



DRAFT
TOWN COUNCIL
Regular Meeting
February 19, 2026

Cape Charles Civic Center, 500 Tazewell Avenue
6:00 p.m.

CALL TO ORDER

Mayor Adam Charney called the Town Council Regular Meeting to order at approximately 6:00 p.m.

ROLL CALL

Council Members in attendance: Mayor Charney; Vice Mayor Buchholz; Councilmen Butta and Grossman; Councilwoman Holloway. A quorum was established.

Councilwoman Ashworth arrived at 6:16 p.m.

Others in attendance: Town Manager Rick Keuroglan, Planning & Zoning Director Katie Nunez, Treasurer Marion Sofield, Police Chief Jim Pruitt, Project Manager Bob Panek, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume.

There were 17 members of the public in attendance.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Council observed a moment of silence followed by the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS / RECOGNITIONS

- A. *Cape Charles Volunteer Fire Company – Ryan Peake, Treasurer, and Matt Pruitt, President*
Matt Pruitt, President of the Cape Charles Volunteer Fire Company, provided an overview of the recent fire in Bay Creek.

Ryan Peake, Treasurer, addressed Council and provided an overview of the Fire Company's current operational needs and long-term equipment planning. He explained that the department operated with a limited annual operating budget and must carefully plan for major capital purchases such as rescue equipment, protective gear, and apparatus replacement. He discussed the current condition of the department's extrication tools and self-contained breathing apparatus units, noting that several pieces of equipment were approaching the end of their recommended service life. Mr. Peake explained that the Fire Company continued to pursue federal and state grant opportunities to assist with equipment replacement costs. (Please see attached.)

Council thanked Mr. Pruitt and Mr. Peake and the members of the volunteer fire company for their continued dedication to public safety within the community.

PUBLIC COMMENTS

Brian Murray, resident

Mr. Murray addressed Council regarding the Accomack Plantation Planned Unit Development (PUD). He referenced the original annexation agreement language and encouraged Council to consider amendments to the PUD documents. He also suggested that the Town's short-term rental policies might need to be reviewed as it related to the Bay Creek development.

Cheryl Miele, resident of Myrtle Landing Apartments

Ms. Miele spoke regarding ongoing property maintenance and infrastructure concerns at the Myrtle Landing housing complex such as stormwater drainage issues, evidence of mold development near electrical outlets, drywall separation and structural issues, pest infestations, etc. She requested that the Town review its inspection and code enforcement procedures and provide a written response

outlining the corrective action to be taken. She also provided written documentation for Council review.

Andy Dunton, President of the Cape Charles Museum

Mr. Dunton spoke briefly about the museum's desire to strengthen its partnership with the Town. He invited Council to collaborate with the museum as a historical resource for research and preservation of local history.

CONSENT AGENDA

- A. Approval of Agenda Format
- B. Approval of Minutes
 - January 15, 2026 Town Council Executive Session
 - January 16, 2026 Town Council Public Hearing & Regular Meeting
- C. Approval of December 2025 Financial Report

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to amend the agenda by moving Item 9D (Sidewalk Infill Project) ahead of Item 9C (Mason Avenue Handicap Ramps). The motion was approved by unanimous vote.

Motion made by Vice Mayor Buchholz, seconded by Councilman Grossman, to amend the resolution title for Item 9E (Formal Adoption of CAPE Values) adding the letter designation "A" at the end of the title. The motion was approved by unanimous vote.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the Consent Agenda including approval of the agenda format as amended, the meeting minutes, and the December 2025 financial report as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS

A. *Railroad & Harbor Area Master Plan Design*

Planning & Zoning Director Katie Nunez introduced architect Jim Clark who presented a proposal to conduct a Ideas Design Competition as part of the Railroad & Harbor Area Master Plan planning process. The competition would invite architects, designers, and students to submit conceptual designs to help visualize potential redevelopment opportunities for the harbor area. Council discussed how the competition could complement the master planning process and help generate creative ideas for the future development of the site.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to proceed with the Ideas Design Competition as a complementary addition to the Railroad & Harbor Area planning process. The motion was approved by unanimous vote.

NEW BUSINESS

A. *Virginia Port Authority Aid to Local Ports Grant*

Project Manager Bob Panek presented a request for authorization to apply for funding through the Virginia Port Authority Aid to Local Ports Grant program. The grant would support completion of the final section of the Harbor Boardwalk located in front of The Shanty restaurant and was estimated to cost approximately \$64K. Bob Panek explained that the grant could fund up to 75% of the project cost, significantly reducing the Town's financial contribution.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to authorize the Mayor to request a Virginia Port Authority Aid to Local Ports Grant in the amount of \$48,300 for Harbor Boardwalk Reconstruction, Phase 3. The motion was approved by unanimous vote.

B. *Resolution to VDOT for Placement of Flooding Notification Signage Around Plum Street & Madison Avenue*

Town Manager Rick Keuroglan presented a proposed resolution requesting that the Virginia Department of Transportation evaluate the intersection of Plum Street and Madison Avenue and consider installation of warning signage alerting motorists to potential flooding conditions during heavy rain or storm events.

Motion made by Councilman Butta, seconded by Councilman Grossman, to adopt Resolution 2026-0219 Request to VDOT for Warning Signage on Certain Cape Charles' Streets that are Prone to Flooding. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes.

D. *Sidewalk Infill Project*

Bob Panek presented information regarding the Sidewalk Infill Project, a collaborative effort between the Historic District Civic League and the Town to identify gaps in the Town's sidewalk network. The project prioritized establishing a continuous pedestrian loop around town.

There was much discussion regarding the scope of the project and bids received. Council expressed appreciation for the Civic League's volunteer efforts in documenting missing sidewalks and assisting with planning priorities.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to award the contract to Jimenez Builders, LLC for the base bid and bid alternate #2 in the amount of \$67,497 as recommended.

There was further discussion regarding bid alternate #1 and other possible areas needing sidewalks, along with timelines for work completion and the need for this project to be completed during this fiscal year.

Motion made by Councilman Ashworth, seconded by Councilwoman Holloway, to amend the motion to include all of the bid alternates for a total contract award of \$99,082. The motion was approved by unanimous vote.

C. *Mason Avenue Handicap Ramps*

Bob Panek presented information regarding proposed installation of ADA-compliant handicap ramps along Mason Avenue to improve pedestrian accessibility and safety. Two ramps would be installed at the handicap parking spaces on the north side and one at the Strawberry Street crosswalk on the south side. Council discussed the importance of maintaining ADA compliance and ensuring that pedestrian infrastructure remains accessible for residents and visitors.

There was much discussion regarding i) Transferring funding for this project from the Mason Avenue Electrical Upgrade rather than using unspent funding from the Tree Stump Removal project. \$164K had been allocated to the Mason Avenue Electrical Upgrade Project and the rough estimate for the electrical work from Harbor Avenue to Bay Avenue was \$85K which left about \$79K that would not be spent during this fiscal year; ii) Widening the curb cut at Strawberry Street to 8' to match the width of the crosswalk. Councilwoman Holloway stated that this was a location where people fell all the time due to the height of the curb. It was dangerous and the issue needed to be eliminated.

Motion made by Councilwoman Holloway, seconded by Councilwoman Ashworth, to approve the Mason Avenue handicap ramp installations as discussed and transferring \$35K from the \$164K allotted for the Mason Avenue Electrical Upgrade project for this purpose. The motion was approved by unanimous vote.

Councilwoman Holloway suggested that light poles with higher wind capacity be researched for the Harbor Avenue to Bay Avenue project adding that several of the light poles had been blown down by heavy wind. Bob Panek would check with the vendor regarding upgraded light poles.

E. *Formal Adoption of CAPE Values*

Town Manager Rick Keuroglan presented the CAPE Values framework establishing the Town's organizational values of Community Engagement, Accountability, Professionalism, and Excellence. The framework was intended to guide internal culture and reinforce the Town's commitment to transparency, service, and operational excellence. (Please see attached.)

Motion made by Councilwoman Ashworth, seconded by Councilwoman Holloway, to adopt Resolution 20260219A establishing the CAPE Values framework for the Town of Cape Charles. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes.

Following the vote, Council members expressed enthusiasm about implementing the framework and reinforcing the Town's commitment to strong leadership, professionalism, and community engagement.

F. *Precious Metals and Gemstones Permit Fee and Process*

Treasurer Marion Sofield informed Council of a licensed retail business that intended to host a business engaged in the purchase of precious metals and/or gemstones. The Northampton County Sheriff's Office advised that such businesses were subject to specific statutory requirements in the Commonwealth of Virginia. The Town currently did not have an appropriate permit in place to regulate this type of business activity. Under the proposed permit process, the Cape Charles Police Department would i) Review and collect all information required under the permit application; ii) Inspect business records to verify that weighing devices were properly calibrated in accordance with Virginia Weights and Measures regulations; iii) Confirm that the applicant maintained a surety bond in the minimum amount of \$10K as required by state law. The proposed fees were \$200 initial permit fee and \$100 annual renewal fee.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to adopt the 2026 Application for Permit - Dealers in Precious Metals or Gems and establish the fee structure as recommended. The motion was approved by unanimous vote.

TOWN MANAGER COMMENTS

Rick Keuroglan commented as follows: i) He met with Ricky Wiatt, our Beachfront Master Plan consultant, about presentation of the final plan to Council during the March 19th meeting and discussion of next steps. There was still no word regarding the Rural and Tribal Assistance Pilot Program (RTA) grant award. Some other potential grants would be discussed during the meeting. The presentation would be included in the agenda packet for Council and members of the public to review prior to the meeting; ii) His manager's report was distributed earlier this week and he asked Council to contact him with any questions; iii) He and Marion Sofield were working on the proposed Fiscal Year 2027 budget but he needed more clarification about the funding for non-profit organizations. Councilwoman Holloway provided some background information, stating that Council had been trying to eliminate the individual grants for the non-profit organizations as there were various other grant opportunities available to them. The Town regularly allocated funding for several organizations such as Cape Charles Main Street, Citizens for Central Park, Cape Charles Volunteer Fire Company, etc. Those organizations would submit their budget requests along with their financials for review. Marion Sofield would draft a new funding allocation request application and notify the eligible organizations; iv) Councilman Grossman reminded Rick Keuroglan to pull together a group to meet with the Fire Company and County to discuss issues with fire safety regarding the proposed new development in Bay Creek and current issues with existing buildings and Myrtle Landing as noted by Ryan Peake. The issues brought up by Cheryl Miele also need to be reviewed. Rick Keuroglan stated that he would talk to the department heads regarding the issues at

Myrtle Landing; v) Councilwoman Holloway added that Council needed to review the Town Priorities to add to the Strategic Plan. Councilman Grossman responded that the priorities would be reviewed and updated during the Strategic Plan Workshop on February 28th.

MAYOR & COUNCIL COMMENTS

Councilman Grossman provided an update regarding the Virginia General Assembly session, noting that the House of Delegates was currently controlled by Democrats and several legislative initiatives were advancing that could potentially affect local governments. In many cases, local control was being removed and being dictated on the state level. He indicated that many proposals were now being reviewed by the State Senate, which appeared to be more balanced.

Councilwoman Holloway announced that Cape Charles would host the upcoming regional Tourism Summit at the Impact Center and noted that more than 130 participants were expected to attend. She added that John Schallert, a nationally recognized retail and tourism expert who came to Cape Charles in 2017 when we were just beginning the process of becoming a Main Street locality, would be returning as the featured speaker.

Councilman Butta announced the upcoming Northampton County Job Fair scheduled to be held at the Impact Center on April 4th and encouraged businesses seeking employees and residents seeking employment opportunities to attend. There were still tables available and the advertisement would be in the papers soon.

Vice Mayor Buchholz announced a Celebration of Life event for Trish Bell to be held at the Cape Charles Fire Department this Saturday beginning at 11:00 a.m. He noted that her passing was a significant loss for the community.

Mayor Charney stated that the Bakers, who recently lost their home to fire, were hosting a benefit on March 7th for the fire fighters and volunteers who responded to the fire. The benefit would be at the Coach House in Bay Creek and would be open to everyone. Please RSVP on Facebook.

ANNOUNCEMENTS

- February 28, 2026 – Strategic Planning Session, 9AM-1PM at the Trinity UMC Fellowship Hall
- March 5, 2026 – Town Council Special Meeting
- March 19, 2026 – Town Council Regular Meeting
- March 21, 2026 – Cape Charles Day

ADJOURNMENT

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 8:36 p.m.

Adam Charney, Mayor

Libby Hume, Town Clerk

Cape Charles Volunteer Fire Co.



Chief
Jay Bell

Deputy Chief
Jeb Brady

Assistant Chief/President
Matt Pruitt

Captain
Masen Bell

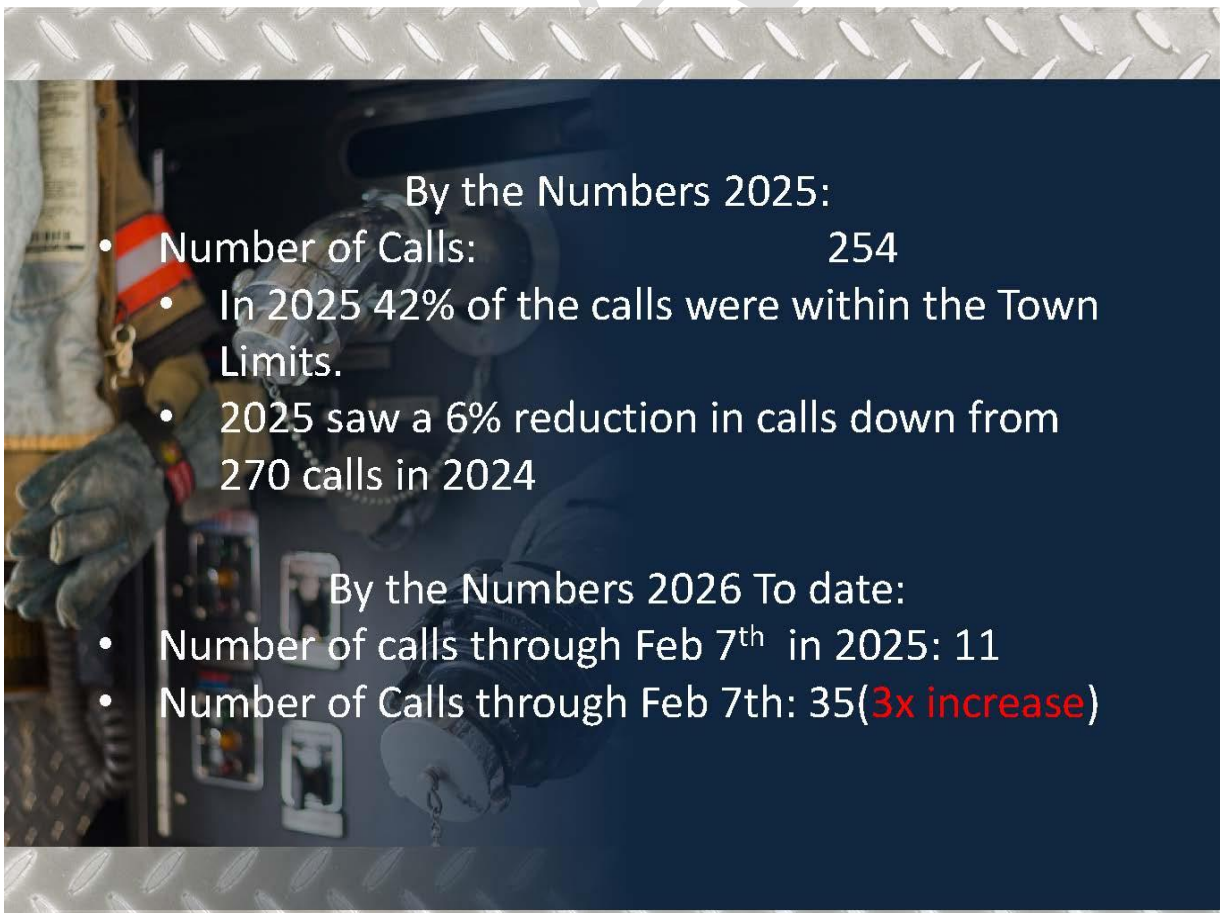
Leutenant/Treasurer
Ryan Peake



Bay Creek Fire Update

President Matt Pruitt

- Response Times
- On Scene after action report
- Things that went well
- Things that could have gone better



By the Numbers 2025:

- Number of Calls: 254
- In 2025 42% of the calls were within the Town Limits.
- 2025 saw a 6% reduction in calls down from 270 calls in 2024

By the Numbers 2026 To date:

- Number of calls through Feb 7th in 2025: 11
- Number of Calls through Feb 7th: 35(3x increase)

By the Numbers 2025 Financials(Income):

Donations	\$13,744.00
Fundraising	\$111,991.00
Northampton County Yearly Contribution	\$100,000.00
Northampton County Cigarette Tax	\$42,000.00
Town Of Cape Charles-Yearly Contribution	\$75,000.00
Town of Cape Charles-Permit Fee's	\$17,548.00
Northampton County Fire rescue commission	\$2,489.00
Sale of Brush truck	\$3,600.00
American water	\$1,000.00
Total	\$367,372.00

By the Numbers 2025 Financials(Large Expenses):

Roof Replacement	\$82,000.00
Loan Payment 15-3	\$48,000.00
Loan Payment Tanker 15-7	\$12,000.00
Comprehensive/Liability Insurance	\$24,000.00
Wokers Comp	\$5,500.00
Supplemnetal Workers comp	\$3,650.00
Fundraising Expenses	\$26,000.00
Replacement Tires	\$7,500.00
Matheny Fire(Hose and loose eq for 15-3)	\$33,000.00
New turnout gear/helmets	\$9,500.00
Total	\$251,150.00

Capital Expenses 2025

New Roof-Completed(\$80K)
New Extrication Tools-Completed(\$90K)
Drainage back of Station-In Process

Capital Projects Moving Forward.

Projects on hold until SCBA replacement is finalized

SCBA Replacement(Air Packs)(\$200K)

Replacement of Tanker 15-8(TBD)

Replacement of Air compressor for SCBA Bottles(72K)

Update/paint Outside of Station(50K-70K)

SCBA Replacement-Planned

Cost \$200,000+(estimated)

Current packs are over 18 years old and per NFPA guidelines recommended replacement was at year 15

Applying for FEMA aid to Firefighter Grant

Professional grant writer hired

One Chance to apply 2026!!!

As of May 2027 packs will no longer eligible for certification



Tanker 15-8 Replacement-Planned
Cost \$300,000+(estimated)

Tanker 15-8's trailer and pump were built in 1979
Parts are hard to find or not available for fire pump
Currently listed for sale
Once sold will look for a used 3,000-3,500 gallon tanker



SCBA Tank Compressor-Planned
Cost \$72,000+(estimated)

Current Compressor is 20 years old
Compressor has failed 2 times in 2025
Compressor has been repaired, but parts are no longer available





Planned Development Bay Creek

Planning Together for safe, Responsible emergency response in Bay Creek.

- We support Bay Creek’s continued growth and the benefits it brings to the community
- As development evolves, public safety planning and equipment needs to evolve alongside it
- Our goal is simple: align emergency response capability with building scale
- If we build higher (5 stories / ~65’) and bigger → we need a documented aerial response plan (and/or aerial capability), plus validated access & staging
 - Currently, the only aerial in Northampton County is operated by Cheriton. It responded to the Bay Creek fire, but experienced a mechanical failure on scene and was not operational. On the day of that incident, the next closest available aerial resource was from Chincoteague, with an estimated response time of approximately 1.5 hours.
 - If we build denser → we need stronger water supply + hydrant coverage, and clear fire lanes
 - If we build larger footprints / more complex sites → we need verified apparatus access, turning radius, and pre-plans before occupancy

Bottom line: Growth works best when safety planning is built in early—so projects move forward smoothly and the community stays protected.

Planned Development Bay Creek New 5-Story (65') Condos: A chance to Plan Ahead

- Proposed 5-story / ~65-foot buildings are a meaningful step up in response complexity
- At this height, the safety plan typically includes aerial capability (ladder truck or a documented aerial response plan), plus validated access, staging, and water supply
- Regional aerial availability is currently limited and not always reliable, so planning needs redundancy:
 - clear response plan (primary/secondary aerial resources + realistic response expectations)
 - confirmed apparatus access and setup space
 - water supply capable of supporting extended operations
 - Sprinklers help **control** many fires, but they don't guarantee the fire is **out**—they can be limited by water/valve issues, coverage gaps, concealed spread, wind/exterior fires, and heavy smoke. Firefighters and ladder/aerial trucks are still needed for rescue, ventilation, checking hidden extension, and finishing suppression on upper floors.
- Collaboration (forward-looking, constructive):
 - We're hopeful and looking forward to partnering with the Developer, Northampton County, and the Town to align the project design with practical emergency response needs early—so there are no surprises later

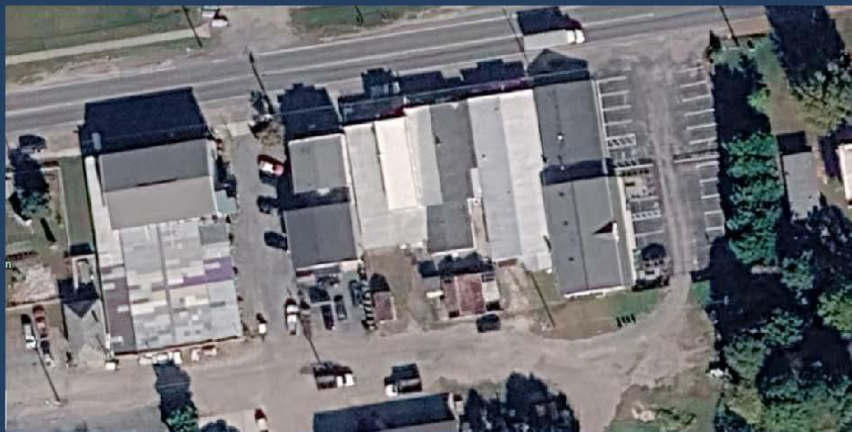
Oyster Farm



Heritage Acres



Vances



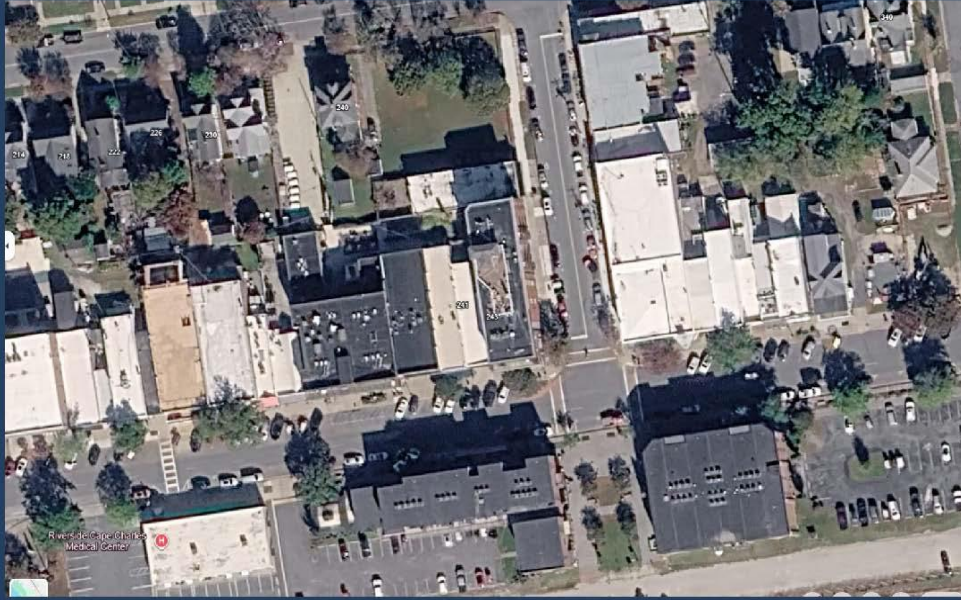
Cape Charles School



Wendells



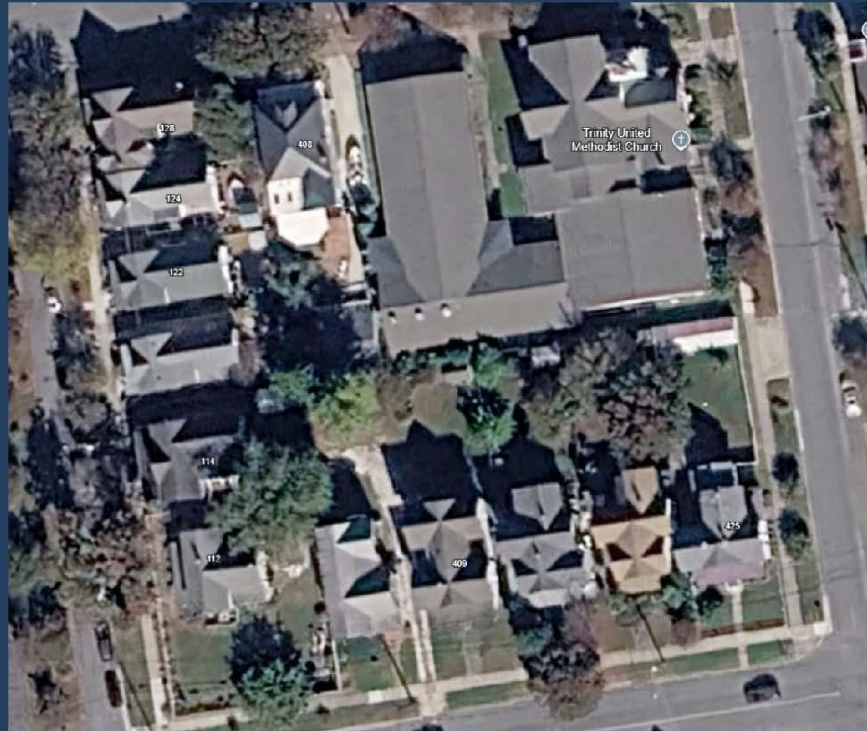
Mason and Strawberry



Town Harbor



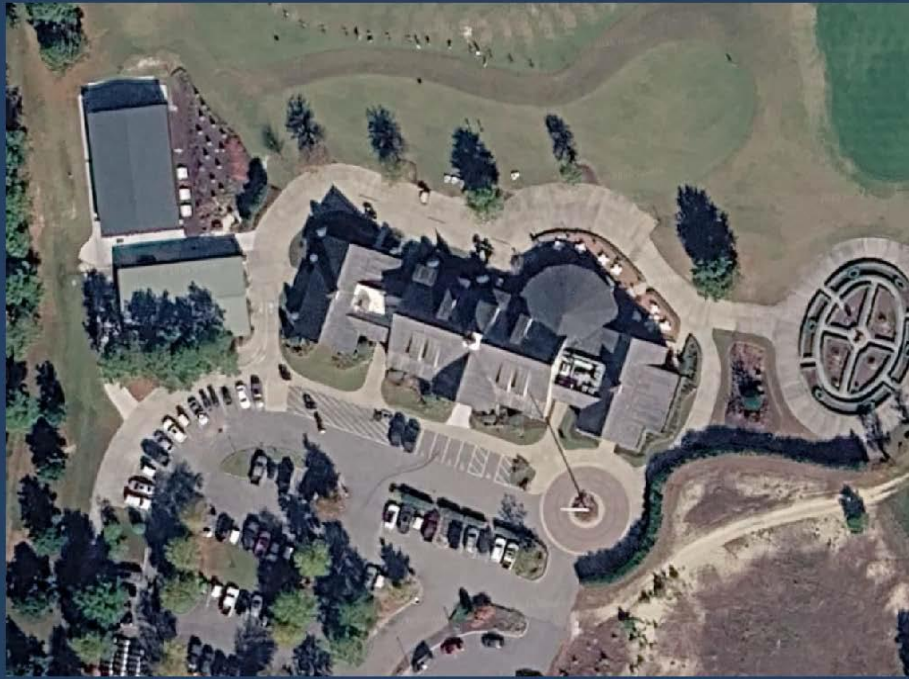
400 Block Tazewell/Randolph



Bay Creek/Bayside Village



Baycreek Coach House/Club



Baycreek Murfield Bluffs

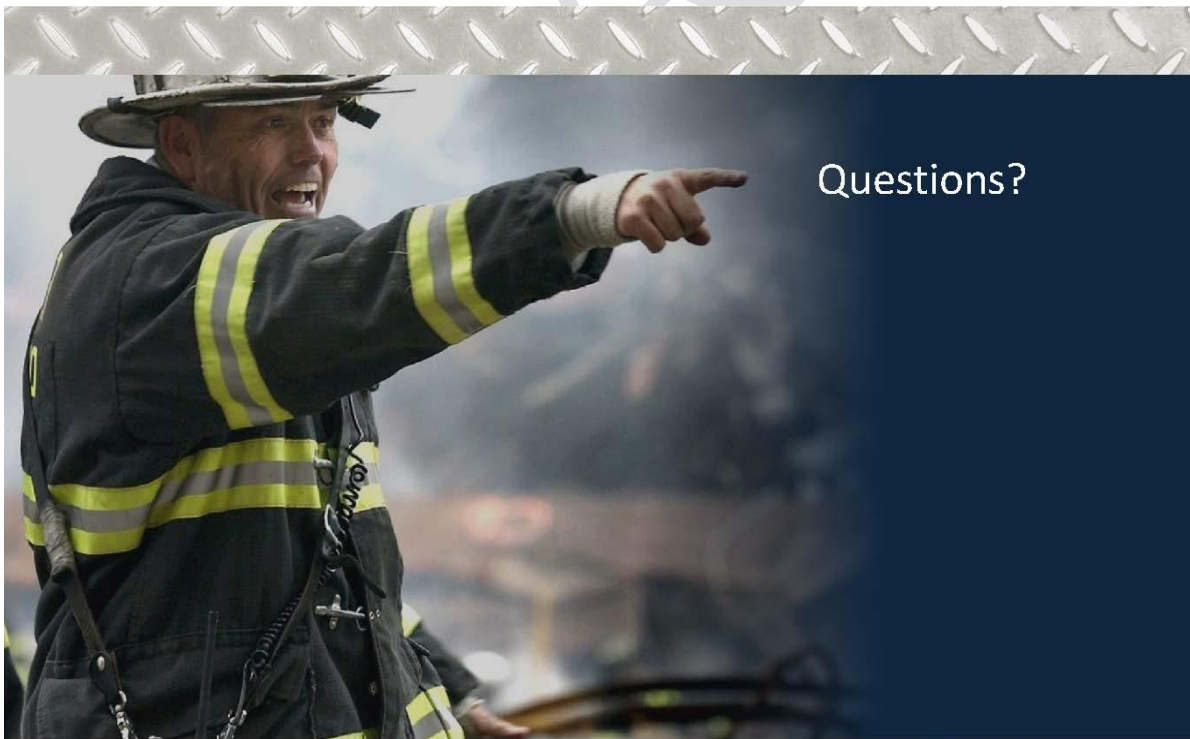


Practical Next Steps: Securing a Reliable Aerial Device for our Response Area

- With no consistently reliable local aerial resource, our priority is building a redundant, dependable aerial strategy that matches our response area
- We're looking forward to working with the Developer, Town, and County on a clear path forward

Proposed steps (actionable + collaborative):

- 1) Convene a joint working session (Developer + Town + County + Fire/EMS)
Confirm response area needs, access points, fire lanes, and staging zones early in design
- 2) Document an aerial response plan for our response area
Identify primary + secondary aerial resources, dispatch procedures, and realistic response expectations
Validate access routes, turning radii, and apparatus setup locations on the site plan
- 3) Confirm water supply can support extended operations
Hydrant spacing and flow verification / water supply assessment tied to the project footprint and height
- 4) Create pre-plans before occupancy
Site maps, standpipe/FDC locations (if applicable), key access points, staging, and incident action options
- 5) Establish a funding/partnership pathway for a reliable aerial solution
Explore options such as shared funding, dedicated public safety contributions tied to development, grants, or a regional agreement that ensures dependable aerial coverage.
As of today an aerial will cost between \$2M-\$2.5M and take around 3 years to build.



December 2025 Financial Report

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
December 31, 2025

Cash on Hand	11/30/2025	12/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account	\$51,955	\$29,173	-\$22,782
Atlantic Union Bank Money Market Account	\$15,170	\$15,201	\$31
LGIP Account 1 - 0565 - Unrestricted	\$122,527	\$122,934	\$407
LGIP Account 2 - 0195 - Unrestricted	\$389,452	\$390,745	\$1,294
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,932,775	\$16,989,460	\$56,686
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,131,417	\$1,135,076	\$3,659
Taylor Bank Operating Cash Account	\$629,665	\$501,034	-\$128,631
Taylor Bank Sweep Account	\$1,011,553	\$2,014,358	\$1,002,806
Total Cash On Hand	\$20,284,513	\$21,197,982	\$913,469

Restricted and Reserved Cash Balances	11/30/2025	12/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,120	\$30,120	\$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsvrd (Utilities)	\$0	\$0	\$0
Total Cash Held in Reserve	\$30,551	\$30,551	\$0
Total Cash - All Accounts	\$20,315,064	\$21,228,533	\$913,469

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
December 31, 2025

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$1,346,486	\$3,872,787	\$5,870,099	65.97%
EXPENDITURES	\$293,718	\$2,685,330	\$5,870,099	45.75%
NET	\$1,052,768	\$1,187,456	\$0	
GENERAL Capital Fund				
REVENUE	\$4,989	\$1,556,165	\$6,837,456	22.76%
EXPENDITURES	\$64,902	\$2,546,233	\$6,837,456	37.24%
NET	(\$59,912)	(\$990,058)	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$0	\$1,510,886	\$1,655,121	91.29%
NET	\$0	\$84,235	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
NET	\$0	\$0	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$407	\$82,983	\$80,000	103.73%
EXPENDITURES	\$0	\$80,042	\$80,000	100.05%
NET	\$407	\$2,941	\$0	
HARBOR Fund				
REVENUE	\$30,296	\$942,510	\$1,000,631	94.19%
EXPENDITURES	\$49,621	\$476,438	\$1,000,631	47.61%
NET	(\$19,325)	\$466,072	\$0	
SANITATION Fund				
REVENUE	\$801	\$99,512	\$361,177	27.55%
EXPENDITURES	\$29,705	\$188,615	\$361,177	52.22%
NET	(\$28,904)	(\$89,103)	\$0	

FY 26 Capital Improvement Project Tracking Report

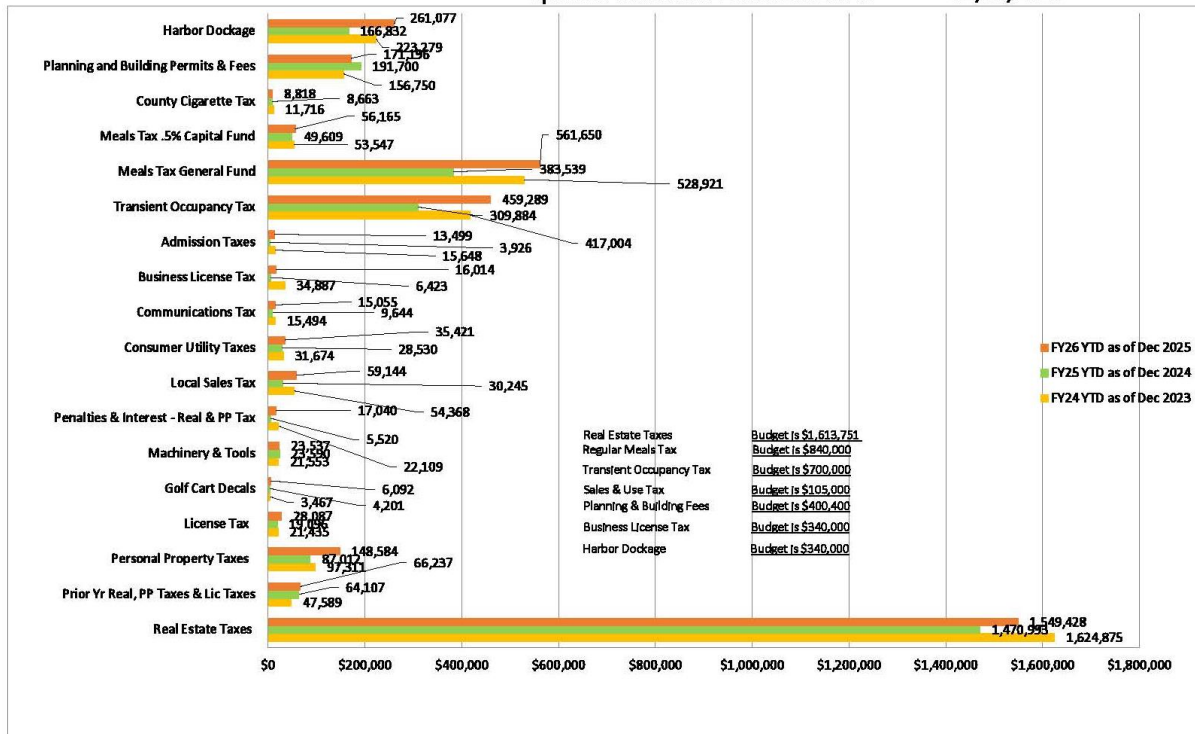
As of:
12/31/2025

	% of Current Year Budget	FY26 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY26 YTD Expended	(Over)/Under Budget
General Capital Fund								
Municipal Space Replacement	1%	\$3,087,981.00	\$ 2,004	\$ 23,753	\$ -	\$ -	\$ 25,757	\$ 3,062,224
ADA Parking	14%	\$60,000.00	\$ 5,667	\$ 2,710	\$ -	\$ -	\$ 8,377	\$ 51,623
Library Repair & Renovation	2%	\$ 310,000	\$ 610	\$ 5,369	\$ -	\$ -	\$ 5,979	\$ 304,021
Beachfront Revitalization	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Beach Restroom/Bathhouse	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Sidewalk Infill	0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Mason Ave. Electrical	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,000
Keck Wells Water Line Return	19%	\$ 565,000	\$ -	\$ 105,000	\$ -	\$ -	\$ 105,000	\$ 460,000
Subtotal		\$ 4,376,981.00	\$ 8,281	\$ 136,832	\$ -	\$ -	\$ 40,113	\$ 3,771,868
Harbor Fund								
Fuel Tank Improvements	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,000
Fixed Dock Rehab	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Replace Boardwalk With Synthetic Decking	20%	\$ 129,000	\$ 11,785	\$ 13,988	\$ -	\$ -	\$ 25,773	\$ 103,227
Subtotal		\$ 196,000	\$ 11,785	\$ 13,988	\$ -	\$ -	\$ 25,773	\$ 170,227
TOTAL		\$ 4,572,981	\$ 20,066	\$ 150,820	\$ -	\$ -	\$ 65,886	\$ 3,942,095

Notice of budget transfer:

As of January 26, 2026, \$8,000 has been transferred from 510-4713-7010 (Buildings, Equipment, Other Capital Budget) to 510-4713-7085 (Infrastructure - Docks & Misc. Capital Budget) at the request of the town's project manager. This will be reflected in future reports as an \$8,000 reduction in the budget for "Fuel Tank Improvements" and an increase in "Replace Boardwalk With Synthetic Decking".

Specific Sources of Revenue as of 12/31/2025



FY 26 Real Time Project Tracking Report

As of:
2/13/2026

	% of Budget	FY26 Budgeted	FY26 YTD Expended	(Over)/Under Budget
Restroom Trailer	99%	\$ 70,000	\$ 69,232.00	\$ 768.00
Interim Town Hall Costs				
Moving Costs				
Repairs & Improvements			\$ 35,312.97	
Information Technology & Computer Hardware			\$ 39,492.59	
Furnishings			\$ 39,767.98	
Contingency			\$ 7,689.93	
Subtotal	96%	\$ 127,500	\$ 122,263.47	\$ 5,236.53
Lease*	61%	\$ 62,019	\$ 37,853.00	\$ 24,166.00
Total	84%	\$ 189,519	\$ 160,116.47	\$ 29,402.53

* The YTD amount for the Trinity lease represents several months of rent and a security deposit. These amounts were inadvertently booked to the general fund and were therefore not reflected in prior reports. The issue has been corrected for this report.

Adoption of CAPE Values Framework

CAPE:
STRENGTHENING
OUR CULTURE,
SERVICE, AND
LEADERSHIP



Why Talk About Values at All?

- Culture exists whether we define it or not.
- Values Clarify expectations.
- Shared values create consistency.
- Alignment builds public trust.



WHY THIS MATTERS NOW

- Growth and complexity require clarity.
- Expectations from residents are increasing.
- Internal consistency strengthens credibility.
- Organizational stability supports long-term success.

How We Got Here (Process)

- Multiple staff listening sessions
- Cross-department representation
- Identified themes already valued
- Refined language
- Explored multiple one-word frameworks
- Unanimous staff vote to align around CAPE

WHAT CAPE STANDS FOR

C – Community Engagement
A – Accountability
P – Professionalism
E – Excellence



CAPE

- **Community Engagement** – We listen before we decide.
- **Accountability** – We do what we say we'll do.
- **Professionalism** – We act with integrity and consistency.
- **Excellence** – We strive for quality and continuous improvement.





Why CAPE Matters to Staff

- Provides clarity and shared language
- Encourages pride in public service
- Reinforces positive behaviors already happening
- Supports consistency across departments



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Why CAPE Matters to Council

- Aligns staff execution with Council vision
- Reinforces ethical governance
- Creates consistency in service delivery
- Supports long-term organizational stability



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Why CAPE Matters to the Community

- Builds trust
- Encourages transparency
- Promotes professionalism
- Sets expectations for service quality



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What CAPE Is NOT

CAPE is NOT:

- A disciplinary tool
- A performance weapon
- A political statement
- A rebranding effort
- A mandate to change personalities

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What CAPE Is

- A shared leadership compass
- A cultural anchor
- A commitment to continuous improvement
- A service mindset
- A reflection of who we already are at our best



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IMPLEMENTATION

- Incorporated into onboarding
- Referenced in staff meetings
- Used as decision-making language
- Reinforced through recognition

The Recommendation

- Staff has done the work.
- Staff has aligned unanimously around CAPE.
- I respectfully recommend Council to formally adopt CAPE as the Town of Cape Charles' organizational values framework.
- See the Resolution that is submitted

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THANK YOU

CAPE doesn't change who we are.

It clarifies it.

It reminds us how we lead,
how we serve,
and how we move forward together.

