

	Agenda Title:	Agenda Date:
	FY 2026 Budget Amendment – Interim Town Hall	September 18, 2025
	Subject/Proposal/Request:	
	A budget amendment to account for costs associated with the move to the interim town hall	
Town of Cape Charles	Attachments:	For Council:
	Proposed Budget Adjustment	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Assistant Treasurer Adrian Oei, Project Manager Bob Panek	Marion Sofield, Treasurer Rick Keuroglan, Town Manager

Background:

To address safety and accessibility concerns at the current location of Cape Charles town hall, council has decided to move our town hall offices to a temporary location at the Cape Charles Trinity Methodist Church.

A total of \$3,250,000 was originally budgeted for Fiscal Year 2026 to cover the construction costs for our new permanent town hall. The full \$3,250,000 is no longer expected to be spent in the current fiscal year. Therefore, some of these funds are being allocated to cover the costs of the move to the interim location.

Item Specifics:

The proposed budget amendment reduces the \$3,250,000 budgeted for a new town hall by \$162,019 to \$3,087,981 and allocates it as follows: \$62,019 to cover the cost to lease office space at the church for the remainder of the fiscal year and \$100,000 to cover all other costs associated with the move.

Recommendation:

Staff recommends that Town Council approve the proposed budget amendment.