



TOWN COUNCIL
Special Meeting
April 30, 2020
Cape Charles Civic Center
via Electronic Communications
5:30 PM

1. Introduction by Mayor Dize
2. Call to Order
 - A. Roll Call
 - B. Establish quorum
3. Public Comments re: Agenda Items Only (accepted via email to clerk@capecharles.org prior to and during the meeting)
4. Special Meeting Order of Business:
 - A. FY 2021 Town Budget Review and Discussion
5. Adjournment

April 30, 2020 Town Council Special Meeting

Item 1 – Introduction to Meeting by Mayor Dize

- This special meeting of the Town Council is being held electronically as provided under Code of Virginia Section 2.2-3708.2 Subsection A.3 which permits public bodies to meet by electronic communications without a quorum physically assembled at one location since, on March 12, 2020, Governor Northam declared a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic.
- The purpose of this meeting is to review the Town Manager's proposed Fiscal Year 2021 budget.
- An audio recording is being made of this meeting. This meeting is also being live-streamed on Facebook, as well as being video-taped for viewing from the Town's website after processing.
- Public comments will be accepted this evening via Facebook Live and emails to clerk@capecharles.org. Comments were also solicited to be emailed to the Clerk prior to the meeting.
- All votes taken this evening will be by roll call vote and recorded in the minutes.
- Any Council members who leave the meeting or arrive after start of the meeting must verbally note their attendance.
- Only essential business of the Town of Cape Charles can be done in this manner.
- These procedures will remain in effect until the COVID-19 crisis has been alleviated.
- Do any of the Council members have any questions about this process?

 TOWN OF CAPE CHARLES	AGENDA TITLE: FY21 Town Budget Review		AGENDA DATE April 30, 2020
	SUBJECT/PROPOSAL/REQUEST: Discussion on the FY21 Town Budget development		ITEM NUMBER: 4A
	ATTACHMENTS: Budget documents		FOR COUNCIL: Action () Information ()
	STAFF CONTACT (s): John Hozey	REVIEWED BY: John Hozey, Town Manager	

BACKGROUND:

The development of the Town's fiscal year 2021 budget occurred in the shadow of the coronavirus COVID-19 pandemic that has created unprecedented economic impacts world-wide. In Cape Charles, this effect resulted in a significant reduction of municipal revenues for both FY20 and FY21. The Town budget does not ordinarily contain very much discretionary spending. Therefore, it is very difficult to reduce expenditures at the same magnitude as these reduced revenues without impacting the core functions of basic service delivery and maintenance of existing municipal infrastructure.

ITEM SPECIFICS:

The budget challenge:

- FY21 projected General Fund operating revenue is \$355,060 less than was budgeted in FY20
- FY21 requested GF operations budget was \$140,000 more than budgeted in FY20
- TM recommends cuts of \$267,769 from the FY21 requested GF operations budget, any more could have significant impacts on core functions
- However, this still leaves a deficit of \$227,291 for GF operations
- FY21 requested GF capital budget (non-grants/loans) was \$185,948
- TM recommends cutting/deferral of \$150,300 from the FY21 requested GF capital budget
- This still leaves \$31,868 of needed but unfunded projects in the GF capital budget
- The combined operations deficit and unfunded capital expense for the General Fund is \$259,159
- FY21 projected Utility Fund revenue is \$31,184 less than was budgeted in FY20
- FY21 requested Utility Fund operations budget is \$9,498 less than FY20
- This leaves a deficit of \$21,686 in the Utility Fund operations budget
- FY21 requested Utility Fund capital budget was \$685,493

- TM recommends cutting/deferral of \$670,493 from the FY21 requested Utility Fund capital budget
- This still leaves \$15,000 of unfunded projects in the Utility Fund capital budget
- The Harbor Fund and Sanitation Funds have minor operational deficits of \$6,834 and \$6,601 respectively
- Total deficit across all Funds: \$309,280

The budget outlined above, despite its deficit, is extremely austere and forgoes or defers many expenditures that have traditionally been supported or considered desirable. For example, while the Town's most important resource is its people, these public servants also represent the Town's greatest expense. Therefore, notwithstanding legitimate need for some adjustment, it was necessary to forgo any new salary increases or COLA consideration this year. Note that this is not sustainable, as market pressures will continue to erode our ability to recruit and retain quality staff.

Other traditional funding, like community support, has been eliminated or reduced. The overdue Comprehensive Plan update contract is deferred. Proactive maintenance like continued storm drain mapping is deferred. Ongoing and new capital projects/equipment (requiring GF funding) have also been cut.* Yet after all this budget cutting there remains a significant deficit.

There are traditionally three ways to deal with a deficit; reduce expenditures, increase revenues, or draw from reserves. We have done our due diligence regarding expenditure reduction (after absorbing all inflationary cost pressures, the FY21 operating budget is still 6.7% below FY20 levels), and so in my opinion, any further reduction would begin to significantly erode our ability to provide required Town services.

Raising revenue (tax increases) would then be the next reasonable means to tackle the remaining deficit; and under "normal" circumstances I would probably recommend that approach. However, we do not find ourselves in normal circumstances. The effects of the pandemic on our economy have been (and will likely continue to be) devastating. Taxing a struggling economy only tends to prolong an economic recovery.

RECOMMENDATION:

Considering that the Town has a fairly healthy reserve in the form of undesignated fund balances, I recommend we balance this budget by appropriating funds from our fund balances.

This resulting budget would be a "bare bones" document that only fulfills our statutory requirement to put an operating budget in place by July 1; it would NOT address the long-term needs of the Town.

I do not make this recommendation lightly, it goes against everything I consider to be budgeting best practice, as it is not forward looking nor sustainable. It is further exasperated by the fact the Town has no long-term strategic financial plan to protect its reserves and fund balances.

Therefore, my recommendation to balance this budget with reserves is strongly tied to an additional recommendation that we re-evaluate our fiscal outlook in September, and be prepared to amend this budget at that time based on revised revenue projections once we see what kind of a summer season we'll actually wind up with. The September review must also include formal proposals to adopt long-

term fiscal strategies that include protections for our reserves and procedures to best leverage them to efficiently meet the Town's long-term requirements/goals.

The final piece that must also accompany the work above is a long-term capital improvement plan. Back in January the Council approved guidance for such a plan, but the plan itself was never developed. In light of constrained revenue and multiple competing needs/desires, it is probably a blessing in disguise that this FY21 budget is relatively void of capital projects. This buys us time to weigh all competing priorities against each other, and against longer-term requirements. Only then can we know with some confidence where to apply our limited resources.

* Note: Requested capital equipment items that qualified for the USDA 35/65 grant/loan program were included in this budget. The increased debt service associated with these acquisitions will not hit this budget and will be first applied in FY22. Therefore, inclusion of these items did not increase the budget deficit for this year.

Town of Cape Charles
Fiscal Year 2021
Recommended Budget

	2018/2019 Actuals	2019/2020 Budget	2019/2020 Ops & Debt Svc	FY19-20 Budget Capital Requests	2020/2021 Draft Budget	FY20-21 Budget Ops & Debt Svc	FY20-21 Budget Capital Requests	20-21 Budget Over 19-20 Budget
100. GENERAL FUND REVENUE	3,684,966	4,394,573	2,885,634	1,508,939	3,813,054	2,529,874	1,283,180	-13.2%
				Grants & Loans for the requested capital projects-remainder must come from operating reve or new loan & reappropriation			Grants & Loans for the requested capital projects-remainder must come from operating reve or new loan & reappropriation	
GENERAL FUND EXPENDITURES:								
4110. LEGISLATIVE	31,011	37,982	37,982	0	34,355	34,355	0	-9.5%
4112. TOWN CLERK	134,633	159,573	159,573	0	146,199	146,199	0	-8.4%
4121. TOWN MANAGER	603,243	978,783	978,783	0	751,337	751,337	0	0.0%
4124. FINANCE	289,303	291,151	291,151	0	314,726	314,726	0	8.1%
4310. POLICE	455,909	450,625	450,625	0	546,672	507,732	38,940	21.3%
4340. CODE ENFORCEMENT	147,481	137,399	137,399	0	151,070	144,070	7,000	9.9%
4430. PUBLIC WORKS	704,081	1,945,006	507,007	1,438,000	1,781,644	512,536	1,269,108	-8.4%
4710. PARKS & REC	106,132	122,650	122,650	0	85,026	85,026	0	-30.7%
4730. LIBRARY	140,417	167,703	167,703	0	170,094	170,094	0	1.4%
4811. PLANNING	67,050	103,700	103,700	0	91,091	91,091	0	-12.2%
GENERAL FUND EXPENSE	2,679,260	4,394,573	2,956,573	1,438,000	4,072,213	2,757,165	1,315,048	
REVENUE LESS EXPENSES	1,005,706	0	(70,939)	70,939	(259,159)	(227,291)	(31,868)	

Town of Cape Charles
Fiscal Year 2021
Recommended Budget

	2018/2019 Actuals	2019/2020 Budget	2019/2020 Ops & Debt Svc	FY19-20 Budget Capital Requests	2020/2021 Initial Budget	FY20-21 Budget Ops & Debt Svc	FY20-21 Budget Capital Requests	20-21 Budget Over 19-20 Budget
501. PUBLIC UTILITIES FUND REVENUE	1,917,656	1,858,734	1,858,734	0	1,912,301	1,827,550	84,751	
				Grants & Loans for the requested capital			Grants & Loans for the requested capital	
UTILITY FUND EXPENDITURES:								
4500. UTILITY ADMIN.	75,900	81,871	81,871	0	36,588	36,588	0	(1)
4501. WATER	1,083,118	602,938	602,938	0	744,173	644,422	99,751	23.4%
4502. SEWER	575,806	1,119,849	1,046,849	73,000	1,111,825	1,111,825	0	-0.7%
4503. UTILITY BILLING	52,931	54,076	54,076	0	56,401	56,401	0	4.3%
UTILITY FUND EXPENSE	1,787,755	1,858,734	1,785,734	73,000	1,948,987	1,849,236	99,751	-28.3%
REVENUE LESS EXPENSES	129,902	0	73,000	(73,000)	(36,686)	(21,686)	(15,000)	28.3%

Town of Cape Charles
Fiscal Year 2021
Recommended Budget

	2018/2019 Actuals	2019/2020 Budget	2019/2020 Ops & Debt Svc	FY19-20 Budget Capital Requests	2020/2021 Initial Budget	FY20-21 Budget Ops & Debt Svc	FY20-21 Budget Capital Requests	20-21 Budget Over 19-20 Budget
510. HARBOR FUND REVENUE	942,346	1,435,845	1,435,845	0 Grants & Loans for the requested capital projects-remainder must come from operating reve or new loan	810,155	778,333	31,822 Grants & Loans for the requested capital projects-remainder must come from operating reve or new loan	-43.6%
510. HARBOR FUND EXPENSE	953,034	1,435,845	803,345	632,500	816,989	785,167	31,822	-43.1%
Revenue less Expenses	(10,688)	0	632,500	(632,500)	(6,834)	(6,834)	0	-0.5%

Town of Cape Charles
Fiscal Year 2021
Recommended Budget

	2018/2019 Actuals	2019/2020 Budget	2019/2020 Ops & Debt Svc	FY19-20 Budget Capital Requests	2020/2021 Initial Budget	FY20-21 Budget Ops & Debt Svc	FY20-21 Budget Capital Requests	20-21 Budget Over 19-20 Budget
520. SANITATION FUND REVENUE	198,140	214,546	226,342 some fund balance used	(11,796) will come from fund balance sanitation	199,600	199,600	0 May come from fund balance	-7.0%
520. SANITATION FUND EXPENSE	200,327	214,546	204,504	10,042	206,201	194,405	11,796	-3.9%
Revenue less Expenses	(2,187)	0	21,838	(21,838)	(6,601)	5,195	(11,796)	

MUNICIPAL CORPORATION OF CAPE CHARLES
Summary of Proposed Capital Projects by Fund FY 2021 - Draft 2

CAPITAL PROJECTS	BUDGET	GRANT PROCEEDS or DONATION	NEW FINANCE PROCEEDS	USDA RD FINANCE 35%Grant/65%loan	REAPPROPRIATION FROM FUND BALANCE	TOWN FY20 COST
<u>GENERAL FUND</u>						
TOWN MANAGER						
Email & Social Media Archive System - deferred	6,000	0	0	0	0	0
POLICE						
Police Vehicle, including outfitting	38,940	13,629	0	25,311	0	0
CODE ENFORCEMENT						
Inspection Vehicle - deferred	31,822	0	0	0	0	0
Permit Software - replace obsolete system	7,000	2,450	0	4,550	0	0
PUBLIC WORKS						
Wayfinding Signs - rough estimate - deferred	40,000	0	0	0	0	0
Park - Adult Game Area - CCP Request - deferred	20,400	10,200	0	0	0	0
Beach Sand Mover/Blower - deferred	10,300	0	0	0	0	0
Heaters for Public Works Shops	6,868	0	0	0	0	6,868
Grounds Maint. Equipment, replaces most of Landscape contract	22,240	7,784	0	14,456	0	0
Portable ADA Equipped Restroom Trailer	35,000	12,250	0	22,750	0	0
Mason Avenue Re-striping	15,000	0	0	0	0	15,000
Parking Lots (Mason and Harbor Bathhouse/Shanty)	10,000	0	0	0	0	10,000
Park Playground Zipline & Gaga Ball Pit CCP Request - deferred	17,000	3,000	0	0	0	0
Park Shade Sails in Playground - CCP Request - deferred	8,200	820	0	0	0	0
Video Surveillance System	35,000	12,250	0	22,750	0	0
Municipal Center - Maintain or replace - deferred	0	0	0	0	0	0
Storm Drain CCTV & Mapping, Phase 2 - deferred	30,000	0	0	0	0	0
Multi-Use Trail Phase 2 Closeout(80/20 VDOT)	275,000	220,000	0	0	55,000	0
Multi-Use Trail Phase 3 Construction(80/20 VDOT)	870,000	670,000	0	0	200,000	0
Multi-Use Trail Phase 4 Design & Engineering(80/20 VDOT) deferred	181,000	144,800	0	0	0	0
TOTAL GENERAL FUND	1,659,770	1,097,183	0	89,817	255,000	31,868
<u>UTILITY FUND</u>						
WATERWORKS						
SCADA System, deferred	15,000	0	0	0	0	0
Remote Read Water Meters - starter setup	51,985	18,195	0	33,790	0	0
Pickup Truck, replacement	32,766	11,468	0	21,298	0	0
Extension of Water Service, Old Cape Charles Rd, deferred	130,600	0	0	0	0	0
WASTEWATER				0		
Extension of Wastewater Service, Old Cape Charles Rd, deferred	300,000	0	0	0	0	0
Washington Ave Pump Station Upgrade, deferred	152,000	0	0	0	0	0
TOTAL UTILITY FUND	682,351	29,663	0	55,088	0	0
<u>HARBOR FUND</u>						
Pickup Truck, Replacement	31,822	11,138	0	20,684	0	0
Inner Harbor Rehabilitation, Phase 4 - Grant < \$60K, deferred	118,470	0	0	0	0	0
Shade Sail, deferred	10,000	0	0	0	0	0
TOTAL HARBOR FUND	160,292	11,138	0	20,684	0	0
<u>SANITATION FUND</u>						
TRASH CAN REPLACEMENTS	11,796	0	0	0	11,796	0
TOTAL SANITATION FUND	11,796	0	0	0	11,796	0
TOTAL BUDGETED CAPITAL EXPENDITURES	2,514,209	1,137,984	0	165,589	266,796	31,868

CAPITAL PROJECTS - USDA Grant/ Loan Funded	BUDGET	USDA RD GRANT 35%	USDA RD LOAN 65%	Estimated debt service/5 year term
<u>GENERAL FUND</u>				
POLICE				
Police Vehicle, including outfitting	38,940	13,629	25,311	8,345
CODE ENFORCEMENT				
Permit Software - replace obsolete system	7,000	2,450	4,550	1,500
PUBLIC WORKS				
Grounds Maint. Equipment, replaces most of Landscape contract	22,240	7,784	14,456	4,766
Portable ADA Equipped Restroom Trailer	35,000	12,250	22,750	7,500
Video Surveillance System	35,000	12,250	22,750	7,500
TOTAL GENERAL FUND	138,180	48,363	89,817	29,611
WATERWORKS				
Remote Read Water Meters - starter setup	51,985	18,195	33,790	11,140
Pickup Truck, replacement	32,766	11,468	21,298	7,022
TOTAL UTILITY FUND	84,751	29,663	55,088	18,162
HARBOR FUND				
Pickup Truck, Replacement	31,822	11,138	20,684	6,819
TOTAL HARBOR FUND	31,822	11,138	20,684	6,819
TOTAL USDA LOAN/GRANT REQUEST	<u>254,753</u>	<u>89,164</u>	<u>165,589</u>	<u>54,592</u>

FY 2021 COMMUNITY SUPPORT, ENHANCEMENT, AND SAFETY FUNDING REQUESTS - DRAFT						
Organization Requesting Funding	Criteria/ Category	Budget FY20 Awarded	Requested for Budget FY21	Town Manager Recommended	Council Approved	Notes
Cape Charles Volunteer Fire Dept.	4	\$ 35,000	\$ 35,000	\$ 35,000		Fire Department Operational Costs \$25K and Turnout Gear \$10K
Cape Charles Historical Society, Museum & Welcome Center	1,4	\$ 5,000	\$ 5,000	\$ -		Walking tour brochure & restore exterior of 1948 caboose. Requests additional welcome center activity funding support in town budget in order to become a designated VA welcome center which will allow funding from the VA Tourism Commission.
* VA Commission for the Arts Local Govt Challenge (GEAR Fine & Performing Arts, Arts Enter)	1,4	\$ 5,000	\$ 5,000	\$ 4,500		State portion is now \$4,500. Town kept level funding of \$5,000 since the state decrease.
* ESVA UKEFEST	1,2,3,4	\$ -	\$ 3,000	\$ -		COVID - Canceled
* GEAR, Experimental Film Virginia	1,4	\$ 7,500	\$ 10,000	\$ -		8th year - artist residency and festival of short films - Pending COVID19 Cancelation decision end of May
Tree Advisory Board	1,2	\$ -	\$ 500	\$ -		not non profit- individual volunteer group assisting TOCC on tree issues; Arbor Day Celebration funding
* Citizens for Central Park	not listed	\$ -	\$ 10,000	\$ -		6th Annual Summer Concert Program - COVID19 Impact - certainly affected
* Citizens for Central Park	not listed	\$ -	\$ 500	\$ -		10th Anniversary of the Cape Charles Central Park Dedication Ceremony
* Cape Charles Main Street	1,2,3,4	\$ 100,000	\$ 80,000	\$ 75,000		Requires Town support in order to achieve certification
Total Community Grant Requests		\$ 152,500	\$ 149,000	\$ 114,500	\$ -	
Amount allocated for TOT Grants *			\$ 114,000	\$ 79,500		
Transient Occupancy Tax Anticipated			\$ 110,000	\$ 110,000	\$ 110,000	CCMS
Tot Revenue less TOT Grant Spending		\$ -	\$ (4,000)	\$ 30,500	Amount available for other tourism-related expenses - see below	

Grant Criteria	
Quality of Life	1
Economic Development	2
Environmental Stewardship	3
Safety and Security	4

*TOT Funded

6th police officer - salary & benefits @\$55,785

9 months of a public works employee costs @\$30,000

beach, pier maintenance @\$50,000

Town of Cape Charles
Fiscal Year 2021 Budget Worksheet
Manager Recommended

DRAFT 2
4/24/2020

	2018/2019 Annual Approved Budget	2018/2019 Full Year Actuals	2019/2020 Annual Approved Budget	2020/2021 Initial Budget Request	Incr/Dec	2020/2021 Initial Budget Notes
100. GENERAL FUND						
Revenue						
3010.						
100-3010-1000. Real Property Tax <= 2014	13,400.00	6,343.00	16,000.00	2,000.00	-87.5%	
100-3010-2015. Real Property Tax	10,000.00	3,912.00	15,000.00	3,000.00	-80.0%	
100-3010-2016. Real Property Tax	10,000.00	7,650.00	12,000.00	2,000.00	-83.3%	
100-3010-2017. Real Property Tax	11,000.00	16,580.00	6,000.00	2,000.00	-66.7%	
100-3010-2018. Real Property Tax	1,151,000.00	1,166,981.00	30,000.00	6,000.00	-80.0%	
100-3010-2019. Real Property Tax	0.00	0.00	1,155,000.00	15,000.00	-98.7%	
100-3010-2020. Real Property Tax	0.00	0.00	0.00	1,223,505.00	#DIV/0!	
3010.	1,195,400.00	1,201,466.00	1,234,000.00	1,253,505.00	1.6%	
3020.						
100-3020-1000. Personal Property Tax <=2014	500.00	2,884.00	16,000.00	0.00	-100.0%	
100-3020-2015. Personal Property Tax	1,500.00	3,708.00	7,000.00	0.00	-100.0%	
100-3020-2016. Personal Property Tax	7,000.00	1,495.00	5,000.00	0.00	-100.0%	
100-3020-2017. Personal Property Tax	12,000.00	6,128.00	8,000.00	3,000.00	-62.5%	
100-3020-2018. Personal Property Tax	125,000.00	153,007.00	11,500.00	5,000.00	-56.5%	
100-3020-2019. Personal Property Tax	0.00	0.00	130,000.00	11,500.00	-91.2%	
100-3020-2020. Personal Property Tax	0.00	0.00	0.00	140,000.00	#DIV/0!	Economy
3020.	146,000.00	167,222.00	177,500.00	159,500.00	-10.1%	
3025.						
100-3025-1000. License Tax Prior years	5,000.00	903.00	7,000.00	0.00	-100.0%	
100-3025-2017. License Tax 2017	4,500.00	3,574.00	4,000.00	800.00	-80.0%	
100-3025-2018. License Tax 2018	24,000.00	25,642.00	4,000.00	1,000.00	-75.0%	
100-3025-2019. License Tax 2019	0.00	0.00	25,000.00	4,000.00	-84.0%	
100-3025-2019. License Tax 2020	0.00	0.00		22,000.00	#DIV/0!	Economy
3025.	33,500.00	30,119.00	40,000.00	27,800.00	-30.5%	

Town of Cape Charles
Fiscal Year 2021 Budget Worksheet
Manager Recommended

DRAFT 2
4/24/2020

	2018/2019 Annual Approved Budget	2018/2019 Full Year Actuals	2019/2020 Annual Approved Budget	2020/2021 Initial Budget Request	Incr/Dec	2020/2021 Initial Budget Notes
3035.						
100-3035-2018. Machinery & Tools	18,000.00	19,719.00	18,000.00	0.00	-100.0%	
100-3035-2019. Machinery & Tools	0.00	0.00	0.00	0.00	#DIV/0!	
100-3035-2020. Machinery & Tools	0.00	0.00	0.00	13,000.00	#DIV/0!	Depreciating assets/primarily concrete plant
3035.	18,000.00	19,719.00	18,000.00	13,000.00	-27.8%	
3040.						
100-3040-1000. Penalties All Property	15,000.00	19,948.00	13,000.00	20,000.00	53.8%	
3040.	15,000.00	19,948.00	13,000.00	20,000.00	53.8%	
3050.						
100-3050-1000. Golf Cart Decals	5,700.00	13,181.00	9,000.00	8,500.00	-5.6%	Econ. Impact Covid19
100-3050-1100. Consumer Utility	54,000.00	53,841.00	55,000.00	54,000.00	-1.8%	
100-3050-1200. Communications Tax -	44,000.00	39,985.00	38,000.00	38,500.00	1.3%	
100-3050-1300. BPOL - ALL	150,000.00	139,304.00	150,000.00	110,000.00	-26.7%	Econ. Impact Covid19
100-3050-1400. Admission Taxes	20,300.00	20,727.00	21,000.00	17,000.00	-19.0%	primarily golf
100-3050-1500. Transient Occupancy	145,000.00	150,166.00	150,600.00	110,000.00	-27.0%	Economic Impact of COVID19
100-3050-1600. Meals Tax	500,000.00	464,963.00	565,000.00	390,000.00	-31.0%	Economic Impact of COVID19
100-3050-1700. Short Term Rental Tax	6,250.00	3,580.00	6,250.00	3,500.00	-44.0%	rental of kayaks, golf carts, etc.
100-3050-1800. Rolling Stock Taxes	0.00	6.00	0.00	10.00	#DIV/0!	
3050.	925,250.00	885,753.00	994,850.00	731,510.00	-26.5%	
100-3075-1000. Penalties & Int Misc	0.00	1,659.00	1,500.00	500.00	-66.7%	
3075.	0.00	1,659.00	1,500.00	500.00	-66.7%	
100-3100-1000. Harbor Development	1,000.00	0.00	3,000.00	1,500.00	-50.0%	
100-3100-1050. Land Use/Conditional	300.00	2,150.00	3,500.00	3,500.00	0.0%	
100-3100-1060. Zoning Variance Advt	250.00	250.00	2,500.00	2,500.00	0.0%	
100-3100-1070. Miscellaneous	0.00	4,426.00	400.00	400.00	0.0%	
100-3100-1100. Historic Review Fees	2,000.00	5,150.00	8,000.00	8,000.00	0.0%	
100-3100-1110. Building Permits	55,000.00	70,422.00	63,000.00	63,000.00	0.0%	
100-3100-1150. Planning & Review	2,500.00	4,900.00	2,500.00	2,500.00	0.0%	
100-3100-1160. Electrical Permits	3,500.00	6,781.00	3,500.00	4,500.00	28.6%	
100-3100-1200. Plumbing Permits	3,500.00	5,799.00	3,500.00	4,500.00	28.6%	
100-3100-1220. Plumbing Inspection	0.00	0.00	0.00	0.00	#DIV/0!	
100-3100-1250. Mechanical Permits	3,000.00	6,309.00	3,500.00	4,500.00	28.6%	

Town of Cape Charles
Fiscal Year 2021 Budget Worksheet
Manager Recommended

DRAFT 2
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	2018/2019 Annual Approved Budget	2018/2019 Full Year Actuals	2019/2020 Annual Approved Budget	2020/2021 Initial Budget Request	Incr/Dec	2020/2021 Initial Budget Notes
100-3100-1260. Elevator Permits	250.00	574.00	300.00	300.00	0.0%	
100-3100-1300. UST/AST Permit	300.00	457.00	350.00	350.00	0.0%	
100-3100-1350. Occupancy Permits,	250.00	900.00	400.00	800.00	100.0%	
100-3100-1360. Permit After Fact	300.00	200.00	300.00	1,000.00	233.3%	
100-3100-1400. Building Plan Review	2,000.00	3,550.00	2,000.00	2,500.00	25.0%	
100-3100-1410. Shallow Well Permits	500.00	400.00	300.00	500.00	66.7%	
100-3100-1460. Erosion & Sediment	1,000.00	3,360.00	1,000.00	1,000.00	0.0%	
100-3100-1470. Erosion & Sediment	360.00	510.00	360.00	360.00	0.0%	
100-3100-1500. Demolition Permit	100.00	150.00	100.00	100.00	0.0%	
100-3100-1510. Gas Permit	750.00	1,542.00	750.00	1,000.00	33.3%	
100-3100-1550. Miscellaneous	500.00	1,600.00	700.00	1,000.00	42.9%	
100-3100-1560. Fire Permit	500.00	750.00	500.00	500.00	0.0%	
100-3100-1570. Sign Permit	0.00	100.00	0.00	0.00	#DIV/0!	
100-3100-1600. Rental Inspections	2,500.00	4,250.00	5,000.00	5,000.00	0.0%	
3100.	80,360.00	124,530.00	105,460.00	109,310.00	3.7%	
3200.						
100-3200-1600. Court Fines and	14,000.00	6,977.00	10,000.00	10,000.00	0.0%	
100-3200-1650. Code Enf Misc, Admin	500.00	0.00	300.00	300.00	0.0%	
100-3200-1660. Traffic & Parking Fines	500.00	2,709.00	500.00	500.00	0.0%	
100-3200-1700. E-Summons \$5 - hold for new software	300.00	536.00	1,000.00	1,000.00	0.0%	
100-3200-1710. Police Nexis Lexis	0.00	50.00	0.00	0.00	#DIV/0!	
3200.	15,300.00	10,272.00	11,800.00	11,800.00	0.0%	
3300.						
100-3300-1700. Interest on Bank Accounts	10,000.00	26,676.00	13,000.00	20,000.00	53.8%	Lower interest rates, little less in money market
100-3300-1750. Dividends & Interest	2,500.00	8,297.00	7,000.00	6,000.00	-14.3%	
3300.	12,500.00	34,973.00	20,000.00	26,000.00	30.0%	
3400.						
100-3400-1750. Rental of Parks/Rec	0.00	0.00	0.00	75.00	#DIV/0!	
100-3400-1800. Lease Revenue - Town	28,000.00	21,710.00	26,000.00	18,000.00	-30.8%	Shanty property
100-3400-1810. Lease Revenue - Town	2,400.00	4,800.00	2,400.00	2,400.00	0.0%	Water Tower Antenna lease
100-3400-1850. Lease Revenue - Town	0.00	5,102.00	0.00	0.00	#DIV/0!	
3400.	30,400.00	31,612.00	28,400.00	20,475.00	-27.9%	
3500.		0.00				

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100-3500-1800. Sale of Surplus	0.00	0.00	0.00	0.00	#DIV/0!	
100-3500-1850. Library Service & Misc	1,800.00	980.00	1,800.00	1,000.00	-44.4%	
100-3500-1900. Recreation & Event	2,000.00	0.00	1,400.00	800.00	-42.9%	
100-3500-1910. Sale of Maps, Plats,	0.00	0.00	0.00	0.00	#DIV/0!	
100-3500-1950. FOIA Service Fees	0.00	0.00	0.00	0.00	#DIV/0!	
100-3500-1960. Credit 1%/Debit \$.25	1,300.00	1,622.00	1,500.00	1,500.00	0.0%	
100-3500-1970. DMV Stop Fee	0.00	1,225.00	1,000.00	1,000.00	0.0%	
100-3500-2000. Sale of Town Real Property	0.00	580,000.00	70,000.00	0.00	-100.0%	
3500.	5,100.00	583,827.00	75,700.00	4,300.00	-94.3%	
3600.						
100-3600-1000. Gifts and Donations - Rec	0.00	0.00	0.00	0.00	#DIV/0!	
100-3600-2000. Gifts & Private Donations Police	0.00	0.00	0.00	0.00	#DIV/0!	
100-3600-3000. Gifts & Priv Don. Library non FOL	0.00	6,164.00	0.00	0.00	#DIV/0!	
100-3600-3100. Gifts & Private Don. FOL	0.00	271.00	0.00	0.00	#DIV/0!	
100-3600-4000. Insurance Proceeds, refund, rebate	0.00	5,239.00	0.00	0.00	#DIV/0!	
100-3600-5000. Surplus & Salvage Prop Sale	0.00	0.00	5,000.00	0.00	-100.0%	
100-3600-6000. Appropriation From Fund Bal.	267,914.00	0.00	695,072.00	255,000.00	-63.3%	Phase II and III Trail project
100-3600-9000. Gifts & Private Donations CCMS	0.00	0.00	0.00	0.00	#DIV/0!	
3600.	267,914.00	11,674.00	700,072.00	255,000.00	-63.6%	
3650.						
100-3650-1500. Recovery Misc. Costs -	0.00	12.00	0.00	0.00	#DIV/0!	
100-3650-2000. Recovery - Police	0.00	351.00	0.00	0.00	#DIV/0!	
100-3650-3000. Recovery, Misc.-Code	500.00	350.00	500.00	150.00	-70.0%	payments for mowing, etc.
100-3650-4000. Recovery Public	0.00	0.00	0.00	0.00	#DIV/0!	
100-3650-5000. Recovery	0.00	0.00	0.00	0.00	#DIV/0!	
100-3650-6000. Recovery Town	0.00	5,150.00	0.00	0.00	#DIV/0!	
		0.00			#DIV/0!	
3650.	500.00	5,863.00	500.00	150.00	-70.0%	
3700.						
100-3700-1000. Grant - Recovery of	0.00	0.00	0.00	0.00	#DIV/0!	
100-3700-2200. Grant Gen Fund - USDA	11,900.00	11,000.00	0.00	48,363.00	#DIV/0!	Police veh, Code software , portable restroom, security cameras
100-3700-3000. Proceeds from Loan/Bond Issuance	0.00	0.00	0.00	0.00	#DIV/0!	TBD - capital projects?
3700.	11,900.00	11,000.00	0.00	48,363.00	#DIV/0!	

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3750.						
100-3750-2000. Personal Prop. Tax	35,424.00	35,424.00	35,424.00	35,424.00	0.0%	
100-3750-3000. Local Sales and Use	49,000.00	50,300.00	53,000.00	45,538.00	-14.1%	Economy- 80% of tracking target for FY20
100-3750-3100. DMV Humane Plates	0.00	0.00	0.00	0.00	#DIV/0!	
100-3750-3200. Grant/Donation -	0.00	185.00	0.00	0.00	#DIV/0!	
3750.	84,424.00	85,909.00	88,424.00	80,962.00	-8.4%	
3800.						
100-3800-1000. Assist. to Local Police Dept HB599	29,000.00	30,076.00	29,000.00	31,248.00	7.8%	Payment amount increased for FY2020
100-3800-2000. Grant - Criminal Justice/Byrne	975.00	0.00	1,000.00	1,000.00	0.0%	
100-3800-3000. Grant - Fire Program	10,000.00	10,000.00	10,000.00	10,000.00	0.0%	Pass through grant
100-3800-4000. Grant - VDOT Roads, TEA	1,146,400.00	361,735.00	760,000.00	890,000.00	17.1%	Phases 2, 3, and 4
100-3800-5000. Grant - Litter	0.00	0.00	0.00	814.00	#DIV/0!	Library project
100-3800-6000. Grant - Other	33,000.00	0.00	0.00	0.00	#DIV/0!	
100-3800-7000. Grant - VA State	4,500.00	4,500.00	4,500.00	4,500.00	0.0%	Pass through grant to ArtsEnter
100-3800-9000. Grant - Park/Rec/ & CCP	0.00	0.00	0.00	0.00	#DIV/0!	from CCP - park improvements
3800.	1,223,875.00	406,311.00	804,500.00	937,562.00	16.5%	
3850.						
100-3850-1000. Grant - Budget Contrib. North. Cty	20,000.00	20,000.00	20,000.00	19,500.00	-2.5%	Library funding
100-3850-2000. Grant Other -	7,000.00	2,240.00	0.00	0.00	#DIV/0!	
3850.	27,000.00	22,240.00	20,000.00	19,500.00		
3900.						
100-3900-1000. Grant - VML Risk	4,000.00	4,000.00	4,000.00	4,000.00	0.0%	For security town buildings
3900.	4,000.00	4,000.00	4,000.00	4,000.00		
3950.						
100-3950-1000. Loan Proceeds	244,637.00	0.00	53,867.00	0.00	-100.0%	
100-3950-1050. Loan Proceeds	0.00	0.00	0.00	0.00	#DIV/0!	
100-3950-2100. Loan Proceeds USDA	22,100.00	23,000.00	0.00	89,817.00	#DIV/0!	Police veh, Code software , portable restroom,
3950.	266,737.00	23,000.00	53,867.00	89,817.00	66.7%	
3975.						
100-3975-1000. Misc Rev (Proceeds	0.00	1,650.00	3,000.00	0.00	-100.0%	

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100-3975-1100. Miscellaneous Rev & 3975.	1,500.00	1,723.00	0.00	0.00	#DIV/0!	
	1,500.00	3,373.00	3,000.00	0.00	-100.0%	
Revenue	4,364,660.00	3,684,966.00	4,394,573.00	3,813,054.00		
Expense						
4110. LEGISLATIVE						
100-4110-1200. PT Salaries & Wages	4,800.00	4,800.00	4,800.00	4,800.00	0.0%	
100-4110-2000. FICA Expense	367.00	358.00	367.00	367.00	0.0%	
100-4110-2100. SUI Expense	12.00	12.00	12.00	19.00	58.3%	
100-4110-2230. Worker's Comp	0.00	0.00	0.00	0.00	#DIV/0!	
100-4110-3025. Repair Maint &	4,000.00	4,626.00	4,000.00	1,600.00	-60.0%	\$1K,misc repairs Civic Center, \$600 election board
100-4110-3430. IT, Software, Scan &	150.00	0.00	150.00	150.00	0.0%	misc IT services
100-4110-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	
100-4110-3500. Advertising Services	3,000.00	2,703.00	4,000.00	4,000.00	0.0%	separate public hrgs
100-4110-5040. Phone Service,	516.00	434.00	516.00	1,280.00	148.1%	mayor's cell phone + reimbursement
100-4110-5050. Internet & Cable	0.00	0.00	0.00	0.00	#DIV/0!	
100-4110-5080. Lease, Bldgs &	0.00	0.00	0.00	0.00	#DIV/0!	VML Leg Day, Conf, Mayor's Conf, Inst for Local Govt Officials
100-4110-5200. Travel-Mileage,	1,450.00	733.00	2,500.00	1,800.00	-28.0%	VML Conf, Mayor's Conf, Local Govt Officials, water/candy, meals for mtgs
100-4110-5210. Travel-Lodging & Meals &	4,600.00	3,679.00	6,000.00	6,200.00	3.3%	VML Leg Day, VML Conf, Mayor's Conf, Local Govt Officials
100-4110-5220. Conference	2,825.00	2,130.00	4,100.00	3,600.00	-12.2%	
100-4110-5230. Education	1,600.00	600.00	1,700.00	1,200.00	-29.4%	consultant/facilitator
100-4110-5240. Books & Subscriptions	0.00	0.00	0.00	0.00	#DIV/0!	
100-4110-5250. Dues & Memberships	0.00	0.00	0.00	0.00	#DIV/0!	
100-4110-5310. Insurance, Public	4,989.00	5,607.00	6,076.00	6,044.00	-0.5%	VRSA premiums - \$1520x4
100-4110-6000. Office Supplies	400.00	442.00	600.00	700.00	16.7%	misc iPad supplies, binders, etc
100-4110-6125. Departmental equipment	4,500.00	4,767.00	3,000.00	1,225.00	-59.2%	Misc civic center supplies
100-4110-6150. Comptr, Sftware, elctr < 5,000	42.00	120.00	160.00	1,370.00	756.3%	Dropbox, iCloud, apps for iPads + 2 replacement ipads contingent
100-4110-6225. Repair & Maintenance	0.00	0.00	0.00	0.00	#DIV/0!	
4110. LEGISLATIVE	33,252.00	31,011.00	37,982.00	34,355.00	-9.5%	

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4112. TOWN CLERK						
100-4112-1000. Regular Salaries & Wages	87,256.00	87,933.00	96,816.00	96,816.00	0.0%	
100-4112-1100. Regular Salaries & Wages OT	1,568.00	832.00	1,805.00	1,805.00	0.0%	TO OT for training/some meetings
100-4112-2000. FICA Expense	6,795.00	6,818.00	7,545.00	7,544.54	0.0%	
100-4112-2100. SUI Expense	42.00	40.00	40.00	64.00	60.0%	
100-4112-2200. Retirement-ER VRS &	5,227.00	5,226.00	5,799.00	5,789.60	-0.2%	
100-4112-2210. Life Insurance	1,143.00	1,143.00	1,268.00	1,297.33	2.3%	
100-4112-2220. Disability Insurance,	688.00	487.00	757.00	756.84	0.0%	
100-4112-2230. Worker's Comp	93.00	121.00	103.00	64.36	-37.5%	
100-4112-2300. Health Insurance	7,981.00	7,669.00	7,880.00	10,680.00	35.5%	
100-4112-2310. Dental Insurance	873.00	895.00	873.00	855.00	-2.1%	
100-4112-2320. Vision Insurance	91.00	91.00	91.00	91.32	0.4%	
100-4112-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
100-4112-2345. Employee/Volunteer Testing Testing	75.00	0.00	0.00	0.00	#DIV/0!	
100-4112-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
100-4112-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
100-4112-3020. Maint Svc Contracts -	4,500.00	2,944.00	5,150.00	1,000.00	-80.6%	Shorescan annual maint contract 700, \$300 misc, copier to TM budget
100-4112-3025. Repair Maint &	2,350.00	1,332.00	2,000.00	2,000.00	0.0%	shredding-records & CC Day
100-4112-3030. Lease - Storage	0.00	0.00	0.00	0.00	#DIV/0!	
100-4112-3430. IT, Software, Scan &	4,250.00	3,588.00	4,250.00	5,950.00	40.0%	ShoreScan monthly, InversaMinds, Municipal CMS, Municode annual +\$1200 website update
100-4112-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	
100-4112-3500. Advertising Services	400.00	0.00	0.00	0.00	#DIV/0!	
100-4112-5040. Phone Service,	780.00	780.00	1,140.00	1,140.00	0.0%	LH & TO cell reimbursements
100-4112-5050. Internet & Cable	0.00	0.00	0.00	0.00	#DIV/0!	
100-4112-5110. Lease, Office	4,520.00	2,945.00	4,620.00	2,000.00	-56.7%	Shorescan wide format scanner
100-4112-5200. Travel-Mileage,	2,994.00	1,948.00	3,050.00	350.00	-88.5%	IIMC Reg 2 Conf, VMCA Conf, IIMC Natl, VMCA Instite, VML Conf, VAGARA, Misc
100-4112-5210. Travel-Lodging & Meals &	3,162.00	2,821.00	4,500.00	1,000.00	-77.8%	confs, classes, misc mtgs
100-4112-5220. Conference	2,550.00	1,765.00	2,600.00	600.00	-76.9%	IIMC Reg 2, IIMC Natl, VMCA, VAGARA, VML
100-4112-5230. Education	1,450.00	1,896.00	2,060.00	595.00	-71.1%	VMCA Academy, Uof DE Inst, IIMC, FP VIPs
100-4112-5240. Books & Subscriptions	2,500.00	1,283.00	2,550.00	2,350.00	-7.8%	ESN, Municode updates, newsletters
100-4112-5250. Dues & Memberships	950.00	1,014.00	1,200.00	750.00	-37.5%	delete SHRM, ICMA
100-4112-5260. Employee Testing &	75.00	75.00	0.00	0.00	#DIV/0!	
100-4112-6000. Office Supplies	1,350.00	665.00	1,250.00	1,300.00	4.0%	minute books, mis supplies
100-4112-6150. Comptr, Sftware < 5000	420.00	322.00	2,225.00	1,400.00	-37.1%	Adobe Pro subscriptions TO&LH, new video camera for mtgs

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4112. TOWN CLERK	144,083.00	134,633.00	159,573.00	146,198.99	-8.4%	
4121. TOWN MANAGER						
100-4121-1000. Regular Salaries &	90,000.00	86,514.00	95,001.00	100,000.00	5.3%	
100-4121-1200. PT Salaries & Wages	22,908.00	19,261.00	23,429.00	23,429.25	0.0%	
100-4121-1600. Bonus & Increase Pool	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-1800. Allocated Wages	(13,388.00)	(13,388.00)	(14,250.00)	(15,000.00)	5.3%	To Utility and Harbor Funds
100-4121-1900. Personnel Lapse	(10,000.00)	0.00	(10,000.00)	0.00	-100.0%	
100-4121-2000. FICA Expense	8,637.00	7,693.00	9,060.00	9,442.34	4.2%	
100-4121-2100. SUI Expense	42.00	40.00	40.00	64.00	60.0%	
100-4121-2200. Retirement-ER VRS &	5,391.00	4,742.00	5,691.00	5,980.00	5.1%	
100-4121-2210. Life Insurance	1,179.00	1,037.00	1,245.00	1,340.00	7.6%	
100-4121-2220. Disability Insurance,	678.00	434.00	714.00	749.88	5.0%	
100-4121-2230. Worker's Comp	167.00	125.00	123.00	131.22	6.7%	
100-4121-2300. Health Insurance	7,481.00	5,923.00	7,380.00	8,010.00	8.5%	
100-4121-2310. Dental Insurance	291.00	243.00	291.00	285.00	-2.1%	
100-4121-2320. Vision Insurance	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-2325. AFLAC Insurance	0.00	194.00	0.00	0.00	#DIV/0!	
100-4121-2340. Employee Assist	0.00	0.00	0.00	240.00	#DIV/0!	for all town employees
100-4121-2345. Employee/Volunteer Testing Testing	75.00	43.00	0.00	0.00	#DIV/0!	
100-4121-2350. Relocation Assistance	5,000.00	0.00	0.00	4,000.00	#DIV/0!	Per contract
100-4121-2360. Staff & Volunteer appreciation	1,500.00	2,957.00	2,000.00	4,000.00	100.0%	add Board Apprec.,to Staff Holiday Celebration (funded by credit card points)
100-4121-2800. Allocated Benefits	(3,264.00)	(3,264.00)	(3,406.00)	(3,617.00)	6.2%	To Utility and Harbor Funds
100-4121-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-3020. Maint Svc Contracts -	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-3025. Repair Maint &	0.00	0.00	0.00	3,500.00	#DIV/0!	Savin Copier/Printer (move from Clerks budget)
100-4121-3400. Legal Services TM	40,000.00	49,143.00	40,000.00	60,000.00	50.0%	
100-4121-3401. Legal Services Finance	2,000.00	0.00	0.00	1,100.00	#DIV/0!	
100-4121-3402. Legal Services Code	0.00	0.00	2,000.00	0.00	-100.0%	
100-4121-3404. Legal Services Police	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-3405. Legal Services Planner	2,000.00	0.00	1,600.00	0.00	-100.0%	
100-4121-3406. Legal Services Public	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-3410. Management Consulting	5,000.00	3,950.00	2,500.00	15,000.00	500.0%	Preservation Plan survey Ph3, payment 2
100-4121-3420. Engineering & Archtc services	35,000.00	13,710.00	25,000.00	22,500.00	-10.0%	TBD ?
100-4121-3430. IT, Software, Scan & support	7,500.00	8,232.00	7,650.00	8,000.00	4.6%	

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				Incr/Dec		
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100-4121-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-3500. Advertising Services	1,500.00	948.00	500.00	1,000.00	100.0%	2020's 5000 was VA Living Guide Ad
100-4121-4010. Grant Exp Exp- Arts	4,500.00	4,500.00	4,500.00	4,500.00	0.0%	NEA grant
100-4121-4015. Grant Exp - Town Match NEA grant	5,000.00	5,000.00	5,000.00	4,500.00	-10.0%	NEA grant-town match to ArtsEnter
100-4121-4020. Grant Exp - Fire	10,000.00	10,000.00	10,000.00	10,000.00	0.0%	Passthru
100-4121-4025. Grant Exp - Town	25,000.00	25,000.00	35,000.00	35,000.00	0.0%	\$25K operations support and \$10K turnout gear
100-4121-4030. Grant Exp - Nrthmptn Cty Tourism Gra	5,000.00	0.00	0.00	0.00	#DIV/0!	
100-4121-4040. Grant Exp - Star Transit	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-4045. Grant Exp - Cape Chas Museum/Welcc	5,000.00	5,000.00	5,000.00	0.00	-100.0%	TBD ?
100-4121-4050. Grant Exp - Eastern Shore Tourism Col	3,000.00	3,000.00	5,000.00	0.00	-100.0%	TBD ?
100-4121-4060. Grant Exp - Local Arts, GEAR	5,000.00	5,000.00	5,000.00	0.00	-100.0%	TBD ?
100-4121-4065. Grant Exp - Randy Custis Mem Park	1,000.00	1,000.00	0.00	0.00	#DIV/0!	
100-4121-4070. Grant Exp - VML Risk	4,000.00	4,000.00	4,000.00	4,000.00	0.0%	Security measures town bldgs
100-4121-4100. Grant Exp - Community Support	1,500.00	1,500.00	2,951.00	0.00	-100.0%	UkeFest TBD
100-4121-4125. Grant/Donation Exp - Misc pass thru	0.00	185.00	0.00	0.00	#DIV/0!	
100-4121-4150. Grant Exp - TMgr	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-4200. Fireworks	15,000.00	15,000.00	15,000.00	15,000.00	0.0%	\$7.5K in contingency in case of new vendor (pmnt timing)
100-4121-4210. Cape Charles Main	151,950.00	147,635.00	100,000.00	75,000.00	-25.0%	requested 80K TBD
100-4121-4220. Marketing - Social	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-4230. Marketing - Printed	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-5000. Tax Refund - Prior	4,000.00	1,746.00	4,000.00	2,000.00	-50.0%	Late Exonerations
100-4121-5005. Refund - Misc. Fees	100.00	1,191.00	100.00	1,000.00	900.0%	BPOL overpayment refunds, misc
100-4121-5010. Refund - Tourism	3,500.00	0.00	3,500.00	3,500.00	0.0%	
100-4121-5020. Refund - Tourism	5,000.00	0.00	5,000.00	5,000.00	0.0%	
100-4121-5030. Refund - Tourism	6,000.00	0.00	6,000.00	6,000.00	0.0%	
100-4121-5040. Phone Service, offices and tmccl	7,000.00	6,795.00	7,000.00	9,000.00	28.6%	New carrier + TMgr phone
100-4121-5050. Internet & Cable	0.00	0.00	0.00	720.00	#DIV/0!	\$60 per month muni cntr internet
100-4121-5070. Postage	5,500.00	5,403.00	6,000.00	7,000.00	16.7%	increased postage
100-4121-5080. Lease, Bldgs & property	1,775.00	1,746.00	1,810.00	1,850.00	2.2%	
100-4121-5090. Lease, Right of Way	1,000.00	1,000.00	1,020.00	1,050.00	2.9%	golf cart path to Harbor area
100-4121-5100. Lease, Vehicles & EuiPMENT	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-5110. Lease, Office equipment	3,300.00	3,240.00	3,300.00	6,500.00	97.0%	postage machine; add copier/printer (move from clerks budget)
100-4121-5200. Travel-Mileage, Parking & tolls	5,200.00	265.00	500.00	400.00	-20.0%	VML, State Mgr
100-4121-5210. Travel-Lodging & Meals & Meals	2,700.00	1,537.00	500.00	1,400.00	180.0%	VML, State Mgr

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	2018/2019 Annual Approved Budget	2018/2019 Full Year Actuals	2019/2020 Annual Approved Budget	2020/2021 Initial Budget Request	Incr/Dec	2020/2021 Initial Budget Notes
100-4121-5220. Conference	800.00	115.00	0.00	950.00	#DIV/0!	VML, State Mgr
100-4121-5230. Education	0.00	123.00	0.00	0.00	#DIV/0!	
100-4121-5240. Books & Subscriptions	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-5250. Dues & Memberships	2,600.00	1,471.00	1,000.00	0.00	-100.0%	
100-4121-5300. Insurance, Property &	25,780.00	28,973.00	31,396.00	31,229.07	-0.5%	estimate - quote not yet available.
100-4121-5310. Insurance, Public Official Liability	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-5340. Licensing	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-5350. Fines & Penalties	0.00	0.00	0.00	0.00	#DIV/0!	
100-4121-6000. Office Supplies	7,000.00	7,662.00	7,000.00	7,000.00	0.0%	
100-4121-6150. Comptr, Sftware <\$5000	1,100.00	4,776.00	1,400.00	900.00	-35.7%	Town Manager laptop
100-4121-6175. Vehicles & Equip Fuel	1,000.00	438.00	1,000.00	800.00	-20.0%	Admin Vehicle
100-4121-6200. Vehicles & Equip Supplies & Svcs	2,100.00	487.00	1,000.00	2,000.00	100.0%	Admin Vehicle
100-4121-6800. Debt Service -	100,089.00	91,468.00	93,945.00	96,158.07	2.4%	
100-4121-6850. Debt Service Interest -	46,958.00	29,450.00	27,423.00	25,457.71	-7.2%	
100-4121-6900. Contingency Fund Exp	40,000.00	0.00	35,000.00	40,000.00	14.3%	\$10K code/\$2K Plc Acad/\$7.5 K new firewrks vendor/\$20.5K misc
100-4121-7080. Computers, Software >\$5000	4,000.00	0.00	0.00	0.00	#DIV/0!	
100-4121-8100. Transfer to Fund	114,402.00	0.00	352,872.00	103,267.00	-70.7%	Transfer to Harbor Fund for debt svc
4121. TOWN MANAGER	836,551.00	603,243.00	978,783.00	751,336.54		

4124. FINANCE

100-4124-1000. Regular Salaries &	180,772.00	185,954.00	184,180.00	192,124.40	4.3%	JO promoted to HR Mgr, utility billing incrsd rspnsblties
100-4124-1100. Regular Salaries &	1,364.00	508.00	1,396.00	790.93	-43.3%	
100-4124-1200. PT Salaries & Wages	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-1300. PT Salaries & Wages	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-1800. Allocated Wages	(16,172.00)	(16,172.00)	(16,737.00)	(16,281.00)	-2.7%	To harbor and utilities
100-4124-2000. FICA Expense	13,698.00	12,715.00	13,933.00	14,758.00	5.9%	
100-4124-2100. SUI Expense	83.00	80.00	80.00	128.00	60.0%	
100-4124-2200. Retirement-ER VRS &	10,519.00	10,470.00	10,884.00	11,302.46	3.8%	
100-4124-2210. Life Insurance	2,301.00	2,288.00	2,380.00	2,532.66	6.4%	
100-4124-2220. Disability Insurance,	1,384.00	975.00	1,428.00	1,480.36	3.7%	
100-4124-2230. Worker's Comp	187.00	177.00	192.00	127.71	-33.5%	
100-4124-2300. Health Insurance	22,443.00	21,822.00	26,240.00	32,040.00	22.1%	
100-4124-2310. Dental Insurance	1,164.00	1,164.00	1,164.00	1,140.00	-2.1%	
100-4124-2320. Vision Insurance	91.00	91.00	91.00	0.00	-100.0%	
100-4124-2325. AFLAC Insurance	0.00	194.00	0.00	0.00	#DIV/0!	

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100-4124-2330. Benefits Adminstn	2,170.00	2,229.00	2,225.00	2,500.00	12.4%	FSA
100-4124-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-2345. Employee/Volunteer Testing Testing	75.00	0.00	0.00	0.00	#DIV/0!	
100-4124-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-2800. Allocated Benefits	(5,139.00)	(5,133.00)	(5,188.00)	(5,323.05)	2.6%	To harbor and utilities
100-4124-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-3020. Maint Svc Contracts -	7,701.00	8,539.00	10,100.00	10,275.00	1.7%	FMS&Meals & Lodging9000/Analytics 1,2705
100-4124-3430. IT, Software, Scan &	400.00	992.00	450.00	1,075.00	138.9%	
100-4124-3500. Advertising Services	500.00	0.00	480.00	480.00	0.0%	
100-4124-3600. Payroll Processing &	7,100.00	6,984.00	7,250.00	8,200.00	13.1%	Replace 1 or 2 timeclocks - 4 and 5 years old
100-4124-3700. Auditor & Accountant	25,000.00	24,800.00	25,675.00	26,000.00	1.3%	
100-4124-3710. Collections Services &	250.00	800.00	1,000.00	1,000.00	0.0%	
100-4124-3730. Bank Service Charges	500.00	324.00	325.00	3,500.00	976.9%	
100-4124-3740. Merchant Service	3,900.00	4,717.00	4,500.00	6,400.00	42.2%	Increased usage
100-4124-3750. Late Fees & Fines	150.00	18.00	150.00	150.00	0.0%	
100-4124-3760. Cash Short & Over	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-5040. Phone Service,	0.00	360.00	360.00	780.00	116.7%	HR cell phone reimb.
100-4124-5110. Lease, Office Equipment	1,174.00	1,169.00	1,174.00	1,200.00	2.2%	credit card machines
100-4124-5200. Travel-Mileage,	500.00	775.00	328.00	1,017.00	210.1%	4 employees HR/Treasurer classes
100-4124-5210. Travel-Lodging & Meals &	4,307.00	1,990.00	1,068.00	1,480.00	38.6%	4 employees HR/Treasurer classes
100-4124-5220. Conference	1,075.00	475.00	500.00	1,350.00	170.0%	4 employees HR/Treasurer conf
100-4124-5230. Education	1,500.00	1,127.00	1,879.00	815.00	-56.6%	4 employees HR/Treasurer classes
100-4124-5240. Books & Subscriptions	0.00	150.00	0.00	150.00	#DIV/0!	Tax statistics pub
100-4124-5250. Dues & Memberships	400.00	227.00	510.00	600.00	17.6%	Add Bookkeeper to TAV/Jodi IPMA
100-4124-5260. Employee Testing &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-5340. Licensing	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-5350. Fines & Penalties	0.00	0.00	0.00	0.00	#DIV/0!	
100-4124-6000. Office Supplies	4,000.00	4,238.00	4,000.00	4,000.00	0.0%	
100-4124-6150. Comptr, Sftware &	1,100.00	3,300.00	1,300.00	1,100.00	-15.4%	Replace desktop/treasurer
100-4124-6800. Debt Service -	6,799.00	6,994.00	7,195.00	7,402.00	2.9%	
100-4124-6850. Debt Service Interest -	1,035.00	839.00	639.00	432.00	-32.4%	
100-4124-7080. Computers, Software	0.00	3,123.00	0.00	0.00	#DIV/0!	
4124. FINANCE	282,331.00	289,303.00	291,151.00	314,726.47	8.1%	
4310. POLICE						
100-4310-1000. Regular Salaries	259,880.00	263,983.00	268,417.00	308,818.16	15.1%	

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100-4310-1100. Regular Salaries OT	2,176.00	2,978.00	5,000.00	2,000.00	-60.0%	
100-4310-2000. FICA Expense	20,047.00	19,287.00	20,916.00	23,777.60	13.7%	
100-4310-2100. SUI Expense	125.00	147.00	120.00	224.00	86.7%	
100-4310-2200. Retirement-ER VRS &	15,002.00	13,784.00	15,368.00	17,734.00	15.4%	
100-4310-2210. Life Insurance	3,281.00	3,029.00	3,361.00	3,973.92	18.2%	
100-4310-2220. Disability Insurance,	1,983.00	1,848.00	2,027.00	2,344.40	15.7%	
100-4310-2230. Worker's Comp	8,591.00	8,145.00	8,916.00	8,895.32	-0.2%	
100-4310-2300. Health Insurance	44,887.00	35,661.00	44,280.00	56,070.00	26.6%	
100-4310-2310. Dental Insurance	1,747.00	1,456.00	1,747.00	1,995.00	14.2%	
100-4310-2320. Vision Insurance	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-2325. AFLAC Insurance	0.00	388.00	0.00	0.00	#DIV/0!	
100-4310-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-2345. Employee/Volunteer Testing Testing t	100.00	165.00	0.00	100.00	#DIV/0!	
100-4310-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-3020. Maint Svc Contracts -	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-3025. Repair Maint &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-3410. Management	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-3430. IT, Software, Scan &	2,000.00	1,220.00	2,000.00	1,600.00	-20.0%	RMS system annual maintenance & Inversa
100-4310-3440. Interpreter Services	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-3500. Advertising Services	500.00	0.00	0.00	0.00	#DIV/0!	
100-4310-4070. Grant - VML Risk	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-4080. Grant Exp - DCJS	1,000.00	0.00	1,000.00	1,000.00	0.0%	Byrne Grant
100-4310-4150. Grant Exp - Police	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-5040. Phone Service,	4,820.00	4,609.00	4,820.00	5,460.00	13.3%	add addtl officer phone
100-4310-5200. Travel-Mileage,	500.00	72.00	510.00	0.00	-100.0%	
100-4310-5205. Travel-Mileage, Pol acad	700.00	1,030.00	714.00	0.00	-100.0%	Pol Academy costs moved to contingency
100-4310-5210. Travel-Lodging & Meals	500.00	503.00	1,510.00	500.00	-66.9%	
100-4310-5215. Travel-Lodging & Meals Pol Acad	2,000.00	938.00	1,040.00	0.00	-100.0%	Pol Academy costs moved to contingency
100-4310-5220. Conference	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-5230. Education	2,015.00	2,184.00	3,000.00	2,500.00	-16.7%	Annual Fee for Academy (Newport News)
100-4310-5240. Books & Subscriptions	0.00	114.00	200.00	200.00	0.0%	
100-4310-5250. Dues & Memberships	150.00	0.00	150.00	0.00	-100.0%	
100-4310-5260. Employee Testing &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4310-5310. Insurance, Public	3,948.00	4,437.00	4,808.00	4,782.64	-0.5%	
100-4310-5330. Insurance, LODA	3,344.00	3,344.00	0.00	5,605.00	#DIV/0!	
100-4310-6000. Office Supplies	2,000.00	3,312.00	2,000.00	2,000.00	0.0%	

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100-4310-6050. Uniforms Expense	4,000.00	2,693.00	5,880.00	6,000.00	2.0%	Replace outer vest covers
100-4310-6125. Departmental supplies	6,000.00	6,818.00	9,000.00	9,000.00	0.0%	new ammo- less lethal, new LIDAR
100-4310-6150. Comptr, Sftware &	4,100.00	0.00	4,100.00	2,600.00	-36.6%	replace 2 outdated computers+ update 1 win 10
100-4310-6175. Vehicles & Equip Fuel	18,000.00	15,300.00	17,000.00	18,000.00	5.9%	Additional vehicle on the road
100-4310-6200. Vehicle & Equip supplies & svcs	9,000.00	7,661.00	9,000.00	8,000.00	-11.1%	Tires, regular maintenance
100-4310-6225. Repair & Maintenance supplies	1,500.00	947.00	1,500.00	1,500.00	0.0%	
100-4310-6800. Debt Service -	9,955.00	10,199.00	10,005.00	11,784.00	17.8%	
100-4310-6850. Debt Service Interest	1,287.00	1,042.00	1,237.00	1,268.00	2.5%	
100-4310-7070. Vehicles & Equipment	34,000.00	32,627.00	0.00	38,940.00	#DIV/0!	\$33,400 ford f150 super cab & \$5,500 outfit/install
100-4310-7080. Computers, Software	0.00	5,988.00	0.00	0.00	#DIV/0!	
100-4310-7090. Equipment, Other	0.00	0.00	1,000.00	0.00	-100.0%	
4310. POLICE	469,138.00	455,909.00	450,625.00	546,672.04	21%	
4340. CODE ENFORCEMENT						
100-4340-1000. Regular Salaries & Wages	87,935.00	88,614.00	94,314.00	95,363.80	1.1%	Move Permit tech 100% to CE
100-4340-1100. Regular Salaries & OT	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-2000. FICA Expense	6,727.00	6,639.00	7,215.00	7,295.33	1.1%	
100-4340-2100. SUI Expense	42.00	40.00	40.00	64.00	60.0%	
100-4340-2200. Retirement-ER VRS &	5,330.00	5,330.00	5,712.00	5,702.76	-0.2%	
100-4340-2210. Life Insurance	1,166.00	1,166.00	1,249.00	1,277.87	2.3%	
100-4340-2220. Disability Insurance,	700.00	496.00	746.00	746.38	0.1%	
100-4340-2230. Worker's Comp	566.00	536.00	600.00	409.14	-31.8%	
100-4340-2300. Health Insurance	8,481.00	7,669.00	7,880.00	10,680.00	35.5%	
100-4340-2310. Dental Insurance	582.00	582.00	582.00	570.00	-2.1%	
100-4340-2320. Vision Insurance	91.00	91.00	91.00	91.32	0.4%	
100-4340-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-2345. Employee/Volunteer Testing Testing	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-3010. Vehcl & Equip Repairs,	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-3020. Maint Svc Contracts -	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-3025. Repair Maint &	4,000.00	24,505.00	4,000.00	4,000.00	0.0%	Code Enforcement Actions
100-4340-3430. IT, Software, Scan & Web	3,000.00	1,966.00	3,000.00	4,000.00	33.3%	Wide Format Scanner has increased to \$1,000/month
100-4340-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	

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100-4340-3500. Advertising Services	500.00	87.00	0.00	0.00	#DIV/0!	
100-4340-3760. Cash Short & Over	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-5040. Phone Service,	780.00	910.00	780.00	780.00	0.0%	
100-4340-5110. Lease, Office	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-5200. Travel-Mileage,	600.00	132.00	600.00	600.00	0.0%	
100-4340-5210. Travel-Lodging & Meals &	800.00	72.00	600.00	600.00	0.0%	
100-4340-5220. Conference	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-5230. Education	1,000.00	0.00	1,000.00	1,300.00	30.0%	Certification Test has increased 20%
100-4340-5240. Books & Subscriptions	1,000.00	906.00	1,000.00	1,000.00	0.0%	Level
100-4340-5250. Dues & Memberships	530.00	105.00	500.00	800.00	60.0%	Adding Memberships for Permit Technician
100-4340-5260. Employee Testing &	75.00	0.00	0.00	0.00	#DIV/0!	
100-4340-5300. Insurance, Property &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-6000. Office Supplies	1,000.00	877.00	1,000.00	1,500.00	50.0%	Used to split printer supplies 3 ways. Now it will only be split 2 ways. Code & Planner
100-4340-6075. Hand Tools, & Small	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-6150. Comptr, Sftware &	0.00	539.00	0.00	0.00	#DIV/0!	
100-4340-6175. Vehicles & Equip Fuel	700.00	851.00	725.00	725.00	0.0%	
100-4340-6200. Vehicle & Powered	200.00	141.00	200.00	1,000.00	400.0%	Explorer 4+ years old will possibly need tires
100-4340-6800. Debt Service -	4,896.00	4,718.00	5,219.00	5,372.00	2.9%	
100-4340-6850. Debt Service Interest -	668.00	509.00	345.00	192.00	-44.3%	
100-4340-7070. Vehicles & Equipment	0.00	0.00	0.00	0.00	#DIV/0!	
100-4340-7080. Computer, Software, Elec. >\$5,000	0.00	0.00	0.00	7,000.00	#DIV/0!	Replace BS&A Permit software which is no longer supported USDA Grant/Loan
4340. CODE ENFORCEMENT	131,369.00	147,481.00	137,399.00	151,069.60	9.9%	
4430. PUBLIC WORKS						
100-4430-1000. Regular Salaries & Wages	144,262.00	145,350.00	148,882.00	154,882.00	4.0%	
100-4430-1050. Salary & Wages - Part time	21,497.00	22,902.00	22,142.00	0.00	-100.0%	
100-4430-1100. Regular Salaries & OT	750.00	1,239.00	750.00	18,750.00	2400.0%	Public Restroom cleaning, tourism maint, & weather-related overtime
100-4430-1200. PT Salaries & Wages	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-1300. PT Salaries & Wages	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-1400. Seasonal Wages	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-1500. Seasonal Wages OT	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-2000. FICA Expense	12,738.00	12,375.00	13,141.00	13,282.85	1.1%	
100-4430-2100. SUI Expense	111.00	117.00	107.00	160.00	49.5%	
100-4430-2150. Benefit Allocation -	0.00	0.00	0.00	0.00	#DIV/0!	

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100-4430-2200. Retirement-ER VRS &	9,929.00	9,942.00	10,244.00	9,261.94	-9.6%
100-4430-2210. Life Insurance	2,171.00	2,175.00	2,240.00	2,075.42	-7.3%
100-4430-2220. Disability Insurance,	1,373.00	973.00	1,411.00	1,264.55	-10.4%
100-4430-2230. Worker's Comp	4,582.00	4,344.00	4,693.00	4,438.81	-5.4%
100-4430-2300. Health Insurance	31,091.00	27,535.00	31,253.00	34,710.00	11.1%
100-4430-2310. Dental Insurance	1,968.00	1,834.00	1,968.00	1,710.00	-13.1%
100-4430-2320. Vision Insurance	122.00	91.00	122.00	91.32	-25.1%
100-4430-2325. AFLAC Insurance	0.00	323.00	0.00	0.00	#DIV/0!
100-4430-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-2345. Employee/Volunteer Testing Testing	120.00	0.00	0.00	180.00	#DIV/0!
100-4430-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-3010. Vehcl & Equip Repairs,	500.00	0.00	0.00	0.00	#DIV/0!
100-4430-3020. Maint Svc Contracts -	2,500.00	0.00	2,500.00	2,500.00	0.0%
100-4430-3025. Repair Maint & Inspect Contracted Svc	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-3030. Lease - Storage	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-3040. Grounds Maintenance	70,000.00	59,189.00	70,000.00	25,000.00	-64.3%
100-4430-3050. Waste Removal	200.00	0.00	200.00	0.00	-100.0%
100-4430-3060. Landfill Disposal	2,000.00	4,167.00	2,000.00	2,000.00	0.0%
100-4430-3070. Mosquito & Pest	8,100.00	7,660.00	8,100.00	8,500.00	4.9%
100-4430-3200. Cleaning and	7,500.00	8,375.00	7,500.00	0.00	-100.0%
100-4430-3430. IT, Software, Scan &	300.00	415.00	300.00	2,000.00	566.7%
100-4430-3500. Advertising Services	500.00	239.00	250.00	250.00	0.0%
100-4430-4030. Grant Exp - Nrthmptn	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-4070. Grant Exp - VML Risk	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-4090. Grant Exp - Litter	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-5010. Electric Service	46,000.00	49,615.00	46,000.00	50,000.00	8.7%
100-4430-5020. Propane & Fuel Oil	1,500.00	1,699.00	1,500.00	3,000.00	100.0%
100-4430-5040. Phone Service,	1,800.00	2,271.00	2,500.00	2,500.00	0.0%
100-4430-5080. Lease, Bldgs &	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-5100. Lease, Vehicles &	0.00	0.00	2,500.00	2,500.00	0.0%
100-4430-5110. Lease, Office	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-5200. Travel-Mileage, parking tolls	300.00	61.00	200.00	500.00	150.0%
100-4430-5210. Travel-Lodging & Meals &	200.00	410.00	300.00	500.00	66.7%
100-4430-5220. Conference	0.00	0.00	0.00	0.00	#DIV/0!
100-4430-5230. Education	400.00	0.00	400.00	400.00	0.0%
100-4430-5240. Books & Subscriptions	100.00	0.00	100.00	100.00	0.0%
100-4430-5250. Dues & Memberships	0.00	0.00	0.00	0.00	#DIV/0!

1 EE opts out of Health Ins

HVAC annual maint lib, civic, muni bldgs

Park, remainder done by town staff

staff computer training

Heat and Q. Hut & Shop

65/mox1 + \$30/x4 + possible replacement

Tents

Training

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	2018/2019 Annual Approved Budget	2018/2019 Full Year Actuals	2019/2020 Annual Approved Budget	2020/2021 Initial Budget Request		2020/2021 Initial Budget Notes
100-4430-5260. Employee Testing &	200.00	260.00	200.00	225.00	12.5%	
100-4430-5300. Insurance, Property &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-5340. Licensing	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-5350. Fines & Penalties	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-6000. Office Supplies	1,250.00	628.00	650.00	800.00	23.1%	
100-4430-6025. Janitorial & Kitchen	2,500.00	3,528.00	2,500.00	6,500.00	160.0%	public restrooms cleaned + handwashing stations
100-4430-6050. Uniforms Expense	900.00	583.00	900.00	1,000.00	11.1%	
100-4430-6075. Hand Tools, & Small	1,000.00	380.00	1,000.00	5,000.00	400.0%	Specialty tools for MECH
100-4430-6080. Safety Equipment	250.00	0.00	250.00	1,000.00	300.0%	OSHA Compliance
100-4430-6150. Comptr, Sftware <5000	1,100.00	1,062.00	200.00	850.00	325.0%	replace oldest computer
100-4430-6175. Vehicles & Equip Fuel	12,500.00	12,782.00	13,000.00	13,000.00	0.0%	Anticipated price increase
100-4430-6200. Vehicle & Powered	14,000.00	7,538.00	14,000.00	14,000.00	0.0%	
100-4430-6225. Repair & Maintenance	58,000.00	57,580.00	58,000.00	74,600.00	28.6%	Add larger repair projects & mulch for playground
100-4430-6275. Beach Maint. & Safety	30,000.00	27,570.00	30,000.00	50,000.00	66.7%	Beach, boardwalk, bathrooms, and fishing pier
100-4430-6800. Debt Service -	4,343.00	4,467.00	4,596.00	4,728.00	2.9%	
100-4430-6850. Debt Service Interest	661.00	874.00	408.00	276.00	-32.4%	
100-4430-7010. Buildings & property	60,000.00	22,000.00	350,000.00	41,868.00	-88.0%	\$6868 heaters for PW shop;\$35,000 trailered restroom, ADA access.
100-4430-7020. Infrastructure - Open spaces/Parks	0.00	16,880.00	30,000.00	0.00	-100.0%	
100-4430-7030. Infrastructure - Fixtures & Signage	65,500.00	81,633.00	68,000.00	0.00	-100.0%	New sign plan for phase II wayfinding
100-4430-7040. Infrastructure - Parking lots	0.00	15,900.00	10,000.00	10,000.00	0.0%	TOT funded Mason Ave & Harbor
100-4430-7050. Infrastructure - Streets & Walkways	1,453,000.00	34,615.00	950,000.00	1,160,000.00	22.1%	\$275K ph2/870Kph3/ 15K restriping Mason
100-4430-7060. Infrastructure - Stormwater System	0.00	0.00	30,000.00	0.00	-100.0%	Phase 2, video
100-4430-7070. Vehicles & Equipment	55,000.00	52,500.00	0.00	22,240.00	#DIV/0!	\$22,239.88 Stihl Edger & 60" Hustler Super Z, USDA RD G/L
100-4430-7080. Computers, Software > \$5000	0.00	0.00	0.00	35,000.00	#DIV/0!	Security Camera system USDA RD Grant/Loan
100-4430-7090. Equipment, Other	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-7095. Work in Progress	0.00	0.00	0.00	0.00	#DIV/0!	
100-4430-7100. Property - Land	0.00	0.00	0.00	0.00	#DIV/0!	
4430. PUBLIC WORKS	2,132,816.00	704,081.00	1,945,006.00	1,781,643.89	-8.4%	
4710. PARKS & REC						
100-4710-1000. Regular Salaries & Wages	42,560.00	43,274.00	45,943.00	45,943.00	0.0%	
100-4710-1100. Regular Salaries & Wages OT	0.00	313.00	221.00	994.05	349.8%	
100-4710-1200. PT Salaries -	0.00	0.00	0.00	1,000.00	#DIV/0!	

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100-4710-1400. Seasonal Wages Rec	1,500.00	0.00	0.00	0.00	#DIV/0!	
100-4710-1500. Seasonal Wages OT	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-2000. FICA Expense	3,371.00	2,810.00	3,532.00	3,667.18	3.8%	
100-4710-2100. SUI Expense	25.00	20.00	20.00	32.00	60.0%	
100-4710-2200. Retirement-ER VRS &	2,549.00	2,549.00	2,752.00	2,747.39	-0.2%	
100-4710-2210. Life Insurance	558.00	558.00	602.00	615.64	2.3%	
100-4710-2220. Disability Insurance,	336.00	238.00	361.00	360.67	-0.1%	
100-4710-2230. Worker's Comp	1,239.00	1,175.00	2,108.00	855.09	-59.4%	
100-4710-2300. Health Insurance	7,481.00	6,983.00	7,380.00	8,010.00	8.5%	
100-4710-2310. Dental Insurance	291.00	291.00	291.00	285.00	-2.1%	
100-4710-2320. Vision Insurance	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-2345. Employee/Volunteer Testing Testing	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-3000. Contract Labor	0.00	452.00	15,000.00	0.00	-100.0%	Move to Public Works
100-4710-3005. Program & Event	0.00	23,248.00	7,200.00	0.00	-100.0%	Move CCP concerts back to TM as part of funding application
100-4710-3025. Repair Maint &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-3430. IT, Software, Scan &	200.00	20.00	200.00	200.00	0.0%	
100-4710-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-3500. Advertising Services	1,250.00	880.00	1,275.00	1,275.00	0.0%	
100-4710-3760. Cash Short & Over	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-4070. Grant Exp - VML Risk	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-4150. Grant Exp - Recreation	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-5040. Phone Service,	780.00	607.00	780.00	780.00	0.0%	
100-4710-5200. Travel-Mileage,	250.00	220.00	250.00	350.00	40.0%	
100-4710-5210. Travel-Lodging & Meals &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-5220. Conference	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-5230. Education	0.00	311.00	350.00	250.00	-28.6%	CPR/Event planning
100-4710-5240. Books & Subscriptions	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-5250. Dues & Memberships	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-5260. Employee Testing &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4710-5340. Licensing	750.00	715.00	715.00	740.00	3.5%	Fishing Pier
100-4710-6000. Office Supplies	425.00	136.00	425.00	425.00	0.0%	
100-4710-6050. Uniforms Expense	150.00	180.00	150.00	150.00	0.0%	
100-4710-6100. Program & Event	27,300.00	20,887.00	21,096.00	15,846.00	-24.9%	
100-4710-6150. Comptr, Sftware &	0.00	122.00	0.00	0.00	#DIV/0!	
100-4710-6225. Repair & Maintenance	500.00	143.00	12,000.00	500.00	-95.8%	Decrease -was for restroom cleaning in FY 2020

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4710. PARKS & REC	91,515.00	106,132.00	122,650.00	85,026.02	-30.7%	
4730. LIBRARY						
100-4730-1000. Regular Salaries &	45,633.00	46,824.00	81,450.00	81,450.00	0.0%	
100-4730-1100. Regular Salaries &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-1200. PT Salaries & Wages	31,296.00	31,712.00	10,022.00	10,024.56	0.0%	
100-4730-1300. PT Salaries & Wages	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-2000. FICA Expense	5,885.00	6,034.00	6,998.00	6,997.80	0.0%	
100-4730-2100. SUI Expense	62.00	63.00	60.00	96.00	60.0%	
100-4730-2200. Retirement-ER VRS &	2,733.00	2,733.00	4,879.00	4,870.71	-0.2%	
100-4730-2210. Life Insurance	598.00	598.00	1,067.00	1,091.43	2.3%	
100-4730-2220. Disability Insurance,	358.00	256.00	646.00	646.20	0.0%	
100-4730-2230. Worker's Comp	80.00	76.00	96.00	60.79	-36.7%	
100-4730-2300. Health Insurance	7,481.00	5,611.00	11,480.00	16,020.00	39.5%	
100-4730-2310. Dental Insurance	291.00	384.00	582.00	570.00	-2.1%	
100-4730-2320. Vision Insurance	0.00	23.00	91.00	91.32	0.4%	
100-4730-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-2345. Employee/Volunteer Testing Testing	0.00	60.00	0.00	0.00	#DIV/0!	
100-4730-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-3005. Program & Event Supplies & Awards	5,000.00	3,135.00	5,100.00	5,100.00	0.0%	
100-4730-3020. Maint Svc Contracts -	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-3025. Repair Maint &	350.00	320.00	357.00	375.00	5.0%	ABS Copier maintenance contract
100-4730-3200. Cleaning and	9,060.00	5,554.00	5,000.00	3,000.00	-40.0%	Deep cleaning services
100-4730-3430. IT, Software, Scan &	2,600.00	2,845.00	2,652.00	2,200.00	-17.0%	Bought Faronics/Deep Freeze 3 yr contract in FY20/Ricoh Ice 1 yr 269 -office and lab it services
100-4730-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-3500. Advertising Services	500.00	158.00	510.00	510.00	0.0%	
100-4730-3760. Cash Short & Over Lib	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-4100. Grant Exp - Library -	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-4110. Grant Exp - Friends of	0.00	271.00	0.00	0.00	#DIV/0!	
100-4730-4150. Grant Exp - Library	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-5010. Electric Service	5,800.00	5,596.00	6,500.00	7,250.00	11.5%	
100-4730-5020. Propane & Fuel Oil	1,500.00	1,376.00	1,530.00	1,600.00	4.6%	
100-4730-5040. Phone Service,	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-5110. Lease, Office Equip.	1,021.00	1,212.00	1,041.00	1,200.00	15.3%	copier lease

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100-4730-5200. Travel-Mileage,	650.00	246.00	663.00	300.00	-54.8%	
100-4730-5210. Travel-Lodging & Meals &	550.00	28.00	561.00	561.00	0.0%	
100-4730-5220. Conference	400.00	320.00	408.00	408.00	0.0%	
100-4730-5230. Education	0.00	91.00	135.00	135.00	0.0%	
100-4730-5240. Books & Subscriptions	300.00	33.00	306.00	306.00	0.0%	
100-4730-5250. Dues & Memberships	449.00	412.00	458.00	500.00	9.2%	ALA & VLA
100-4730-5300. Insurance, Property &	0.00	0.00	0.00	0.00	#DIV/0!	
100-4730-6000. Office Supplies	1,500.00	2,166.00	1,530.00	2,200.00	43.8%	
100-4730-6025. Janitorial & Kitchen	50.00	0.00	51.00	100.00	96.1%	
100-4730-6050. Uniforms - Library	0.00	0.00	0.00	200.00	#DIV/0!	
100-4730-6100. Program & Event	1,500.00	1,491.00	1,530.00	1,530.00	0.0%	
100-4730-6125. Dept Sppls & Equip	16,500.00	14,279.00	17,500.00	17,500.00	0.0%	
100-4730-6150. Comptr, Sftware &	5,100.00	4,104.00	3,500.00	3,200.00	-8.6%	Internet infrastructure
100-4730-6225. Repair & Maintenance	3,000.00	2,408.00	1,000.00	0.00	-100.0%	
100-4730-7080. Computers, Software	0.00	0.00	0.00	0.00	#DIV/0!	
4730. LIBRARY	150,249.00	140,417.00	167,703.00	170,093.81	1.4%	

4811. PLANNING

100-4811-1000. Regular Salaries &	57,901.00	40,550.00	56,375.00	56,000.00	-0.7%	
100-4811-1200. PT Salaries & Wages	3,140.00	3,065.00	1,040.00	2,100.00	101.9%	Move Permit tech 100% to CE
100-4811-2000. FICA Expense	4,670.00	3,077.00	4,553.00	4,444.65	-2.4%	
100-4811-2100. SUI Expense	26.00	31.00	25.00	40.40	61.6%	
100-4811-2200. Retirement-ER VRS &	3,468.00	2,500.00	3,377.00	3,348.80	-0.8%	
100-4811-2210. Life Insurance	759.00	547.00	738.00	750.40	1.7%	
100-4811-2220. Disability Insurance,	447.00	203.00	436.00	433.08	-0.7%	
100-4811-2230. Worker's Comp	543.00	515.00	524.00	355.70	-32.1%	
100-4811-2300. Health Insurance	7,481.00	5,112.00	7,380.00	8,010.00	8.5%	
100-4811-2310. Dental Insurance	291.00	218.00	582.00	285.00	-51.0%	
100-4811-2320. Vision Insurance	0.00	0.00	0.00	0.00	#DIV/0!	
100-4811-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
100-4811-2345. Employee/Volunteer Testing Testing tr	0.00	80.00	0.00	75.00	#DIV/0!	
100-4811-2350. Relocation Expense	0.00	2,748.00	0.00	0.00	#DIV/0!	
100-4811-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
100-4811-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
100-4811-3020. Maint Svc Contracts -	0.00	0.00	0.00	0.00	#DIV/0!	
100-4811-3025. Repair Maint &	0.00	0.00	0.00	0.00	#DIV/0!	

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100-4811-3410. Management Consulting	4,000.00	0.00	16,000.00	0.00	-100.0%	Defer Comp Plan
100-4811-3430. IT, Software, Scan &	2,000.00	1,264.00	2,040.00	1,400.00	-31.4%	
100-4811-3450. Printing & Design	250.00	579.00	255.00	0.00	-100.0%	
100-4811-3500. Advertising Services	2,000.00	2,075.00	2,040.00	2,100.00	2.9%	
100-4811-4150. Grant Expense -	0.00	0.00	0.00	0.00	#DIV/0!	
100-4811-5040. Phone Service,	0.00	0.00	0.00	0.00	#DIV/0!	
100-4811-5200. Travel-Mileage,	1,400.00	559.00	958.00	958.00	0.0%	
100-4811-5210. Travel-Lodging & Meals &	2,115.00	517.00	2,510.00	2,510.00	0.0%	
100-4811-5220. Conference	0.00	570.00	250.00	250.00	0.0%	
100-4811-5230. Education	2,000.00	1,050.00	3,200.00	3,200.00	0.0%	d
100-4811-5240. Books & Subscriptions	165.00	330.00	178.00	730.00	310.1%	
100-4811-5250. Dues & Memberships	300.00	250.00	433.00	600.00	38.6%	
100-4811-5260. Employee Testing &	0.00	0.00	398.00	400.00	0.5%	
100-4811-6000. Office Supplies	400.00	1,209.00	408.00	800.00	96.1%	
100-4811-6150. Comptr, Sftware &	0.00	0.00	0.00	2,300.00	#DIV/0!	
4811. PLANNING	93,356.00	67,050.00	103,700.00	91,091.03	-12.2%	

100. GENERAL FUND

Expense	4,364,660.00	2,679,260.00	4,394,573.00	4,072,213.39	100.0%
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100. GENERAL FUND

REVENUE LESS EXPENSES	0.00	1,005,706.00	0.00	(259,159.39)	
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501. PUBLIC UTILITIES FUND						
Revenue						
3100.						
501-3100-1201. Connection, Plumbing	400.00	800.00	400.00	400.00	0.0%	
501-3100-1202. Connection, Plumbing	400.00	800.00	400.00	400.00	0.0%	
501-3100-5360. Utility Permit (Main to	0.00	100.00	0.00	0.00	#DIV/0!	
3100.	800.00	1,700.00	800.00	800.00	0.0%	
3150.						
501-3150-1501. Miscellaneous	1,481.00	640.00	1,500.00	1,500.00	0.0%	
501-3150-1502. Septage Services	0.00	0.00	0.00	0.00	#DIV/0!	
3150.	1,481.00	640.00	1,500.00	1,500.00	0.0%	
3300.						
501-3300-1000. Interest Earned on	1,400.00	2,034.00	2,600.00	2,600.00	0.0%	
501-3300-2000. Dividends & Int. on	2,100.00	5,713.00	19,620.00	7,000.00	-64.3%	
3300.	3,500.00	7,747.00	22,220.00	9,600.00	-56.8%	
3500.						
501-3500-1501. Water Sales	534,680.00	532,953.00	576,036.00	572,000.00	-0.7%	
501-3500-1502. Sewer Charges	1,032,448.00	1,050,175.00	1,063,827.00	1,044,000.00	-1.9%	sewer estimate a little high for 2020
501-3500-1800. Sale of Surplus	600.00	0.00	2,000.00	800.00	-60.0%	Sale of old water truck
501-3500-3501. Penalties & Interest -	7,750.00	2,555.00	3,500.00	6,000.00	71.4%	
501-3500-3502. Penalties & Interest	10,000.00	4,947.00	7,000.00	11,000.00	57.1%	
501-3500-4501. Connection Fees - BC water	2,625.00	7,000.00	2,625.00	2,625.00	0.0%	
501-3500-4502. Connection Fees - BC Sewer	2,625.00	7,000.00	2,625.00	2,625.00	0.0%	
501-3500-5501. Connection Fees - Historic water	11,813.00	14,903.00	3,500.00	3,500.00	0.0%	
501-3500-5502. Connection Fees - Historic Sewer	11,813.00	14,903.00	3,500.00	3,500.00	0.0%	
501-3500-6501. Facility Fees, Rest. - Bay Creek Water	12,000.00	32,000.00	16,000.00	16,000.00	0.0%	
501-3500-6502. Facility Fees, Restr. - BC Sewer	19,800.00	52,800.00	26,400.00	26,400.00	0.0%	
501-3500-7501. Facility Fees, Restr.- Historic Water	54,000.00	70,440.00	48,000.00	48,000.00	0.0%	
501-3500-7502. Facility Fees, Restr. - Historic Sewer	89,100.00	116,224.00	79,200.00	79,200.00	0.0%	
3500.	1,789,253.00	1,905,899.00	1,834,214.00	1,815,650.00	-1.0%	
3600.						
501-3600-6000. Utility Fund Transfer	0.00	0.00	0.00	0.00	#DIV/0!	

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3600.	0.00	0.00	0.00	0.00	#DIV/0!	
3650.						
501-3650-4000. Recovery Water &	0.00	1,670.00	0.00	0.00	#DIV/0!	
3650.	0.00	1,670.00	0.00	0.00	#DIV/0!	
3800.						
501-3800-1000. VDH Grant	0.00	0.00	0.00	0.00	#DIV/0!	
501-3800-2001. USDA Grant Water	0.00	0.00	0.00	29,663.00	#DIV/0!	truck/Remote read meters x 100/100 convrs/
501-3800-2002. USDA Grant Sewer	0.00	0.00	0.00	0.00	#DIV/0!	
3800.	0.00	0.00	0.00	29,663.00	#DIV/0!	
3950.						
501-3950-1000. Loan Proceeds	0.00	0.00	0.00	0.00	#DIV/0!	
501-3950-1050. Loan Proceeds	0.00	0.00	0.00	0.00	#DIV/0!	
501-3950-2101. USDA Loan Proceeds	0.00	0.00	0.00	55,088.00	#DIV/0!	truck/Remote read meters x 100/100 convrs/
501-3950-2102. USDA Loan Proceeds	0.00	0.00	0.00	0.00	#DIV/0!	
3950.	0.00	0.00	0.00	55,088.00	#DIV/0!	

Utility Fund

Revenue	1,795,034.00	1,917,656.00	1,858,734.00	1,912,301.00	
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Utility Fund						
Expense						
4500. UTILITY ADMIN.						
501-4500-1000. Regular Salaries &	44,978.00	43,579.00	44,954.00	0.00	-100.0%	Position eliminated
501-4500-1600. Bonus & Increase Pool	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-1800. Allocated Wages	19,093.00	19,093.00	20,025.00	20,797.00	3.9%	Town Manager and Finance staff
501-4500-2000. FICA Expense	3,339.00	3,583.00	3,439.00	0.00	-100.0%	
501-4500-2100. SUI Expense	14.00	13.00	13.00	0.00	-100.0%	
501-4500-2200. Retirement-ER VRS &	2,614.00	2,601.00	2,693.00	0.00	-100.0%	
501-4500-2210. Life Insurance	572.00	569.00	354.00	0.00	-100.0%	
501-4500-2220. Disability Insurance,	344.00	233.00	351.00	0.00	-100.0%	
501-4500-2230. Worker's Comp	409.00	388.00	417.00	0.00	-100.0%	
501-4500-2300. Health Insurance	0.00	(11.00)	2,467.00	0.00	-100.0%	
501-4500-2310. Dental Insurance	442.00	442.00	442.00	0.00	-100.0%	
501-4500-2320. Vision Insurance	61.00	0.00	61.00	0.00	-100.0%	
501-4500-2325. AFLAC Insurance	0.00	65.00	0.00	0.00	#DIV/0!	
501-4500-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-2345. Employee/Volunteer Testing Testing	0.00	0.00	180.00	0.00	-100.0%	
501-4500-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-2800. Allocated Benefits	5,378.00	5,344.00	5,475.00	5,791.00	5.8%	Town Manager and Finance staff
501-4500-3430. IT, Software, Scan &	200.00	0.00	200.00	0.00	-100.0%	
501-4500-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-3500. Advertising Services	0.00	0.00	800.00	0.00	-100.0%	
501-4500-5040. Phone Service,	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-5220. Conference	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-5230. Education	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-5240. Books & Subscriptions	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-5250. Dues & Memberships	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-6000. Office Supplies	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-6150. Comptr, Sftware &	0.00	0.00	0.00	0.00	#DIV/0!	
501-4500-6900. Contingency Fund	29,747.00	0.00	0.00	10,000.00	#DIV/0!	Placeholder
4500. UTILITY ADMIN.	107,191.00	75,900.00	81,871.00	36,588.00	-55.3%	

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4501. WATER						
501-4501-1000. Regular Salaries &	132,060.00	132,812.00	137,049.00	140,904.20	2.8%	Did not add PT to FT employee here TBD
501-4501-1100. Regular Salaries OT	2,000.00	0.00	2,000.00	1,500.00	-25.0%	
501-4501-1200. PT Salaries - Water	17,946.00	20,645.00	18,381.00	18,681.00	1.6%	
501-4501-2000. FICA Expense	11,628.00	11,186.00	12,043.00	12,361.27	2.6%	
501-4501-2100. SUI Expense	104.00	102.00	100.00	96.00	-4.0%	
501-4501-2200. Retirement-ER VRS &	7,910.00	(1,381.00)	8,209.00	8,425.07	2.6%	
501-4501-2210. Life Insurance	1,730.00	408.00	1,795.00	1,888.12	5.2%	
501-4501-2220. Disability Insurance,	1,070.00	731.00	1,106.00	1,104.15	-0.2%	
501-4501-2230. Worker's Comp	4,795.00	4,546.00	5,069.00	3,689.19	-27.2%	
501-4501-2300. Health Insurance	22,443.00	20,885.00	22,140.00	24,030.00	8.5%	
501-4501-2310. Dental Insurance	873.00	873.00	873.00	855.00	-2.1%	
501-4501-2320. Vision Insurance	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-2345. Employee/Volunteer Testing Testing	75.00	0.00	0.00	150.00	#DIV/0!	
501-4501-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-3010. Vehcl & Equip Repairs,	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-3020. Maint Svc Contracts -	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-3025. Repair Maint Services	20,000.00	16,432.00	20,400.00	18,000.00	-11.8%	water tower maintenance/inspection
501-4501-3060. Landfill Disposal	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-3350. Water Sampling	10,000.00	9,168.00	11,000.00	11,000.00	0.0%	
501-4501-3420. Engineering	10,000.00	0.00	20,000.00	20,000.00	0.0%	Water Quality, Keck Well
501-4501-3430. IT, Software, Scan &	200.00	131.00	200.00	500.00	150.0%	
501-4501-3500. Advertising Services	500.00	102.00	0.00	500.00	#DIV/0!	
501-4501-3730. Bank Service Charges	150.00	261.00	200.00	200.00	0.0%	
501-4501-4150. Grant Exp - Water	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-5000. Refund - Tourism	9,750.00	0.00	9,750.00	2,200.00	-77.4%	
501-4501-5010. Electric Service	19,500.00	21,581.00	19,890.00	22,000.00	10.6%	
501-4501-5020. Propane & Fuel Oil	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-5040. Phone Service,	1,400.00	1,380.00	1,400.00	1,740.00	24.3%	increase SN to \$65/mo
501-4501-5050. Internet & Cable	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-5090. Lease, Right of Way	2,821.00	0.00	2,821.00	3,000.00	6.3%	
501-4501-5100. Lease, Vehicles &	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-5200. Travel-Mileage,	150.00	84.00	150.00	240.00	60.0%	
501-4501-5210. Travel-Lodging & Meals &	800.00	91.00	800.00	800.00	0.0%	visiting other facilities/water course
501-4501-5220. Conference	250.00	0.00	250.00	0.00	-100.0%	

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501-4501-5230. Education	0.00	165.00	0.00	400.00	#DIV/0!	for SN
501-4501-5240. Books & Subscriptions	150.00	0.00	150.00	0.00	-100.0%	
501-4501-5250. Dues & Memberships	350.00	400.00	400.00	400.00	0.0%	VRWA
501-4501-5260. Employee Testing &	180.00	350.00	300.00	400.00	33.3%	
501-4501-5300. Insurance, Property &	6,655.00	7,480.00	8,105.00	8,062.17	-0.5%	
501-4501-5340. Licensing	5,000.00	3,283.00	5,000.00	4,000.00	-20.0%	
501-4501-5350. Fines & Penalties	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-6000. Office Supplies	800.00	1,594.00	1,200.00	1,700.00	41.7%	improve office appearance
501-4501-6025. Janitorial & Kitchen	50.00	0.00	50.00	200.00	300.0%	mini fridge
501-4501-6050. Uniforms Expense	2,600.00	144.00	2,600.00	1,200.00	-53.8%	
501-4501-6075. Hand Tools, & Small	200.00	0.00	200.00	1,300.00	550.0%	
501-4501-6080. Safety Equipment	0.00	0.00	100.00	3,000.00	2900.0%	OSHA
501-4501-6150. Comptr, Sftware < 5000	350.00	266.00	350.00	2,000.00	471.4%	1 laptop, 1 pc
501-4501-6175. Vehicles & Equip Fuel	4,000.00	5,195.00	6,100.00	6,100.00	0.0%	
501-4501-6200. Vehicle & Powered	2,000.00	952.00	2,000.00	2,000.00	0.0%	
501-4501-6225. Repair & Maintenance	28,000.00	41,443.00	32,000.00	70,000.00	118.8%	
501-4501-6300. Chemical Supplies	43,000.00	73,211.00	72,000.00	73,000.00	1.4%	
501-4501-6325. Laboratory Supplies	2,900.00	585.00	2,900.00	2,900.00	0.0%	
501-4501-6800. Debt Service -	50,796.00	0.00	75,813.00	76,037.00	0.3%	
501-4501-6850. Debt Service Interest	11,725.00	34,824.00	34,043.00	33,859.00	-0.5%	
501-4501-7070. Vehicles & Equipment	22,500.00	0.00	0.00	32,766.00	#DIV/0!	New Truck (old one 90Km)
501-4501-7080. Computers, Software	15,000.00	0.00	0.00	15,000.00	#DIV/0!	SCADA system
501-4501-7090. Building, Equipment,	0.00	0.00	0.00	51,985.00	#DIV/0!	Remote read meters,
501-4501-7095. Work in Progress	0.00	0.00	0.00	0.00	#DIV/0!	
501-4501-7100. Depreciation Expense	0.00	673,189.00	0.00	0.00	#DIV/0!	
501-4501-8000. Reserve for Plant	66,000.00	0.00	64,000.00	64,000.00	0.0%	Reserve facility fees
501-4501-8100. Water Rate Increase	0.00	0.00	0.00	0.00	#DIV/0!	
4501. WATER	540,414.00	1,083,118.00	602,938.00	744,173.17	23.4%	

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4502. SEWER						
501-4502-1000. Regular Salaries &	164,636.00	162,166.00	167,285.00	183,777.00	9.9%	Did not add new employee - pending decision
501-4502-1100. Regular Salaries &	1,500.00	198.00	1,500.00	1,500.00	0.0%	
501-4502-2000. FICA Expense	12,709.00	11,683.00	12,912.00	14,174.00	9.8%	
501-4502-2100. SUI Expense	104.00	78.00	100.00	112.00	12.0%	
501-4502-2200. Retirement-ER VRS &	9,862.00	9,754.00	10,020.00	10,989.86	9.7%	
501-4502-2210. Life Insurance	2,157.00	2,131.00	2,191.00	2,462.61	12.4%	
501-4502-2220. Disability Insurance,	1,335.00	905.00	1,354.00	1,442.71	6.6%	
501-4502-2230. Worker's Comp	2,402.00	2,278.00	2,439.00	1,764.53	-27.7%	
501-4502-2300. Health Insurance	29,925.00	28,288.00	29,520.00	32,040.00	8.5%	
501-4502-2310. Dental Insurance	1,164.00	1,140.00	1,164.00	1,140.00	-2.1%	
501-4502-2320. Vision Insurance	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-2325. AFLAC Insurance	0.00	194.00	0.00	0.00	#DIV/0!	
501-4502-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-2345. Employee/Volunteer Testing Testing	150.00	60.00	0.00	150.00	#DIV/0!	
501-4502-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-3010. Vehcl & Equip Repairs,	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-3020. Maint Svc Contracts -	18,526.00	20,665.00	18,526.00	22,300.00	20.4%	Xenon, Hach, Dude Solutions, Johnson Controls, Rakoman alarm monitoring
501-4502-3025. Repair Maint &	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-3040. Grounds Maintenance	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-3050. Waste Removal	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-3060. Landfill Disposal - Sludge	20,000.00	27,891.00	15,000.00	42,000.00	180.0%	Increase possibly due to brewery waste
501-4502-3200. Cleaning and Janitorial Svc	0.00	2,600.00	0.00	2,600.00	#DIV/0!	
501-4502-3350. Water Sampling	20,000.00	24,178.00	20,400.00	20,400.00	0.0%	
501-4502-3420. Engineering &	10,000.00	9,055.00	20,000.00	0.00	-100.0%	
501-4502-3430. IT, Software, Scan &	7,000.00	271.00	7,000.00	7,000.00	0.0%	
501-4502-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-3500. Advertising Services	300.00	0.00	0.00	500.00	#DIV/0!	
501-4502-3730. Bank Service Charges	1,405.00	1,334.00	1,405.00	1,550.00	10.3%	
501-4502-4150. Grant Exp - Sewer	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-5000. Refund - Tourism	14,950.00	0.00	14,950.00	5,000.00	-66.6%	
501-4502-5010. Electric Service	80,000.00	90,488.00	80,000.00	100,000.00	25.0%	
501-4502-5040. Phone Service,	7,500.00	5,893.00	6,500.00	7,500.00	15.4%	
501-4502-5060. Security Monitoring	550.00	0.00	550.00	550.00	0.0%	
501-4502-5090. Lease, Right of Way	5,300.00	3,987.00	5,406.00	5,425.00	0.4%	
501-4502-5100. Lease, Vehicles &	0.00	0.00	0.00	0.00	#DIV/0!	

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501-4502-5200. Travel-Mileage,	3,000.00	3,606.00	3,000.00	3,200.00	6.7%	
501-4502-5210. Travel-Lodging & Meals &	500.00	379.00	500.00	1,000.00	100.0%	Training
501-4502-5220. Conference	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-5230. Education	1,200.00	120.00	1,200.00	2,000.00	66.7%	
501-4502-5240. Books & Subscriptions	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-5250. Dues & Memberships	850.00	192.00	850.00	850.00	0.0%	
501-4502-5260. Employee Testing &	450.00	100.00	450.00	450.00	0.0%	
501-4502-5300. Insurance, Property &	25,364.00	28,504.00	30,888.00	30,724.53	-0.5%	increase pending actual quote
501-4502-5340. Licensing	5,000.00	2,773.00	5,100.00	4,500.00	-11.8%	
501-4502-5350. Fines & Penalties	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-6000. Office Supplies	1,500.00	1,656.00	1,500.00	1,500.00	0.0%	
501-4502-6025. Janitorial & Kitchen	100.00	0.00	100.00	100.00	0.0%	
501-4502-6050. Uniforms Expense	2,500.00	703.00	2,500.00	1,500.00	-40.0%	
501-4502-6075. Hand Tools, & Small	750.00	276.00	750.00	750.00	0.0%	
501-4502-6080. Safety Equipment	0.00	0.00	0.00	250.00	#DIV/0!	
501-4502-6150. Comptr, Sftware & electronics	1,200.00	0.00	1,200.00	1,200.00	0.0%	
501-4502-6175. Vehicles & Equip Fuel	5,000.00	6,812.00	8,500.00	7,000.00	-17.6%	
501-4502-6200. Vehicle & Powered	3,000.00	927.00	3,000.00	3,000.00	0.0%	
501-4502-6225. Repair & Maintenance	65,000.00	51,898.00	65,000.00	85,000.00	30.8%	Aging equipment
501-4502-6300. Chemical Supplies	34,500.00	33,551.00	34,500.00	34,500.00	0.0%	
501-4502-6325. Laboratory Supplies	4,400.00	2,642.00	4,400.00	4,400.00	0.0%	
501-4502-6800. Debt Service -	334,067.00	0.00	323,973.00	326,024.00	0.6%	
501-4502-6850. Debt Service Interest -	37,346.00	36,431.00	35,615.00	33,899.00	-4.8%	
501-4502-7010. Infrastructure -	0.00	0.00	30,000.00	0.00	-100.0%	
501-4502-7070. Vehicles & Equipment	22,500.00	0.00	43,000.00	0.00	-100.0%	
501-4502-7080. Computers, Software	26,000.00	0.00	0.00	0.00	#DIV/0!	
501-4502-7090. Infrastructure -	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-7095. Work in Progress -	0.00	0.00	0.00	0.00	#DIV/0!	
501-4502-8000. Reserve for Plant	108,900.00	0.00	105,600.00	105,600.00	0.0%	restricted facility fees
501-4502-8100. Wastewater Rate	0.00	0.00	0.00	0.00	#DIV/0!	
4502. SEWER	1,094,602.00	575,806.00	1,119,849.00	1,111,825.24	-0.7%	

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4503. UTILITY BILLING						
501-4503-1000. Regular Salaries &	28,850.00	29,991.00	30,293.00	31,324.00	3.4%	
501-4503-1100. Regular Salaries &	0.00	0.00	0.00	0.00	#DIV/0!	
501-4503-2000. FICA Expense	2,207.00	2,313.00	2,317.00	2,396.00	3.4%	
501-4503-2100. SUI Expense	21.00	20.00	20.00	32.00	60.0%	
501-4503-2200. Retirement-ER VRS &	1,853.00	1,883.00	1,939.00	2,059.75	6.2%	
501-4503-2210. Life Insurance	405.00	412.00	424.00	461.55	8.9%	
501-4503-2220. Disability Insurance,	238.00	184.00	248.00	255.41	3.0%	
501-4503-2230. Worker's Comp	31.00	29.00	32.00	20.82	-34.9%	
501-4503-2300. Health Insurance	7,481.00	7,169.00	7,380.00	8,010.00	8.5%	
501-4503-2310. Dental Insurance	291.00	291.00	291.00	285.00	-2.1%	
501-4503-2320. Vision Insurance	0.00	0.00	0.00	0.00	#DIV/0!	
501-4503-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
501-4503-2345. Employee/Volunteer Testing Testing	75.00	0.00	0.00	0.00	#DIV/0!	
501-4503-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
501-4503-3020. Maint Svc Contracts -	432.00	382.00	441.00	475.00	7.7%	copier & sorter
501-4503-3025. Repair Maint &	0.00	38.00	0.00	0.00	#DIV/0!	
501-4503-3430. IT, Software, Scan &	720.00	0.00	720.00	720.00	0.0%	
501-4503-3500. Advertising Services	350.00	0.00	0.00	190.00	#DIV/0!	
501-4503-3760. Cash Short & Over Util	0.00	0.00	0.00	0.00	#DIV/0!	
501-4503-5040. Phone Service,	360.00	180.00	360.00	360.00	0.0%	
501-4503-5070. Postage	6,200.00	6,200.00	6,200.00	6,300.00	1.6%	
501-4503-5110. Lease, Office	1,807.00	1,778.00	1,810.00	1,900.00	5.0%	
501-4503-5200. Travel-Mileage,	0.00	0.00	0.00	0.00	#DIV/0!	
501-4503-5210. Travel-Lodging & Meals &	408.00	134.00	0.00	0.00	#DIV/0!	
501-4503-5220. Conference	0.00	0.00	0.00	0.00	#DIV/0!	
501-4503-5230. Education	0.00	99.00	200.00	200.00	0.0%	
501-4503-6000. Office Supplies	1,100.00	1,829.00	1,400.00	1,400.00	0.0%	
501-4503-6150. Comptr, Sftware &	0.00	0.00	0.00	0.00	#DIV/0!	
4503. UTILITY BILLING	52,828.00	52,931.00	54,076.00	56,401.00	4.3%	
Expense	1,795,034.00	1,787,754.00	1,858,734.00	1,948,987.41	4.9%	

501. PUBLIC UTILITIES FUND

Net Revenue over Expenses	0.00	129,902.00	0.00	(36,686.41)	
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	2018/2019 Annual Approved Budget	2018/2019 Full Year Actuals	2019/2020 Annual Approved Budget	2020/2021 Initial Budget Request	Incr/Dec	2020/2021 Initial Budget Notes
510. HARBOR FUND						
Revenue						
3075.						
510-3075-1000. Penalties & Interest -	0.00	12.00	0.00	0.00	#DIV/0!	
510-3150-1000. Harbor Fuel Sales	393,000.00	413,207.00	402,343.00	400,000.00	-0.6%	
510-3150-1100. Miscellaneous Sales-Snacks, Drinks, Ice	12,500.00	7,171.00	12,750.00	7,500.00	-41.2%	
510-3150-1200. Miscellaneous Sales-Boating Supplies	3,125.00	4,047.00	4,000.00	8,000.00	100.0%	
510-3150-1300. Miscellaneous Sales-RTIC	3,300.00	2,322.00	3,300.00	0.00	-100.0%	Move to misc. 1100 line
510-3150-1500. Lube & Oil Sales	2,250.00	1,676.00	2,295.00	3,000.00	30.7%	
510-3150-2000. Dockage Fees	215,000.00	231,073.00	228,000.00	210,000.00	-7.9%	rates were increased in April 2019
510-3150-2050. Special Event Revenue	0.00	0.00	0.00	0.00	#DIV/0!	
510-3150-2100. Harbor Electric Sales	12,000.00	20,944.00	16,000.00	19,000.00	18.8%	
510-3150-2200. Lease/Storage	7,000.00	11,063.00	12,000.00	10,000.00	-16.7%	
510-3150-3000. Wharfage Fees	12,800.00	13,212.00	12,000.00	10,000.00	-16.7%	
	660,975.00	704,716.00	692,688.00	667,500.00	-3.6%	
3300.						
510-3300-1520. Sale of Abandoned or	0.00	0.00	0.00	0.00	#DIV/0!	
3300.	0.00	0.00	0.00	0.00	#DIV/0!	
3400.						
510-3400-1000. Lease - Restaurant	6,000.00	6,000.00	6,000.00	6,000.00	0.0%	Shanty lease - harbor portion \$500/mo
3400.	6,000.00	6,000.00	6,000.00	6,000.00	0.0%	
3600.						
510-3600-4000. Insurance Proceeds,	0.00	0.00	0.00	0.00	#DIV/0!	
510-3650-1000. Credit 1%/Debit\$0.25	500.00	381.00	510.00	300.00	-41.2%	
510-3650-1500. Recovery - Harbor	0.00	2,643.00	0.00	0.00	#DIV/0!	
510-3650-4000. Recovery - Harbor	0.00	51.00	0.00	0.00	#DIV/0!	
3650.	500.00	3,075.00	510.00	300.00	-41.2%	
510-3670-1000. Discount Earned -	10.00	9.00	10.00	16.00	60.0%	Sales & Use tax discounts
3670.	10.00	9.00	10.00	16.00	60.0%	

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510-3700-2200. Harbor Fund - USDA Grant	0.00	0.00	0.00	11,138.00	#DIV/0!	new truck, consider used
510-3800-2000. VA Port Authority	227,500.00	227,501.00	375,000.00	0.00	-100.0%	Likely to be less than \$60K, but TBD
510-3800-2100. USDA Grant Harbor	0.00	0.00	0.00	0.00	#DIV/0!	consider used truck
510-3800-2050. Grant - Town Match	0.00	0.00	0.00	0.00	#DIV/0!	
510-3800-3000. Grant - Federal Boating Infrastructure	33,000.00	0.00	0.00	0.00	#DIV/0!	Repair reimbursement BIG
510-3800-3500. Grant VDH Pumpout	750.00	0.00	765.00	1,250.00	63.4%	
510-3800-5000. Grant - Litter	0.00	1,034.00	0.00	0.00	#DIV/0!	
3800.	261,250.00	228,535.00	375,765.00	12,388.00	-96.7%	
510-3900-6000. Appropriation From Fund Balance	858,902.00	0.00	8,000.00	0.00	-100.0%	
510-3950-1000. Loan Proceeds	0.00	0.00	0.00	0.00	#DIV/0!	
510-3950-2000. Transfer from General fund	0.00	0.00	352,872.00	103,267.00	-70.7%	For debt service
510-3950-2100. Loan Proceeds - USDA Rural Devel.	0.00	0.00	352,872.00	20,684.00	-94.1%	For debt service
	0.00	0.00	352,872.00	123,951.00	-64.9%	
Revenue	1,787,637.00	942,346.00	1,435,845.00	810,155.00	-43.6%	

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4713. HARBOR EXPENSES						
510-4713-1000. Regular Salaries &	116,030.00	117,719.00	119,742.00	119,748.00	0.0%	
510-4713-1100. Regular Salaries &	1,500.00	0.00	1,500.00	1,500.00	0.0%	
510-4713-1200. PT Salaries & Wages	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-1300. PT Salaries & Wages	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-1400. Seasonal Wages	36,600.00	20,566.00	35,000.00	34,995.00	0.0%	
510-4713-1500. Seasonal Wages OT	1,976.00	262.00	1,890.00	1,890.00	0.0%	
510-4713-1600. Bonus & Increase Pool	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-1800. Allocated Wages	10,467.00	10,467.00	10,962.00	11,234.00	2.5%	
510-4713-2000. FICA Expense	11,942.00	10,568.00	12,097.00	12,097.00	0.0%	
510-4713-2100. SUI Expense	162.00	113.00	141.00	288.00	104.3%	
510-4713-2200. Retirement-ER VRS &	3,753.00	86.00	3,873.00	4,964.60	28.2%	
510-4713-2210. Life Insurance	821.00	304.00	847.00	1,112.47	31.3%	
510-4713-2220. Disability Insurance,	511.00	367.00	525.00	692.36	31.9%	
510-4713-2230. Worker's Comp	7,498.00	7,108.00	6,935.00	7,467.00	7.7%	
510-4713-2300. Health Insurance	14,962.00	14,339.00	14,760.00	18,690.00	26.6%	
510-4713-2310. Dental Insurance	582.00	582.00	582.00	665.00	14.3%	
510-4713-2320. Vision Insurance	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-2325. AFLAC Insurance	0.00	388.00	0.00	0.00	#DIV/0!	
510-4713-2340. Employee Assist	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-2345. Employee/Volunteer Testing Testing	75.00	300.00	180.00	0.00	-100.0%	
510-4713-2360. Staff & Volunteer	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-2800. Allocated Benefits	3,069.00	3,052.00	3,119.00	5,790.00	85.6%	
510-4713-3000. Contract Labor	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-3005. Program & Event	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-3010. Vehcl & Equip Repairs,	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-3020. Maint Svc Contracts -	3,300.00	3,810.00	3,300.00	4,200.00	27.3%	Davis @275/mo; TFC recycling \$320; fire inspection
510-4713-3025. Repair Maint &	710.00	323.00	724.00	400.00	-44.8%	Copier main agrmnt
510-4713-3030. Lease - Storage	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-3040. Grounds Maintenance	3,400.00	0.00	3,000.00	1,500.00	-50.0%	Bed maintenance
510-4713-3200. Cleaning and	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-3410. Management	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-3420. Engineering &	0.00	80.00	0.00	0.00	#DIV/0!	
510-4713-3430. IT, Software, Scan &	2,800.00	1,932.00	2,856.00	2,700.00	-5.5%	Scribble \$75/mo; Inversa \$600; 500 misc
510-4713-3450. Printing & Design	0.00	0.00	0.00	0.00	#DIV/0!	

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510-4713-3500. Advertising Services	4,200.00	7,185.00	6,500.00	6,700.00	3.1%	Yacht club Assc 300; Maptech \$2000; Waterway Guide 4400
510-4713-3730. Bank Service Charges	0.00	529.00	0.00	700.00	#DIV/0!	portion of bond fees
510-4713-3740. Merchant Service	12,750.00	15,969.00	12,750.00	18,000.00	41.2%	
510-4713-3760. Cash Short & Over	0.00	109.00	0.00	0.00	#DIV/0!	
510-4713-4090. Grant Exp - Litter	0.00	763.00	0.00	0.00	#DIV/0!	
510-4713-4140. Grant Exp -BIG Tier I	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-4150. Grant Exp -Harbor VDH Safety & Other	0.00	0.00	0.00	0.00	#DIV/0!	estimate \$50K town share/\$100K grant funding
510-4713-4160. Grant Exp - VDH BIG	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-4170. Grant Exp - VA Port	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-4180. Grant Ex. -	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-5010. Electric Service	21,000.00	23,635.00	21,000.00	24,000.00	14.3%	
510-4713-5020. Propane & Fuel Oil	800.00	164.00	800.00	800.00	0.0%	
510-4713-5030. Water Expense	750.00	607.00	750.00	750.00	0.0%	
510-4713-5035. Sewer Expense	1,400.00	1,139.00	1,400.00	1,400.00	0.0%	
510-4713-5040. Phone Service,	0.00	805.00	1,380.00	1,050.00	-23.9%	
510-4713-5050. Internet & Cable	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-5060. Security Monitoring	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-5070. Postage	0.00	7.00	0.00	0.00	#DIV/0!	
510-4713-5110. Lease, Office	950.00	1,158.00	950.00	600.00	-36.8%	
510-4713-5200. Travel-Mileage,	100.00	60.00	100.00	0.00	-100.0%	
510-4713-5210. Travel-Lodging & Meals &	50.00	0.00	0.00	0.00	#DIV/0!	
510-4713-5220. Conference	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-5230. Education	600.00	45.00	600.00	0.00	-100.0%	Will use VRSA courses for OSHA,customer svc
510-4713-5240. Books & Subscriptions	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-5250. Dues & Memberships	350.00	0.00	0.00	0.00	#DIV/0!	
510-4713-5300. Insurance, Property &	19,454.00	21,864.00	23,692.00	23,566.33	-0.5%	
510-4713-6000. Office Supplies	3,800.00	3,777.00	4,000.00	3,000.00	-25.0%	
510-4713-6025. Janitorial & Kitchen	1,200.00	1,844.00	1,400.00	2,500.00	78.6%	
510-4713-6050. Uniforms Expense	1,200.00	531.00	1,200.00	1,200.00	0.0%	
510-4713-6075. Hand Tools, & Small	1,250.00	1,938.00	1,250.00	1,500.00	20.0%	
510-4713-6080. Safety Equipment	700.00	538.00	1,500.00	1,500.00	0.0%	
510-4713-6100. Program & Event	0.00	436.00	4,800.00	4,000.00	-16.7%	car show band, awards, other
510-4713-6150. Comptr, Sftware < \$5K	1,600.00	0.00	8,000.00	700.00	-91.3%	Quickbooks annual cost
510-4713-6175. Vehicles & Equip Fuel	1,000.00	1,627.00	1,500.00	1,500.00	0.0%	
510-4713-6200. Vehicle & Powered Equip repairs	7,000.00	1,793.00	8,000.00	8,000.00	0.0%	
510-4713-6225. Repair & Maintenance	24,572.00	71,120.00	32,368.00	32,500.00	0.4%	replace a dock deck
510-4713-6230. Repair & Maint Supplies Reimburseabl	1,000.00	0.00	1,000.00	2,000.00	100.0%	75% reimb

Town of Cape Charles
Fiscal Year 2021 Budget Worksheet
Manager Recommended

DRAFT 2
4/24/2020

	2018/2019 Annual Approved Budget	2018/2019 Full Year Actuals	2019/2020 Annual Approved Budget	2020/2021 Initial Budget Request	Incr/Dec	2020/2021 Initial Budget Notes
510-4713-6400. COGS - Fuel for Resale	318,750.00	311,280.00	320,000.00	297,000.00	-7.2%	
510-4713-6410. COGS - Lube & Oil for	1,500.00	1,349.00	1,600.00	1,200.00	-25.0%	
510-4713-6420. COGS - Boating	1,300.00	4,538.00	1,800.00	6,000.00	233.3%	
510-4713-6430. COGS - Maps/Charts	1,200.00	261.00	1,000.00	1,000.00	0.0%	
510-4713-6440. COGS - Clothing for	5,000.00	3,377.00	5,000.00	5,000.00	0.0%	
510-4713-6450. COGS - Food & Drink	1,500.00	989.00	1,500.00	1,000.00	-33.3%	
510-4713-6460. COGS - Ice for Resale	2,100.00	2,706.00	2,100.00	2,300.00	9.5%	
510-4713-6470. COGS - Coolers and	3,000.00	1,124.00	2,500.00	2,500.00	0.0%	
510-4713-6770. COGS - Miscellaneous	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-6800. Debt Service -	75,221.00	0.00	73,443.00	75,955.00	3.4%	
510-4713-6850. Debt Service Interest -	39,181.00	30,158.00	29,429.00	27,312.00	-7.2%	
510-4713-6900. Contingency Fund	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-7010. Building, Equipment,	0.00	0.00	8,000.00	0.00	-100.0%	
510-4713-7060. Infrastructure - Breakwaters	905,000.00	0.00	500,000.00	0.00	-100.0%	
510-4713-7070. Vehicles & Equipment	0.00	0.00	0.00	31,822.00	#DIV/0!	must use personal truck for many tasks, will add est \$4600/yr debt svc beginning FY2022
510-4713-7080. Computers, Software	0.00	0.00	7,500.00	0.00	-100.0%	
510-4713-7085. Infrastructure - Docks	0.00	0.00	125,000.00	0.00	-100.0%	Inner Harbor rehab
510-4713-7090. Equipment, Other	108,000.00	0.00	0.00	0.00	#DIV/0!	shade sailes 10
510-4713-7095. Work in Progress	0.00	0.00	0.00	0.00	#DIV/0!	
510-4713-7100. Depreciation Expense	0.00	247,246.00	0.00	0.00	#DIV/0!	
4713. HARBOR						
Expense	1,787,637.00	953,034.00	1,435,845.00	816,988.76	-43.1%	

510. HARBOR FUND

Revenue less Expenses	0.00	(10,688.00)	0.00	(6,833.76)	#DIV/0!
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Town of Cape Charles
Fiscal Year 2021 Budget Worksheet
Manager Recommended

DRAFT 2
4/24/2020

	2018/2019 Annual Approved Budget	2018/2019 Full Year Actuals	2019/2020 Annual Approved Budget	2020/2021 Initial Budget Request	Incr/Dec	2020/2021 Initial Budget Notes
520. SANITATION FUND						
Revenue						
520-3150-1000. Refuse Collection Fees	186,572.00	196,553.00	198,068.00	197,000.00	-0.5%	Keep 14.87 current rate, let san. fund balance pick up remainder
520-3150-2000. Bulk refuse collection	600.00	655.00	600.00	600.00	0.0%	
520-3150-3000. Miscellaneous Refuse	0.00	0.00	0.00	0.00	#DIV/0!	
520-3150-4000. Penalties & Interest -	2,150.00	932.00	2,178.00	2,000.00	-8.2%	
520-3900-6000. Appropriation from	0.00	0.00	13,700.00	0.00	-100.0%	sanitation rates increasing
Revenue	189,322.00	198,140.00	214,546.00	199,600.00	-7.0%	
Expense						
4520. SANITATION						
520-4520-3010. Vehcl & Equip Repairs,	0.00	0.00	0.00	0.00	#DIV/0!	
520-4520-3020. Maint Svc Contracts	186,572.00	199,147.00	203,796.00	193,701.00	-5.0%	15.55 thru Sept, new contract Oct 1
520-4520-3500. Advertising Services	0.00	0.00	0.00	0.00	#DIV/0!	
520-4520-5300. Insurance, Property &	581.00	653.00	708.00	704.26	-0.5%	
520-4520-6225. Repair & Maintenance	2,169.00	527.00	0.00	0.00	#DIV/0!	
520-4520-7090. Bulding, Equipment,	0.00	0.00	10,042.00	11,796.00	17.5%	Phase 2-225 replacement cans per year
Expense	189,322.00	200,327.00	214,546.00	206,201.26	-3.9%	
Net Revenue less Expenses	0.00	(2,187.00)	0.00	(6,601.26)		

520. SANITATION FUND