TOWN COUNCIL

FY 2024 Budget Public Hearing & Special Meeting

June 1, 2023
Cape Charles Civic Center
6:30 PM

1. Call to Order
   A. Roll Call
   B. Establish quorum

2. Moment of Silence and Pledge of Allegiance

3. Public Hearing
   A. Reading of Advertisement
   B. Fiscal Year 2024 Proposed Budget, Tax & Utility Rates, Building & Zoning Fees
   C. Receive Public Comments (3 minutes per speaker)
   D. Close Public Hearing Portion of the Meeting

4. Special Meeting Order of Business:
   A. Recognition of Gerald Elliott for 40 Years of Service

5. Adjournment of Public Hearing & Special Meeting

NOTICE OF PUBLIC HEARING
MUNICIPAL CORPORATION OF CAPE CHARLES
FISCAL YEAR 2024 PROPOSED BUDGET

Following are the estimated receipts and expenditures of the Municipal Corporation of Cape Charles for the Fiscal Year 2024. The Town Council will hold a Public Hearing on June 1, 2023 at 6:30 p.m. at the Cape Charles Civic Center, 500 Tazewell Avenue, to receive verbal and written comments on all proposed disbursements, as well as all tax and utility rate changes. Written comments can be submitted prior to the hearing via email to clerk@capecharles.org or hand delivered to Town Hall. Verbal comments can be provided during the public hearing. The proposed Fiscal Year 2024 budget and all tax and rate changes will be discussed and brought to a vote at the regular council meeting on June 15, 2023. For additional detail and explanation please visit the Town website at www.capecharles.org, under Agendas and Minutes / Town Council.

Proposed 2024 Budget

GENERAL FUND		
Revenue	$	5,719,836.98
Expense	$	5,719,836.98
GENERAL CAPITAL FUND		
Revenue	$	2,446,213.13
Expense	$	2,446,213.13
GENERAL DEBT SERVICE FUND		
Revenue	$	255,222.72
Expense	$	255,222.72
GENERAL SPECIAL ACTIVITIES FUND		
Revenue	$	296,350.00
Expense	$	296,350.00
PUBLIC UTILITY FUND		
Revenue	$	4,555,115.41
Total Expenditures	$	4,555,115.41
HARBOR		
Revenue	$	1,687,427.36
Expenditures	$	1,687,427.36
SANITATION		
Revenue	$	314,265.00
Expenditures	$	314,265.00
Total Town Budget	**$**	**15,274,430.60**

Following are the proposed tax rates and user fees which are part of the fiscal plan:
Rates that have changed are in bold print.

Vehicle License Tax: $31.00 per vehicle subject to Virginia State Registration (Trailers $18.00) and Golf Cart Decal is $31.00.

Real Estate Tax: $ .2159 per $100 of assessed value
Personal Property Tax $1.00 per $100 of assessed value
Boat Tax $0.01 per $100 of assessed value
Transient Occupancy Tax: 4.0% plus flat fee of: $1 per night per room (Hotels/B&Bs) or $4 per night (Residential Units)

Water Rates: No change
Sewer Rates: No change
Trash Collection Fee: $20.80 per month (increase of $30.24 per year)

There are proposed changes to the Building, Planning and Zoning fee schedule, which may be viewed at the Town website under Proposed Budget Details.

Adam Charney, Mayor

TOWN OF CAPE CHARLES 2024 BUDGET PREP SUMMARY

Fund	Dept	FY2024 Proposed Budget
100-General Fund		
Revenue	**TOTAL REVENUE**	**$5,719,836.98**
Expenditures		
	4110-Legislative	$53,233.44
	4112-Clerk	$124,015.31
	4121-Town Manger	$2,654,302.30
	4124-Treasurer/Finance	$480,419.07
	4310-Police	$909,712.59
	4340-Building & Code Enfrcmnt	$166,764.04
	4430-Public Works	$775,270.58
	4730-Library	$188,576.34
	4811-Planning/Zoning	$367,543.31
	TOTAL EXPENDITURES	**$5,719,836.98**
	REVENUE LESS EXPENDITURES	**$0.00**
110-Capital Projects Fund		
Revenue	**TOTAL REVENUE**	**$2,446,213.13**
	TOTAL EXPENDITURES	**$2,446,213.13**
	REVENUE LESS EXPENDITURES	**$0.00**
120-Debt Service Fund		
Revenue	**TOTAL REVENUE**	**$255,222.72**
Expenditures		
	TOTAL EXPENDITURES	**$255,222.72**
	REVENUE LESS EXPENDITURES	**$0.00**
130-Special Activities Fund		
Revenue	**TOTAL REVENUE**	**$296,350.00**
Expenditures		
	TOTAL EXPENDITURES	**$296,350.00**
	REVENUE LESS EXPENDITURES	**$0.00**
501-Utility Fund		
Revenue	**TOTAL REVENUE**	**$4,555,115.41**
Expenditures		
	4500-Administration	$330,648.09
	4501-Water	$2,021,403.98
	4502-Sewer	$2,142,021.34
	4503-Utility Billing	$61,041.99
	TOTAL EXPENDITURES	**$4,555,115.41**
	REVENUE LESS EXPENDITURES	**$0.00**
510-Harbor Fund		
Revenue	**TOTAL REVENUE**	**$1,687,427.36**
Expenditures		
	TOTAL EXPENDITURES	**$1,687,427.36**
	REVENUE LESS EXPENDITURES	**$0.00**
520-Sanitation Fund		
Revenue	**TOTAL REVENUE**	**$314,265.00**
Expenditures		
	TOTAL EXPENDITURES	**$314,265.00**
	REVENUE LESS EXPENDITURES	**$0.00**

AS OF 6/1/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 100						
Acct Type: Revenues						
Dept Desc:						
100-3010-2019	Real Property Tax 2019	$3,094.10	$8,000.00	$2,000.00	-75.0%	
100-3010-2020	Real Property Tax 2020	$15,622.20	$10,000.00	$2,000.00	-75.0%	
100-3010-2021	Real Property Tax 2021	$1,497,356.74	$17,000.00	$6,500.00	-35.0%	
100-3010-2022	Real Property Tax 2022	$0.00	$1,559,242.00	$20,000.00	17.6%	
100-3010-2023	Real Property Taxes 2023	$0.00	$0.00	$1,605,700.00	3.0%	Estimate 6.5mil new construction, and a 97% collection rate
100-3020-2016	Personal Property Tax 2016	$307.19	$85.73	$0.00	-100.0%	
100-3020-2017	Personal Property Tax 2017	$693.69	$1,000.00	$0.00	-100.0%	
100-3020-2018	Personal Property Tax 2018	$829.38	$1,000.00	$0.00	-100.0%	
100-3020-2019	Personal Property Tax 2019	$3,769.83	$2,000.00	$2,000.00	0.0%	
100-3020-2020	Personal Property Tax 2020	$12,926.14	$6,000.00	$3,000.00	-50.0%	
100-3020-2021	Personal Property Tax 2021	$225,473.76	$39,410.59	$4,000.00	-89.9%	
100-3020-2022	Personal Property Tax 2022	$0.00	$95,000.00	$45,000.00	-52.6%	originally billed plus supplemental bills
100-3020-2023	Personal Property Taxes 2023	$0.00	$0.00	$96,800.00		rate 1%
100-3025-2020	License Tax 2020	$2,502.45	$1,000.00	$1,000.00	0.0%	
100-3025-2021	LIcense Tax 2021	$21,290.72	$2,000.00	$1,550.00	-22.5%	
100-3025-2022	License Tax 2022	$0.00	$21,000.00	$6,000.00	-71.4%	
100-3025-2023	License Taxes 2023	$0.00	$0.00	$21,000.00		
100-3035-2023	Machinery & Tools Taxes 2023	$0.00	$0.00	$25,000.00		
100-3040-1000	Penalties All Property Tax	$20,764.50	$22,312.00	$16,000.00	-28.3%	
100-3050-1000	Golf Cart Decals	$20,367.00	$17,500.00	$20,150.00	15.1%	650 decals sold in FY2022
100-3050-1100	Consumer Utility Taxes - Elec & Gas	$63,853.52	$61,000.00	$61,580.57	1.0%	

AS OF 6/1/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-3050-1200	Communications Tax - Phone	$39,099.09	$33,000.00	$31,000.00	-6.1%	
	100-3050-1300	BPOL - ALL	$265,139.33	$250,000.00	$295,000.00	18.0%	
	100-3050-1400	Admission Taxes	$17,356.43	$14,500.00	$22,000.00	51.7%	Add mini golf
	100-3050-1500	Transient Occupancy Tax STR	$435,057.74	$518,000.00	$680,000.00	31.3%	
	100-3050-1600	Meals Tax	$740,999.81	$750,000.00	$775,000.00	3.3%	
	100-3050-1650	Meals Tax .5% for Capital Projects	$65,061.93	$75,000.00	$77,500.00	3.3%	
	100-3050-1700	Personal Property Short Term Rental Tax	$16,050.16	$13,000.00	$16,000.00	23.1%	
	100-3050-1750	County Cigarette Tax Sharing	$0.00	$10,000.00	$30,000.00	200.0%	Tracking $25K FY23, and Ncty indicates will increase
	100-3050-1800	Rolling Stock & Misc Taxes	$3.81	$51.43	$175.00	240.3%	
	100-3075-1000	Penalties & Int on MiscTaxes & Licenses	$562.08	$700.00	$700.00	0.0%	
	100-3100-1000	Harbor Development Certificate P/Z	$0.00	$0.00	$750.00		
	100-3100-1050	Land Use/Conditional Use Application P/Z	$5,200.00	$5,000.00	$2,500.00	-50.0%	
	100-3100-1060	Zoning Variance Advertising	$0.00	$1,686.11	$2,000.00	18.6%	
	100-3100-1070	Miscellaneous Planning/Zoning Fees P/Z	$5,700.00	$7,500.00	$6,000.00	-20.0%	
	100-3100-1080	Subdivision Fees P/Z	$0.00	$10,875.00	$12,000.00	10.3%	
	100-3100-1100	Historic Review Fees COA P/Z	$10,100.00	$10,000.00	$25,000.00	150.0%	
	100-3100-1110	Building Permits	$185,754.44	$115,000.00	$150,000.00	30.4%	
	100-3100-1150	Planning & Review Fees	$22,520.00	$19,500.00	$10,000.00	-48.7%	
	100-3100-1160	Electrical Permits	$13,468.28	$10,000.00	$10,000.00	0.0%	
	100-3100-1200	Plumbing Permits	$10,102.00	$6,500.00	$8,000.00	23.1%	
	100-3100-1250	Mechanical Permits	$8,745.32	$6,500.00	$10,000.00	53.8%	
	100-3100-1260	Elevator Permits	$609.07	$595.25	$1,000.00	68.0%	
	100-3100-1300	UST/AST Permit	$2,241.63	$1,600.00	$1,500.00	-6.3%	
	100-3100-1350	Occupancy Permits, Temporary	$2,000.00	$2,000.00	$2,000.00	0.0%	
	100-3100-1360	Permit After Fact Admin Fee	$1,200.00	$2,000.00	$1,500.00	-25.0%	
	100-3100-1400	Building Plan Review Fees	$11,050.00	$10,000.00	$10,000.00	0.0%	
	100-3100-1410	Shallow Well Permits	$1,100.00	$800.00	$1,000.00	25.0%	
	100-3100-1460	Erosion & Sediment Control Permit	$1,425.00	$6,000.00	$3,500.00	-41.7%	
	100-3100-1470	Erosion & Sediment Plan Review Fee	$9,750.00	$3,000.00	$4,000.00	33.3%	
	100-3100-1500	Demolition Permit	$150.00	$100.00	$100.00	0.0%	
	100-3100-1510	Gas Permit	$6,107.88	$4,000.00	$4,000.00	0.0%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-3100-1550	Misc Building Dept Fees	$11,350.00	$10,000.00	$10,000.00	0.0%	
	100-3100-1560	Fire Permit	$325.67	$500.00	$0.00	-100.0%	
	100-3100-1570	Sign Permit P/Z	$150.00	$200.00	$200.00	0.0%	
	100-3100-1600	Rental Inspections	$16,700.00	$12,500.00	$18,000.00	44.0%	
	100-3200-1600	Court Fines and Forfeitures	$38,027.05	$30,000.00	$59,396.61	98.0%	
	100-3200-1640	Planning/Zoning Fines/Fees	$1,300.00	$2,000.00	$2,000.00	0.0%	
	100-3200-1650	Code Enfrcmnt Admin Fees/Fines	$3,250.00	$3,500.00	$2,500.00	-28.6%	
	100-3200-1660	Traffic & Parking Fines	$13,249.13	$12,000.00	$14,200.00	18.3%	
	100-3200-1700	E-Summons $5 Fee-Future Software Purchase	$2,541.83	$3,000.00	$3,119.07	4.0%	
	100-3200-1710	Police Lexis Nexis	$100.00	$50.00	$50.00	0.0%	
	100-3300-1700	Interest on Bank Deposits	$1,031.76	$2,306.72	$6,000.00	160.1%	
	100-3300-1750	Dividends & Interest on Investments	$2,221.79	$4,269.69	$38,472.57	801.1%	moved to new investment pool
	100-3400-1750	Rental of Parks/Rec Property & Facility	$550.00	$750.00	$750.00	0.0%	
	100-3400-1800	Lease Revenue - Harbor Lot	$29,852.85	$32,000.00	$34,000.00	6.3%	
	100-3400-1810	Lease Revenue - Water Tower	$2,400.00	$2,400.00	$2,400.00	0.0%	
	100-3500-1800	Sale of Surplus Equipment & Misc	$10.00	$808.00	$0.00	-100.0%	
	100-3500-1850	Library Service & Misc Fees	$279.70	$404.54	$1,000.00	147.2%	
	100-3500-1900	Recreation & Event Fees Collected	-$250.00	$800.00	$800.00	0.0%	
	100-3500-1910	Sale of Maps, Plats, Surveys, Blueprints, Misc	$0.00	$0.00	$0.00		
	100-3500-1920	Notary Services	$145.00	$100.00	$150.00	50.0%	
	100-3500-1950	FOIA Service Fees	$277.19	$350.00	$300.00	-14.3%	
	100-3500-1970	DMV Stop Fee Collected	$297.37	$500.00	$500.00	0.0%	
	100-3500-2000	Sale of Town Real Property	$0.00	$0.00	$560,000.00		Library $310K/Monroe Ave lot $250K
	100-3600-1000	Gifts and Donations-Private Sources-REC	$0.00	$0.00	$0.00		
	100-3600-3000	Gifts & Private Donations Library non-FOL	$100.00	$0.00	$0.00		
	100-3600-4000	Insurance Proceeds, Refund or Misc Rebate	$5,642.18	$15,341.88	$0.00	-100.0%	
	100-3600-5000	Surplus & Salvage Property Sale	$0.00	$0.00	$0.00		
	100-3600-6000	Appropriation From Fund Balance	$0.00	$0.00	$0.00		
	100-3650-1500	Recovery Misc. Costs - Finance	$514.72	$220.00	$0.00	-100.0%	
	100-3650-2000	Recovery - Police Property Loss & Misc.	$0.00	$0.00	$0.00		
	100-3650-3000	Recovery, Misc.-Code Enf (mowing, demo, etc)	$120.00	$110.00	$170.00	54.5%	

AS OF 6/1/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
100-3650-4000	Recovery Public Works - Misc & Damage	$0.00	$0.00	$0.00		
100-3650-5000	Recovery (damage)-Parks & Rec	$0.00	$0.00	$0.00		
100-3650-6000	Recovery Town Mgr-Misc.	$24,137.46	$10,000.00	$0.00	-100.0%	
100-3650-7000	Recovery - Retirement Forfeiture	$628.01	$0.00	$0.00		
100-3700-1000	Grant - Recov. of Storm Damages FEMA	$0.00	$0.00	$0.00		
100-3700-2200	Grant Gen Fund - USDA RD	$48,000.00	$14,700.00	$14,875.00	1.2%	One police car
100-3700-3000	Proceeds from Loan/Bond Issuance	$0.00	$0.00	$0.00		
100-3750-2000	Personal Prop. Tax Reimbursement- PPTRA	$35,423.60	$35,424.00	$35,424.00	0.0%	
100-3750-3000	Local SALES & USE Taxes	$95,313.00	$74,000.00	$80,000.00	8.1%	
100-3750-3100	DMV Humane Plates Pybl to ESSO	$0.00	$0.00	$0.00		
100-3800-1000	Assistance to Local Police Dept HB 599 - State	$31,250.00	$31,250.00	$34,356.00	9.9%	
100-3800-2000	Grant - DCJS LOLE/Byrne	$172.38	$5,179.00	$6,000.00	15.9%	
100-3800-5000	Grant - Litter Prevention Grant (DEQ)	$1,329.00	$1,329.00	$1,650.00	24.2%	
100-3800-6000	Grant - Miscellaneous/Other	$5,000.00	$0.00	$0.00		
100-3800-6001	Reappropriated Funding - Carryover Projects	$0.00	$169,712.00	$103,000.00	-39.3%	from legal, contingencies, prof svcs
100-3800-8000	Grant - Library Program Other	$0.00	$400.00	$0.00	-100.0%	
100-3850-1000	Grant - Northampton County Library	$30,000.00	$30,000.00	$30,000.00	0.0%	
100-3850-2000	Grant Other - Northampton County	$0.00	$10,000.00	$12,500.00	25.0%	Tourism Infrastructure Grant fireworks/security for 4th
100-3900-1000	Grant - VML Risk Management	$3,162.88	$4,000.00	$4,000.00	0.0%	
100-3900-6000	Appropriation from Fund Balance	$0.00	$209,456.12	$479,543.16	128.9%	
100-3950-1050	Loan Proceeds Current Year	$0.00	$0.00	$0.00		
100-3950-2100	Loan Proceeds USDA Rural Devlpmnt	$25,979.00	$27,300.00	$27,625.00	1.2%	1 x police vehicles
100-3950-8520	Transfer from Sanitation Fund	$0.00	$0.00	$0.00		
100-3975-1000	Misc Rev Proceeds from Fair/Event	$3,050.00	$3,100.00	$3,100.00	0.0%	
100-3975-1100	Miscellaneous Rev & NSF Fees-Gen Fund	$2,061.05	$2,250.00	$2,250.00	0.0%	credit card point redemption
TOTAL GENERAL FUND REVENUE		**$4,226,884.13**	**$4,545,819.06**	**$5,719,836.98**		
	***Total Core Operating Revenue**			**$4,472,168.82**		**Revenue less reappropriations & USDA RD & Bond proceeds, .5% Meals tax set aside for capital projects, and library sale**

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Acct Type: Expenses						
Dept Desc: 4110 LEGISLATIVE						
100-4110-1200	PT Salaries & Wages Legislative	$5,200.00	$4,800.00	$4,800.00	0.0%	
100-4110-2000	FICA Expense	$422.65	$237.20	$367.20	54.8%	based on FY22 actual
100-4110-2100	SUI Expense	$34.70	$25.44	$6.24	-75.5%	based on FY22 actual
100-4110-3025	Repair Maint & Inspect Contracted Svcs	$105.00	$2,200.00	$1,500.00	-31.8%	no election in 11/2023
100-4110-3430	IT Services	$240.00	$250.00	$500.00	100.0%	upgrade internet for wired connections
100-4110-3450	Printing & Design Services	$0.00	$0.00	$0.00		
100-4110-3500	Advertising Services	$3,326.18	$5,000.00	$12,000.00	140.0%	Zoning Ordinance/Harbor Guidelines/PUD update & Other public hearings
100-4110-5040	Phone Service	$457.90	$500.00	$1,080.00	116.0%	Mayor's Smartphone monthly $90 avg
100-4110-5050	Internet & Cable Services	$1,463.61	$1,360.00	$1,800.00	32.4%	possible upgrade to upload speeds/Spectrum or other provider
100-4110-5080	Lease, Bldgs & Property	$0.00	$0.00	$0.00		
100-4110-5200	Travel-Mileage, Parking & Tolls	$1,184.45	$3,150.00	$2,795.00	-11.3%	
100-4110-5210	Travel-Lodging & Meals	$1,992.33	$9,300.00	$9,795.00	5.3%	added misc trips & discretionary $ for Mayor
100-4110-5220	Conference	$715.00	$5,250.00	$4,795.00	-8.7%	
100-4110-5230	Education	$0.00	$1,200.00	$1,200.00	0.0%	consultant/facilitator
100-4110-5240	Books & Subscriptions	$0.00	$0.00	$0.00		
100-4110-5250	Dues & Memberships	$0.00	$0.00	$0.00		
100-4110-5310	Insurance, Public Official Liability	$6,896.80	$7,000.00	$7,595.00	8.5%	est 8-9% increase
100-4110-6000	Office Supplies	$717.50	$800.00	$1,000.00	25.0%	price increases in general
100-4110-6125	Departmental Equipment & Supplies	$2,681.79	$2,300.00	$2,000.00	-13.0%	no election in 11/2023
100-4110-6150	Computer, Software & Electronics <$10K	$1,824.97	$6,500.00	$2,000.00	-69.2%	2 replacement iPads & supplies just in case
100-4110-6225	Repair & Maintenance Supplies Legislative	$0.00	$0.00	$0.00		
Total Legislative Expenses		**$27,262.88**	**$49,872.64**	**$53,233.44**	6.7%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4112 TOWN CLERK						
100-4112-1000	Regular Salaries & Wages Town Clerk	$62,540.83	$65,266.00	$65,667.71	0.6%	2.5% COLA, but gave Economic Sup pmnt FY23
100-4112-1100	Regular Salaries & Wages OT Town Clerk	$0.00	$0.00	$0.00		
100-4112-2000	FICA Expense	$4,803.89	$4,992.85	$5,023.58	0.6%	
100-4112-2100	SUI Expense	$42.40	$42.40	$10.40	-75.5%	
100-4112-2200	Retirement-ER VRS & ICMA-RC Contribution	$3,719.52	$4,913.86	$5,036.71	2.5%	
100-4112-2210	Life Insurance	$833.52	$858.48	$879.95	2.5%	
100-4112-2220	Disability Insurance, LTD & STD	$259.92	$491.16	$502.69	2.3%	
100-4112-2230	Worker's Comp	$68.33	$38.96	$42.27	8.5%	estimate
100-4112-2300	Health Insurance	$375.00	$1,742.26	$0.00	-100.0%	
100-4112-2301	Health Reimbursement Account Expense	$0.00	$0.00	$750.00		
100-4112-2302	Wellness Health Incentive Plan	$0.00	$0.00	$100.00		new
100-4112-2310	Dental Insurance	$594.32	$600.00	$609.00	1.5%	
100-4112-2320	Vision Insurance	$83.71	$91.32	$0.00	-100.0%	
100-4112-3000	Contract Labor	$0.00	$0.00	$0.00		
100-4112-3025	Repair Maint & Inspect Contracted Svcs	$888.75	$2,000.00	$2,600.00	30.0%	combined #3020 - ShoreScan agreement
100-4112-3430	IT Services	$8,400.25	$12,900.00	$21,150.00	64.0%	increased InversaMinds & price inc for MuniCode & ZO codification/$6000 1/2 agenda mgmnt + 1,200 employee portal addition
100-4112-3450	Printing & Design Services	$0.00	$0.00	$0.00		
100-4112-3500	Advertising Services	$0.00	$0.00	$0.00		
100-4112-5040	Phone Service	$780.00	$780.00	$780.00	0.0%	
100-4112-5110	Lease, Office Equipment	$0.00	$65.00	$0.00	-100.0%	No need for DMV account - xferred to JO
100-4112-5200	Travel-Mileage, Parking & Tolls	$110.13	$1,000.00	$1,000.00	0.0%	
100-4112-5210	Travel-Lodging & Meals	$633.94	$1,550.00	$1,600.00	3.2%	
100-4112-5220	Conference	$925.00	$1,200.00	$1,400.00	16.7%	
100-4112-5240	Books & Subscriptions	$1,500.00	$14,080.00	$14,000.00	-0.6%	Town Code & Zoning Ordinance - MuniCode increases
100-4112-5250	Dues & Memberships	$360.50	$515.00	$475.00	-7.8%	Drop ICMA-HR
100-4112-6150	Computer, Software & Electronics <$10K	$4,123.82	$1,200.00	$888.00	-26.0%	
100-4112-3020	Maint Svc Contracts - Annual	$0.00	$600.00	$0.00	-100.0%	moved to #3025
100-4112-6000	Office Supplies	$585.78	$1,300.00	$1,500.00	15.4%	price increased for minutes books & paper
Total Clerk Expenses		**$91,629.61**	**$116,227.29**	**$124,015.31**		

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4121 TOWN MANAGER						
100-4121-1000	Regular Salaries & Wages-Town Manager	$107,999.99	$157,618.35	$158,360.81	0.5%	2.5% COLA, but gave Economic Sup pmnt FY23
100-4121-1100	Regular Wages TMgr OT	$0.00	$2,034.00	$2,033.93	0.0%	
100-4121-1200	PT Salaries & Wages Town Mgr	$29,012.66	$44,198.35	$45,272.00	2.4%	
100-4121-1400	Seasonal Wages Beach Attendants	$0.00	$10,000.00	$10,000.00	0.0%	
100-4121-1500	Seasonal Wages OT Beach Attendants	$0.00	$0.00	$0.00		
100-4121-1600	Bonus & Increase Pool Gen Fund	$0.00	$0.00	$0.00		
100-4121-1800	Allocated Wages	-$15,750.00	-$16,995.00	-$17,419.88	2.5%	
100-4121-1900	Personnel Lapse Allowance	$0.00	$0.00	$0.00		
100-4121-2000	FICA Expense	$10,551.87	$16,361.84	$16,498.51	0.8%	
100-4121-2100	SUI Expense	$84.79	$169.60	$41.60	-75.5%	
100-4121-2200	Retirement-ER VRS & ICMA-RC Contribution	$6,403.57	$11,850.02	$12,146.27	2.5%	
100-4121-2210	Life Insurance	$1,434.66	$2,070.28	$2,122.03	2.5%	
100-4121-2220	Disability Insurance, LTD & STD	$428.84	$1,172.15	$1,199.96	2.4%	
100-4121-2230	Worker's Comp	$95.07	$970.12	$1,052.58	8.5%	estimate
100-4121-2300	Health Insurance	$4,418.79	$14,425.55	$6,299.52	-56.3%	
100-4121-2301	Health Reimbursement Account Expense	$0.00	$0.00	$1,500.00		
100-4121-2302	Wellness Health Incentive Plan	$0.00	$0.00	$370.00		
100-4121-2310	Dental Insurance	$310.50	$578.40	$587.04	1.5%	
100-4121-2320	Vision Insurance	$0.00	$0.00	$0.00		
100-4121-2340	Employee Assist Program	$268.40	$250.00	$250.00	0.0%	
100-4121-2345	Employee/Volunteer Testing	$0.00	$120.00	$120.00	0.0%	
100-4121-2360	Staff & Volunteer Appreciation	$4,954.49	$7,500.00	$7,500.00	0.0%	
100-4121-2800	Allocated Benefits	-$3,552.00	-$4,019.66	-$3,215.74	-20.0%	
100-4121-3000	Contract Labor	$0.00	$0.00	$0.00		
100-4121-3005	Program and Event Performers	$0.00	$12,000.00	$17,000.00	41.7%	Central Park concerts, add attendant costs
100-4121-3025	Repair Maint & Inspect Contracted Svcs	$4,608.34	$8,700.00	$9,600.00	10.3%	increased color copies (formula used 5600/7x12)
100-4121-3400	Legal Services TM	$30,882.07	$74,250.00	$74,250.00	0.0%	
100-4121-3401	Legal Services Finance	$1,090.50	$2,250.00	$3,000.00	33.3%	
100-4121-3405	Legal Services Planner	$0.00	$6,000.00	$6,000.00	0.0%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4121-3406	Legal Services Public Works	$0.00	$0.00	$0.00		
	100-4121-3410	Professional Services	$0.00	$124,000.00	$75,000.00	-39.5%	Beach front master planning and other needs
	100-4121-3420	Engineering & Architect Svcs Gen Fund	$1,640.00	$0.00	$0.00		
	100-4121-3430	IT Services	$7,291.21	$8,000.00	$11,000.00	37.5%	Increased to add InversaMinds Remote PC subscription
	100-4121-3450	Printing & Design Services	$0.00	$0.00	$0.00		
	100-4121-3500	Advertising Services	$223.20	$2,000.00	$2,000.00	0.0%	
	100-4121-4015	Grant Exp - Town Match Arts Enter VCA	$2,500.00	$4,500.00	$4,500.00	0.0%	Town match for ArtsEnter VCA Grant, $3,500 minimum
	100-4121-4025	Grant Exp - Town Support Fire Dept	$25,000.00	$25,000.00	$25,000.00	0.0%	
	100-4121-4030	Grant Exp - Nrthmptn Cty Tourism Infrast.	$0.00	$0.00	$0.00		
	100-4121-4040	Grant Exp - Star Transit Support	$0.00	$0.00	$0.00		
	100-4121-4045	Grant Exp - Cape Charles Musm & Welcm Cntr	$0.00	$0.00	$0.00		
	100-4121-4050	Grant Exp - Eastern Shore Tourism Comm.	$5,000.00	$5,000.00	$5,000.00	0.0%	
	100-4121-4060	Grant Exp - Local Arts, GEAR, Harbor for the Arts	$0.00	$0.00	$0.00		
	100-4121-4065	Grant Exp - Randy Custis Mmrl Fund, Youth Sports	$0.00	$0.00	$0.00		
	100-4121-4070	Grant Exp - VRSA Risk Mngmnt Grant Exp	$1,379.79	$4,000.00	$4,000.00	0.0%	Project TBD
	100-4121-4100	Grant Exp - YMCA	$5,000.00	$5,000.00	$5,000.00	0.0%	
	100-4121-4150	Grant Exp - Emergency & Misc.	$0.00	$0.00	$0.00		
	100-4121-4200	Fireworks	$25,000.00	$20,000.00	$25,000.00	25.0%	
	100-4121-4210	Cape Charles Main Street	$80,000.00	$90,000.00	$90,000.00	0.0%	requested level funding
	100-4121-5000	Tax Refund - Prior Year, (RE, PP, BPOL, MISC)	$6,534.84	$1,800.00	$1,800.00	0.0%	
	100-4121-5005	Refund - Misc. Fees	$1,157.49	$1,200.00	$1,200.00	0.0%	
	100-4121-5010	Refund - Tourism Zone BPOL	$0.00	$2,000.00	$2,000.00	0.0%	
	100-4121-5020	Refund - Tourism Zone Real & Business Property Tax	$0.00	$2,000.00	$2,000.00	0.0%	
	100-4121-5030	Refund - Tourism Zone Permit Fees	$0.00	$4,000.00	$4,000.00	0.0%	
	100-4121-5040	Phone Service	$7,066.20	$10,420.00	$8,000.00	-23.2%	maintenance and monthly service
	100-4121-5050	Internet & Cable Services	$1,662.31	$1,550.00	$1,800.00	16.1%	used FY22 actual + for potential increase
	100-4121-5070	Postage	$7,882.39	$8,000.00	$9,100.00	13.8%	postage cost increases (5329/7x12)
	100-4121-5080	Lease, Bldgs & Property	$2,417.07	$2,500.00	$8,500.00	240.0%	parking lot + visitor center and train
	100-4121-5090	Lease, RIght of Way	$3,487.50	$3,750.00	$3,750.00	0.0%	cart pathway
	100-4121-5110	Lease, Office Equipment	$6,316.20	$7,025.00	$7,025.00	0.0%	lease pmts same as FY23

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
100-4121-5200	Travel-Mileage, Parking & Tolls	$302.70	$800.00	$1,000.00	25.0%	added mileage/tolls-Julie to VMCA Inst
100-4121-5210	Travel-Lodging & Meals	$792.48	$1,600.00	$1,800.00	12.5%	added lodging/meals-Julie to VMCA Inst
100-4121-5220	Conference	$400.00	$425.00	$425.00	0.0%	
100-4121-5230	Education	$566.80	$400.00	$1,000.00	150.0%	Julie attend VMCA Inst & Pryor+ membership
100-4121-5240	Books & Subscriptions	$0.00	$0.00	$0.00		
100-4121-5250	Dues & Memberships	$1,859.00	$1,350.00	$1,560.00	15.6%	Julie-IIMC & VMCA (for training)
100-4121-5300	Insurance, Property & General Liability	$36,735.27	$38,205.44	$41,452.91	8.5%	8-9% increase
100-4121-5340	Licensing	$0.00	$740.00	$740.00	0.0%	Pier Fishing License
100-4121-6000	Office Supplies	$8,879.70	$9,400.00	$15,000.00	59.6%	increased costs/supplies & add supplies for beach attendants and event staff
100-4121-6050	Uniforms Expense	$0.00	$600.00	$1,000.00	66.7%	
100-4121-6100	Program & Event Supplies	$0.00	$25,000.00	$35,000.00	40.0%	Increased number and scope of events
100-4121-6125	Event Departmental Equipment	$0.00	$22,000.00	$5,000.00	-77.3%	
100-4121-6150	Computer, Software & Electronics <$10K	$5,930.59	$8,400.00	$12,000.00	42.9%	Anti-virus, MS Office products, Adobe, server maintenance agreement, server firewall system, new server $4K, replace town office security cameras $2K
100-4121-6175	Vehicles & Powered Equipment Fuel - Admin Vehicle	$0.00	$600.00	$300.00	-50.0%	
100-4121-6200	Vehicles & Equipment Repair	$0.00	$1,500.00	$1,500.00	0.0%	
100-4121-6225	Repair & Maintenance	$0.00	$500.00	$500.00	0.0%	recreation equip repair/maint
100-4121-6900	Contingency Fund Exp Gen Fund	$0.00	$60,000.00	$80,000.00	33.3%	Includes code enf. actions that may occur, police academy
100-4121-8100	Transfer to Fund Balance - Excess Rev	$0.00	$147,496.64	$250,000.00	69.5%	Transfer Monroe lot sale proceeds to fund balance
100-4121-8110	Transfer to Gen Capital Proj Fund - Min 6%	$186,215.00	$215,830.99	$268,330.13	24.3%	Min of 6% of core equalized op rev, before any tax increase if applic (Added 8858.87
100-4121-8111	Transfer .5% Meals tax to Cap Proj Fund	$65,061.93	$75,000.00	$77,500.00	3.3%	Meals tax .5% dedicated to capital projects
100-4121-8112	Transfer Reappropriated Funds to Cap Proj Fund	$147,840.00	$0.00	$310,000.00		Library sale proceeds - to capital fund for refurb
100-4121-8120	Transfer to Gen Debt Svc Fund	$266,999.24	$249,571.15	$255,222.72	2.3%	harbor and gen fund debt
100-4121-8130	Transfer to Gen Special Activity Fund	$0.00	$0.00	$0.00		
100-4121-8501	Transfer to Utility Fund	$0.00	$373,683.24	$311,727.91	-16.6%	
100-4121-8510	Transfer to Harbor Fund	$0.00	$0.00	$333,000.00		for other than debt service (capital projects)
Total Town Manager Expenses		**$1,094,383.45**	**$1,916,351.46**	**$2,654,302.30**		

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4124 FINANCE						
100-4124-1000	Regular Salaries & Wages-Finance	$234,123.54	$266,147.87	$287,852.58	8.2%	2.5% COLA, but gave Economic Sup pmnt FY23
100-4124-1100	Regular Salaries & Wages OT Finance	$83.66	$837.37	$971.80	16.1%	
100-4124-1200	PT Salaries & Wages Finance	$16,292.15	$2,000.00	$9,450.00	372.5%	Request PT Seasonal BPOL technician 3rd week Jan - April
100-4124-1300	PT Salaries & Wages OT Fin	$96.10	$0.00	$0.00		
100-4124-1800	Allocated Wages	-$16,762.44	-$17,789.57	-$20,535.22	15.4%	
100-4124-2000	FICA Expense	$17,708.61	$20,424.37	$22,817.99	11.7%	
100-4124-2100	SUI Expense	$374.74	$212.00	$72.80	-65.7%	
100-4124-2200	Retirement-ER VRS & ICMA-RC Contribution	$13,621.32	$19,714.04	$21,838.99	10.8%	
100-4124-2210	Life Insurance	$3,052.24	$3,444.17	$3,815.42	10.8%	
100-4124-2220	Disability Insurance, LTD & STD	$1,026.40	$2,000.00	$2,199.47	10.0%	
100-4124-2230	Worker's Comp	$295.32	$158.22	$171.67	8.5%	estimate
100-4124-2300	Health Insurance	$28,831.32	$40,414.88	$38,147.92	-5.6%	
100-4124-2301	Health Reimbursement Account Expense	$0.00	$0.00	$3,450.00		
100-4124-2302	Wellness Health Incentive Plan	$0.00	$0.00	$1,010.00		
100-4124-2310	Dental Insurance	$1,360.75	$1,446.00	$1,783.08	23.3%	
100-4124-2320	Vision Insurance	$53.27	$91.32	$0.00	-100.0%	
100-4124-2325	AFLAC Insurance Premiums - Town portion	$0.00	$0.00	$0.00		
100-4124-2330	Benefits Adminstn Fees	$1,654.66	$3,300.00	$3,300.00	0.0%	
100-4124-2345	Employee/Volunteer Testing	$45.95	$0.00	$0.00		
100-4124-2800	Allocated Benefits	-$4,996.92	-$5,840.73	-$5,917.68	1.3%	
100-4124-3020	Maint Svc Contracts	$9,864.00	$11,800.00	$12,500.00	5.9%	software maintenance & tax file load FMS
100-4124-3430	IT Services	$1,610.00	$1,200.00	$3,000.00	150.0%	add new computer config
100-4124-3500	Advertising Services	$1,287.00	$650.00	$2,000.00	207.7%	
100-4124-3600	Payroll Processing & Timekeeping	$7,618.75	$9,250.00	$9,000.00	-2.7%	
100-4124-3700	Auditor & Accountant Services	$28,765.00	$30,000.00	$32,000.00	6.7%	inflation and single audit additional cost
100-4124-3710	Collections Services & DMV Fees	$740.19	$1,000.00	$1,200.00	20.0%	
100-4124-3730	Bank Service Charges	$3,736.73	$4,600.00	$6,000.00	30.4%	
100-4124-3740	Merchant Service Costs	$10,861.06	$9,500.00	$16,000.00	68.4%	Increased revenues = increased credit card fees
100-4124-3750	Late Fees	$52.04	$100.00	$100.00	0.0%	
100-4124-5040	Phone Service	$1,550.19	$1,560.00	$1,560.00	0.0%	
100-4124-5110	Lease, Office Equipment	$1,330.83	$1,250.00	$1,400.00	12.0%	credit card machines - new lease this year

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4124-5200	Travel-Mileage, Parking & Tolls	$350.52	$1,871.00	$3,548.25	89.6%	5 staff
	100-4124-5210	Travel-Lodging & Meals	$480.79	$2,297.00	$4,192.00	82.5%	5 staff
	100-4124-5220	Conference	$550.00	$2,395.00	$2,855.00	19.2%	5 staff
	100-4124-5230	Education	$1,235.00	$2,225.00	$3,535.00	58.9%	5 staff
	100-4124-5240	Books & Subscriptions	$150.00	$150.00	$150.00	0.0%	
	100-4124-5250	Dues & Memberships	$971.00	$930.00	$1,200.00	29.0%	Add VGFOA membership AO, MW, JM
	100-4124-5260	Employee Testing & Certification	$0.00	$0.00	$0.00		
	100-4124-5350	Fines & Penalties	$4.35	$0.00	$0.00		
	100-4124-6000	Office Supplies	$4,576.47	$5,250.00	$5,250.00	0.0%	
	100-4124-6150	Computer, Software & Electronics <$10K	$23.88	$650.00	$4,500.00	592.3%	Replace oldest computers (2019,) JO,MW, DP
	Total Finance Expenses		**$372,614.45**	**$423,237.94**	**$480,419.07**	13.5%	

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4310 POLICE						
100-4310-1000	Regular Salaries & Wages-Police	$346,025.64	$372,084.72	$498,730.63	34.0%	Market adjustment to compete with locality: add 2 officers
100-4310-1100	Regular Salaries & Wages OT Police	$5,688.76	$4,000.00	$7,000.00	75.0%	many court hours
100-4310-2000	FICA Expense	$25,926.00	$28,770.48	$38,688.39	34.5%	
100-4310-2100	SUI Expense	$339.16	$296.80	$72.80	-75.5%	
100-4310-2200	Retirement-ER VRS & ICMA-RC Contribution	$19,165.65	$26,764.78	$36,739.30	37.3%	
100-4310-2210	Life Insurance	$4,294.72	$4,675.98	$6,418.60	37.3%	
100-4310-2220	Disability Insurance, LTD & STD	$1,852.72	$2,721.63	$3,717.72	36.6%	
100-4310-2230	Worker's Comp	$8,789.05	$11,114.52	$15,241.64	37.1%	estimate
100-4310-2300	Health Insurance	$46,476.57	$60,062.72	$83,824.08	39.6%	
100-4310-2301	Health Reimbursement Account Expense	$0.00	$0.00	$9,750.00		
100-4310-2302	Wellness Health Incentive Plan	$0.00	$0.00	$2,430.00		
100-4310-2310	Dental Insurance	$1,814.80	$2,024.40	$2,641.68	30.5%	
100-4310-3430	IT Services	$3,122.00	$2,300.00	$3,000.00	30.4%	
100-4310-3440	Interpreter Services	$0.00	$0.00	$0.00		
100-4310-3500	Advertising Services	$191.76	$195.00	$750.00	284.6%	
100-4310-4080	Grant Exp - DCJS LOLE/Byrne	$2,553.51	$5,179.00	$6,000.00	15.9%	
100-4310-4150	Grant Exp - Police Other	$0.00	$0.00	$0.00		
100-4310-5040	Phone Service	$2,992.73	$4,196.00	$7,550.00	79.9%	upgrade phones x7 & add 2 officers $2,500
100-4310-5200	Travel-Mileage, Parking & Tolls	$449.80	$500.00	$500.00	0.0%	
100-4310-5205	Travel-Mileage, Parking & Tolls - Pol. Acad.	$0.00	$0.00	$0.00		
100-4310-5210	Travel-Lodging & Meals	$30.86	$500.00	$1,000.00	100.0%	
100-4310-5215	Travel-Lodging & Meals - Pol. Acad.	$0.00	$0.00	$0.00		
100-4310-5230	Education	$2,338.00	$3,000.00	$3,000.00	0.0%	
100-4310-5240	Books & Subscriptions	$0.00	$200.00	$300.00	50.0%	code books
100-4310-5250	Dues & Memberships	$0.00	$0.00	$0.00		
100-4310-5260	Employee Testing & Certification	$0.00	$0.00	$0.00		

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4310-5310	Insurance, Public Official Liability	$5,457.44	$5,500.00	$5,967.50	8.5%	Estimate
	100-4310-5330	Insurance, LODA	$5,605.00	$5,650.00	$6,130.25	8.5%	Estimate
	100-4310-6000	Office Supplies	$4,215.12	$3,300.00	$3,000.00	-9.1%	
	100-4310-6050	Uniforms Expense	$5,556.77	$6,000.00	$8,300.00	38.3%	Add 2 officers
	100-4310-6125	Departmental Supplies & Equipment - Police	$6,399.83	$13,350.00	$23,860.00	78.7%	Add 2 officers
	100-4310-6150	Comptr, Sftware & Electronics < $5,000	$515.37	$2,540.61	$10,000.00	293.6%	replace 2 older ones and add 2 officers
	100-4310-6175	Vehicles & Powered Equipment Fuel	$20,556.25	$20,000.00	$25,600.00	28.0%	Add 2 officers
	100-4310-6200	Vehicle & Powered Equip. Supplies & Svcs	$16,752.10	$13,000.00	$12,000.00	-7.7%	
	100-4310-6225	Repair & Maintenance Supplies Police	$826.01	$1,500.00	$1,500.00	0.0%	
	100-4310-6850	Debt Service Interest Police Dept	$0.00	$0.00	$0.00		
	100-4310-7070	Vehicles & Equipment	$37,200.95	$41,741.00	$86,000.00	106.0%	2 police cars, and equipment to outfit
	Total Police Expenses		**$575,136.57**	**$641,167.64**	**$909,712.59**	41.9%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4340 CODE ENFORCEMENT						
100-4340-1000	Regular Salaries & Wages-Code Enforcement	$99,667.96	$104,330.38	$104,478.71	0.1%	
100-4340-1100	Regular Salaries & Wages OT Code Enf	$498.96	$1,067.90	$1,094.60	2.5%	
100-4340-1200	Part Time Salaries Code Enforcement	$0.00	$4,400.00	$10,250.00	133.0%	summer intern/part time seasonal asst.
100-4340-2000	FICA Expense	$7,358.31	$8,399.57	$8,860.48	5.5%	
100-4340-2100	SUI Expense	$84.79	$127.20	$41.60	-67.3%	
100-4340-2200	Retirement-ER VRS & ICMA-RC Contribution	$5,940.83	$7,818.06	$8,013.52	2.5%	
100-4340-2210	Life Insurance	$1,326.24	$1,365.87	$1,400.01	2.5%	
100-4340-2220	Disability Insurance, LTD & STD	$425.94	$793.66	$812.01	2.3%	
100-4340-2230	Worker's Comp	$451.89	$457.65	$496.55	8.5%	estimate
100-4340-2300	Health Insurance	$8,526.30	$11,201.08	$6,299.52	-43.8%	
100-4340-2301	Health Reimbursement Account Expense	$0.00	$0.00	$1,500.00		
100-4340-2302	Wellness Health Incentive Plan	$0.00	$0.00	$540.00		
100-4340-2310	Dental Insurance	$572.80	$578.40	$587.04	1.5%	
100-4340-2320	Vision Insurance	$83.71	$91.32	$0.00	-100.0%	
100-4340-3025	Repair Maint & Inspect Contracted Svcs-Mowing/Demo	$1,605.63	$25,000.00	$5,000.00	-80.0%	demo needs from TMgr contingency
100-4340-3430	IT Services	$1,583.00	$3,600.00	$3,600.00	0.0%	
100-4340-3500	Advertising Services	$0.00	$500.00	$500.00	0.0%	
100-4340-5040	Phone Service	$1,140.00	$1,140.00	$1,140.00	0.0%	
100-4340-5110	Lease, Office Equipment	$706.29	$1,350.00	$1,350.00	0.0%	
100-4340-5200	Travel-Mileage, Parking & Tolls	$0.00	$600.00	$600.00	0.0%	
100-4340-5210	Travel-Lodging & Meals	$0.00	$600.00	$600.00	0.0%	
100-4340-5230	Education	$120.00	$1,000.00	$1,000.00	0.0%	
100-4340-5240	Books & Subscriptions	$150.00	$1,000.00	$1,000.00	0.0%	
100-4340-5250	Dues & Memberships	$270.00	$750.00	$750.00	0.0%	
100-4340-6000	Office Supplies	$699.86	$2,500.00	$3,500.00	40.0%	add toner & paper for wide-format scanner, new employee
100-4340-6150	Computer, Software & Electronics <$10K	$114.99	$1,000.00	$1,400.00	40.0%	
100-4340-6175	Vehicles & Powered Equipment Fuel	$1,129.65	$950.00	$950.00	0.0%	
100-4340-6200	Vehicle & Powered Equip. Supplies & Svcs	$515.20	$1,000.00	$1,000.00	0.0%	
Total Code Enforcement Expenses		**$133,217.61**	**$182,421.09**	**$166,764.04**	-8.6%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4430 PUBLIC WORKS						
100-4430-1000	Regular Salaries & Wages-Public Works	$183,607.61	$220,741.87	$226,886.00	2.8%	
100-4430-1100	Regular Salaries & Wages OT Pub Works	$21,474.70	$18,000.00	$20,000.00	11.1%	
100-4430-1200	PT Salaries & Wages Pub Works	$9,220.75	$18,574.80	$19,188.00	3.3%	
100-4430-1300	PT Salaries & Wages OT Pub Works	$320.38	$2,000.00	$0.00	-100.0%	move all PW OT to acct 1100
100-4430-1400	Seasonal Wages	$15,838.39	$11,440.00	$22,880.00	100.0%	add second seasonal person
100-4430-1500	Seasonal Wages OT	$491.25	$0.00	$0.00		
100-4430-2000	FICA Expense	$16,878.34	$20,712.88	$22,104.98	6.7%	
100-4430-2100	SUI Expense	$423.05	$339.20	$93.60	-72.4%	
100-4430-2200	Retirement-ER VRS & ICMA-RC Contribution	$10,763.49	$16,378.66	$16,788.12	2.5%	
100-4430-2210	Life Insurance	$2,411.76	$2,861.46	$2,933.00	2.5%	
100-4430-2220	Disability Insurance, LTD & STD	$834.74	$1,716.78	$1,755.22	2.2%	
100-4430-2230	Worker's Comp	$4,530.19	$5,630.47	$6,109.06	8.5%	estimate
100-4430-2300	Health Insurance	$30,933.19	$42,180.13	$45,156.00	7.1%	
100-4430-2301	Health Reimbursement Account Expense	$0.00	$0.00	$6,000.00		
100-4430-2302	Wellness Health Incentive Plan	$0.00	$0.00	$1,280.00		
100-4430-2310	Dental Insurance	$1,907.57	$2,046.00	$2,076.60	1.5%	
100-4430-2320	Vision Insurance	$83.71	$91.32	$0.00	-100.0%	
100-4430-2345	Employee/Volunteer Testing	$0.00	$0.00	$0.00		
100-4430-3000	Contract Labor	$0.00	$0.00	$0.00		
100-4430-3020	Maint Svc Contracts	$1,262.20	$3,000.00	$3,000.00	0.0%	HVAC
100-4430-3025	Repair Maint & Inspect Contracted Svcs	-$235.00	$1,000.00	$1,000.00	0.0%	
100-4430-3030	Lease - Storage	$0.00	$0.00	$0.00		
100-4430-3040	Grounds Maintenance	$48,273.97	$65,000.00	$70,000.00	7.7%	includes park and landscaping on mason
100-4430-3060	Landfill Disposal	$3,398.75	$2,000.00	$4,000.00	100.0%	
100-4430-3070	Mosquito & Pest Control	$3,400.00	$8,500.00	$9,000.00	5.9%	cost of chemical
100-4430-3200	Cleaning and Janitorial Services	$14,561.14	$15,655.00	$18,280.00	16.8%	increase by 20 each visit x2 locations
100-4430-3430	IT Services	$200.00	$6,000.00	$1,000.00	-83.3%	
100-4430-3500	Advertising Services	$0.00	$500.00	$500.00	0.0%	
100-4430-5010	Electric Service	$48,218.03	$56,100.00	$56,000.00	-0.2%	
100-4430-5020	Propane & Fuel Oil Exp	$1,527.72	$4,000.00	$4,000.00	0.0%	
100-4430-5040	Phone Service	$2,400.00	$5,040.00	$5,040.00	0.0%	

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4430-5050	Internet & Cable Services	$1,143.91	$1,100.00	$1,250.00	13.6%	introductory discount decreases
	100-4430-5080	Lease, Bldgs & Property	$0.00	$0.00	$0.00		
	100-4430-5100	Lease, Vehicles & Equipment	$0.00	$0.00	$0.00		Beach maint vehicle leases are in Beach maint acct
	100-4430-5110	Lease, Office Equipment	$303.45	$0.00	$0.00		
	100-4430-5200	Travel-Mileage, Parking & Tolls	$468.46	$500.00	$500.00	0.0%	
	100-4430-5210	Travel-Lodging & Meals	$0.00	$500.00	$500.00	0.0%	
	100-4430-5220	Conference	$0.00	$0.00	$0.00		
	100-4430-5230	Education	$0.00	$3,000.00	$3,000.00	0.0%	
	100-4430-5240	Books & Subscriptions	$0.00	$100.00	$0.00	-100.0%	
	100-4430-5250	Dues & Memberships	$0.00	$0.00	$0.00		
	100-4430-5260	Employee Testing & Certification	$0.00	$225.00	$0.00	-100.0%	
	100-4430-5350	Fines & Penalties	$0.00	$0.00	$0.00		
	100-4430-6000	Office Supplies	$1,056.24	$2,500.00	$1,000.00	-60.0%	
	100-4430-6025	Janitorial & Kitchen Supplies	$5,030.21	$7,200.00	$7,200.00	0.0%	
	100-4430-6050	Uniforms Expense	$0.00	$2,000.00	$2,000.00	0.0%	
	100-4430-6075	Hand Tools, & LIght Equipment	$1,641.93	$1,500.00	$1,500.00	0.0%	shovels, rakes and such
	100-4430-6080	Safety Equipment	$2,085.79	$2,000.00	$2,000.00	0.0%	steel toe, glasses, gloves, etc
	100-4430-6150	Comptr, Sftware & Electronics < $5,000	$8,875.00	$4,500.00	$4,750.00	5.6%	PW work order system annual maint fee
	100-4430-6175	Vehicles & Powered Equipment Fuel	$14,216.46	$14,251.60	$14,500.00	1.7%	
	100-4430-6200	Vehicle & Powered Equip. Supplies & Svcs	$10,840.56	$10,000.00	$12,000.00	20.0%	
	100-4430-6225	Repair & Maintenance Supplies Public Works	$61,609.41	$74,600.00	$69,500.00	-6.8%	
	100-4430-6230	Repair & Maintenance Supplies Central Park	$0.00	$15,000.00	$10,000.00	-33.3%	new account
	100-4430-6235	Repair & Maintenance Supplies Business District	$0.00	$15,000.00	$10,000.00	-33.3%	new account
	100-4430-6240	Repair & Maintenance SuppliesTree Advisory Board	$0.00	$15,000.00	$10,500.00	-30.0%	new account
	100-4430-6275	Beach Maint. & Safety Supplies	$37,885.36	$50,000.00	$60,000.00	20.0%	Add Fall sand movement after dredging
	Total Public Works Expenses		**$567,882.71**	**$733,485.17**	**$775,270.58**	5.7%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4730 LIBRARY							
	100-4730-1000	Regular Salaries & Wages-Library	$86,914.88	$79,234.80	$78,294.42	-1.2%	
	100-4730-1100	Regular Salaries & Wages OT Library	$214.80	$0.00	$0.00		
	100-4730-1200	PT Salaries & Wages Library	$7,851.83	$13,159.44	$13,358.91	1.5%	
	100-4730-1300	PT Salaries & Wages OT Library	$0.00	$0.00	$0.00		
	100-4730-2000	FICA Expense	$6,950.93	$7,068.16	$7,011.48	-0.8%	
	100-4730-2100	SUI Expense	$158.85	$169.60	$41.60	-75.5%	
	100-4730-2200	Retirement-ER VRS & ICMA-RC Contribution	$4,703.83	$5,858.71	$6,005.18	2.5%	
	100-4730-2210	Life Insurance	$1,054.63	$1,023.56	$1,049.15	2.5%	
	100-4730-2220	Disability Insurance, LTD & STD	$346.02	$609.73	$623.48	2.3%	
	100-4730-2230	Worker's Comp	$113.84	$54.45	$59.08	8.5%	estimate
	100-4730-2300	Health Insurance	$10,062.08	$14,425.55	$17,316.00	20.0%	
	100-4730-2301	Health Reimbursement Account Expense	$0.00	$0.00	$2,000.00		
	100-4730-2302	Wellness Health Incentive Plan	$0.00	$0.00	$540.00		
	100-4730-2310	Dental Insurance	$548.70	$578.40	$587.04	1.5%	
	100-4730-2320	Vision Insurance	$60.88	$0.00	$0.00		
	100-4730-2360	Staff & Volunteer Appreciation	$0.00	$0.00	$0.00		
	100-4730-3000	Contract Labor	$0.00	$0.00	$0.00		
	100-4730-3005	Program & Event Performers & Entertainers	$1,525.34	$4,000.00	$0.00	-100.0%	move $4000.00 to 6100
	100-4730-3025	Repair Maint & Inspect Contracted Svcs	$1,215.55	$1,000.00	$1,000.00	0.0%	
	100-4730-3200	Cleaning and Janitorial Services	$8,250.00	$9,100.00	$10,140.00	11.4%	increase 20 per cleaning
	100-4730-3430	IT Services	$1,240.00	$2,200.00	$3,000.00	36.4%	increase scheduled maintenance public computers
	100-4730-3450	Printing & Design Services	$0.00	$0.00	$0.00		
	100-4730-3500	Advertising Services	$1,089.90	$500.00	$500.00	0.0%	
	100-4730-3760	Cash Short & Over Lib	$0.00	$0.00	$0.00		
	100-4730-4090	Grant Exp - DEQ Litter Grant - Library	$1,325.03	$1,329.00	$1,650.00	24.2%	
	100-4730-4100	Grant Exp - Library - VA Arts Comm.	$1,000.00	$0.00	$0.00		
	100-4730-5010	Electric Service	$3,935.38	$7,975.00	$7,000.00	-12.2%	
	100-4730-5020	Propane & Fuel Oil Exp	$3,149.73	$3,737.25	$3,500.00	-6.3%	
	100-4730-5040	Phone Service, Landline & Wireless	$0.00	$0.00	$0.00		

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4730-5050	Internet & Cable Services	$1,363.61	$1,500.00	$1,500.00	0.0%	
	100-4730-5110	Travel-Mileage, Parking & Tolls	$1,059.61	$1,200.00	$1,200.00	0.0%	copier lease
	100-4730-5200	Lease, Office Equipment	$86.93	$324.24	$500.00	54.2%	cost increase
	100-4730-5210	Travel-Lodging & Meals	$0.00	$385.76	$500.00	29.6%	cost increase
	100-4730-5220	Conference	$0.00	$400.00	$500.00	25.0%	cost increase
	100-4730-5230	Education	$150.00	$200.00	$1,000.00	400.0%	professional development/training
	100-4730-5240	Books & Subscriptions - Professional	$270.77	$200.00	$0.00	-100.0%	move $200.00 to 6000
	100-4730-5250	Dues & Memberships	$348.00	$500.00	$500.00	0.0%	
	100-4730-5300	Insurance, Property & General Liability	$0.00	$0.00	$0.00		
	100-4730-6000	Office Supplies	$1,780.61	$1,800.00	$2,000.00	11.1%	includes $200.00 from 5240
	100-4730-6025	Janitorial & Kitchen Supplies	$43.41	$200.00	$0.00	-100.0%	move $200.00 to 6000
	100-4730-6050	Uniforms - LIbrary	$259.23	$200.00	$200.00	0.0%	
	100-4730-6100	Program & Event Supplies & Awards	$1,361.42	$1,500.00	$5,500.00	266.7%	includes $4000 from 3005
	100-4730-6125	Dept Sppls & Equip -Books, DVD's and CDs	$14,823.74	$17,500.00	$17,500.00	0.0%	
	100-4730-6150	Computer, Software & Electronics <$10K	$339.98	$4,000.00	$4,000.00	0.0%	replace several lab computers
	100-4730-6225	Repair & Maintenance Supplies Library	$0.00	$0.00	$0.00		
	100-4730-7080	Computers, Software & Elec Equip.>$5000	$0.00	$0.00	$0.00		
	Total Library Expenses		**$163,599.51**	**$181,933.65**	**$188,576.34**	3.7%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4811 PLANNING							
	100-4811-1000	Regular Salaries & Wages-Planning	$39,864.25	$111,070.32	$111,387.08	0.3%	
	100-4811-1100	Regular Wages OT Planning	$1,516.22	$1,631.51	$1,841.51	12.9%	
	100-4811-1200	PT Salaries & Wages Planning	$80,124.00	$51,358.40	$37,980.00	-26.0%	1) PT Zoning Compliance Officer - 24 hours per week 2) PT Administrative Assistant - 24 hours per week 3) Planning Commission Members - $25 per regular meeting per member - 7 members x 12 mtg a year = total $2,100 4) NEW REQUEST: the Historic District Review Board members should also be compensated equal to the Planning COmmission: 5 Members @ $25 for each regular meeting x 12 meetings a year = TOTAL: $1,500.00 5) NEW REQUEST: the Board of Zoning Appeals members should also be compensated equal to the Planning Commission: 5 members @ 25 for each regular meeting x 12 meetings a year = TOTAL $1,500.00 The compensation for these 3 Boards should only occur when the Board actually meets for its regular meeting and the member is in attendance.
	100-4811-1300	PT Wages Planning - OT	$2,400.00	$210.00	$0.00	-100.0%	
	100-4811-2000	FICA Expense	$9,448.08	$12,566.67	$11,567.46	-8.0%	
	100-4811-2100	SUI Expense	$149.31	$180.73	$44.33	-75.5%	
	100-4811-2200	Retirement-ER VRS & ICMA-RC Contribution	$2,245.80	$10,964.17	$8,543.39	-22.1%	
	100-4811-2210	Life Insurance	$503.16	$2,100.16	$1,492.59	-28.9%	
	100-4811-2220	Disability Insurance, LTD & STD	$166.73	$1,247.97	$861.75	-30.9%	
	100-4811-2230	Worker's Comp	$175.22	$95.32	$103.42	8.5%	estimate
	100-4811-2300	Health Insurance	$7,215.83	$21,638.33	$13,584.00	-37.2%	
	100-4811-2301	Health Reimbursement Account Expense	$0.00	$0.00	$1,500.00		
	100-4811-2302	Wellness Health Incentive Plan	$0.00	$0.00	$590.00		
	100-4811-2310	Dental Insurance	$262.65	$867.60	$417.78	-51.8%	
	100-4811-2345	Employee/Volunteer Testing	$0.00	$0.00	$0.00		
	100-4811-3025	Repair Maint & Inspect Contracted Svcs	$1,035.88	$1,836.59	$964.00	-47.5%	1) Canon Wide Format Scanner Maintenance Contract - $400.00 (P&Z 50% share - Bldg pays the other half) 2) Savin Printer - Base Fee of $22/month x 12 months - $264.00 ; overage for color copies $300.00

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4811-3410	Management Consulting	$53,751.46	$50,000.00	$101,000.00	102.0%	1) Estimated cost for consulting services for Harbor /Railroad Master Planning & Design Guidelines: **65,000** 3) 3rd Party Certified Plan Reviewers/Certified Engineers to conduct Stormwater/Erosion & Sediment Control/Chesapeake Bay Preservation Act review for permits between 2,500 square feet and 1 acre - state is adopting new regulations in FY2024 and state will not do review for development projects under 1 acre - the locality will be responsibile for that review. Anticipate about 12 qualifiying permit applications to Building/Planning wtih estimated consultant cost of 3,000 for each applicaiton: **Total of $36,000**
	100-4811-3430	IT Services	$1,758.00	$6,388.02	$8,840.00	38.4%	**Everbridge (Shore Scan)** - document retention program - $45/month x 12 months - **$540**; overage for exceeding monthly scan allotment - **$1,000** **Inversaminds** - IT work throughout year for new employee set up, troubleshooting, etc for P&Z Dept - **$1,200** **GIS Contractual Servies with Summit Engineering:** licensing costs of $1,500; quarterly importing of County data @ $400 per quarterly for total of $1,600; specific Town programming of data layers - $3,000 - **TOTAL of $6,100**
	100-4811-3450	Printing & Design Services	$0.00	$300.00	$300.00	0.0%	Final Zoning Map for Office and Civic Center
	100-4811-3500	Advertising Services	$5,620.99	$10,000.00	$10,000.00	0.0%	1) General Public Hearings for BZA Variances and Appeals & Planning Commission and Town Council CUPS: **$ 1,500** 2) Public Hearings for Zoning Text Amendments and Zoning Map Amendments: **$7,500** 3) Job Recruitment: **$1,000**
	100-4811-4150	Grant Expense - Planning	$0.00	$0.00	$0.00		
	100-4811-5040	Phone Service	$360.00	$2,340.00	$3,182.00	36.0%	Cell Phone Reimburse: Katie: 115.2.20/month x 12 months = **$1,382.40** Zoning Compliance Officer - purchase of Town cell phone & monthly costs: 120 + 65/month x 12 months = **$900**
	100-4811-5110	Lease - Equipment	$706.26	-$485.59	$948.00	-295.2%	Canon Wide Format Scanner: $79/month x 12 months = **$948**

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4811-5200	Travel-Mileage, Parking & Tolls	$40.00	$111.98	$2,994.00	2573.7%	1) Vazo Fall Conference: 52+18+15 = **$85** 2) VAZO Training and Cert. Exams: 265+36+36 = **$337** 3) Certified Planning Commission Training - 2 members: 341+341+74+74+25+25 = **$880** 4) Certified Board of Zoning Appeals Training - 2 members: 341+341+54+54+25+25 = **$840** 5) APA Virginia Annual Conference - 414+36 = **$450** 6) VA DEQ Stormwater Plan Reviewer/Program Administrator: 105+36= **$141** 7) VA DEQ Erosion & Sediment Conrol Plan Reviewer/Pogram Administrator: 225+36 = **$261**
	100-4811-5210	Travel-Lodging & Meals	$65.82	$0.00	$3,475.00		1) Vazo Fall Conference: no costs 2) VAZO Training and Cert. Exams: 300+100 = **$400** 3) Certified Planning Commission Training - 2 members: 1,000+300 = **$1,300** 4) Certified Board of Zoning Appeals Training - 2 members: 500+150 = **$650** 5) APA Virginia Annual Conference - 600+75 = **$675** 6) VA DEQ Stormwater Plan Reviewer/Program Administrator: **$50** 7) VA DEQ Erosion & Sediment Conrol Plan Reviewer/Pogram Administrator: 300+100 = **$400**
	100-4811-5220	Conference	$100.00	$500.00	$1,775.00	255.0%	1) VAZO Fall Conference:**$250** 2) APA Virginia Annual Conference: **$300** 3) VA DEQ E&S Plan Reviewer/Program Administrator: **$500** 4) VA DEQ Stormwater Plan Reviewer/Program Administrator: **$500** 5) VA Association of Wetlands Professionals Annual Meeting: $75 x 3 participants = **$225**
	100-4811-5230	Education	$5,547.58	$5,000.00	$2,650.00	-47.0%	1) Certified Planning Commission Training for 2 commissioners: 550 each - total of **$1,100** 2) Certified Board of Zoning Appeals Training: 500 each for 2 members - total of **$1,000** 3) VAZO Training - Certified Zoning Offiical/Inspector $100 & renewal of Certified Zoning Administrator - $300 - total of **$400** 3) Historic District Training: **$150**
	100-4811-5240	Books & Subscriptions	$150.00	$350.00	$550.00	57.1%	1) To record deeds and other documents at the Clerk's Office in Eastville & to purchase books or other reference material **- $350** 2) E&S and Stormwater Guidebooks & Handbooks: **$200**

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4811-5250	Dues & Memberships	$1,255.00	$600.00	$1,475.00	145.8%	1) APA Membership: **$450** 2) VAZO Annual Membership: **$100** 3) Resliience Virginia Membership: **$150** 4) ICMA Membership: **$560** 5) VA Rural Planning Caucus Membership: **$25** 6) National Alliance of Preservation Commissions: **$50** 7) Preservation Virginia: **$100** 8) VA Association of Wetlands Professionals: **$40**
	100-4811-5260	Employee Testing & Certification	$0.00	$250.00	$250.00	0.0%	1 new employee - cost of initial drug test/screening
	100-4811-6000	Office Supplies	$6,780.08	$3,000.00	$3,450.00	15.0%	1) Toner Cartridges for HP Printer in Zoning Office: 350.00 x 3 = **$1,050** 2) Calendars: **$150** 3) Business Cards: **$200** 4) Clothing for Inspectors/Field Work - 4 shirts; 2 hats: **$250** 5) Toner & Paper for Wide Format Scanner: **$800** 5) Misc Office Supplies: **$1,000**
	100-4811-6150	Computer, Software & Electronics <$10K	$2,915.84	$7,000.00	$35,777.00	411.1%	1) Adobe Software - 18.99/month x 12 months x 4 licenses = **$912.00** 2) NEW REQUEST: Agenda Management Software - annual cost of software - $9,000 plus live meeting streaming as part of the sofware package at $3,600 - **total of $12,600** 3) ABS Software: UPGRADE FOR BUILDING: $3,300 initial fee; $3,750 setup & training & project management; recurring maintenance cost of $3 per application with 1,500 applications annually (includes both Bldg & P&Z) - total of $4,500; Misc cost for hand held for inspections in the field - $1,200 **TOTAL ABS COST of $12,750** 4) ABS Software: Addition of Planning & Zoning: Training & Setup and Travel Expenses: **$8,315**
	Total Planning Expense		**$224,158.16**	**$301,122.18**	**$367,543.31**	22.1%	
	Total General Fund Expense		**$3,308,398.72**	**$4,545,819.06**	**$5,719,836.98**	25.8%	
	General Fund Revenue Less Expense		**$918,485.41**	**$0.00**	**$0.00**		
		***Total Core Operating Expense**			**$3,900,948.81**		**Operating expense including debt service, not including transfers out to other funds (pass-through) capital, harbor, utilities**

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 110 General Capital						
Acct Type: Revenues						
Dept Desc:						
110-3700-2200	Grant - USDA Rural Development	$0.00	$3,000.00	$0.00	-100.0%	
110-3800-4000	Grant - VDOT Roads, Trails & Sidewalks	$0.00	$703,483.00	$703,483.00	0.0%	VDOT Grant T-21
110-3850-2000	Grant Other	$0.00	$176,750.00	$30,000.00	-83.0%	VTC ARPA 30K;
110-3900-1000	Appropriation from Gen Capital Fund Balance	$0.00	$0.00	$0.00		
110-3900-6000	Reappropriation Gen Capital Fund	$0.00	$166,255.00	$577,050.00	247.1%	FY 23 projects incomplete, contingency not used 55611; $226,439 Trail, $170K muni center;125,000 visitor cntr
110-3950-xxxx	Transfer from Gen Fund Other	$0.00	$0.00	$310,000.00		Transfer library sale funds
110-3950-2000	Transfer from Gen Fund for Capital 6%	$334,055.00	$215,830.99	$268,330.13	24.3%	
110-3950-2050	Transfer from Gen Fund Meals Tax .5%	$74,099.99	$75,000.00	$77,500.00	3.3%	
110-3950-2100	Loan Proceeds USDA Rural Dvlpmnt	$0.00	$9,000.00	$0.00	-100.0%	
110-3950-8130	Transfer from General Special Activities Fund	$0.00	$704,000.00	$479,850.00	-31.8%	179,850 newly appropriated ARPA Grant remaining;300k already appropriated prior year
110-3950-8520	Transfer from Sanitation Fund	$0.00	$160,224.00	$0.00	-100.0%	
Total General Capital Fund Revenue		**$408,154.99**	**$2,213,542.99**	**$2,446,213.13**	10.5%	
Acct Type: Expenses						
Dept Desc: 4121 TOWN MANAGER						
110-4121-8100	Transfer to Fund Balance	$0.00	$82,581.99	$480,150.00	481.4%	Remaining ARPA 179,850 plus transfers from meals tax and annual allocation of 301,150
Total Gen Capital Fund Town Mgr		**$0.00**	82581.99	**$480,150.00**	481.4%	
Dept Desc: 4430 PUBLIC WORKS						
110-4430-7010	Buildings & Improvements	$58,071.82	$1,029,000.00	$995,000.00	-3.3%	Municipal Bldg.210K, Library Reno.,310K Downtown Restroom & Visitors Ctr.455K P Wrks storage $20K
110-4430-7020	Infrastructure-Open Space, Parks & Outdoor Equip	$56,819.21	$60,200.00	$0.00	-100.0%	
110-4430-7040	Insfrastructure - Parking Lots	$0.00	$20,000.00	$0.00	-100.0%	
110-4430-7050	Infrastructure-Streets & Walkways	$6,724.33	$929,922.00	$929,922.00	0.0%	Community Trail Phase 3
110-4430-7070	Vehicles & Equipment	$0.00	$24,228.48	$0.00	-100.0%	
110-4430-7999	Capital Project Contingencies	$0.00	$55,610.52	$41,141.13	-26.0%	
Total Gen Capital Fund Public Works		**$121,615.36**	**$2,118,961.00**	**$1,966,063.13**	-7.2%	
Dept Desc: 4811 PLANNING						
110-4811-7080	Computers, Software & Electronic Equip - Planning	$0.00	$12,000.00	$0.00	-100.0%	
Total Gen Capital Fund Planning		**$0.00**	**$12,000.00**	**$0.00**	-100.0%	
Total Gen Capital Fund Expenses		**$121,615.36**	**$2,213,542.99**	**$2,446,213.13**	10.5%	
General Capital Fund Revenue less Expenditures		**$286,539.63**	**$0.00**	**$0.00**		

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 120 Debt Service							
Acct Type: Revenues							
Dept Desc:							
	120-3950-2100	Transfer from Gen Fund for GF Debt	$164,045.27	$144,620.90	$151,107.36	4.5%	
	120-3950-2510	Transfer from Gen Fund for Harb Debt	$102,953.97	$104,950.25	$104,115.36	-0.8%	
	Total Debt Service Fund Revenue		**$266,999.24**	**$249,571.15**	**$255,222.72**	2.3%	
Acct Type: Expenses							
Dept Desc: 4121 TOWN MANAGER							
	120-4121-6800	Debt Service Principal - TMgr	$97,346.08	$99,853.29	$102,284.69	2.4%	
	120-4121-6850	Debt Service Interest - TMgr	$21,636.86	$19,738.61	$17,668.67	-10.5%	
	120-4121-8510	Transfer to Harbor Fund for Debt Service	$102,953.97	$104,950.25	$104,115.36	-0.8%	
			$ 221,936.91	**$ 224,542.15**	**$224,068.72**	-0.2%	
Dept Desc: 4310 POLICE							
	120-4310-6800	Debt Service Principal - Police Dept	$16,965.54	$19,407.65	$22,509.29	16.0%	
	120-4310-6850	Debt Service Interest - Police Dept	$927.79	$1,741.80	$1,947.66	11.8%	
			$ 17,893.33	**$ 21,149.45**	**$24,456.95**	15.6%	
Dept Desc: 4340 CODE ENFORCEMENT							
	120-4340-6800	Debt Service Principal Code Enforcement	$952.54	$589.42	$616.24	4.6%	
	120-4340-6850	Debt Service Interest - Code Enf	$19.85	$69.36	$42.54	-38.7%	
			$ 972.39	**$ 658.78**	**$658.78**	0.0%	
Dept Desc: 4430 PUBLIC WORKS							
	120-4430-6800	Debt Service Principal - PWrks	$17,984.48	$2,946.52	$5,370.60	82.3%	
	120-4430-6850	Debt Service Interest - P Wrks	$409.90	$274.25	$667.67	143.5%	
			$ 18,394.38	**$ 3,220.77**	**$6,038.27**	87.5%	
	Total Debt Service Fund Expenses		**$ 266,999.24**	**$ 249,571.15**	**$255,222.72**	2.3%	
	Debt Service Fund Revenue less Expenses		**$0.00**	**$0.00**	**$0.00**		
						5.7%	**Percent of Gen & Harbor Fund debt svc to Gen F core rev if no tax rate change**

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 130 Special Activities						
Acct Type: Revenues						
Dept Desc:						
130-3300-1700	Interest on Bank Deposits	$143.83	$0.00	$0.00		
130-3650-6000	Recovery Town Mgr - Misc	$92,237.26	$16,425.00	$0.00	-100.0%	This was a self-insuranced health plan rebate - will not receive in FY23
130-3800-3000	Grant-Fire Program Funds (Passthru)	$15,000.00	$15,000.00	$15,000.00	0.0%	
130-3800-7000	Grant-VA State Promotion of the Arts Passthru	$2,500.00	$4,500.00	$4,500.00	0.0%	
130-3800-8000	Grant - Friends of the Library	$2,300.84	$6,000.00	$6,000.00	0.0%	
130-3800-9000	Grant Parks/Rec Faciliies & Equipment - CCP	$2,500.00	$7,817.48	$0.00	-100.0%	
130-3800-9910	Federal Grant - DHCD CDBG Small Bus Rcvry	$366,504.99	$0.00	$0.00		
130-3800-9920	Federal Grant - ARPA	$156,244.60	$528,615.00	$91,000.00	-82.8%	DCJS Grant for Police equipment and programs
130-3850-2000	Reappropriate Grant Funding Previous Year	$0.00	$372,370.00	$179,850.00	-51.7%	Appropriate remaining ARPA for capital project fund
Total Special Activities Fund Revenue		**$637,431.52**	**$950,727.48**	**$296,350.00**	-68.8%	
Acct Type: Expenses						
Dept Desc: 4121 TOWN MANAGER						
130-4121-4010	Grant Exp - Arts Enter Passthru	$2,500.00	$4,500.00	$4,500.00	0.0%	
130-4121-4020	Grant Exp- Fire Dept Passthru	$15,000.00	$15,000.00	$15,000.00	0.0%	
130-4121-4030	Grant Exp-Northampton Cnty Tourism Infrstr	$0.00	$0.00	$0.00		
130-4121-4125	Grant or Donation Misc. Passthru incl. PPEA	$83,575.38	$16,425.00	$0.00	-100.0%	
130-4121-4130	DHCD CDBG Small Business Rcvry Grant Exp	$349,765.07	$0.00	$0.00		
130-4121-4150	Federal Grant Exp - ARPA	$156,244.60	$196,985.00	$91,000.00	-53.8%	New Grant for Police Dept DCJS ARPA projects
130-4121-8110	Transfer to Capital Projects Fund 110	$0.00	$704,000.00	$179,850.00	-74.5%	remaining ARPA funds - transfer for capital projects
Total SA Town Manager Expenses		**$607,085.05**	**$936,910.00**	**$290,350.00**	-69.0%	
Dept Desc: 4430 PUBLIC WORKS						
130-4430-4110	Grant Exp - Citizens for Central Park	$2,500.00	$7,817.48	$0.00	-100.0%	
Total SA Fund Public Works		**$2,500.00**	**$7,817.48**	**$0.00**	-100.0%	
Dept Desc: 4730 LIBRARY						
130-4730-4110	Grant Exp- Friends of the Library	$5,383.04	$6,000.00	$6,000.00	0.0%	
Total SA Fund Library		**$5,383.04**	**$6,000.00**	**$6,000.00**	0.0%	
Total SA Fund Expenses		**$614,968.09**	**$950,727.48**	**$296,350.00**	-68.8%	
Special Activities Fund Revenue Less Expenses		**$22,463.43**	**$0.00**	**$0.00**		

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 501 Utilities						
Acct Type: Revenues						
Dept Desc:						
501-3100-1201	Connection, Plumbing Permit Water	$3,140.00	$4,000.00	$4,000.00	0.0%	
501-3100-1202	Connection, Plumbing Permit Sewer	$3,140.00	$4,000.00	$4,000.00	0.0%	
501-3100-5360	Utility Permit (Main to Meter)	$0.00	$0.00	$0.00		
501-3150-1501	Miscellaneous	$225.00	$8,000.00	$8,000.00	0.0%	
501-3150-1502	Septage Services Revenue - WWTP	$0.00	$0.00	$0.00		
501-3300-1000	Interest Earned on Bank Deposits - Util	$0.00	$12.87	$0.00	-100.0%	
501-3300-2000	Dividends & Int. on Investments - Util	$4,784.42	$56,863.80	$60,000.00	5.5%	
501-3500-1501	Water Sales	$637,358.67	$650,000.00	$665,000.00	2.3%	
501-3500-1502	Sewer Charges	$1,148,684.80	$1,170,000.00	$1,180,000.00	0.9%	
501-3500-1800	Sale of Surplus Equipment & Misc.	$0.00	$0.00	$0.00		
501-3500-3501	Penalties & Interest - Water Charges	$8,698.87	$8,144.43	$8,400.00	3.1%	
501-3500-3502	Penalties & Interest Wastewater Charges	$16,598.55	$15,378.16	$15,400.00	0.1%	
501-3500-4501	Connection Fees - Bay Creek Water	$50,750.00	$45,718.75	$45,718.75	0.0%	
501-3500-4502	Connection Fees - Bay Creek Sewer	$50,750.00	$45,718.75	$45,718.75	0.0%	
501-3500-5501	Connection Fees - Historic Cape Charles Water	$6,475.00	$7,875.00	$7,875.00	0.0%	
501-3500-5502	Connection Fees - Historic Cape Charles Sewer	$6,475.00	$7,875.00	$7,875.00	0.0%	
501-3500-6501	Facility Fees, Rest. - Bay Creek Water	$234,883.00	$136,000.00	$136,000.00	0.0%	
501-3500-6502	Facility Fees, Restr. - Bay Creek Sewer	$386,327.00	$224,400.00	$224,400.00	0.0%	
501-3500-7501	Facility Fees, Restr.- Historic Cape Charles Water	$43,835.00	$40,000.00	$40,000.00	0.0%	
501-3500-7502	Facility Fees, Restr. - Historic Cape Charles Sewer	$77,150.41	$66,000.00	$66,000.00	0.0%	
501-3600-6000	Utility Fund Transfer from Fund Balance prior year projects	$0.00	$0.00	$110,000.00		Reappropriate Prof svcs 40K;WW engineering 70K;
501-3650-4000	Recovery Water & Sewer Misc. charges	$50.00	$0.00	$0.00		
501-3800-1000	VDH Grant	$0.00	$0.00	$0.00		
501-3800-2001	USDA Grant Water	$0.00	$0.00	$0.00		
501-3800-2002	USDA Grant Sewer	$0.00	$0.00	$0.00		
501-3900-6000	Appropriation from Fund Balance	$0.00	$312,466.09	$1,615,000.00	416.9%	Appropriate from facility fees in fund balance, for membranes and Keck well cnctn $1.615M/
501-3950-1050	Loan Proceeds Current Year	$0.00	$0.00	$0.00		
501-3950-2100	Transfer from General Fund	$0.00	$373,683.24	$311,727.91	-16.6%	
Total Utility Fund Revenue		**$2,679,325.72**	**$3,176,136.09**	**$4,555,115.41**	43.4%	

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Acct Type: Expenses							
Dept Desc: 4500 UTILITY ADMIN.							
	501-4500-1800	Allocated Wages	$21,123.12	$22,674.79	$24,680.86	8.8%	Town Mgr, Treasurer, and Accountant
	501-4500-2800	Allocated Benefits	$5,469.48	$6,273.75	$5,967.23	-4.9%	Town Mgr, Treasurer, and Accountant
	501-4500-3410	Professional Services/Consulting	$0.00	$157,260.00	$150,000.00	-4.6%	Virginia American Water 12 mos
	501-4500-3500	Advertising Services	$0.00	$0.00	$0.00		
	501-4500-6900	Contingency Fund Expense Util Fund	$0.00	$150,000.00	$150,000.00	0.0%	
	501-4500-8100	Transfer to Fund Balance	$0.00	$0.00	$0.00		
	Utility Admin Expenses		**$26,592.60**	**$336,208.54**	**$330,648.09**	-1.7%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4501 WATER							
	501-4501-1000	Regular Salaries & Wages-Water	$152,817.86	$172,415.75	$186,891.37	8.4%	
	501-4501-1100	Regular Salaries & Wages OT-Water	$3,087.30	$2,500.00	$2,500.00	0.0%	
	501-4501-1200	PT Salaries - Water	$27,445.50	$18,717.20	$19,032.55	1.7%	
	501-4501-1300	Part Time Wages Water - OT	$95.64	$11.59	$0.00	-100.0%	
	501-4501-2000	FICA Expense	$13,513.19	$14,506.92	$15,944.43	9.9%	
	501-4501-2100	SUI Expense	$238.31	$127.20	$46.80	-63.2%	
	501-4501-2200	Retirement-ER VRS & ICMA-RC Contribution	$8,720.40	$13,984.94	$14,334.57	2.5%	
	501-4501-2210	Life Insurance	$1,954.20	$2,443.26	$2,504.34	2.5%	
	501-4501-2220	Disability Insurance, LTD & STD	$630.99	$1,432.32	$1,465.14	2.3%	
	501-4501-2230	Worker's Comp	$3,685.72	$4,574.24	$4,963.05	8.5%	estimate
	501-4501-2300	Health Insurance	$14,766.84	$30,366.95	$28,368.00	-6.6%	
	501-4501-2301	Health Reimbursement Account Expense	$0.00	$0.00	$2,750.00		
	501-4501-2302	Wellness Health Incentive Plan	$0.00	$0.00	$550.00		
	501-4501-2310	Dental Insurance	$859.20	$1,156.80	$835.56	-27.8%	
	501-4501-2320	Vision Insurance	$83.71	$91.32	$0.00	-100.0%	
	501-4501-2345	Employee/Volunteer Testing	$0.00	$350.00	$0.00	-100.0%	
	501-4501-3000	Contract Labor	$0.00	$0.00	$0.00		
	501-4501-3025	Repair Maint & Inspect Contracted Svcs	$3,167.80	$6,000.00	$6,000.00	0.0%	Cleaning & Inspection of tank
	501-4501-3060	Landfill Disposal	$0.00	$157.50	$1,000.00	534.9%	road repairs after leak repair
	501-4501-3350	Water Sampling	$10,877.06	$11,000.00	$11,000.00	0.0%	
	501-4501-3420	Engineering & Architect Svcs Water	$15,444.00	$55,236.00	$50,000.00	-9.5%	
	501-4501-3430	IT Services	$1,040.00	$1,000.00	$1,000.00	0.0%	
	501-4501-3500	Advertising Services	$808.76	$1,100.00	$1,100.00	0.0%	
	501-4501-3730	Bank Service Charges	$48.58	$52.00	$52.00	0.0%	
	501-4501-4150	Grant Exp - Water Other	$0.00	$0.00	$0.00		
	501-4501-5000	Refund - Tourism Zone Connection Fees Water	$0.00	$0.00	$0.00		
	501-4501-5010	Electric Service	$18,021.79	$26,615.52	$24,500.00	-7.9%	overestimated energy increase for FY23
	501-4501-5020	Propane & Fuel Oil Exp	$0.00	$0.00	$0.00		
	501-4501-5040	Phone Services	$1,351.81	$2,940.00	$2,277.72	-22.5%	
	501-4501-5050	Internet & Cable Services	$1,363.61	$1,100.00	$1,560.00	41.8%	initial discount discontinued
	501-4501-5090	Lease, Right of Way	$5,286.56	$5,287.00	$5,524.92	4.5%	CPI increase
	501-4501-5200	Travel-Mileage, Parking & Tolls	$74.00	$240.00	$240.00	0.0%	

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
501-4501-5210	Travel-Lodging & Meals	$0.00	$500.00	$500.00	0.0%	
501-4501-5220	Conference	$0.00	$0.00	$1,000.00		Attending water school in Blacksburg VA
501-4501-5230	Education	$149.99	$500.00	$500.00	0.0%	
501-4501-5240	Books & Subscriptions	$0.00	$0.00	$0.00		
501-4501-5250	Dues & Memberships	$400.00	$400.00	$400.00	0.0%	
501-4501-5260	Employee Testing & Certification	$0.00	$400.00	$400.00	0.0%	
501-4501-5300	Insurance, Property & General Liability	$9,199.72	$9,200.00	$9,982.00	8.5%	estimate
501-4501-5340	Licensing	$3,339.00	$13,320.00	$13,600.00	2.1%	
501-4501-5350	Fines & Penalties	$0.00	$0.00	$0.00		
501-4501-6000	Office Supplies	$1,384.88	$1,000.00	$1,000.00	0.0%	
501-4501-6025	Janitorial & Kitchen Supplies	$0.00	$0.00	$0.00		
501-4501-6050	Uniforms Expense	$758.96	$1,000.00	$1,000.00	0.0%	
501-4501-6075	Hand Tools, & Small Equipment	$1,502.86	$1,500.00	$1,500.00	0.0%	
501-4501-6080	Safety Equipment	$250.00	$3,000.00	$3,000.00	0.0%	
501-4501-6150	Computer, Software & Electronics <$10K	$553.31	$500.00	$800.00	60.0%	
501-4501-6175	Vehicles & Powered Equipment Fuel	$6,150.32	$6,000.00	$6,000.00	0.0%	
501-4501-6200	Vehicle & Powered Equip. Supplies & Svcs	$67.25	$2,000.00	$2,000.00	0.0%	
501-4501-6225	Repair & Maintenance Supplies Water	$48,243.72	$70,000.00	$70,000.00	0.0%	
501-4501-6300	Chemical Supplies	$79,207.80	$73,000.00	$80,000.00	9.6%	product & shipping cost increases
501-4501-6325	Laboratory Supplies	$707.81	$2,900.00	$2,900.00	0.0%	
501-4501-6800	Debt Service - Principal Payment W	$0.00	$85,958.58	$89,080.70	3.6%	
501-4501-6850	Debt Service Interest Water	$43,573.94	$29,071.57	$27,300.83	-6.1%	
501-4501-7070	Vehicles & Equipment CAPITAL BUDGET	$0.00	$0.00	$0.00		
501-4501-7080	Computers, Software & Electronics <$10K	$0.00	$0.00	$0.00		
501-4501-7090	Infrastructure - Waterlines, Tanks & Wells	$0.00	$60,000.00	$1,150,000.00	1816.7%	Keck Well connection
501-4501-7095	Work in Progress CAPITAL BUDGET	$0.00	$0.00	$0.00		
501-4501-8000	Reserve for Plant Expansion - Facility Fees	$0.00	$176,000.00	$176,000.00	0.0%	
501-4501-8100	Water Rate Increase Reserve - Future year	$0.00	$0.00	$0.00		
Water Dept Expenses		**$1,157,408.94**	**$909,656.66**	**$2,021,403.98**	122.2%	

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4502 SEWER						
501-4502-1000	Regular Salaries & Wages-Sewer	$180,719.50	$198,546.21	$197,224.15	-0.7%	2.5% COLA is leveled out by the Econ supplements FY23
501-4502-1100	Regular Salaries & Wages OT-Sewer	$1,934.32	$3,545.46	$3,500.00	-1.3%	
501-4502-2000	FICA Expense	$13,863.99	$15,460.02	$15,355.40	-0.7%	
501-4502-2100	SUI Expense	$143.32	$148.40	$36.40	-75.5%	
501-4502-2200	Retirement-ER VRS & ICMA-RC Contribution	$10,534.98	$14,952.37	$15,203.79	1.7%	
501-4502-2210	Life Insurance	$2,360.82	$2,612.28	$2,656.20	1.7%	
501-4502-2220	Disability Insurance, LTD & STD	$758.03	$1,523.13	$1,546.73	1.5%	
501-4502-2230	Worker's Comp	$1,815.27	$1,911.81	$2,074.31	8.5%	estimate
501-4502-2300	Health Insurance	$19,022.63	$30,366.95	$28,368.00	-6.6%	
501-4502-2301	Health Reimbursement Account Expense	$0.00	$0.00	$2,750.00		
501-4502-2302	Wellness Health Incentive Plan	$0.00	$0.00	$550.00		
501-4502-2310	Dental Insurance	$1,309.62	$1,467.60	$835.56	-43.1%	
501-4502-2320	Vision Insurance	$83.71	$91.32	$0.00	-100.0%	
501-4502-2345	Employee/Volunteer Testing	$0.00	$45.00	$45.00	0.0%	
501-4502-3000	Contract Labor	$0.00	$0.00	$0.00		
501-4502-3020	Maint Svc Contracts - Annual	$13,790.94	$22,300.00	$22,300.00	0.0%	
501-4502-3025	Repair Maint & Inspect Contracted Svcs	$347.40	$0.00	$0.00		
501-4502-3060	Landfill Disposal - Sludge	$35,328.85	$255,796.34	$160,000.00	-37.5%	
501-4502-3200	Cleaning and Janitorial Services	$3,000.00	$2,600.00	$3,120.00	20.0%	$20 per cleaning increase
501-4502-3350	Water Sampling	$31,639.01	$28,429.35	$30,000.00	5.5%	
501-4502-3420	Engineering & Architect Svcs WW	$13,256.00	$113,012.92	$50,000.00	-55.8%	
501-4502-3430	IT Services	$4,185.00	$7,000.00	$7,000.00	0.0%	
501-4502-3500	Advertising Services	$414.10	$0.00	$0.00		
501-4502-3730	Bank Service Charges	$889.40	$1,550.00	$1,550.00	0.0%	
501-4502-5010	Electric Service	$93,592.71	$113,788.95	$108,000.00	-5.1%	overestimated energy increase for FY23
501-4502-5040	Phone Services	$7,182.30	$8,500.00	$8,500.00	0.0%	
501-4502-5050	Internet & Cable Services	$0.00	$600.00	$0.00	-100.0%	
501-4502-5060	Alarm & Security Monitoring Services	$1,231.32	$650.00	$1,900.00	192.3%	Johnson Controls $525 and Hydro (new) $1,375
501-4502-5090	Lease, Right of Way	$2,518.42	$4,000.00	$4,000.00	0.0%	sewer pipes
501-4502-5100	Lease, Vehicles & Equipment	$0.00	$0.00	$0.00		
501-4502-5200	Travel-Mileage, Parking & Tolls	$432.94	$1,000.00	$500.00	-50.0%	No longer going across Bay weekly

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	501-4502-5210	Travel-Lodging & Meals	$0.00	$500.00	$500.00	0.0%	
	501-4502-5220	Conference	$0.00	$0.00	$0.00		
	501-4502-5230	Education	$126.97	$2,000.00	$2,000.00	0.0%	
	501-4502-5240	Books & Subscriptions	$0.00	$0.00	$0.00		
	501-4502-5250	Dues & Memberships	$651.19	$850.00	$850.00	0.0%	
	501-4502-5260	Employee Testing & Certification	$0.00	$450.00	$450.00	0.0%	
	501-4502-5300	Insurance, Property & General Liability	$35,059.64	$35,060.00	$38,040.10	8.5%	estimate
	501-4502-5340	Licensing	$3,700.00	$4,500.00	$4,500.00	0.0%	
	501-4502-5350	Fines & Penalties	$22,375.00	$27,016.00	$0.00	-100.0%	
	501-4502-6000	Office Supplies	$836.70	$1,500.00	$1,500.00	0.0%	
	501-4502-6025	Janitorial & Kitchen Supplies	$0.00	$100.00	$100.00	0.0%	
	501-4502-6050	Uniforms Expense	$392.16	$1,200.00	$1,200.00	0.0%	
	501-4502-6075	Hand Tools, & Small Equipment	$828.75	$2,500.00	$2,500.00	0.0%	
	501-4502-6080	Safety Equipment	$279.02	$250.00	$250.00	0.0%	
	501-4502-6150	Computers, Software & Electronics <$10K	$0.00	$1,200.00	$1,200.00	0.0%	
	501-4502-6175	Vehicles & Powered Equipment Fuel	$6,172.59	$6,800.00	$6,800.00	0.0%	
	501-4502-6200	Vehicle & Powered Equip. Supplies & Svcs	$3,824.59	$3,000.00	$3,000.00	0.0%	
	501-4502-6225	Repair & Maintenance Supplies Wastewater	$86,289.70	$225,000.00	$200,000.00	-11.1%	Plant continues aging and parts are getting more expensive.
	501-4502-6300	Chemical Supplies	$69,277.85	$60,000.00	$80,000.00	33.3%	
	501-4502-6325	Laboratory Supplies	$2,037.45	$1,492.49	$1,500.00	0.5%	More in house process control testing
	501-4502-6800	Debt Service - Principal Payment WW	$0.01	$331,819.92	$333,381.12	0.5%	
	501-4502-6850	Debt Service Interest - Sewer	$42,952.55	$29,169.07	$27,334.58	-6.3%	
	501-4502-7010	Infrastructure - Facility & Equipment-Sewer Plant	$0.00	$0.00	$465,000.00		Membranes, delivery, final payment & maintenance agrmnt
	501-4502-7070	Vehicles & Equipment CAPITAL BUDGET	$0.00	$0.00	$0.00		
	501-4502-7080	Computers, Software & Electronics <$10K	$0.00	$0.00	$0.00		
	501-4502-7090	Infrastructure - Sewerlines & Pump Stations	$0.00	$14,500.00	$14,500.00	0.0%	Sewer Pod controllers
	501-4502-7095	Work in Progress - CAPITAL BUDGET	$0.00	$0.00	$0.00		
	501-4502-8000	Reserve for Plant Expansion - Facility Fees	$0.00	$290,400.00	$290,400.00	0.0%	
	501-4502-8100	Wastewater Rate Increase Reserve - Future Year	$0.00	$0.00	$0.00		
	Sewer Dept Expenses		**$715,158.75**	**$1,869,205.59**	**$2,142,021.34**	14.6%	

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4503 UTILITY BILLING						
501-4503-1000	Regular Salaries & Wages-Utility Billing	$30,999.94	$34,267.71	$33,955.48	-0.9%	2.5% COLA is leveled out by the Econ supplements FY23
501-4503-1100	Regular Salaries & Wages OT-Util Billing	$0.00	$200.00	$200.00	0.0%	
501-4503-2000	FICA Expense	$2,582.06	$2,636.78	$2,612.89	-0.9%	
501-4503-2100	SUI Expense	$41.35	$42.40	$10.40	-75.5%	
501-4503-2200	Retirement-ER VRS & ICMA-RC Contribution	$2,100.86	$2,775.60	$2,843.69	2.5%	
501-4503-2210	Life Insurance	$470.76	$484.92	$496.84	2.5%	
501-4503-2220	Disability Insurance, LTD & STD	$157.11	$267.97	$274.36	2.4%	
501-4503-2230	Worker's Comp	$37.72	$22.64	$24.56	8.5%	estimate
501-4503-2300	Health Insurance	$6,731.58	$7,212.78	$6,792.00	-5.8%	
501-4503-2301	Health Reimbursement Account Expense	$0.00	$0.00	$750.00		
501-4503-2302	Wellness Health Incentive Plan	$0.00	$0.00	$150.00		
501-4503-2310	Dental Insurance	$286.40	$304.50	$208.89	-31.4%	
501-4503-3025	Repair, Maintenance & Service Contracts	$0.00	$2,250.00	$722.88	-67.9%	copier maint agreement
501-4503-3430	IT Services	$160.00	$0.00	$240.00		
501-4503-3500	Advertising Services	$0.00	$135.00	$0.00	-100.0%	
501-4503-3760	Cash Short & Over Util Billing	$6.43	$0.00	$0.00		
501-4503-5040	Phone Services	$360.00	$360.00	$360.00	0.0%	
501-4503-5070	Postage	$6,000.00	$6,300.00	$6,000.00	-4.8%	
501-4503-5110	Lease, Office Equipment	$1,748.52	$2,200.00	$4,000.00	81.8%	copier and folder/stuffer leases (new stuffer)
501-4503-5200	Travel-Mileage, Parking & Tolls	$0.00	$20.00	$0.00	-100.0%	
501-4503-5210	Travel-Lodging & Meals	$0.00	$35.00	$0.00	-100.0%	
501-4503-5230	Education	$0.00	$150.00	$0.00	-100.0%	
501-4503-6000	Office Supplies	$1,553.34	$1,400.00	$1,400.00	0.0%	
501-4503-6150	Computer, Software & Electronics <$10K	$0.00	$0.00	$0.00		
Utility Billing Expenses		**$53,236.07**	**$61,065.30**	**$61,041.99**	0.0%	
Total Utility Fund Expenses		**$1,952,396.36**	**$3,176,136.09**	**$4,555,115.41**	43.4%	
Utility Fund Revenue less Expenses		**$726,929.36**	**$0.00**	**$0.00**		

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 510 Harbor						
Acct Type: Revenues						
Dept Desc:						
510-3150-1000	Harbor Fuel Sales	$524,557.03	$554,786.00	$554,666.00	0.0%	
510-3150-2000	Dockage Fees	$364,055.53	$406,559.00	$406,559.00	0.0%	
510-3150-2100	Harbor Electric Sales/NC for Pumpout	$25,955.20	$31,000.00	$31,000.00	0.0%	
510-3150-2200	Lease/Storage Revenue	$181.50	$0.00	$0.00		
510-3150-3000	Wharfage Fees	$2,371.50	$8,000.00	$8,000.00	0.0%	
510-3300-1520	Sale of Abandoned or Harbor Misc. Property	$0.00	$0.00	$0.00		
510-3400-1000	Lease - Restaurant Base Amount	$6,100.00	$6,000.00	$7,200.00	20.0%	Add addtl outdoor space
510-3500-1501	Harbor Water Sales	$680.00	$1,200.00	$1,200.00	0.0%	
510-3600-4000	Insurance Proceeds, Refund or Rebate	$0.00	$0.00	$0.00		
510-3650-1500	Recovery - Harbor Property Damages	$0.00	$0.00	$0.00		
510-3650-4000	Recovery - Harbor Miscellaneous	$65.50	$0.00	$0.00		
510-3700-2200	Grant- Harbor USDA Rural Development	$0.00	$0.00	$0.00		
510-3800-2000	VA Port Authority Grant	$0.00	$0.00	$228,687.00		75% of the approved project cost estimate
510-3800-2050	Grant - Town Match	$0.00	$0.00	$0.00		
510-3800-3000	Grant - Federal Boating Infrastructure BIG	$30,753.66	$41,893.00	$0.00	-100.0%	
510-3800-5000	Grant - Litter Prevention Grant (DEQ)	$0.00	$0.00	$0.00		
510-3900-6000	Appropriation From Fund Balance	$0.00	$0.00	$13,000.00		Inner Hrbr Fixed Dock Repair brought fwd
510-3950-2000	Transfer from Debt Service Fund	$102,953.97	$104,950.25	$104,115.36	-0.8%	
510-3950-2000	Transfer from General Fund	$102,953.97	$0.00	$333,000.00		VPA town match 153K/breakwater $ 180K
510-3950-6000	Transfer from Fund Balance	$0.00	$35,000.00	$0.00	-100.0%	
Total Harbor revenue		**$1,057,673.89**	**$1,189,388.25**	**$1,687,427.36**	41.9%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Acct Type: Expenses						
Dept Desc: 4713 HARBOR						
510-4713-1800	Allocated Wages	$11,389.32	$12,109.79	$13,274.24	9.6%	Town Mgr, Treasurer, and Accountant
510-4713-2800	Allocated Benefits	$3,079.44	$3,586.65	$3,166.18	-11.7%	Town Mgr, Treasurer, and Accountant
510-4713-3000	Contract Labor	$0.00	$0.00	$0.00		
510-4713-3020	Maint Svc Contracts - Annual	$3,844.82	$0.00	$0.00		
510-4713-3025	Service Contracts	$358.80	$4,300.00	$10,000.00	132.6%	Fuelmaster, fuel system fee$400/mth (new,) TFC recycling, Davis Disposal, pest control
510-4713-3040	Grounds Maintenance	$2,386.25	$1,500.00	$1,500.00	0.0%	Spring planting and beds - PW to mow
510-4713-3410	Management Consulting	$0.00	$0.00	$0.00		
510-4713-3415	Management Services Exp - CC Yacht Center	$245,574.06	$320,000.00	$315,000.00	-1.6%	
510-4713-3420	Engineering & Architect Svcs Harbor	$0.00	$0.00	$0.00		
510-4713-3430	IT Services	$800.00	$1,700.00	$1,700.00	0.0%	
510-4713-3730	Bank Service Charges Harbor	$448.16	$700.00	$250.00	-64.3%	Debt service fees
510-4713-4140	Grant Exp -BIG Tier I Repair & Maint splies & svcs	$0.00	$0.00	$0.00		
510-4713-4150	Grant Exp -Harbor Misc Grant	$0.00	$0.00	$0.00		
510-4713-4160	Grant Exp - VDH BIG	$0.00	$24,000.00	$0.00	-100.0%	
510-4713-4170	Grant Exp - VA Port Authority	$0.00	$0.00	$0.00		
510-4713-5010	Electric Service	$23,248.22	$26,928.00	$33,000.00	22.5%	
510-4713-5020	Propane & Fuel Oil Exp	$297.79	$0.00	$170.00		
510-4713-5030	Water Expense Harbor	$649.41	$750.00	$750.00	0.0%	
510-4713-5035	Sewer Expense Harbor	$948.25	$1,400.00	$1,400.00	0.0%	
510-4713-5040	Phone Services	$313.42	$0.00	$0.00		
510-4713-5050	Internet & Cable Services	$1,020.44	$900.00	$1,560.00	73.3%	
510-4713-5300	Insurance, Property & General Liability	$26,891.48	$28,000.00	$30,380.00	8.5%	estimate
510-4713-6025	Janitorial & Kitchen Supplies	$1,695.66	$3,780.00	$2,200.00	-41.8%	
510-4713-6100	Program & Event Supplies & Awards	$0.00	$0.00	$0.00		
510-4713-6150	Computer, Software & Electronics <$10K	$849.99	$900.00	$900.00	0.0%	security cameras, replacements, maint
510-4713-6175	Vehicles & Powered Equipment Fuel	$628.39	$800.00	$800.00	0.0%	
510-4713-6200	Vehicle & Powered Equip. Supplies & Svcs	$3,995.98	$8,640.00	$6,000.00	-30.6%	boat, gator, and town truck
510-4713-6225	Repair & Maintenance Supplies Harbor	$49,123.55	$88,693.56	$123,290.86	39.0%	
510-4713-6400	COGS - Fuel for Resale	$431,573.51	$443,750.00	$443,283.72	-0.1%	

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	510-4713-6800	Debt Service - Principal Payment HRB	$0.00	$81,430.45	$82,107.85	0.8%	
	510-4713-6850	Debt Service Interest - Harbor	$34,301.40	$23,519.80	$22,007.51	-6.4%	
	510-4713-6900	Contingency Fund Expense Harb Fund	$0.00	$20,000.00	$95,687.00	378.4%	
	510-4713-7010	Building, Equipment, Other CAPITAL BUDGET	$0.00	$0.00	$0.00		
	510-4713-7060	Infrastructure - Breakwaters & Jetties	$0.00	$0.00	$0.00		
	510-4713-7070	Vehicles & Equipment	$0.00	$52,000.00	$0.00	-100.0%	Fuel system in FY23
	510-4713-7080	Computer, Software & Electronics <$10K	$0.00	$0.00	$0.00		
	510-4713-7085	Infrastructure - Docks & Misc CAP BDGT	$978.52	$40,000.00	$499,000.00	1147.5%	Inner Harbor King Pile & Waler Replacement $160K & Breakwater repair/upgrade $180K
	510-4713-7090	Equipment, Other CAPITAL BDGT	$0.00	$0.00	$0.00		
	510-4713-7095	Work in Progress	$0.00	$0.00	$0.00		
	510-4713-7100	Depreciation Expense - Harbor	$201,411.46	$0.00	$0.00		
	Total Harbor Expense		**$1,045,808.32**	**$1,189,388.25**	**$1,687,427.36**	41.9%	
	Harbor Revenue less Expense		**$11,865.57**	**$0.00**	**$0.00**		

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 520 Sanitation						
Acct Type: Revenues						
Dept Desc:						
520-3150-1000	Refuse Collection Fees	$242,504.88	$277,929.12	$310,380.00	11.7%	New rate estim. $20.80/mo with 4.5% cpi increase in Nov
520-3150-2000	Bulk refuse collection fees	$500.00	$600.00	$600.00	0.0%	
520-3150-3000	Miscellaneous Refuse fees	$0.00	$0.00	$0.00		
520-3150-4000	Penalties & Interest - Garbage Charges	$3,223.97	$3,500.00	$3,285.00	-6.1%	
520-3900-6000	Appropriation from Fund Balance	$0.00	$175,229.00	$0.00	-100.0%	FY 23 was part subsidy for trash service, $160K to GCapital Fund
Sanitation Fund Revenue		**$246,228.85**	**$457,258.12**	**$314,265.00**	-31.3%	
Acct Type: Expenses						
Dept Desc: 4520 SANITATION						
520-4520-3020	Maint Svc Contracts	$247,808.15	$280,314.80	$296,680.00	5.8%	
520-4520-3500	Advertising Services	$81.32	$0.00	$0.00		
520-4520-5300	Insurance, Property & General Liability	$803.64	$1,000.00	$1,085.00	8.5%	
520-4520-6225	Repair & Maintenance Supplies Sanitation	$14,404.50	$15,719.32	$16,500.00	5.0%	replacement residential trash cans
520-4520-7100	Depreciation Expense Sanitation	$2,371.52	$0.00	$0.00		
520-4520-8110	Transfer to Capital Fund	$0.00	$160,224.00	$0.00	-100.0%	
Sanitation Fund Expense		**$265,469.13**	**$457,258.12**	**$314,265.00**		
Sanitation Fund Revenue Less Expense		**-$19,240.28**	**$0.00**	**$0.00**		

TOWN OF CAPE CHARLES - Building, Planning & Zoning Fee Schedule
EFFECTIVE JULY 1, 2022

Any changes in Fee Schedule are shown in red - if nothing shown, then seeking to retain the existing fee strcture.

	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
BUILDING	**1. Residential: (repair, alteration, demolition, construction)**			
	a. Single inspections w/ no permit required	$35		
	b. Less than $2,500	$50		
	c. $2,500 - $10,000	$50 + 0. 5% project cost over $2500		
	d. $10,000 +	$125 + 0.5% project cost over $10,000		
	e. Demolition	$50		
	2. Commercial: (repair, alteration, demolition, construction)			
	a. Single inspections w/ no permit required	$35		
	b. Less than $2,500	$75		
	c. $2,500 - $10,000	$75 + 1% of project cost over $2,500		
	d. $10,000 +	$175 + 1% of project cost over $10,000		
	e. Demolition	$100		
	Notes:			
	1. Add 2% to all permit fees for state surcharge.			
	2. Permits include inspections and a follow up inspection for a failure. Subsequent inspections for the same item are at $40 each.			
	3. Add 10% to Base Fee for Fire Department (before tax and not to be taxed).			
	3. New Construction: Per BOCA/ICC permit fee tables based on building square footage and at 100%			
	Certificates of Occupancy			
	1. Permanent Certificant of Occupancy	Included in cost of permit		
	2. Certificate of Occupancy when no permit is issued	$100		
	3. Temporary Certificate of Occupancy	$400 (per issuance) Max. of 2 issuances	$800	Contractors are abusing this with the current nominal fee. Hope an increase will be more of a detterent.

	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
	4. Rental Certificate of Occupancy	$100 (includes inspection)	$150	Additional staff time required. Extra $$ would help offset the cost of the requested additional Part-time Person.
	Notes:			
	1. Inspection fee for 3rd inspection of the same item	$40		
	2. Inspections scheduled outside normal business hours	$75		
	3. Fee for starting work without a permit	$300		
	4. Underground Fuel Tank Removal	$100 per tank		

	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
ZONING	**5. Zoning Clearance**			
	a. As part of a building permit or a Certificate of Appropriateness application	$0		
	b. All other approved by administrative review	$150		
	c. Trees/Landscaping			
	1.) Tree Removal Permit	$10/tree	$20/tree	increased fee to cover staff review time
	~~2.) Lanscaping Plan for full lot~~	~~$100~~	$0	Landscaping Plan fee removed
	2.) PENALTY - Tree removal without a permit	$300	$300/tree	added per tree for clarification
	d. Variance Application to Board of Zoning Appeals	$500**		
	e. Signage			
	1) All affixed and free-standing signage greater than ten (10) sq. ft	$50	$100	increased fee
	No permit required for smaller signage or residential signage			
HISTORIC DISTRICT REVIEW BOARD	**6. Historic District Review Board Application Fee**			
	a. New Construction - Residential	$500		
	b. New Construction: Commercial or Commerical/Residential Mixed Use	$750	$1,000	increased fee more staff review required
	c. Renovation			
	1) Minor Work authorized by CCZO Section 8.17, residential and/or commercial - Administrative Review and Approval only	$150	$50	We are looking to create two fee categories for the Minor Work review done by the Zoning Administrator - fences & sheds and then everything else that is spelled out in the ordinance, reflective of staff time for these items.
	2) Minor Work: Fences & Accessory Structures (not visible from any street & under 256 sq. ft) - Administrative Review and Approval Only		$200	
	3) Substantial alterations - Residential	$500		
	4) Substantial alterations - Commercial	$750	$1,000	increased fee to cover staff review time
	5) Demolition of structure	$400		
	d. Extension of approved Certificate of Appropriateness	$50		
	e. Modification to an approved and active Certificate of Appropriateness (CoA)	$250	$200	decreased fee
	f. Working without an approved and active Certificate of Appropriateness (CoA) or After the Fact Permit Fee		$1,000	NEW - to discourage all from doing work without getting approvals.

	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
APPEALS	**7. APPEALS**			
	a. Appeals Application to Board of Zoning Appeals	$500*	$500**	correction - asterisk needed to be added
	b. Certificate of Appropriateness Appeals to Town Council	$500**		
	c. Appeals Application to Building Code Board of Appeals	$250**		
HARBOR AREA REVIEW BOARD	**8. Harbor Area Review Board Certificate of Approrpriateness**			
	a. Development Certificate	$750/ application base fee + $100 per acre**		
	b. Extension of approval	$100		
	c. Modification to an approved and active Certificate of Appropriateness (CoA)	$250		
ENVIRONMENTAL PERMITS	**9. Environmental Permits**			
	a. Wetlands Permit	$500	$500**	correction - asterisks needed to be added
	b. Structures in & across dunes	$200		
	c. CBPA Encroachment or Exemption	$200		
	d. CBPA Administrative Waiver for Maintenance Work of Vegetation in the RPA	$50		
	e. Erosion & Sediment Control Permit	$500 + $10/acre not to exceed $1000		
	f. Erosion & Sediment Agreement in lieu of plan	$150		
	g. Erosion & Sediment Inspection fees	$40/hr with 1 hour minimum		
	h. Erosion & Sediment Control Plan Review Fee	$350		
	i. Working without an approved and active Permit or After the Fact Permit Fee		$1,000	NEW - to discourage all from doing work without getting approvals
SITE PLAN	**10. Final Plan Review Fees**			
	a. Residential	$150/site		
	b. Commercial	$250/site #^		
	c. Misc	$150/site #^		

	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
PLANNING	**11. Planning Applications**			
	a. Regular Rezoning	$1,000	$0	fee removed
	1) Non-PUD	$500 + $50/acre**		
	2) PUD	$1,000 + $50/acre**		
	a) Amendment to Comprehensive Plan; Concept Approvals	$550/application		
	b. Conditional Rezoning	$1,000 + $50/acre**		
	c. Zoning Text Amendment Petition Application - for consideration only by Town Council and/or Planning Commission	$200/application		added wording
	d. Conditional Use Permit	$600		
SUBDIVISION	**12. Subdivision through recordation**			
	1) Concept or sketch plan review	$100 + $10/parcel		
	2) Preliminary plat review			
	a) 3 lots or less	$250 + $50/lot #^	$500	increased base fee deleted per lot fee due to staff time required
	b) 4 lots or more	$500 + $100/lot #^	$500 + $250/lot #^	increased per lot fee
	3) Final plat review			
	a) 3 lots or less	$125	$200	increased fee due to staff time required
	b) 4 lots or more	$250	$400	increased fee due to staff time required
	4) Subdivision modification	$75		
	5) Administrative Plat/Lot line adjustment	$200		
	6) Easement Plat	$200		
	7) Vacation of Plat	$250		
	All recordation of plats are the responsibility of the applicant			
OTHER	**13. Deferral at the request of Applicant**, **if public hearing has been set (BZA, Planning Commission, HDRB, HARB, Town Council)**	$200		

LEGEND with GENERAL NOTES

*	*Advertising Costs, Actual*
**	*Advertising Costs, Actual + Adjacent Property Owner Notfication Mailing Costs, Actual*
#	*3rd Party Review Costs - Water and Sewer Connections and Layout, including any re-reviews*
^	*3rd Party Review Costs - Erosion & Sediment Control, including any re-reviews*