to the customer, and charges an accommodations fee to the customer, which fee it retains as compensation for facilitating the sale; (b) collects a room charge from the customer; or (c) charges a fee, other than an accommodations fee, to the customer, which fee it retains as compensation for facilitating the sale. For this definition, "facilitates the sale" includes brokering, coordinating, or arranging in any other way for the purchase of the right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

"Accommodations intermediary" does not include a person:

1. If the accommodations are provided by an accommodation provider operating under a trademark, trade name, or service mark belonging to such person.
2. Who facilitates the sale of an accommodation if (i) the price paid by the customer to such person is equal to the price paid by such person to the accommodations provider for the use of the accommodations and (ii) the only compensation received by such person for facilitating the sale of the accommodation is a commission paid from the accommodation's provider to such person; or
3. Who is licensed as a real estate licensee under Article 1 (§ [54.1-2100](#) et seq.) of Chapter 21 of Title 54.1, when acting within the scope of such license?

"Accommodations provider" means any person who furnishes accommodations to the public for a fee or other compensation. The term "furnishes" includes the sale, use, or possession, or the sale of the right to use or possess.

## ARTICLE IX. TRANSIENT OCCUPANCY TAX<sup>1</sup>

### Sec. 30-251. Violations of the article.

Any person violating or failing to comply with any of the provisions of this article shall be guilty of a Class 3 misdemeanor. Conviction of such violation shall not relieve any person from the payment, collection, or remittance of the tax provided for in this article.

(Code 1976, § 10-69; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22)

Cross reference(s)—Penalty for Class 3 misdemeanor, § 1-11.

### Sec. 30-252. Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

"Accommodations" shall mean, any room or space for which tax is imposed on the retail sale pursuant to this Chapter and includes but is not limited to, any public or private hotel, inn, apartment, hostelry, tourist home or house, motel, rooming house, or other lodging place within the town of Staunton offering lodging, and the owner and operator thereof, who for compensation, furnishes lodging to any transients as hereinafter defined.

"Accommodations fee" shall mean the room charge less than the discount room charge, if any; provided, the accommodations fee shall not be less than \$0.00.

"Accommodations intermediary" shall mean any person other than an accommodations provider that (i) facilitates the sale of an accommodation and (ii) either (a) charges a room charge to the customer, and charges an accommodations fee to the customer, which fee it retains as compensation for facilitating the sale; (b) collects a room charge from the customer; or (c) charges a fee, other than an accommodations fee, to the customer, which fee it retains as compensation for facilitating the sale. For purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

"Accommodations intermediary" does not include a person:

1. If the accommodations are provided by an accommodations provider operating under a trademark, trade name, or service mark belonging to such person;

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<sup>1</sup>Cross reference(s)—~~The Commissioner~~Town manager of revenue to be the administrator of tax imposed by this article, ~~§ 11-37IX.~~

2. Who facilitates the sale of an accommodation if (i) the price paid by the customer to such person is equal to the price paid by such person to the accommodations provider for the use of the accommodations and (ii) the only compensation received by such person for facilitating the sale of the accommodation is a commission paid from the accommodations provider to such person; or

3. Who is licensed as a real estate licensee pursuant to Article 1 ( § 54.1-2100 et seq.) of Chapter 21 of Title 54.1, when acting within the scope of such license.

"Accommodations provider" shall mean any person who furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale, use, or possession, or the sale of the right to use or possess.

"Town manager" shall mean the town manager of Onancock, Virginia, or any duly authorized deputies or agents.

"Person" shall mean, but is not limited to, individuals, firms, partnerships, associations, corporations, persons acting in representative capacity, and combinations of individuals of whatever form and character.

"Retail sale" shall mean the sale or charges for any room or rooms, lodgings, or accommodations furnished to transients for less than 90 continuous days by any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, or any other place in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration.

"Room charge" shall mean the full retail price charged to the transient for the use of the accommodations, before taxes. "Room charge" includes any fee charged to the customer and retained as compensation for facilitating the sale, whether described as an accommodations fee, facilitation fee, or any other name. Any additional charges made in connection with the rental of accommodations are deemed to be a part of the charge for the room and are subject to the tax. For example, additional charges for movies, local telephone calls and similar services are subject to the tax.

"Transient" shall mean any person who, for any period of fewer than 30 consecutive days, either at his own expense or at the expense of another, obtains the use or possession of a room or space occupied for lodging in any accommodations as hereinabove defined, for which lodging or use of space a price is charged.

"Treasurer" shall mean the treasurer of the town of insert, Virginia, or any of his authorized deputies or agents.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accommodation means any public or private hotel, inn, hostelry, short term rental, motel or rooming, boarding or lodging house within the city/town offering lodging as defined in this section, for compensation, to any transient as defined in this section.

*Discount room charge* means the full amount charged by the lodging provider to the lodging intermediary, or an affiliate thereof, for furnishing the lodging.

*Hotel* means any structure or group of structures for rent or for hire that is primarily kept, used, maintained, advertised, or held out to the public as a place where sleeping accommodations are offered to transients in return for compensation.

*Lodging* means the rental of room or space to any transient for compensation, in an accommodation as defined in this section, by a lodging provider or lodging intermediary, or the occupancy of such room or space by such transient.

*Lodging fee* means the room charge less the discount room charge, if any, provided that the lodging fee shall not be less than zero dollars (\$0.00).

*Lodging intermediary* means any person other than a lodging provider that:

- (1) Facilitates the sale of an accommodation; and
- (2) Either:
  - a. Charges a room charge to the customer, and charges a lodging fee to the customer, which fee it retains as compensation for facilitating the sale; or
  - b. Collects a room charge from the customer; or
  - c. Charges a fee, other than a lodging fee, to the customer, which fee it retains as compensation for facilitating the sale.

For purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the right to use accommodations via a transaction directly, including via one (1) or more payment processors, between a customer and a lodging provider. The term "lodging intermediary" does not include a person:

1. Who provides lodging while operating under a trademark, trade name, or service mark belonging to such person;
2. Who facilitates the sale of lodging if:
  - i. The price paid by the customer to such person is equal to the price paid by such person to the lodging provider for the use of the lodging; and
  - ii. The only compensation received by such person for facilitating the sale of the lodging is a commission paid from the lodging provider to such person;
3. Who is licensed as a real estate licensee pursuant to [Virginia Code] Article 1 (§ 54.1-2100 et seq.) of Chapter 21 of Title 54.1, when acting within the scope of such license.

*Lodging provider* means any person that furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale of use or possession or the sale of the right to use or possess.

*Room charge* means the full retail price charged to the transient for the use of the accommodation. Room charge includes any fee charged to the customer and retained as compensation for facilitating the sale, whether described as a lodging fee, facilitation fee, or any other name. Any additional charges made in connection with the rental of accommodations are deemed to be a part of the charge for the room and are subject to the tax. For example, additional charges for movies, parking, local telephone calls and similar services are subject to the tax. Toll charges for long-distance telephone calls are not subject to the tax.

~~Short-term rental means any building, structure, or unit, on the same tax parcel, sharing the same mailing address, that is used, or is intended to be used, as a residence or home for one (1) or more persons available for rent or for hire to transients.~~

~~Transient means any person who, for a period of fewer than thirty (30) consecutive days, either at their own expense or at the expense of another, obtains lodging for which a charge is made at an accommodation, as defined in this section.~~

~~(Code 1976, § 10-60; 9-7-21(1), § 2; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22)~~

~~Cross-reference(s)—Definitions and rules of construction generally, § 1-2.~~

### **Sec. 30-253. Levied.**

In addition to all other taxes of every kind now or hereafter imposed by law, there is hereby imposed and levied, to fund the general operation of the town government, a tax equivalent to five and one-half percent of the total room charge paid by the transient for the use or possession of a room or space occupied for lodging by or for any such transient to any accommodations.

~~There is hereby imposed and levied upon every transient obtaining lodging within the citytown, in addition to all other taxes and fees of every kind now imposed by law, a tax equivalent to nine (9) percent of the total room charge paid for the lodging by the transient, or on the transient's behalf.~~

~~(Code 1976, § 10-61; 5-19-97, § 1; 4-13-04(9), § 1; 4-12-16, § 1, eff. 7-1-16; 4-1-19(1), § (1), eff. 7-1-19; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22; Ord. No. O-24-057, § (1), 5-6-24)~~

~~State law reference(s)—Authority of citytown to impose tax on transient room rentals, Code of Virginia, § 58.1-3819.~~

### **Sec. 30-254. Exemptions.**

No tax shall be payable hereunder on room charges paid to any hospital, medical clinic, convalescent home, or home for the aged. Also, no tax shall be paid on space rental for any travel campground.

~~No tax shall be payable under this article on any charge for lodging in, and during care or treatment in, any hospital, medical clinic, nursing or convalescent home, extended health care facility, sanatorium or sanitorium, home for the aged, infirmed, orphaned, disabled, or other like facility; or in any dormitory, as that term is defined in chapter 34, section 34-1200 of this Code.~~

~~(Code 1976, § 10-67; 6-16-14; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22; Ord. No. O-23-082, 6-5-23)~~

### **Sec. 30-255. Collection.**

(1) (a) For any retail sale of accommodations not facilitated by an accommodations intermediary, the accommodations provider shall collect the tax imposed pursuant to this chapter, computed on the total price paid for the use or possession of the accommodations, and shall remit the same to the town and shall be liable for the same.

(2) For any retail sale of accommodations facilitated by an accommodations intermediary, the accommodations intermediary shall be deemed under this chapter as a facility making a retail sale of an accommodation. The accommodations intermediary shall collect the tax imposed pursuant to this chapter, computed on the room charge and shall remit the same to the Town and shall be liable for the same.

(3) For any transaction for the retail sale of accommodations involving two or more parties that meet the definition of accommodations intermediary, nothing in this section shall prohibit such parties from making an agreement regarding which party shall be responsible for collecting and remitting the tax, so long as the party so responsible is registered as a dealer with the locality. In such event, the party agreeing to collect and remit the tax shall be the sole party liable for the tax, and the other parties to such agreement shall not be liable for such tax.

(4) For any retail sale of accommodations facilitated by an accommodations intermediary, nothing herein shall relieve the accommodations provider from liability for retail sales and use taxes on any amounts charged directly to the customer by the accommodations provider that are not collected by the accommodations intermediary.

(5) In any retail sale of any accommodations in which an accommodations intermediary does not facilitate the sale of the accommodations, the accommodations provider shall separately state the amount of the tax in the bill, invoice, or similar documentation and shall add the tax to the total price paid for the use or possession of the accommodations. In any retail sale of any accommodations in which an accommodations intermediary facilitates the sale of the accommodation, the accommodations intermediary shall separately state the amount of the tax on the bill, invoice, or similar documentation and shall add the tax to the room charge; thereafter, such tax shall be a debt from the customer to the accommodations intermediary, recoverable at law in the same manner as other debts.

All taxes collected pursuant to this chapter are deemed in be held in trust for the town.

~~For any lodging not facilitated by a lodging intermediary, the lodging provider shall collect the tax levied pursuant to this article from the transient, or from the person paying for the lodging, at the time that payment for the lodging is made, computed on the total price paid for the use or possession of the lodging, and shall remit the same to the city/town and shall be liable for the same.~~

~~(b) For any lodging facilitated by a lodging intermediary, the lodging intermediary shall be deemed to have made a retail sale of the lodging and is responsible for collecting the tax levied for the lodging from the transient or the person paying for the lodging, at the time that payment for the lodging is made, computed on the room charge and shall remit the same to the city/town and shall be liable for the same.~~

~~(c) For any transaction for the retail sale of accommodations involving two (2) or more parties that meet the definition of lodging intermediary, nothing in this section shall prohibit such parties from making an agreement regarding which party shall be responsible for collecting and remitting the tax, so long as the party so responsible is registered as a dealer with the locality. In such event, the party agreeing to collect and~~

remit the tax shall be the sole party liable for the tax, and the other parties to such agreement shall not be liable for such tax.

~~(d) For any retail sale of lodging facilitated by a lodging intermediary, nothing herein shall relieve the lodging provider from liability for retail sales and use taxes on any amounts charged directly to the customer by the lodging provider that are not collected by the lodging intermediary.~~

~~(e) In any retail sale of any lodging in which a lodging intermediary does not facilitate the sale of the lodging, the lodging provider shall separately state the amount of the tax in the bill, invoice, or similar documentation and shall add the tax to the total price paid for the use or possession of the lodging. In any retail sale of any lodging in which a lodging intermediary facilitates the sale of the lodging, the lodging intermediary shall separately state the amount of the tax on the bill, invoice, or similar documentation and shall add the tax to the room charge; thereafter, such tax shall be a debt from the customer to the lodging intermediary, recoverable at law in the same manner as other debts.~~

~~The taxes collected by any person shall be deemed to be held in trust for the city/town by the person required to collect them, until they have been remitted to the city/town as provided in this article.~~

~~(Code 1976, § 10-62; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22)~~

~~State law reference(s)—Scope of transient tax, Code of Virginia, § 58.1-3826.~~

### **Sec. 30-256. Reports and remittances generally.**

(1) The person collecting any such tax shall make out a report upon such forms and setting forth such information as the town manager of the revenue may prescribe and require, showing the total room charge paid by the customer for the use or possession of a room or space occupied for

lodging by or for a transient and the tax required to be collected. The report shall be submitted to the town manager of the revenue.

(2) The town manager of the revenue shall determine whether the report is in proper form and upon such determination shall cause a copy to be delivered to the treasurer.

(3) The person collecting any such tax shall remit the tax to the treasurer.

(4) Said reports and remittances shall be made on or before the twentieth day of the month following each month and covering the amount of tax collected during the preceding month.

(5) An accommodations intermediary shall submit to the Town manager of the Revenue the property addresses and gross receipts for all accommodations facilitated by the accommodations intermediary in the Town. Such information shall be submitted monthly.

(6) An accommodations provider shall not be required to submit a report to the Town manager of the Revenue if (i) all retail sales of accommodations owned by the accommodations provider are facilitated by an accommodations intermediary and (ii) the accommodations provider attests to the locality that all such sales are facilitated by an accommodations intermediary. Such attestation shall be effective for 12 months beginning with

the month in which the attestation is made. Thereafter, such attestation shall be due annually on a date determined by the Town manager of the Revenue, on such forms and in such manner as the Town manager of the Revenue may prescribe and require. However, such an accommodation provider shall make out and submit a report in accordance with this subsection for the retail sale of any accommodations not facilitated by an accommodation intermediary and shall remit such tax as otherwise required by this article.

Every person collecting any tax levied by this article shall make out a report thereof, upon such forms and setting forth such information as the commissioner town manager of the revenue may prescribe and require, showing the total room charge paid by the customer and the amount of tax required to be collected thereon, and shall deliver the same to the commissioner town manager together with a remittance of such tax, made payable to the city town treasurer. If a person, including a lodging intermediary is collecting taxes from, or on behalf of, multiple accommodations, the report shall also be sufficient to identify the total charges and tax owed on lodging at each individual accommodation, including the accommodation's address. Such reports and remittances shall be made on or before the twentieth of each month, covering the amount of tax collected during the preceding month. Lodging providers shall be required to file monthly reports with the commissioner town manager even in the event no tax is due and regardless of whether they collected the tax or if it was done on their behalf by a lodging intermediary. All remittances received under this article by the commissioner town manager shall be promptly turned over to the treasurer.

(Code 1976, § 10-62; 4-10-12, § 1, eff. 1-1-13; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22)

### **Sec. 30-257. Collector's records.**

It shall be the duty of every lodging provider or lodging intermediary liable for taxes under this article or for the collection and remittance of any tax imposed by this article, to keep and preserve for the current year and the three (3) prior years such suitable records as may be necessary to determine the amounts paid for lodging, and tax thereon for which that lodging provider or lodging intermediary may have been responsible for collecting and paying to the city town. Lodging providers who have the taxes owed on their accommodation collected by a third party such as a lodging intermediary, such as a lodging intermediary, are also obligated to keep records under this section on the amounts that were collected on their behalf by said third party. All records kept under this section should be sufficient to identify each individual accommodation for which the lodging charges were collected, and the tax owed for transient stays at that accommodation, including the accommodation's address. The commissioner town manager of the revenue shall have the right to inspect all such records at any reasonable time.

(Code 1976, § 10-65; 9-7-21(1), § 2; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22)

### **Sec. 30-258. Duty of collector going out of business.**

Whenever any person required to collect and remit to the city town any tax imposed by this article shall cease to operate or otherwise dispose of their business, such tax shall immediately become due and payable, and such person shall forthwith make a report and remittance thereof.

(Code 1976, § 10-66; 9-7-21(1), § 2; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22)

### **Sec. 30-259. Penalty for late remittance.**

If any person, whose duty it is to do so, shall fail or refuse to make a report and remit the tax as required by this article within the time and in the amount required, there shall be added to such tax by the commissioner town manager of the revenue a penalty in the amount of five (5) of 10 (ten) percent of such tax, or a minimum of two dollars (\$2.00), if such failure is for not more than thirty (30) days in duration.

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(Code 1976, § 10-63; 11-7-05(1), § 5; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22)

**Sec. 30-260. Procedure upon failure to collect, report, etc.**

- (a) If any person, whose duty it is to do so, shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof, the commissionertown manager of the revenue shall proceed in such manner as is practicable to obtain facts and information on which to base an estimate of the tax due. As soon as the commissionertown manager has procured such facts and information as may be obtainable, upon which to base the assessment of any tax payable by any person who has failed to collect, report or remit such tax, the commissionertown manager shall proceed to determine and assess against such person the tax, penalty and interest provided in this article, and shall notify such person by certified or registered mail sent to their last known address, of the amount of such tax, penalty and interest, and the total amount thereof shall be payable within ten (10) days from the date such notice is sent.
- (b) It shall be the duty of the commissionertown manager of the revenue to ascertain the name of every lodging provider and lodging intermediary providing lodging in the citytown, liable for the collection of the tax imposed by this article, who fails, refuses or neglects to collect such tax or to make the reports and remittances required by this article. The commissionertown manager may have issued a summons for such person, which summons may be served upon such person by any citytown police officer in the manner provided by law, and one (1) return of the original thereof shall be made to the general district court for the citytown.

(Code 1976, §§ 10-64, 10-68; 9-7-21(1), § 2; Ord. No. O-21-138, 10-4-21; Ord. No. O-22-136, § 1, 10-27-22)

**Sec. 30-261. Reserved.**

Editor's note(s)—An ordinance adopted Nov. 15, 2004, § 6, repealed § 30-261, which pertained to application of correction. See also the Code Comparative Table.

**Secs. 30-262—30-280. Reserved.**

## ARTICLE IX. MEAL TAX<sup>1</sup>

### Sec. 16-340. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Caterer* means a person who furnishes meals on the premises of another for compensation.

*Collector* means the town manager of the town.

*Meal* means any prepared food and drink, including alcoholic beverages, offered or held out for sale by a restaurant or caterer, ~~for the purpose of being consumed by an individual or group of individuals at one time to satisfy the appetite.~~ All such food and drink shall be included, whether intended to be consumed on the seller's ~~remises or elsewhere, whether designated as breakfast, lunch, dinner, supper or by some other name, and without regard to the manner, time~~ premises or elsewhere, whether designated as breakfast, lunch, dinner, supper, or by some other name, and without regard to the manner, time, or place of service. The term "meal" does not include groceries, food ~~and beverages sold through vending machines, and beverages sold through vending machines,~~ and alcoholic beverages sold in sealed containers for off-premises consumption.

*Purchaser* means any person who purchases a meal.

*Restaurant* means any place or thing in the town from which or in which meals are sold, including, but not limited to, places of business known as bars, cafes, cafeterias, coffee shops, bakeries, clubs, delicatessens, diners, dining rooms, eateries, grills, lunch counters, restaurants, snack bars, grocery stores and convenience stores. The term "restaurant" also includes push carts or other mobile facilities from which meals are sold or furnished. The term "restaurant" does not include vending machines.

*Seller* means any person who sells a meal and any caterer.

(Code 1989, § 9-41(2))

### Sec. 16-341. Regulations for administration and enforcement of article.

The town manager may issue regulations and forms for the administration and enforcement of this article.

(Code 1989, § 9-42(2))

### Sec. 16-342. Tax levied; amount.

In addition to all other taxes and fees of any kind imposed by law, an excise tax is hereby levied and imposed on the purchaser of every meal served, sold, or delivered in the town by a restaurant or caterer. The rate of this tax shall be five and one-half percent of the amount paid for the meal. There shall be no tax if the total amount paid is \$0.50 or less. On larger amounts, a fractional cent of tax due shall be rounded up to the next highest cent.

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<sup>1</sup>State law reference(s)—Municipal excise tax on meals, Code of Virginia, §§ 58.1-3700, 58.1-3833, 58.1-3840 et seq.

(Code 1989, § 9-43(2))

State law reference(s)—Authority to adopt this tax, Code of Virginia, § 58.1-3840.

### Sec. 16-343. Exemptions.

The following classes of transactions involving meals shall not be subject to tax under this article:

- (1) Food and beverages sold through vending machines.
- (2) Factory-prepackaged candy, gum, nuts and other items of essentially the same nature.
- (3) Food sold ~~in bulk for wholesale~~. For the purpose of this subsection, the term "~~bulk-wholesale~~" means the sale of any item that ~~would exceed the normal, customary and usual portion sold for on-premises consumption (e.g., whole cake, a gallon ice cream) is to be resold~~. The term "~~bulk-wholesale~~" does not include any food or beverage ~~that is~~ catered or delivered by a food establishment for off-premises consumption.
- (4) Meals furnished by a blind person operating a vending stand or other business enterprise under the jurisdiction of the ~~department~~ Department of the visually handicapped and located on property acquired and used by the United States for any military or naval purpose.
- (5) Alcoholic and non-alcoholic beverages sold in factory-sealed containers.
- (6) Any food or food product purchased with food coupons issued by the United States Department of Agriculture under the food stamp program or drafts issued through the state special supplemental food program for women, infants, and children.
- (7) A grocery store, supermarket, or convenience store, ~~or bakery~~ shall not be subject to the tax except for any portion or section therein designated as a delicatessen or designated or ~~actually~~ used for the sale of prepared food and beverages ~~(e.g., a whole cake, or a gallon of ice cream)~~.
- (8) Food and beverages furnished by food establishments to employees as ~~part of their~~ compensation when no charge is made to the employee.
- (9) Food or beverages sold by day care centers, public or private elementary or secondary schools or food sold by any college or university to its students or employees.
- (10) Food and beverages for use or consumption ~~and which are paid for directly by the state, any political subdivision of the state that are paid for directly by the state, any political subdivision of the state,~~ or the United States.
- (11) Food and beverages furnished by a hospital, medical clinic, convalescent home, nursing homes, home for the aged, infirm, handicapped, battered women, narcotic addicts or alcoholics, or other extended care facility to patients or residents thereof.
- (12) Food and beverages furnished by a public or private local nonprofit charitable organization or establishment ~~or by a private establishment that contracts with the appropriate agency of the state to offer meals at concession prices to elderly, infirm, blind, or by a private establishment that contracts with the appropriate agency of the state to offer meals at concession prices to elderly, infirm, blind,~~ or needy persons in their homes or at central locations.
- (13) Food or beverages sold on ~~occasional basis, by a local nonprofit education, charitable or benevolent organization, church~~ occasional basis, by a local nonprofit education, charitable, or benevolent organization, church, or religious body as a fundraising activity, the gross proceeds of which are to be used by such organization exclusively for nonprofit educational, charitable, or religious purposes.
- (14) Any exemption required by Code of Virginia, § 58.1-3840.

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(Supp. No. 7)

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(Code 1989, § 9-44(2))

State law reference(s)—Exemptions, Code of Virginia, § 58.1-3840.

### Sec. 16-344. Application of tax to tips and service charges.

No tax levied by the provisions of this article shall be imposed upon:

- (1) That portion of the amount paid by the purchaser as a discretionary gratuity in addition to the sales price of the meal; or
- (2) That portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by the restaurant in addition to the sales price of the meal, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the sales price.

(Code 1989, § 9-45(2))

State law reference(s)—Gratuity exception, Code of Virginia, § 58.1-3840.

### Sec. 16-345. Payment and collection of tax.

- (a) In every case, the tax levied by this article shall be collected by the seller and paid by the purchaser at the time the charge for the meal becomes due and payable, whether payment is to be made in cash or on credit ~~by means of using~~ a credit card or otherwise. The seller shall add the tax to the amount charged for the meal and ~~shall~~ pay the tax collected to the town as provided in this article.
- (b) All amounts collected as taxes under this article shall be deemed to be held in trust by the seller collecting them for the benefit of the town until remitted to the town as provided in this article.

(Code 1989, § 9-46)

### Sec. 16-346. Registration of sellers; reports and remittances of tax.

The town manager may require all prospective sellers of meals licensed to do business in the town to register for ~~the~~ collection of the tax imposed by this article. Every seller shall make a report to the town for each calendar month, showing the amount of charges collected for meals and the amount of tax required to be collected. The monthly reports shall be made on forms prescribed by the town manager and ~~shall be signed~~ by the seller. Such reports shall be delivered to the town manager on or before the 20th day, ~~or mailed and postmarked on the 20th day,~~ of the calendar month following the month being reported. Each report shall be accompanied by a remittance of the amount of the tax due, made payable to the town. Payments not received by the town by the 20<sup>th</sup> of the subsequent month are subject to a 10% penalty and a loss of any commission allowed by the Town.

(Code 1989, § 9-47)

### Sec. 16-347. Compensation for collection.

For the purpose of compensating sellers for the collection of the tax imposed by this article, every seller shall be allowed five percent of the amount of the tax due as a commission and accounted for in the form of a deduction on the seller's monthly meals tax return, provided that the amount ~~due owing~~ is not delinquent at the time of payment. No such deduction shall be allowed for any month for which payment is past due or any subsequent month while any prior month's tax remains delinquent.

(Code 1989, § 9-48)

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**Sec. 16-348. Seller's records.**

It shall be the duty of every seller liable for collection and remittance of the taxes imposed by this article to preserve for ~~a period of~~ two years records showing all purchases taxable under this article, the amount charged to the purchaser for each such purchase, the sate thereof, the taxes collected thereon and the amount of the tax requirement to be collected pursuant to this article. The town manager shall have the power to examine and copy such records at reasonable times and without unreasonable interference with the business of such seller ~~for the purpose of administering and enforcing the provisions of this article~~ to administer and enforce this article's provisions.

(Code 1989, § 9-49)

**Sec. 16-349. Duty of the seller going out of business.**

Whenever any person required to collect and remit to the town any tax imposed by this article shall cease to operate or otherwise dispose of its business, any unpaid tax shall immediately become due and payable, and such person shall immediately make a report of the taxes due and shall remit such taxes to the town.

(Code 1989, § 9-50)

**Sec. 16-350. Penalty and interest for late remittance; violation of the article.**

- (a) If any person whose duty it is to collect and remit taxes hereunder shall fail or refuse to make the reports or remit the taxes required by this article within the time and in the amount ~~required~~necessary, there shall be added to the tax by the town manager a penalty in the amount of ten percent of the tax, as well as interest on the delinquent amount at the rate of ten percent per annum, which interest shall be computed on the tax and penalty from the date on which they were due and payable.
- (b) Any person violating or failing to comply with any of the provisions of this article shall be guilty of a Class 3 misdemeanor. Conviction shall not relieve any person from the payment, collection, or remittance of the tax or any penalty and interest as provided in this article. Each violation or failure shall constitute a separate offense.

(Code 1989, § 9-51)

**Sec. 16-351. Procedure upon failure to collect, report, etc.**

- (a) If any person whose duty it is to do so shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof, the town manager shall proceed in such a manner as is practicable to obtain facts and information on which to base as estimate of the tax due. As soon as the town manager has procured whatever facts and information may be obtainable upon which the base the assessment of the tax payable by a person who has failed to collect, report or remit such tax, the town manager shall proceed to determine and assess against such person the tax, penalty and interest provided in this article and shall notify the person by registered mail sent to his last known address of the amount of such tax, penalty and interest. The total amount thereof shall be payable within ten days after the date such notice was sent.
- (b) It shall be the duty of the town manager to ascertain the name of every seller in the town liable for the collection of the tax imposed by this article who fails, refuses or neglects to collect such tax and to make the reports and remittances required by this article. The town manager may seek a criminal conviction and/or civil remedy, including injunction, against such person.

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- (c) If the purchaser of any meal refuses to pay the tax imposed by this article, the seller may call upon any properly authorized person or officer for assistance, and the investigating officer may, when probable cause exists, issue the purchaser a summons returnable to the county general district court as provided by law.

(Code 1989, § 9-52)

**Sec. 16-352. Advertising payment or absorption of tax is prohibited.**

No seller shall advertise or hold out to the public in any manner, directly to indirectly, that all or any part of the tax imposed by this article will be paid or absorbed by the seller or anyone else, or that the seller or anyone else will relieve any purchaser of the payment of all and any portion of the of the tax.

(Code 1989, § 9-53)

**Secs. 16-353—16-377. Reserved.**

**Town Council:** Lisa Fiege, Omar Grubb, Cynthia Holdren, Joy Marino, Sarah Nock  
**Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

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Date: June 23, 2025  
To: Onancock Town Council  
From: Matt Spuck, Town Manager  
Re: Highway Safety Grant

The town has received a grant from the Department of Motor Vehicles for many years, which we refer to as the "Highway Safety Grant." The purpose of this grant is to reimburse local law enforcement agencies that support the overall goals of the State Highway Safety Plan.

The grant's goals include reducing unrestrained passenger fatalities, reducing speed-related fatalities, and can consist of DUI checkpoints on specific days, and participating in the "click-it-or-ticket."

The grant reimburses for overtime pay when the hours worked align with these stated goals.

DMV states, "This process ensures that funds are allocated appropriately and that agencies are compensated for the overtime costs associated with these targeted enforcement efforts. I have attached the Statement of Work for the grant for your reference (page 2, #2 shares the program goals)."

The Police are a department of the town and follow the town's employment policies.

On July 24, 2023, the town council adopted the following overtime policy for the police (copy included): "The Police Department will be paid at the rate of time and a half for hours worked above eighty (80) hours in the same bi-weekly pay cycle. Unless authorized to do so beforehand, employees should not work over eighty (80) hours during a bi-weekly pay period."

According to Dwight Jenkins, DMV Grant Program Manager, "Onancock Town needs to follow their written policy for overtime and provide proof of payment to support the request for reimbursement applied to DMV grant project(s)." On July 1, 2022, Onancock Police Chief Williams provided the Onancock Police Department with General Order Policy number 7.4, "Traffic Enforcement Overtime," effective January 1, 2021, which outlines the guidelines for actions and compensation. I have attached a copy of Police Policy Number 7.4, Traffic Enforcement Overtime. This policy references the word "overtime" four times.

What the Chief is looking to do is use the DMV reimbursement for hours worked under eighty. This would pay time and a half for straight-time hours.

The Town follows FLSA (Fair Labor Standards Act) for overtime compensation.

The FLSA requires time-and-a-half pay for hours over 40 in a week. It allows you to pay overtime for hours under 40 if you choose.

Examples of organizations that pay overtime (O.T.) under 40 hours include a bonus, a shift, or a day differential (such as time and a half on Sundays, for example).

Looking online (and putting this in front of our attorney), paying an overtime rate for straight-time hours may become an enforceable, binding contract, depending on how it is written.

I believe that if we seek reimbursement of time-and-a-half wages when we have not met our own overtime policy criteria, we expose the town to DMV for past dollars and risk future grants.

We are looking for clarity from the Town Council.

Do you want to change the number of hours at which the police officers qualify for overtime?

Do you want to leave the policy as it is and require grant hours to be worked after the officer has worked 80 hours?

Both options qualify for reimbursement.

Subrecipient Name: \_\_\_\_\_ Project #: \_\_\_\_\_

**STATEMENT OF WORK AND SPECIAL CONDITIONS**

1. Goals and Specific Program Elements. The goals and specific program elements of the subrecipient's proposal are incorporated as the first item in this Statement of Work and Special Conditions.

a. List Specific Program Elements:

For October 1, 2024 through December 31, 2024

- Estimated \_\_\_\_\_ number of overtime hours to be used
- Estimated \_\_\_\_\_ number of checkpoints
- Estimated \_\_\_\_\_ number of saturation/individual patrols
- Estimated \_\_\_\_\_ number of community/public engagement hours (requires approved CE budget line)

For January 1, 2025 through March 31, 2025

- Estimated \_\_\_\_\_ number of overtime hours to be used
- Estimated \_\_\_\_\_ number of checkpoints
- Estimated \_\_\_\_\_ number of saturation/individual patrols
- Estimated \_\_\_\_\_ number of community/public engagement hours (requires approved CE budget line)

For April 1, 2025 through June 30, 2025

- Estimated \_\_\_\_\_ number of overtime hours to be used
- Estimated \_\_\_\_\_ number of checkpoints
- Estimated \_\_\_\_\_ number of saturation/individual patrols
- Estimated \_\_\_\_\_ number of community/public engagement hours (requires approved CE budget line)

For July 1, 2025 through September 30, 2025

- Estimated \_\_\_\_\_ number of overtime hours to be used
- Estimated \_\_\_\_\_ number of checkpoints
- Estimated \_\_\_\_\_ number of saturation/individual patrols
- Estimated \_\_\_\_\_ number of community/public engagement hours (requires approved CE budget line)

b. To conduct a minimum of \_\_\_\_\_ checkpoints and/or \_\_\_\_\_ saturation/individual patrols during each of the mandatory national Click It or Ticket Campaign period in November 2024 and May 2025. Pre and post survey will be required. Campaign summons data must be entered into TREDIS (Traffic Records Electronic Data System).

Project Director \_\_\_\_\_  
Initial \_\_\_\_\_ Date \_\_\_\_\_

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Subrecipient Name: \_\_\_\_\_ Project #: \_\_\_\_\_

- c. To conduct a minimum of \_\_\_\_\_ checkpoints and/or \_\_\_\_\_ saturation/individual patrols for each of the mandatory national Drive Sober or Get Pulled Over (DSOGPO) Campaigns for Super Bowl, St. Patrick's Day, Fourth of July, December 2024, and August 2025, and National Distracted Driving campaign Put the Phone Away or Pay in April, 2025. Campaign summons data must be entered into TREDS.
- d. To have \_\_\_\_\_ (number) of sworn officers attend \_\_\_\_\_ (number) DMV approved traffic safety related training events (e.g., Virginia Highway Safety Summit, Radar Certification Schools, Small Agency Symposium, and other speed/occupant protection focus safety related training (DMV Program Manager approval required). The funding must be approved in accordance with the grant budget.
- e. Increase number of speed measurement (RADAR and LIDAR, only) devices in active use from \_\_\_\_\_ to \_\_\_\_\_. (If approved, all units must be ordered by December 31, 2024, and put in service by March 31, 2025). The funding must be approved in accordance with the grant budget.

2. The subrecipient must contribute to the overall State Highway Safety Plan goals.

a. **POLICE TRAFFIC SERVICES**

**STATEWIDE GOAL:**

- Reduce unrestrained passenger vehicle occupant fatalities in all seating positions 2 percent from 332 to 325 by December 31, 2025.
- Reduce speed-related fatalities by 3 percent from 280 to 272 by December 31, 2025.

**AGENCY GOAL:**

Check the box or boxes that apply for your agency goal and complete.

- To reduce unrestrained passenger vehicle occupant fatalities by 2 percent from \_\_\_\_\_ to \_\_\_\_\_ by December 31, 2025. (Please use whole numbers.)
- To reduce speed-related fatalities by 3 percent from \_\_\_\_\_ to \_\_\_\_\_ by December 31, 2025. (Please use whole numbers.)
- To maintain 0 highway safety related fatalities.
- To assist \_\_\_\_\_ (county/city) in reducing overall highway safety related fatalities. (To be used by towns that do not have any fatalities.)

- b. Subrecipient must participate in mandatory national Drive Sober or Get Pulled Over (DSOGPO) Campaigns for Super Bowl, St. Patrick's Day, Fourth of July, December 2024 and August 2025, and National Distracted Driving campaign Put the Phone Away or Pay in April 2025. Campaign summons data must be entered into TREDS within timeframes specified.
- c. Subrecipient must participate in the national Click It or Ticket (CIOT) campaign activities (November 2024 and May 2025) to include completion of the pre and post seatbelt surveys and submit selective enforcement and survey data electronically through TREDS within timeframes specified.

Project Director \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_


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Subrecipient Name: \_\_\_\_\_ Project #: \_\_\_\_\_

- d. **BASED ON ALL HIGHWAY SAFETY RELATED CRASH DATA** (using crash data from VAHSO or other approved local crash information):
- \_\_\_\_\_ percent of highway safety related selective enforcement activities are to be conducted between the hours of \_\_\_\_\_
- with special emphasis on the following days of the week: \_\_\_\_\_.
- The remaining \_\_\_\_\_ percent of selective enforcement hours may be scheduled during other DMV approved identified high-crash time periods.
- e. Monitor agency goal and statewide goal quarterly to determine if project efforts are being effective or if adjustments are needed. If adjustments are needed to address the current needs, contact assigned Project Monitor.
- f. Enforcement is to be conducted using data-identifying problem locations.
- g. Grant-funded equipment must be ordered by December 31, 2024 and put in service by March 31, 2025. Documentation concerning use must be maintained.
- h. Reimbursement vouchers will be submitted \_\_\_\_\_ monthly or \_\_\_\_\_ quarterly. Only check one option and this option will be effective for the entire FY2025 grant year.
- i. Subrecipient is encouraged to conduct community collaborative events within their local communities. The purpose of the community collaborative events is to expand the highway safety message and engage the community on highway safety initiatives. There are numerous ways to achieve this, to include but not limited to, community events such as Coffee with Cop, National Night Out, social media events, etc. These events are designed to build the community and are effective ways to share highway safety information, distribute educational materials and to obtain feedback from the community. Data identification of the highway safety problem (who, what, where, and why) should be utilized as community collaborative events are established. The community collaborative events must actively engage the audience identified in the data analysis.
- Document the number of events, contacts made, indicate if follow-up is required, and if feedback was received. A description of the event, results what type of data collected and how the data was utilized must be documented on the grantee progress and monitoring report (TSS 14A). At least one community collaborative event is encouraged to be completed by September 30, 2025.
- j. Any community/ public engagement (CE) hours in the approved grant budget must be utilized to conduct community collaborative events (written plan must be submitted to DMV Program Manager).
- k. To assist with educational highway safety messaging with posting at least \_\_\_\_\_ highway safety message(s) per quarter on social media platform(s), agency website, local business, community organizations, etc.
- l. Subrecipient must submit a completed monitoring report (TSS 14-A) to their DMV Project Monitor by specific assigned quarterly dates of January 31, April 30, July 31, and November 5, 2025.
- m. Subrecipient must attend all mandatory DMV grant-related trainings.

Project Director \_\_\_\_\_  
Initial \_\_\_\_\_ Date \_\_\_\_\_

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	<b>Onancock Police Department General Orders</b>	<b>Page 1 of 1</b>
	<b>Subject</b> <b>Traffic Enforcement Over-Time</b>	<b>Policy Number:</b> <b>7.4</b>
	<b>CALEA:</b>	<b>Effective Date:</b> <b>Jan. 1, 2021</b>
	<b>By the Authority of the Chief of Police:</b>	<b>Chief of Police:</b> <b>Eric Williams</b>

**7.4-1**

**POLICY**

It is the policy of this agency to maximize public safety through traffic enforcement.

**7.4-2**

**HIGHWAY SAFETY GRANT**

Grant funds obtained from the state and/or federal government to strictly enforce all traffic laws.

**7.4-3**

**GRANT DUTY**

- .a All grant overtime must be pre-approved by the Chief of Police.
- .b Officers may work grant overtime without another Officer on duty.
- .c When an Officer is to stop being paid by grant overtime:
  - .1 When answering a call for service, but once the call has been completed the Officer will return to grant enforcement duties.
  - .2 When witnessing a criminal act that will exceed the allowed grant approved time
  - .3 When a traffic stop leads to the investigation of an existing criminal case, if the time required exceeds 1 hour.

**7.4-4**

**OFFICERS DUTIES**

- .a Enforce all traffic laws.
- .b Conduct checkpoints.
- .c Complete all paperwork related to the grant enforcement.

**7.4-5**

**PAY RATE**

- .a Officers will be paid at a rate of one and half times their normal salary.

TRAFFIC ENFORCEMENT OVER-TIME

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### Performance Increases

The Town promotes excellence in its workforce. Salary or hourly wage increases within budget constraints may be given to that end. Each employee's performance will be reviewed annually in April and based on satisfactory performance and contributions to the organization, pay increases may be given. Pay increases are not automatic or guaranteed.

### Overtime

Employees who are not exempt under the Fair Labor Standards Act (non-exempt) will be paid at the rate of time and a half for hours worked above forty (40) hours in a work week. Unless authorized by a department head or the Town Manager, employees should not work over forty (40) hours during a workweek.

The Police Department will be paid at the rate of time and a half for hours worked above eighty (80) hours in the same bi-weekly the pay cycle. Unless authorized to do so beforehand, employees should not work over eighty (80) hours during a biweekly pay period.

### Retirement

The Town participates in the Virginia Retirement System (VRS) for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

## HOLIDAYS AND LEAVE

### Holidays

The following holidays are observed by the Town. Full-time and part-time salaried employees shall be granted time off for these days without charging the time against leave balances:

New Year's Day	January 1
Martin Luther King Jr Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Indigenous Person's Day	2nd Monday in October
Election Day	Tuesday after 1st Monday in November
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25

When an employee is required to work on one of these holidays, flexible scheduling may be allowed with the same pay cycle. Employees who are not exempt under the Fair Labor Standards Act (non-

**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

ALL DEPARTMENTS	ACTUAL 2025 YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B	Explanation
				\$	%						
<b>Revenue</b>											
Administration	1,303,519	1,527,063	85%	(223,544)	(15%)	1,302,952	1,398,645	1,412,795	1,416,799		
Water	454,937	462,400	98%	(7,463)	(2%)	420,140	495,314	565,045	592,760		
Sewer	738,657	0	No Budget	738,657	0%	1,025,382	1,121,513	821,749	873,394		
Wharf	179,039	197,089	91%	(18,050)	(9%)	198,463	206,989	206,618	234,440		
Police	82,421	61,000	135%	21,421	35%	55,140	41,997	85,957	149,092		
<b>Total Revenue</b>	<b>2,758,573</b>	<b>2,247,552</b>	<b>123%</b>	<b>511,021</b>	<b>23%</b>	<b>3,002,077</b>	<b>3,264,458</b>	<b>3,092,164</b>	<b>3,266,485</b>		
<b>Expenditures</b>											
Council	43,259	57,192	76%	13,933	24%	41,247	39,942	60,590	67,856		
Administration	599,631	618,457	97%	18,826	3%	511,481	506,268	577,744	516,555		
Water	439,027	462,400	95%	23,373	5%	218,974	247,147	423,790	509,491		
Sewer	88,379	0	No Budget	(88,379)	0%	556,205	406,064	645,152	190,554		
Wharf	167,498	206,340	81%	38,842	19%	177,250	199,066	217,184	230,040		
Police	398,158	451,307	88%	53,149	12%	325,746	394,355	424,978	489,033		
Bld and Streets	205,848	320,497	64%	114,649	36%	133,009	156,818	169,928	196,027		
Parks & Land.	110,793	131,359	84%	20,566	16%	17,112	67,268	156,866	108,088		
<b>Total Expenditures</b>	<b>2,052,593</b>	<b>2,247,552</b>	<b>91%</b>	<b>194,959</b>	<b>9%</b>	<b>1,981,024</b>	<b>2,016,928</b>	<b>2,676,232</b>	<b>2,307,644</b>		
<b>Net</b>	<b>705,980</b>	<b>0</b>		<b>705,980</b>	<b>0%</b>	<b>1,021,053</b>	<b>1,247,530</b>	<b>415,932</b>	<b>958,841</b>		

Percentage of Year Completed: 92%

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**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

<u>TOWN COUNCIL</u>	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Expenditures</b>										
Wages, Taxes & Benefits	13,578	15,527	87%	1,949	13%	14,793	15,118	15,129	15,230	
Town Attorney	24,000	36,000	67%	12,000	33%	735	2,733	18,000	24,000	
Travel And Training	970	1,000	97%	30	3%	25	0	753	695	
Main Street Partners	0	0	No Budget	0	0%	15,000	15,000	19,571	18,915	
Es Tourism-Tot Share	0	0	No Budget	0	0%	4,620	4,154	4,600	4,500	
Liability Insurance	4,666	4,665	100%	(1)	(0%)	6,074	0	2,150	4,129	
Office Supplies	45	0	No Budget	(45)	0%	0	2,937	387	387	
<b>Total Expenditures</b>	<b>43,259</b>	<b>57,192</b>	<b>76%</b>	<b>13,933</b>	<b>24%</b>	<b>41,247</b>	<b>39,942</b>	<b>60,590</b>	<b>67,856</b>	

Percentage of Year Completed: 92%


**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

ADMINISTRATION	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
Revenue										
Real Property-Current	376,657	394,748	95%	(18,091)	(5%)	324,439	373,468	379,753	404,380	
Real Property-Late	48,948	18,000	272%	30,948	172%	78,952	32,135	28,464	26,831	
Public Service	12,434	10,000	124%	2,434	24%	17,593	15,814	3,799	11,278	
Personal Property-Current	166,664	191,316	87%	(24,652)	(13%)	190,967	255,838	183,797	185,823	
Personal Property-Late	27,192	12,000	227%	15,192	127%	15,867	15,459	15,056	38,438	
Penalties	8,732	13,000	67%	(4,268)	(33%)	21,897	9,240	7,703	20,674	
Local Sales Tax	97,498	90,000	108%	7,498	8%	89,367	92,372	105,461	88,131	
Consumers Utility Tax	54,013	51,000	106%	3,013	6%	55,696	56,036	50,339	55,290	
Business License Tax	5,790	3,000	193%	2,790	93%	35,768	3,711	3,465	8,511	
Vehicle Decals	29,868	26,000	115%	3,868	15%	5,213	20,834	26,348	31,668	
Bank Stock Taxes	0	33,000	0%	(33,000)	(100%)	48,262	45,329	32,307	40,004	
Communication Tax	58,225	72,000	81%	(13,775)	(19%)	74,358	70,214	71,938	64,787	
Transient Occupancy	20,020	33,000	61%	(12,980)	(39%)	20,816	26,094	25,220	28,157	
Building/Zoning Perm	1,315	2,500	53%	(1,185)	(47%)	1,700	1,975	2,100	2,340	
Meals Tax	233,592	255,000	92%	(21,408)	(8%)	194,319	237,448	255,108	267,156	
Meals & Transient La	1,226	0	No Budget	1,226	0%	1,999	685	3,722	363	
Rental Of Property	12,126	12,240	99%	(114)	(1%)	12,240	13,767	13,164	12,097	
Water Tower Rental I	0	6,850	0%	(6,850)	(100%)	6,850	0	6,850	0	
Grass Cutting	4,500	4,500	100%	0	0%	6,555	7,400	7,400	7,400	
Trash Revenue	92,860	109,000	85%	(16,140)	(15%)	53,340	61,280	90,448	93,912	
Miscellaneous Revenue	17,451	0	No Budget	17,451	0%	30,697	9,766	11,531	6,148	
Fire Program Funds	15,000	15,000	100%	0	0%	15,000	15,000	15,000	15,000	
Litter Control Grant	1,838	1,250	147%	588	47%	820	108	2,723	6,123	
Va Comm For The Arts	0	1,500	0%	(1,500)	(100%)	0	1,500	3,000	0	
Loan And Grants Proc	0	0	No Budget	0	0%	0	33,000	68,100	0	
<b>Total Revenue</b>	<b>1,303,519</b>	<b>1,354,904</b>	<b>96%</b>	<b>(51,385)</b>	<b>(4%)</b>	<b>1,302,952</b>	<b>1,398,645</b>	<b>1,412,795</b>	<b>1,416,799</b>	
Expenditures										
Wages, Taxes & Benefits	186,479	199,404	94%	12,925	6%	205,673	180,235	176,092	189,361	
Legal And Collection	7,479	5,500	136%	(1,979)	(36%)	0	1,750	0	11,375	
Audit Service	23,500	24,861	95%	1,361	5%	16,750	17,750	24,500	24,500	

**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

ADMINISTRATION	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
Bank Processing Fees	6,839	3,600	190%	(3,239)	(90%)	5,108	3,576	2,659	2,605	
Credit Card Fees	16,681	23,000	73%	6,319	27%	369	9,217	12,842	23,166	
Payroll Processing F	9,683	8,802	110%	(881)	(10%)	3,259	7,263	6,798	9,474	
Professional Develop	2,475	9,300	27%	6,825	73%	200	227	1,099	3,629	
Software Subscriptio	40,091	32,000	125%	(8,091)	(25%)	0	20,323	27,493	35,245	
Software Support	6,391	12,000	53%	5,609	47%	0	10,408	16,043	6,052	
Office Equipment	5,545	4,750	117%	(795)	(17%)	21,595	7,982	8,549	3,893	
Advertising	12,979	6,000	216%	(6,979)	(116%)	2,951	10,503	12,324	8,392	
Postage	2,897	2,200	132%	(697)	(32%)	2,626	1,289	2,021	2,434	
Telephone	7,622	4,000	191%	(3,622)	(91%)	1,680	3,272	4,976	6,804	
Property Insurance	3,657	2,987	122%	(670)	(22%)	0	805	681	1,983	
General Liability In	2,702	3,368	80%	666	20%	0	12,333	3,416	2,333	
Workers Comp	603	603	100%	0	0%	0	330	54	412	
Travel	0	1,000	0%	1,000	100%	0	45	0	460	
Dues & Membership	985	3,000	33%	2,015	67%	1,072	2,440	1,086	3,155	
Office Supplies	9,363	9,000	104%	(363)	(4%)	8,519	7,411	9,483	5,359	
Onancock Main Street Grant N	0	57,500	0%	57,500	100%	7,500	0	450	0	
Hos - Property Insur	8,828	9,783	90%	955	10%	0	6,503	5,954	8,658	
Cultural Enrichment	1,000	6,000	17%	5,000	83%	1,250	2,669	3,041	0	
Miscellaneous	4,038	2,500	162%	(1,538)	(62%)	3,261	574	110	14,971	
Website & Printing	4,237	4,000	106%	(237)	(6%)	0	318	13,430	44	
Town Events	4,766	6,702	71%	1,936	29%	0	266	1,996	284	
Employee Welfare	543	500	109%	(43)	(9%)	686	1,176	414	581	
Capital Expenditures	69,367	577,060	12%	507,693	88%	0	0	2,945	0	
Contingency	11,191	6,000	187%	(5,191)	(87%)	0	5,030	3,800	600	
Bank Building Loan	0	0	No Budget	0	0%	0	26,781	6,696	0	
Trash Collection Ser	87,541	107,000	82%	19,459	18%	101,110	106,244	102,597	88,841	
Town Plan	703	0	No Budget	(703)	0%	0	0	66,391	2,622	
Contribution To Fire	25,000	25,000	100%	0	0%	25,000	25,000	25,000	25,000	
Fire Programs Funding	15,000	15,000	100%	0	0%	15,000	15,000	15,000	15,000	
Main Street Partners	21,117	25,000	84%	3,883	16%	15,000	15,000	19,571	18,915	

**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Total Expenditures</b>	599,631	1,197,858	50%	611,152	51%	511,481	506,268	577,744	516,555	

<b>Net</b>	703,888	157,046	448%	559,767	356%	791,471	892,377	835,051	900,244	
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Percentage of Year Completed: 92%

**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

POLICE	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Revenue</b>										
Traffic Fines	24,722	15,000	165%	9,722	65%	8,290	6,904	13,226	11,622	
Esummons	1,803	0	No Budget	1,803	0%	0	110	960	1,432	
Grant - 599	47,583	34,000	140%	13,583	40%	46,850	29,678	32,647	45,938	
Grant - Doj O.T.	0	8,000	0%	(8,000)	(100%)	0	1,005	30,867	0	
Grant - Hwy Safety	8,313	4,000	208%	4,313	108%	0	4,300	8,257	2,700	
Loan And Grant Proceeds	0	0	No Budget	0	0%	0	0	0	87,400	
<b>Total Revenue</b>	<b>82,421</b>	<b>61,000</b>	<b>135%</b>	<b>21,421</b>	<b>35%</b>	<b>55,140</b>	<b>41,997</b>	<b>85,957</b>	<b>149,092</b>	
<b>Expenditures</b>										
Wages, Taxes & Benefits	313,719	356,810	88%	43,091	12%	288,004	321,795	363,362	358,536	
Court Costs	128	750	17%	622	83%	0	178	0	0	
Training	400	4,000	10%	3,600	90%	4,384	2,690	2,397	2,306	
New Officer Training	0	0	No Budget	0	0%	0	8,327	(35)	17,717	
Vehicle Repair	3,962	4,000	99%	38	1%	2,650	2,791	4,052	6,333	
Computer Software	9,966	4,500	221%	(5,466)	(121%)	2,691	4,652	1,127	30	
Security Cameras	18,559	16,500	112%	(2,059)	(12%)	0	0	0	7,420	
Telephone Services	2,621	3,000	87%	379	13%	3,394	3,165	2,708	2,819	
Line Of Duty Act	3,304	3,304	100%	0	0%	2,742	3,655	3,462	2,193	
Vehicle Insurance	3,338	3,337	100%	(1)	(0%)	0	2,801	2,484	2,215	
Workers Comp	8,741	9,697	90%	956	10%	0	8,823	7,214	6,870	
Travel	0	500	0%	500	100%	35	35	164	102	
Office Supplies	4,186	3,750	112%	(436)	(12%)	3,741	2,324	2,528	2,640	
Vehicle Fuel	8,901	12,000	74%	3,099	26%	7,018	12,527	11,034	10,649	
Uniforms	1,746	3,000	58%	1,254	42%	2,046	1,382	2,485	507	
Animal Population Co	461	500	92%	39	8%	587	954	0	375	
Police Supplies	5,018	6,000	84%	982	16%	8,317	10,443	7,546	6,032	
Police Vehicles	13,108	19,660	67%	6,552	33%	0	6,554	13,108	62,289	
<b>Total Expenditures</b>	<b>398,158</b>	<b>451,308</b>	<b>88%</b>	<b>53,150</b>	<b>12%</b>	<b>325,746</b>	<b>394,355</b>	<b>424,978</b>	<b>489,033</b>	
<b>Net</b>	<b>(315,737)</b>	<b>(390,308)</b>	<b>81%</b>	<b>74,571</b>	<b>19%</b>	<b>(270,606)</b>	<b>(352,358)</b>	<b>(339,021)</b>	<b>(339,941)</b>	

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**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

EXPENDITURES	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>BUILDINGS &amp; STREETS</b>										
Expenditures										
Wages, Taxes & Benefits	76,683	78,871	97%	2,188	3%	47,712	69,042	81,473	83,991	
Vehicle Repair	5,826	3,500	166%	(2,326)	(66%)	619	615	3,569	3,545	
Electric Service	46,028	44,000	105%	(2,028)	(5%)	22,546	18,277	6,894	43,392	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	0	
Property Insurance	756	1,338	57%	582	43%	0	2,004	338	626	
Auto Insurance	328	437	75%	109	25%	0	412	200	290	
Worker'S Comp Insura	2,675	825	324%	(1,850)	(224%)	0	1,481	1,139	566	
Street Repair	24,358	20,000	122%	(4,358)	(22%)	180	27,087	32,516	11,507	
Janitorial Supplies	226	500	45%	274	55%	0	985	995	408	
Cleaning Services	900	4,200	21%	3,300	79%	0	3,914	3,914	3,900	
Repairs And Maintena	3,173	24,000	13%	20,827	87%	27,602	18,028	27,309	20,711	
Vehicle Fuel	4,736	4,000	118%	(736)	(18%)	517	3,686	6,753	9,481	
Small Equipment Repa	10,186	4,500	226%	(5,686)	(126%)	323	3,013	763	1,652	
Uniforms	760	3,000	25%	2,240	75%	555	2,614	182	0	
Can Liners	1,236	1,500	82%	264	18%	1,770	1,158	1,569	1,221	
Safety/Street Signs	1,591	2,000	80%	409	20%	528	1,140	1,554	815	
New Public Works Veh	26,236	21,392	123%	(4,844)	(23%)	0	0	0	13,822	
Blacksmith Shop	150	150	100%	0	0%	0	93	761	100	
<b>Total Expenditures</b>	<b>205,848</b>	<b>218,213</b>	<b>94%</b>	<b>12,365</b>	<b>6%</b>	<b>133,009</b>	<b>156,818</b>	<b>169,928</b>	<b>196,027</b>	

Percentage of Year Completed: 92%

**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

<u>PARKS &amp; LANDSCAPING</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2023	Trend 2020-2024B
				\$	%					
Vehicle Repair	55	1,000	6%	945	95%	0	839	780	86	
Electric Services	2,600	0	No Budget	(2,600)	0%	1,053	11,841	35,585	4,296	
Property Insurance	222	295	75%	73	25%	0	0	119	196	
Auto Insurance	1,515	1,571	96%	56	4%	0	1,401	1,402	1,043	
Worker'S Comp Insura	0	825	0%	825	100%	0	1,481	1,348	1,734	
Repair & Maintenance	2,589	6,000	43%	3,411	57%	441	7,433	3,900	3,263	
Vehicle Fuel	2,592	2,500	104%	(92)	(4%)	0	2,562	2,847	2,542	
Small Tools & Equipm	3,904	2,500	156%	(1,404)	(56%)	925	5,296	50,188	2,548	
Parks-Plantings & La	12,798	3,000	427%	(9,798)	(327%)	2,499	6,606	2,217	7,963	
Tree Board And Beaut	1,600	3,000	53%	1,400	47%	460	830	292	0	
Holiday Decorations	4,898	10,000	49%	5,102	51%	2,633	2,120	10,654	7,844	
Mosquito Control	5,441	8,500	64%	3,059	36%	4,950	4,917	6,881	7,399	
Weed Control	5,000	6,500	77%	1,500	23%	4,150	4,150	5,000	0	
<b>Total Expenditures</b>	<b>110,793</b>	<b>116,642</b>	<b>95%</b>	<b>5,849</b>	<b>5%</b>	<b>17,112</b>	<b>67,268</b>	<b>156,866</b>	<b>108,088</b>	

Percentage of Year Completed: 92%

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**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

WHARE	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Revenue</b>										
Boat Dockage Fees-Mo	450	0	No Budget	450	0%	125	1,311	650	600	
Boat Dockage Fees-Tr	70,347	67,589	104%	2,758	4%	75,106	60,562	71,443	85,540	
Parking Fee	194	0	No Budget	194	0%	995	512	232	671	
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	0	
Gasoline Sales	96,173	113,000	85%	(16,827)	(15%)	108,700	128,103	121,932	132,506	
Ice And Other	2,210	4,500	49%	(2,290)	(51%)	2,513	7,628	4,971	2,943	
Golf Cart	2,715	4,000	68%	(1,285)	(32%)	0	0	0	2,610	
Wharf Electric	6,950	8,000	87%	(1,050)	(13%)	10,604	8,537	7,390	9,570	
<b>Total Revenue</b>	<b>179,039</b>	<b>197,089</b>	<b>91%</b>	<b>(18,050)</b>	<b>(9%)</b>	<b>198,463</b>	<b>206,989</b>	<b>206,618</b>	<b>234,440</b>	
<b>Expenditures</b>										
Wages, Taxes & Benefits	58,496	72,916	80%	14,420	20%	60,661	55,949	59,458	71,167	
Square Cc Fees	6,407	5,750	111%	(657)	(11%)	4,365	5,423	5,732	7,554	
Vehicle Repair	682	500	136%	(182)	(36%)	0	259	296	1,613	
Vehicle Fuel	0	0	No Budget	0	0%	0	63	0	353	
Electric Services	5,617	5,500	102%	(117)	(2%)	4,993	4,415	4,728	2,371	
Telephone	657	700	94%	43	6%	629	624	344	653	
Property Insurance	538	537	100%	(1)	(0%)	0	319	222	357	
Auto Insurance	306	407	75%	101	25%	0	412	199	271	
Worker'S Comp Insura	1,781	1,780	100%	(1)	(0%)	0	2,670	611	1,269	
Office Supplies	372	250	149%	(122)	(49%)	0	289	2,663	1,441	
Wharf Janitorial Sup	892	2,000	45%	1,108	55%	661	351	1,519	1,119	
Repair & Maintenance	2,031	3,500	58%	1,469	42%	6,451	7,797	7,597	15,240	
Cost Of Gas/Diesel S	66,131	87,000	76%	20,869	24%	74,263	104,528	98,947	108,984	
Cost Of Merchandise	0	0	No Budget	0	0%	0	0	1,400	0	
Misc.	0	0	No Budget	0	0%	8,365	269	1,376	0	
Advertising & Dues	15,788	17,000	93%	1,212	7%	5,582	8,548	7,393	8,048	
Rent	7,800	8,500	92%	700	8%	1,100	7,150	8,200	9,600	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	0	
<b>Total Expenditures</b>	<b>167,498</b>	<b>206,340</b>	<b>81%</b>	<b>38,842</b>	<b>19%</b>	<b>177,250</b>	<b>199,066</b>	<b>217,184</b>	<b>230,040</b>	
<b>Net</b>	<b>11,541</b>	<b>(9,251)</b>	<b>-125%</b>	<b>20,792</b>	<b>225%</b>	<b>21,213</b>	<b>7,923</b>	<b>(10,566)</b>	<b>4,400</b>	

Fuel Margin 30,042 26,000 34,437 23,575 22,985 23,522



**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Revenue</b>										
Water Charges	432,880	450,000	96%	(17,120)	(4%)	394,911	424,515	548,614	520,241	
Water Installation F	7,000	6,900	101%	100	1%	3,000	4,500	1,500	33,300	
Water & Sewer Penalt	13,257	5,500	241%	7,757	141%	19,615	16,671	12,765	12,519	
Miscellaneous Revenue	1,800	0	No Budget	1,800	0%	2,614	49,628	2,167	26,700	
<b>Total Revenue</b>	<b>454,937</b>	<b>462,400</b>	<b>98%</b>	<b>(7,463)</b>	<b>(2%)</b>	<b>420,140</b>	<b>495,314</b>	<b>565,045</b>	<b>592,760</b>	
<b>Expenditures</b>										
Wages, Taxes & Benefits	151,581	157,137	96%	5,556	4%	116,120	109,047	138,505	156,044	
Training & Travel	0	4,000	0%	4,000	100%	0	79	0	0	
Vehicle Repair	1,281	750	171%	(531)	(71%)	3,045	1,018	0	17	
Repair & Maintenance	75,411	45,750	165%	(29,661)	(65%)	17,552	10,960	28,363	30,579	
Auto Insurance	314	419	75%	105	25%	0	412	0	278	
Printing Utility Bil	0	250	0%	250	100%	507	0	0	1,230	
Advertising	0	250	0%	250	100%	0	0	0	0	
Electric Services	16,697	14,500	115%	(2,197)	(15%)	13,779	14,974	15,360	12,694	
Postage	2,624	1,000	262%	(1,624)	(162%)	755	1,123	844	2,592	
C I P	0	0	No Budget	0	0%	0	19,420	42,530	120,348	
Dues & Memberships	0	1,000	0%	1,000	100%	527	0	0	0	
Health Department Fe	5,577	3,300	169%	(2,277)	(69%)	2,165	2,169	2,169	2,169	
Vehicle Fuel	2,418	2,200	110%	(218)	(10%)	1,863	2,366	1,753	2,586	
Lab Supplies	1,130	2,500	45%	1,370	55%	998	2,064	3,413	5,663	
Purification Supplie	10,584	30,000	35%	19,416	65%	21,099	8,935	24,065	18,967	
Outside Consultants	5,000	8,000	63%	3,000	38%	0	300	1,725	6,603	
Small Tools & Equipm	55	3,000	2%	2,945	98%	80	2,650	3,099	0	
Property Insurance	0	0	No Budget	0	0%	0	0	1,814	0	
Interest - Bond - Wa	55,900	55,900	100%	0	0%	36,945	36,154	55,900	55,900	
Interest - Bond - Wa	2,456	1,668	147%	(788)	(47%)	1,662	1,588	2,456	2,456	
Interest - Bond - Wa	99,636	99,636	100%	0	0%	0	25,491	99,637	99,637	
<b>Total Expenditures</b>	<b>439,027</b>	<b>462,400</b>	<b>95%</b>	<b>23,373</b>	<b>5%</b>	<b>218,974</b>	<b>247,147</b>	<b>423,790</b>	<b>509,491</b>	
<b>Net</b>	<b>15,910</b>	<b>0</b>		<b>15,910</b>	<b>0%</b>	<b>201,166</b>	<b>248,167</b>	<b>141,256</b>	<b>83,269</b>	

Percentage of Year Completed: 92%

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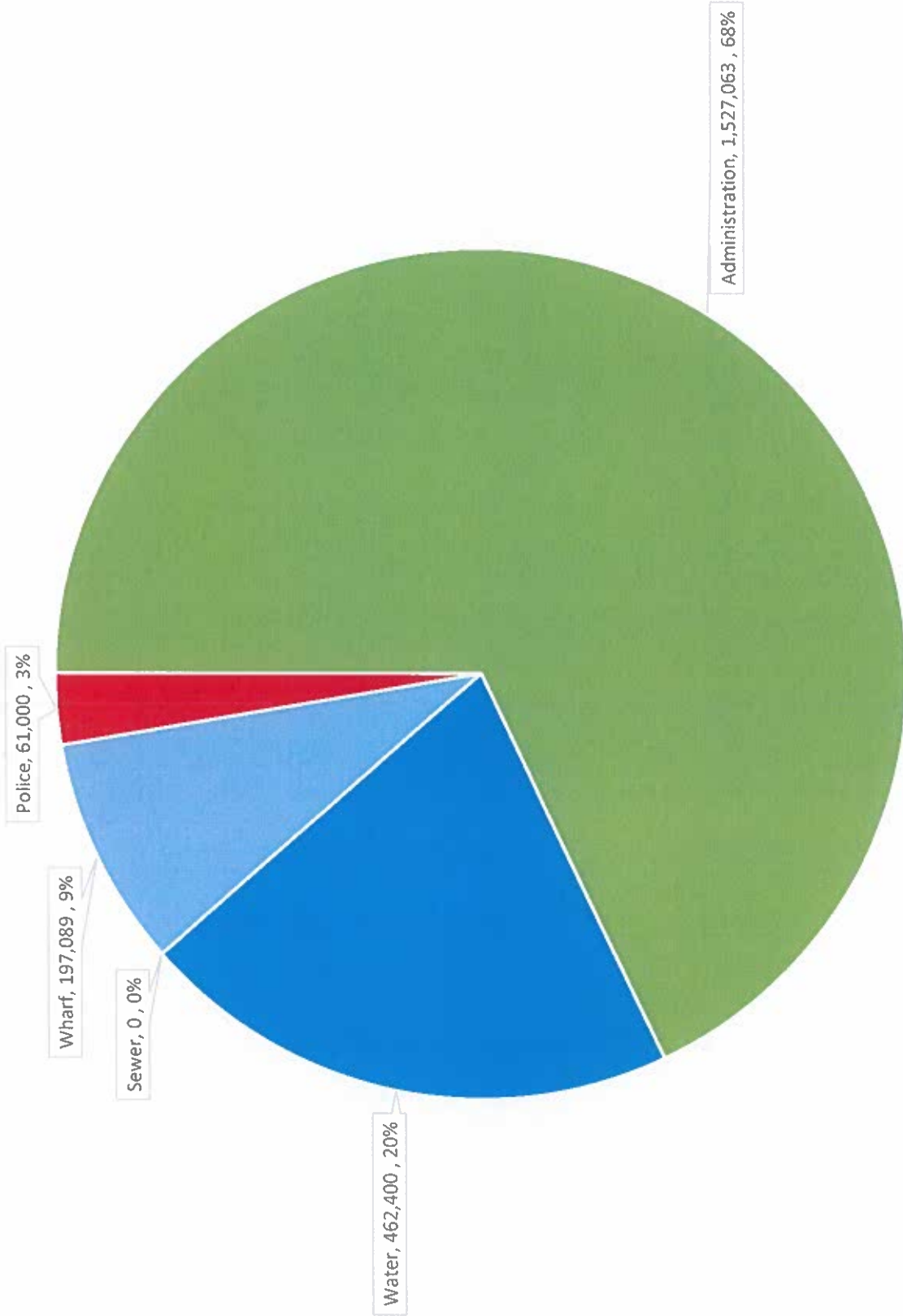
**Town of Onancock  
Budget Summary by Department  
Through May 31, 2025**

SEWER	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Revenue</b>										
Sewer Charges	735,257	0	No Budget	735,257	0%	1,014,068	1,071,885	818,382	748,794	
Sewer Installation F	3,400	0	No Budget	3,400	0%	8,700	0	1,200	3,400	
Paving from 2023 Budget	0	0	No Budget	0	0%	0	0	0	94,500	
<b>Total Revenue</b>	<b>738,657</b>	<b>0</b>	<b>No Budget</b>	<b>738,657</b>	<b>0%</b>	<b>1,025,382</b>	<b>1,121,513</b>	<b>821,749</b>	<b>873,394</b>	
<b>Expenditures</b>										
Coll. Repair/Maintena	86,856	0	No Budget	(86,856)	0%	75,412	136,140	253,160	95,318	
Electric Services	1,523	0	No Budget	(1,523)	0%	71,544	45,809	3,675	2,122	
Telephone	0	0	No Budget	0	0%	9,541	11,974	(1,062)	0	
Paving from 2023 Budget	0	0	No Budget	0	0%	0	0	100,000	88,291	
Hrsd Transition Cost	0	0	No Budget	0	0%	17,021	23,577	2,536	0	
Transfer To Reserve	0	0	No Budget	0	0%	0	0	283,715	0	
<b>Total Expenditures</b>	<b>88,379</b>	<b>0</b>	<b>No Budget</b>	<b>(88,379)</b>	<b>0%</b>	<b>556,205</b>	<b>406,064</b>	<b>645,152</b>	<b>190,554</b>	
<b>Net</b>	<b>650,278</b>	<b>0</b>		<b>650,278</b>	<b>0%</b>	<b>469,177</b>	<b>715,449</b>	<b>176,596</b>	<b>682,840</b>	

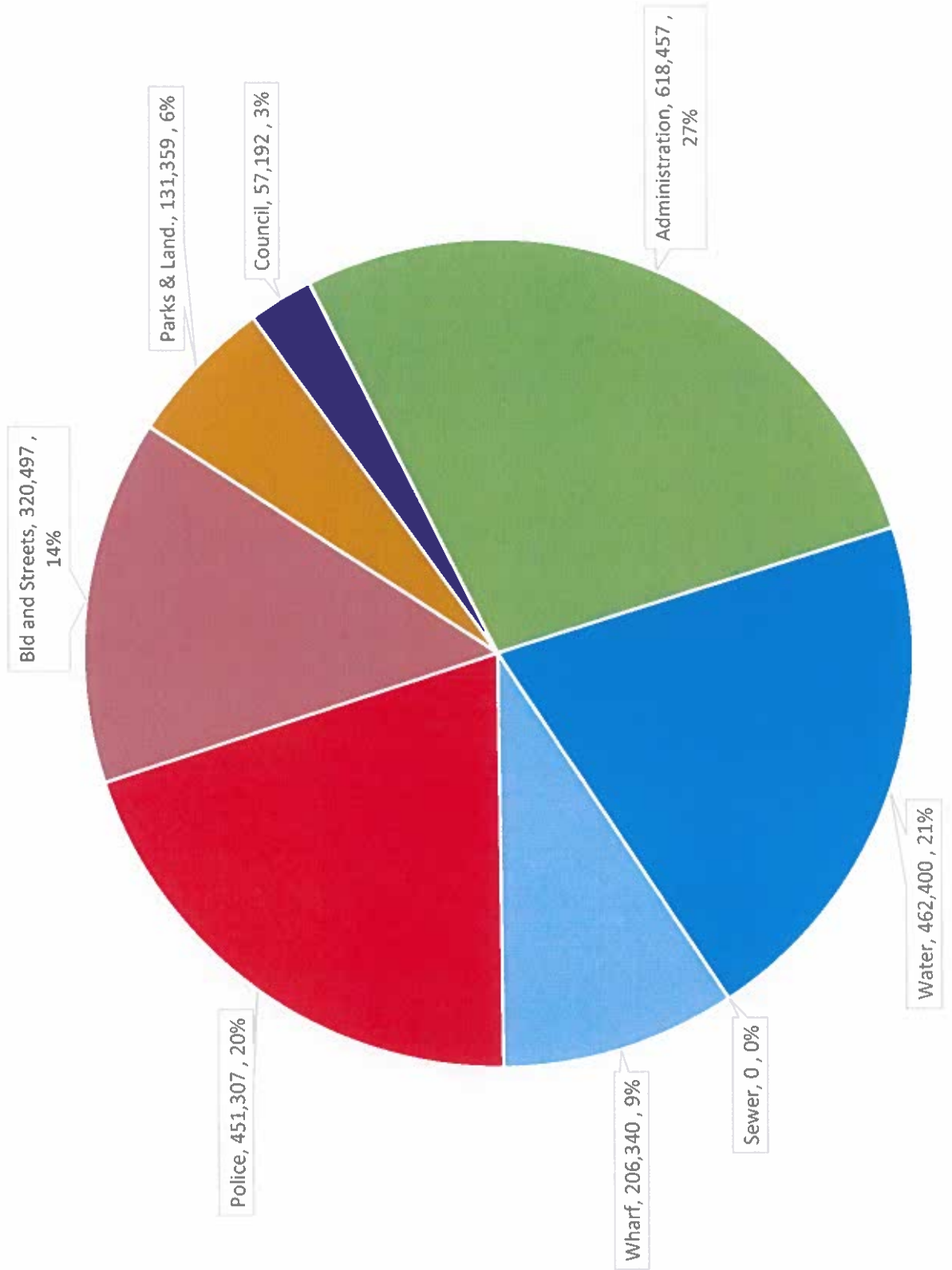
Percentage of Year Completed: 92%



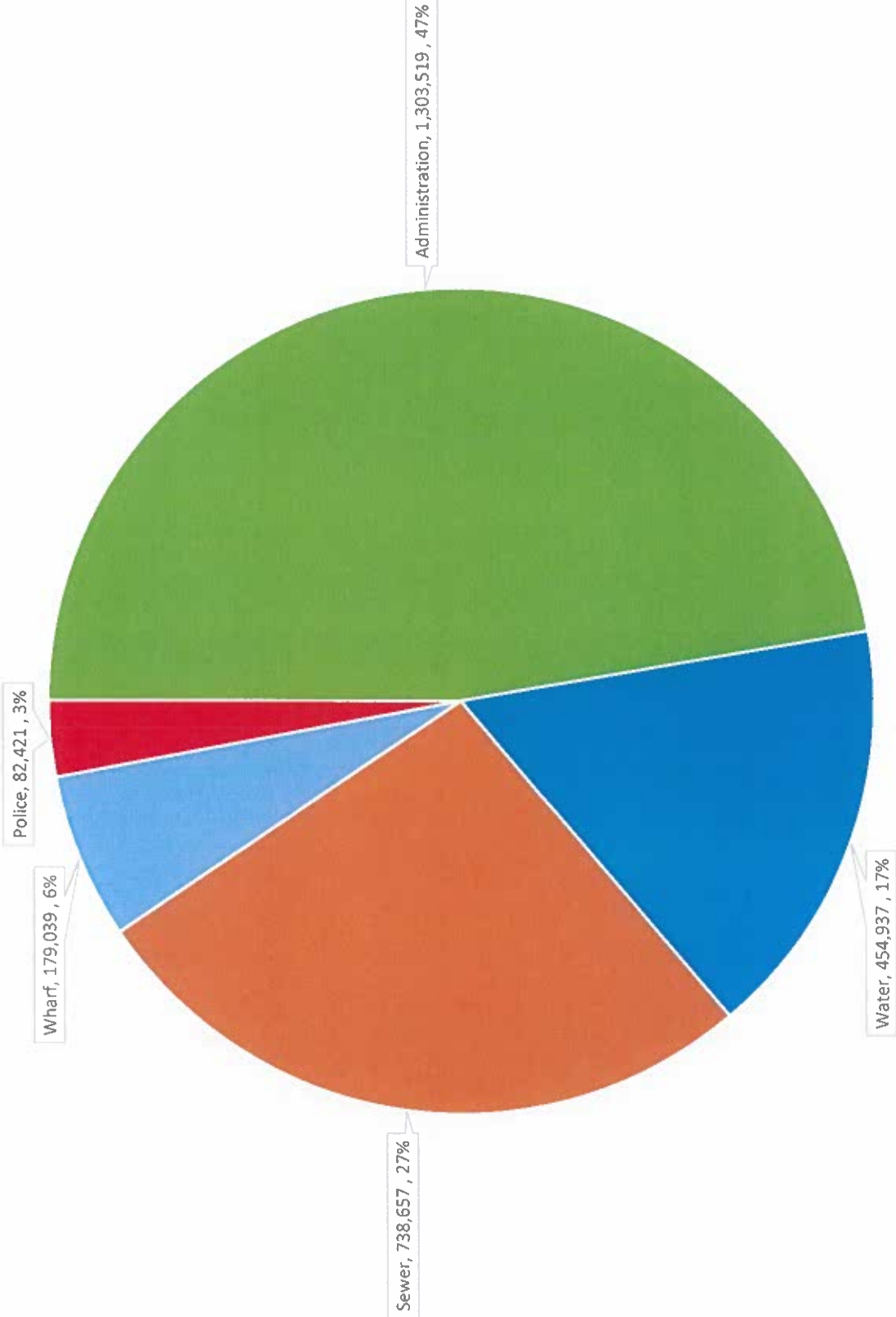
# Revenue - Budget 2025



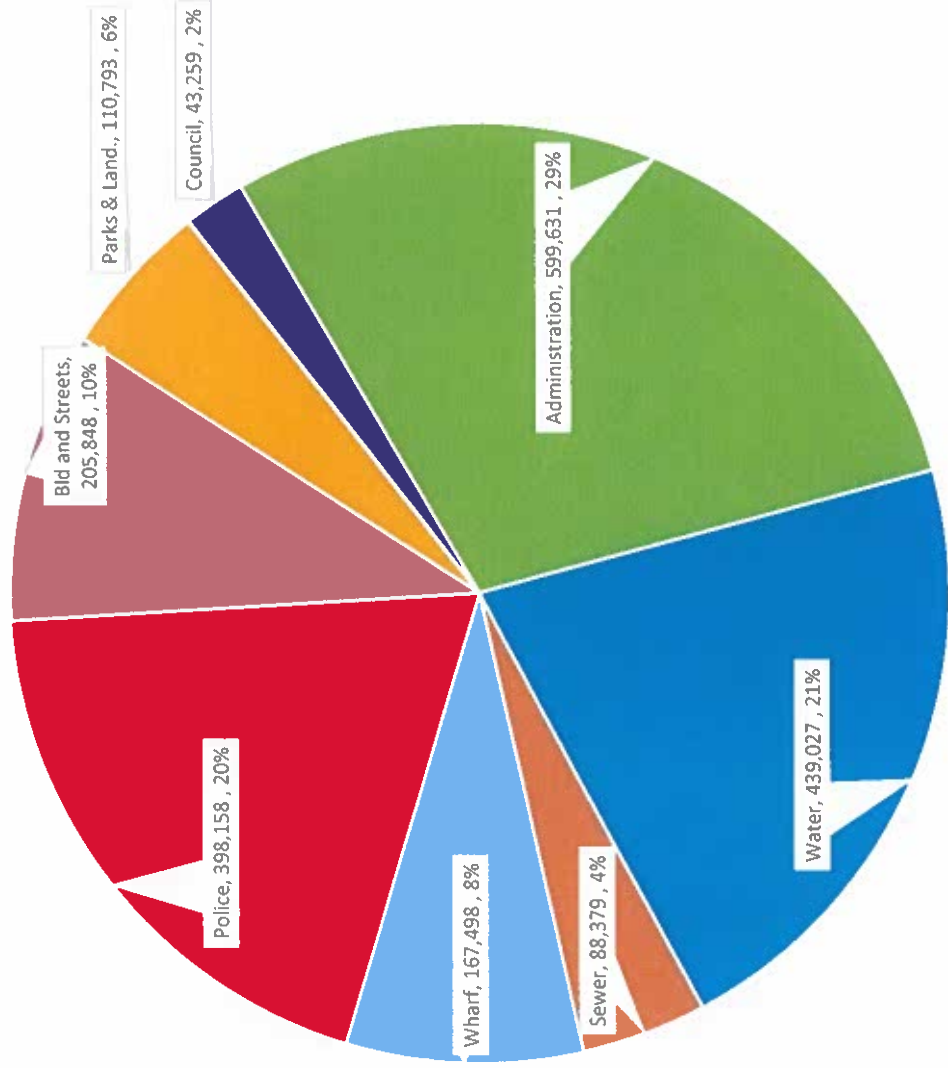
# Expenditure - Budget 2025



Revenue - Actual 2025



# Expenditures - Actual 2025



**Town of Onancock**  
**Cash and Reserve Report**  
**Through May 31, 2025**

	Current Year	Prior Year	% Increase / (Decrease)
<b>CASH AND RESERVES</b>			
<b>CASH</b>			
Checking	841,816	217,436	287%
<b>RESERVES</b>			
Cash Reserve (savings account)	1,816,905	1,977,941	(8%)
Grant Match or Project Reserve	276,193	261,825	5%
Capital Asset Reserve	544,328	147,224	270%
General Fund Reserve	682,942	523,740	30%
ARPA Funds	211,074	961,217	(78%)
Utility Reserve	1,159,709	749,383	55%
<b>Total Reserves</b>	<b>4,691,151</b>	<b>4,621,330</b>	<b>2%</b>
<b>Total Cash and Reserves</b>	<b>5,532,967</b>	<b>4,838,766</b>	<b>14%</b>
<b>Cash and Reserves - No ARPA</b>	<b>5,321,893</b>	<b>3,877,549</b>	<b>37%</b>
<b>Reserves Only - No ARPA</b>	<b>4,480,077</b>	<b>3,660,113</b>	<b>22%</b>
<b>REQUIRED RESERVES PER POLICY</b>			
Grant Match or Project Reserve	250,000	Up to \$250,000	Policy
Capital Asset Reserve	521,250	25% of 5-year CAPEX plan	Policy
General Fund Reserve	495,777	30% of budgeted revenue	Policy
Utility Reserve	1,204,642	120 day operating (\$483,100/12*4)+ 30% Accumulated Depreciation (\$3,254,316+174,382)+ \$15k for road repairs	Policy
		276,193	Current Reserve
		544,328	Over/(Under Reserved)
		682,942	23,078
		1,159,709	187,165
		(44,933)	
<b>Total Required Reserves per Policy</b>	<b>\$ 2,471,669</b>	<b>\$ 2,663,172</b>	<b>\$ 191,503</b>

**ARPA Project Cost Update  
Through May 31, 2025**

	Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Total Spent/Accrued
Police Generator (moved to DCIS)	\$ 50,000	\$ (50,000.00)	\$ -	\$ -	\$ -
GIS Water System	\$ 15,000	\$ (2,986.00)	\$ 12,014	\$ -	\$ 12,014.00
Police Dept & Welcome Center	\$ 295,000	\$ 310,070.00	\$ 605,070	\$ -	\$ 605,070.00
Dog Park	\$ 25,000	\$ 966.00	\$ 25,966	\$ -	\$ 25,966.00
Northeast Park	\$ 35,000	\$ 22,962.00	\$ 57,962	\$ 8,890.00	\$ 66,852.00
Remove Wood Shop	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000.00
Tower Paint and Seal	\$ 165,000	\$ (16,435.00)	\$ 148,565	\$ -	\$ 148,565.00
Hypo Tank	\$ 8,000	\$ (224.00)	\$ 7,776	\$ -	\$ 7,776.00
Security Cameras	\$ 145,000	\$ (145,000.00)	\$ -	\$ -	\$ -
Electric at Tower	\$ 5,000	\$ (921.00)	\$ 4,079	\$ -	\$ 4,079.00
Air Conditioning Town Hall Upstairs	\$ 20,000	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
Matching Grant for Onancock Business Facades	\$ 90,000	\$ -	\$ 61,367	\$ 1,667.00	\$ 63,034.00
Sunset Park	\$ 40,000	\$ -	\$ 1,500	\$ 41,730.00	\$ 43,230.00
Touchless Faucets Little League (bleachers)	\$ 3,500	\$ -	\$ 3,750	\$ -	\$ 3,750.00
Drainage Ditch Cleanup	\$ 7,500	\$ (7,500.00)	\$ -	\$ -	\$ -
Valve Isolation	\$ 15,000	\$ (15,000.00)	\$ -	\$ -	\$ -
Duckbill at Wharf	\$ 10,000	\$ (10,000.00)	\$ -	\$ -	\$ -
Clean out under floating docks (dredging)	\$ 90,000	\$ (80,900.00)	\$ 9,100	\$ -	\$ 9,100.00
Downtown Visual Improvements	\$ 35,000	\$ 77,000.00	\$ 10,415	\$ 77,956.00	\$ 83,371.00
Town Square repairs	\$ 8,500	\$ 3,900.00	\$ 2,625	\$ 53,000.00	\$ 55,625.00
Walking path at Little League complex	\$ 20,000	\$ (20,000.00)	\$ -	\$ -	\$ -
ESCADV Support	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000.00
Stormwater Mgt	\$ 65,932	\$ (65,932.00)	\$ -	\$ -	\$ -
<b>Summary -----&gt;</b>	<b>\$ 1,256,432.00</b>	<b>\$ -</b>	<b>\$ 1,058,189.00</b>	<b>\$ 198,243.00</b>	<b>\$ 1,256,432.00</b>

Amount Received Equals Amount Accrued or Spent

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*Town Council: Lisa Fiege, Omar Grubb, Cynthia Holdren, Joy Marino, Sarah Nock, Maphis Oswald*  
*Mayor: Fletcher Fosque | Town Manager: Matt Spuck*

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Town Manager Report – June 23, 2025

- Street signs have been delivered, and many have been installed. We needed to order a few longer poles and finials for a handful more, and then we will wrap up that project.
- VDOT has provided us with helpful information about a successful wayfinding program. The group is meeting this evening (6/16) to discuss.
- The paving on Liberty Street is complete, as is the boat ramp parking lot and the patch in front of Lilliston.
- We will seek an additional judgment against Charlotte for unpaid TOT and Meals Tax.
- The 3-hour parking signs have been ordered, and the poles have been received. DPW staff will install ASAP.
- The design for the renovated planting areas at Town Square is being discussed at the Tree Board on 6/17. The goal is to complete the design by the end of the June Tree board meeting, to the point where we can install the irrigation system in June or July. The electrician will trench for the streetlights, and once positioned, the DPW will install them. The grass will be restored after these projects, which are expected to be completed in July or August. We will likely plant it in the fall or spring, based on the plant. By the same time next year, we will have completed it.
- The entry sign is underway. Due to the constant wind, the sign company installed an additional reinforced pole. The electricity is run for the sign and the spotlights. The mason is scheduled to begin his work on June 23, 2025.
- VDOT is reviewing the ReadySetGo! Grant application for eight crosswalks.
- We are moving ahead with the stormwater engineering for the Queen Street project. We should have a timeline in a week or so.
- I met with VDOT about the tree in the sidewalk in front of the Lilliston building. Honestly, VDOT is not supportive and will not let us plant in their right-of-way. That pushes the tree up to the next section of sidewalk and I am not sure there is enough room for a tree canopy. I will approach the Tree Board on the 17<sup>th</sup>.
- I had lunch with my Town Manager group and met Rick, the new Town Manager in Cape Charles.
- I received confirmation that I have completed the Graduate Certificate in Public Administration and Policy. This investment should serve Onancock for years.
- I also received confirmation that I passed the legal and technical sections of the Virginia Association of Zoning Officials, which makes me a Certified Zoning Official in VA.
- The water meter project still has a substantial completion date of August 4. When I have more firm start dates, I will use the Manager Minute to update everyone on what they will experience.
- The pump-out station at the marina is out of service. I applied for a grant from the VDH for 75% of the cost. I should learn about that grant imminently.
- I attended all town meetings as well as the ESVA Tourism Commission and the A-N EDA meeting.

# Event Summary for May 2025

## ONANCOCK POLICE DEPARTMENT

### Incidents

	<u>April 2025</u>	<u>May 2025</u>	<u>May 2024</u>
911- Inquiry	4	1	4
Alarm	0	1	3
Arson	1	0	0
Assault	2	0	0
Assault- Aggravated	1	0	0
Assault- On Police Officer	1	0	0
Breaking & Entering	1	0	0
Death- Unattended	0	0	1
Destruction of Property	1	0	0
Disorderly Conduct	2	5	4
Domestic	1	1	0
Firearm- Brandish	0	0	1
Firearm- Unlawful Discharge	1	0	0
Hit & Run	1	1	2
Kidnapping	1	0	0
Larceny- Firearm	0	1	0
Larceny- of Vehicle	1	0	0
Missing Juvenile	1	0	1
Missing Person	0	0	1
Overdose	0	1	0
Rape- Statutory	1	0	0
Stalking	1	0	0
Trespassing	5	3	7
Unauthorized Fire	1	0	0
Unclassified-	0	0	1
Welfare Check	1	1	1

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# Event Summary for May 2025

ONANCOCK POLICE DEPARTMENT

## Traffic Enforcement

	<u>April 2025</u>	<u>May 2025</u>	<u>May 2024</u>
Allow Unlicensed Person to Drive	0	1	0
Animal- Dog at Large	0	0	2
Drinking While Driving	0	1	0
Driver License Offense	3	2	6
Equipment Offense	0	1	0
Fail to Obey Highway Sign	1	5	2
Failure to Cover Load	0	1	0
Inspection Offense	9	12	19
Reckless Offense	1	1	0
Registration Offense	4	2	4
Seatbelt	0	1	1
Speeding	11	13	52
Use Handheld Device	2	1	1
<b>Totals</b>	<b>31</b>	<b>41</b>	<b>87</b>
Warning	15	17	18

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# Event Summary for May 2025

ONANCOCK POLICE DEPARTMENT

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## Patrol Activities

Assist Other Agency	19
Business Check	92
Business Assist/Complaint	3
Citizen Assist/Complaint	8
Special Patrols	930

### Assist Other Agency:

Anytime an officer assist any government agency within and out of town.

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### Business Checks:

Officer checks all windows and doors of a business.

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### Business Assist/Complaint:

When a business request an officer, but the event is not a crime and the officer can at best offer advised.

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### Citizen Assist/Complaint:

When a citizen request an officer, but the event is not a crime and the officer can at best offer advised.

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### Special Patrol:

Normally an area of town I feel that is being overlook by officers patrolling. Along with this we give additional attention to citizens and businesses that have valid concerns. Special patrols are not part of business and house checks.