TOWN COUNCIL
Work Session
May 6, 2025
Cape Charles Civic Center
6:00 P.M.

1. Call to Order:
   A. Roll Call

2. Items for Discussion:
   A. FY 2026 Budget
      - Fund Balance Reserve Status
      - Budget Summary
      - General Fund Revenue
      - Planning & Zoning Fees
      - General Fund Expenditures
      - Capital Fund & CAMP
      - Debt Service Fund
      - Harbor Fund
      - Sanitation Fund
      - Strategic Revenue Planning
      - Community Funding Applications

3. Adjournment

FY26 Budget Work Sessions

- Welcome to the FY26 budget process

- During our budget work sessions, we will cover the following:

    - Fund Balance Reserves
    - Detailed Fund Budgets
    - Capital Projects
    - Strategic Revenue Planning
    - Setting tax rates for the year
    - A Public Hearing for the budget is currently scheduled for **June 5th**

- By way of a broad overview, a couple of key points:

    - Core General Fund revenue is up **4.77**%, mostly due to new construction and modest growth in our primary revenue sources (Meals, TOT, BPOL)
    - Core General Fund expenses are up **3.7**%
    - Budget includes a **3.5% increase in salaries (2.5% for COLA and 1% for annual step increases)** for all regular employees
    - For discussion purposes only, the budget also includes debt service on potential land acquisition which could be used for the new town hall
    - Current General Fund revenues less expenditures: **$171,229**
    - Unassigned General Fund fund balance is **$3,519,812**

- Items looming large in our future:
    - Research/evaluation of potential purchase of RR properties
    - Large capital projects, including:
        - New Municipal Center
        - New Downtown Visitor's Center & Restrooms
        - Beachfront Revitalization
        - Harbor Upgrades

Fund Balance Reserve Status FY26 Budget

General Fund

Audited Fund Balance (June 30, 2024)*:	$	5,232,566
Draft FY26 Budget - Core Operating Expenses:	$	4,908,548
Operating Reserve (20%):	$	981,710
Contingency Reserve (10%):	$	490,855
Total Required Reserve:	$	1,472,564
GF Fund Balance less required reserve:	$	3,760,002
If Harbor Covered by GF - Harbor Core Operating Expenses:	$	800,631
Operating Reserve (20%):	$	160,126
Contingency Reserve (10%):	$	80,063
Total Harbor Reserve:	$	240,189
GF Fund Balance less required combined reserves:	**$**	**3,519,812**

Utility Fund (now defunct - part of General Fund)

Facility Fee Reserve (June 30, 2023 - last audited number):	$	3,068,783
Additional facility fees collected in FY24:	$	339,200
Total Facility Fee Reserve available:	**$**	**3,407,983**

CIP Fund

Audited Fund Balance - Unrestricted (June 30, 2024):	$	1,154,439
Plus utility sale transfer in FY25:	$	9,476,514
Plus other FY25 Revenue:	$	1,650,617
Less FY26 Budget:	$	(5,273,760)
Less FY25 Mid-Year Appropriation	$	(98,675)
Less FY25 Appropriation for Fire Truck	$	(250,000)
Total CIP Fund Balance available:	**$**	**6,659,135**

* See additional analysis

5/6/2025

General Fund Balance Analysis for FY26 Budget

General Fund

Audited Fund Balance (June 30, 2024):	$	18,117,063
Less Audited Fund Balance (June 30, 2023):	$	(3,567,175)
Less Facility Fee Reserve booked from defunct Utility Fund:	$	(3,407,983)
Less Utility Sale Transfer to CIP Fund in FY25:	$	(9,476,514)
Net GF growth over FY23:	$	1,665,391

FY23 Balance:	$	3,567,175
FY24 Growth in Balance:	$	1,665,391
Total "Apples to Apples" General Fund Balance:	**$**	**5,232,566**

TOWN OF CAPE CHARLES FISCAL YEAR 2026 PROPOSED BUDGET SUMMARY

General Fund			
Revenue		$	5,889,159.05
Expenditures			
	Legislative	$	52,840.00
	Clerk	$	106,545.00
	Town Manager	$	1,849,448.52
	Finance	$	615,762.97
	Information Technology	$	375,114.00
	Police	$	894,443.90
	Code Enfocment	$	203,787.09
	Public Works	$	964,065.30
	Library	$	261,678.88
	Planning & Zoning	$	394,244.66
	Total Expenditures	$	5,717,930.33
	Revenue Less Expenditures	$	171,229.00

Capital Projects Fund			
Revenue		$	5,273,759.54
Expenditures		$	5,273,759.54
	Revenue Less Expenditures	$	-

Debt Service Fund			
Revenue		$	363,103.00
Expenditures		$	363,103.00
	Revenue Less Expenditures	$	-

Utility Fund			
Revenue		$	125,000.00
Expenditures		$	125,000.00
	Revenue Less Expenditures	$	-

Harbor Fund			
Revenue		$	996,630.98
Expenditures		$	996,630.98
	Revenue Less Expenditures	$	-

Sanitation Fund			
Revenue		$	353,134.00
Expenditures		$	353,134.00
	Revenue Less Expenditures	$	-

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
General Fund Revenue					
100-3010-1000 Real Property Tax <= 2014	$ -	$ -	$ -		
100-3010-2015 Real Property Tax 2015	$ -	$ -	$ -		
100-3010-2016 Real Property Tax 2016	$ -	$ -	$ -		
100-3010-2017 Real Property Tax 2017	$ 100.00	$ -	$ 100.00	0.00%	
100-3010-2018 Real Property Tax 2018	$ 200.00	$ -	$ 100.00	-50.00%	
100-3010-2019 Real Property Tax 2019	$ 300.00	$ -	$ 200.00	-33.33%	
100-3010-2020 Real Property Tax 2020	$ 400.00	$ -	$ 300.00	-25.00%	
100-3010-2021 Real Property Tax 2021	$ 500.00	$ 4.39	$ 400.00	-20.00%	
100-3010-2022 Real Property Tax 2022	$ 1,500.00	$ 895.97	$ 500.00	-66.67%	
100-3010-2023 Real Property Tax 2023	$ 15,000.00	$ 15,911.99	$ 1,500.00	-90.00%	
100-3010-2024 Real Property Tax 2024	$ 1,591,536.00	$ 1,514,421.15	$ 15,000.00	-99.06%	
100-3010-2025 Real Property Tax 2025	$ -	$ -	$ 1,613,751.00	1.40%	Assuming $15 mil. new construction, 97% collections, no county reassesment and no change in tax rate. % change reflects increase over prior year.
100-3020-1000 Personal Property Tax <=2014	$ -	$ -	$ -		
100-3020-2015 Personal Property Tax 2015	$ -	$ -	$ -		
100-3020-2016 Personal Property Tax 2016	$ -	$ -	$ -		
100-3020-2017 Personal Property Tax 2017	$ -	$ -	$ -		
100-3020-2018 Personal Property Tax 2018	$ -	$ -	$ -		
100-3020-2019 Personal Property Tax 2019	$ -	$ -	$ -		
100-3020-2020 Personal Property Tax 2020	$ 100.00	$ -	$ 100.00	0.00%	
100-3020-2021 Personal Property Tax 2021	$ 200.00	$ 502.49	$ 100.00	-50.00%	
100-3020-2022 Personal Property Tax 2022	$ 1,500.00	$ 1,651.72	$ 200.00	-86.67%	
100-3020-2023 Personal Property Tax 2023	$ 20,000.00	$ 27,607.36	$ 1,500.00	-92.50%	
100-3020-2024 Personal Property Tax 2024	$ 96,800.00	$ 113,895.46	$ 20,000.00	-79.34%	
100-3020-2025 Personal Property Tax 2025			$ 105,500.00		Based on historical data
100-3020-9000 PPTRA Discount	$ -		$ -		
100-3025-1000 License Tax Prior Years <=2016	$ -		$ -		
100-3025-2017 License Tax 2017	$ -		$ -		
100-3025-2018 License Tax 2018	$ -		$ 31.00		
100-3025-2019 License Tax 2019	$ -	$ -	$ 31.00		
100-3025-2020 License Tax 2020	$ -	$ -	$ 31.00		

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-3025-2021 License Tax 2021	$ -	$ -	$ 124.00		
100-3025-2022 License Tax 2022	$ -	$ -	$ 375.10		
100-3025-2023 License Tax 2023	$ -	$ -	$ 6,626.61		
100-3025-2024 License Tax 2024	$ 22,270.00	$ -	$ 24,128.72		
100-3025-2025 License Tax 2025	$ -	$ -	$ 22,270.00		
100-3035-1000 Machinery & Tools Tax <=2015	$ -	$ -	$ -		
100-3035-2016 Machinery & Tools Tax 2016	$ -	$ -	$ -		
100-3035-2017 Machinery & Tools Tax 2017	$ -	$ -	$ -		
100-3035-2018 Machinery & Tools Tax 2018	$ -	$ -	$ -		
100-3035-2019 Machinery & Tools Tax 2019	$ -	$ -	$ -		
100-3035-2020 Machinery & Tools Tax 2020	$ -	$ -	$ -		
100-3035-2021 Machinery & Tools Tax 2021	$ -	$ -	$ -		
100-3035-2022 Machinery & Tools Tax 2022	$ -	$ -	$ -		
100-3035-2023 Machinery & Tools Taxes 2023	$ -	$ 2,329.90	$ -		
100-3035-2024 Machinery & Tools Tax 2024	$ 22,134.00	$ 24,388.00	$ -		Only one taxpayer - coastal precast. Assume county depreceates 5%
100-3035-2025 Machinery & Tools Tax 2025	$ -	$ -	$ 21,027.00		
100-3040-1000 Penalties All Property Tax	$ 20,000.00	$ 10,456.16	$ 20,000.00	0.00%	Has fluctuated around $20,000 throughout the past few years
100-3050-1000 Golf Cart Decals	$ 23,000.00	$ 4,200.50	$ 23,000.00	0.00%	
100-3050-1100 Consumer Utility Taxes - Elec & Gas	$ 60,000.00	$ 51,798.56	$ 65,000.00	8.33%	
100-3050-1200 Communications Tax - Phone	$ 32,000.00	$ 22,158.97	$ 32,000.00	0.00%	
100-3050-1300 BPOL - ALL	$ 336,460.00	$ 47,720.54	$ 340,000.00	1.05%	
100-3050-1400 Admission Taxes	$ 22,000.00	$ 12,136.86	$ 20,000.00	-9.09%	
100-3050-1500 Transient Occupancy Tax	$ 685,000.00	$ 487,612.84	$ 720,000.00	5.11%	Has trended upwards over the past 5 years
100-3050-1600 Meals Tax	$ 799,535.00	$ 618,088.82	$ 840,000.00	5.06%	Consistently trending upwards over the past 5 years with the exception of a slight dip in FY20.
100-3050-1650 Meals Tax .5% for Capital Projects	$ 79,953.50	$ 57,554.58	$ 84,000.00	5.06%	
100-3050-1700 Personal Property Short Term Rental Tax	$ 15,000.00	$ 9,099.95	$ 13,000.00	-13.33%	
100-3050-1750 County Cigarette Tax Sharing	$ 23,212.00	$ 14,021.43	$ 23,212.00	0.00%	May be updated later after county budget is published
100-3050-1800 Rolling Stock & Misc Taxes	$ 175.00	$ 25.23	$ 175.00	0.00%	Return to originally budgeted FY24 amount
100-3075-1000 Penalties & Int on MiscTaxes & Licenses	$ -	$ 35.00	$ -		

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-3090-1000 Bay Creek Impact Fees	$ 120,000.00	$ 114,000.00	$ 120,000.00		There are 86 Developer owned lots that Bay Creek has not sold as of 3/18/2025; 28 in Bayside Village; 7 in Muirfield Village Phase I; 51 in Muirfield Village Phase II. Due to slower sales being reported from Bay Creek, we are estimating only a base of 30 lots will sell by Bay Creek Development LC. There are an addtional 48 lots (controled by Beacon Home Construction) in the Villa @ Magnolia which could be available to sell by end of 2025 - Due to slow down, we estimate only 10 of these lots will sell in the FY26. For a total of 40 lots being subject to this fee.
100-3100-1000 Harbor Development Certificate P/Z	$ 750.00	$ -	$ -	-100.00%	
100-3100-1050 Land Use/Conditional Use Application P/Z	$ 1,200.00	$ 600.00	$ 600.00	-50.00%	
100-3100-1060 Zoning Variance Advertising	$ 1,000.00	$ 1,756.06	$ 1,000.00	0.00%	
100-3100-1070 Miscellaneous Planning/Zoning Fees P/Z	$ 4,000.00	$ 4,145.00	$ 4,000.00	0.00%	
100-3100-1080 Subdivision Fees P/Z	$ 12,000.00	$ 4,400.00	$ -	-100.00%	Bay Creek has indicated that they will not be pursuing any subdivsion applications in calendar year 2025 and nothing is on their Master Board for 2026, at this time. We do not see any subdivison fees for FY2026.
100-3100-1100 Historic Review Fees COA P/Z	$ 25,000.00	$ 12,450.00	$ 15,000.00	-40.00%	While there is a fair amount of renovation and maintenance work occurring in the HD, we are projecting a reduction in the fees collected for Historic District. This is primarily due to the fee reductions made in FY24 & FY25 and a slow down in new construction projected in the Historic District.
100-3100-1110 Building Permits	$ 150,000.00	$ 151,594.43	$ 160,000.00	6.67%	We expect construction rates to cool.
100-3100-1150 Planning & Review Fees	$ 10,000.00	$ 8,000.00	$ 8,000.00	-20.00%	
100-3100-1160 Electrical Permits	$ 10,000.00	$ 12,850.02	$ 12,000.00	20.00%	
100-3100-1200 Plumbing Permits	$ 10,000.00	$ 10,684.72	$ 10,000.00	0.00%	
100-3100-1220 Plumbing Inspection Fees DONOTUSE	$ -	$ -	$ -		
100-3100-1250 Mechanical Permits	$ 10,000.00	$ 15,919.79	$ 12,000.00	20.00%	
100-3100-1260 Elevator Permits	$ 2,000.00	$ 2,970.86	$ 1,500.00	-25.00%	
100-3100-1300 UST/AST Permit	$ 1,500.00	$ 857.46	$ 1,500.00	0.00%	
100-3100-1350 Occupancy Permits, Temporary	$ 6,000.00	$ 3,200.00	$ 4,000.00	-33.33%	
100-3100-1360 Permit After Fact Admin Fee Building	$ 1,500.00	$ 600.00	$ 1,500.00	0.00%	

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100-3100-1370 Permit After the Fact P&Z	$ 1,000.00	$ 6,000.00	$ 1,000.00		This is an inconsistent source of revenue and is a penalty fee imposed by the Town when the rules are not followed by securing the necessary approvals from Zoning and Historic prior to commencing work.
100-3100-1400 Building Plan Review Fees	$ 8,000.00	$ 7,850.00	$ 8,000.00	0.00%	
100-3100-1410 Shallow Well Permits	$ 2,000.00	$ 600.00	$ 1,500.00	-25.00%	
100-3100-1460 Erosion & Sediment Control Permit	$ 2,500.00	$ 2,310.00	$ 2,500.00	0.00%	
100-3100-1470 Erosion & Sediment Plan Review Fee	$ 4,500.00	$ 7,260.00	$ 3,000.00	-33.33%	
100-3100-1500 Demolition Permit	$ -	$ -	$ -		
100-3100-1510 Gas Permit	$ 4,000.00	$ 3,497.50	$ 3,000.00	-25.00%	
100-3100-1550 Misc Building Dept Fees	$ 10,000.00	$ 4,310.00	$ 6,000.00	-40.00%	
100-3100-1560 Fire Permit	$ 1,000.00	$ 190.90	$ 1,000.00	0.00%	
100-3100-1570 Sign Permit P/Z	$ 400.00	$ 400.00	$ 400.00	0.00%	Presumes 4 sign applications at $100 per sign
100-3100-1600 Rental Inspections	$ 27,000.00	$ 13,700.00	$ 50,000.00	85.19%	Bay Creek was added in to short term rental program this assumes approximately 333 inspections @ $150/inspection
100-3100-1610 STR Zoning Permit Fee	$ -	$ -	$ 95,000.00		
100-3200-1600 Court Fines and Forfeitures	$ 40,000.00	$ 13,682.06	$ 40,000.00	0.00%	
100-3200-1640 Planning/Zoning Fines/Fees	$ -	$ -	$ -		
100-3200-1650 Code Enfrcmnt Admin Fees/Fines	$ 2,500.00	$ 836.59	$2,500.00	0.00%	
100-3200-1660 Traffic & Parking Fines	$ 14,200.00	$ 7,600.00	$ 14,200.00	0.00%	Seems to have leveled off after increase in FY23
100-3200-1700 E-Summons $5 Fee-Future Software Purchase	$ 2,600.00	$ 640.59	$ 2,600.00	0.00%	
100-3200-1710 Police Record Request	$ -	$ 35.00	$ -		
100-3300-1700 Interest on Bank Deposits	$ 6,000.00	$ 78,832.25	$ 6,000.00	0.00%	
100-3300-1750 Dividends & Interest on Investments	$ 469,961.33	$ 369,556.63	$ 560,000.00	19.16%	Based on a projected 1% decline in interest rates over last fiscal year. Allocation can be divided between the General Fund and Capital Fund, depending on need.
100-3400-1750 Rental of Parks/Rec Property & Facility	$ -	$ -	$ -		
100-3400-1800 Lease Revenue - Harbor Lot	$ 32,000.00	$ 23,673.74	$ 32,000.00	0.00%	Based on FY24 YTD to FY23 full year
100-3400-1810 Lease Revenue - Water Tower	$ -	$ 1,800.00	$ -		Went with utility sale
100-3500-1800 Sale of Surplus Equipment & Misc	$ -	$ -	$ -		
100-3500-1850 Library Service & Misc Fees	$ 500.00	$ 856.95	$ 500.00	0.00%	Ranges from $250-$1,000 each year
100-3500-1900 Recreation & Event Fees Collected	$ 800.00	$ -	$ 800.00	0.00%	
100-3500-1910 Sale of Maps, Plats, Surveys, Blueprints, Misc	$ -	$ -	$ -		

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100-3500-1920 Notary Services	$ -	$ 55.00	$ -		
100-3500-1950 FOIA Service Fees	$ -	$ 98.07	$ -		
100-3500-1960 Credit 1%/Debit .$.25 Card Use Fee	$ -	$ -	$ -		No plan to implement CC fees in the first half of FY25
100-3500-1970 DMV Stop Fee Collected	$ 500.00	$ 150.00	$ 500.00	0.00%	
100-3500-2000 Sale of Town Real Property	$ -	$ -	$ -		Assuming library sale closes in FY25 and sale of 2 Randolph lots is does not occur or is delayed beyond FY26
100-3600-1000 Gifts and Donations-Private Sources-REC	$ -	$ -	$ -		
100-3600-2000 Gifts & Private Donations Police	$ -	$ -	$ -		
100-3600-3000 Gifts & Private Donations Library non-FOL	$ -	$ -	$ -		
100-3600-3100 Gifts & Private Donations Library FOL	$ -	$ -	$ 6,000.00		FOL Annual Support
100-3600-4000 Insurance Proceeds, Refund or Misc Rebate	$ -	$ (88.53)	$ -		Adjust as needed
100-3600-5000 Surplus & Salvage Property Sale	$ -	$ -	$ -		
100-3600-6000 Appropriation From Fund Balance	$ -	$ -	$ 40,000.00		Debit Service Fund Reserve
100-3600-9000 Reapprprtd Funding - Carryover Projects	$ -	$ -	$ -		
100-3650-1000 Credit/Debit Card Fee Revenue	$ -	$ -	$ -		
100-3650-1500 Recovery Misc. Costs - Finance	$ -	$ -	$ -		
100-3650-2000 Recovery - Police Property Loss & Misc.	$ -	$ -	$ -		
100-3650-3000 Recovery, Misc.-Code Enf (mowing, demo, etc)	$ -	$ -	$ -		
100-3650-4000 Recovery Public Works - Misc & Damage	$ -	$ -	$ -		
100-3650-5000 Recovery (damage)-Parks & Rec	$ -	$ -	$ -		
100-3650-6000 Recovery Town Mgr-Misc.	$ -	$ 2,397.90	$ -		
100-3650-7000 Recovery - Retirement Forfeiture	$ -	$ -	$ -		
100-3700-1000 Grant - Recov. of Storm Damages FEMA	$ -	$ -	$ -		
100-3700-2200 Grant Gen Fund - USDA RD	$ 18,550.00	$ 15,000.00		-100.00%	
100-3700-3000 Proceeds from Loan/Bond Issuance	$ -	$ -	$ -		
100-3750-1000 Rolling Stock Taxes	$ -	$ -	$ -		
100-3750-2000 Personal Prop. Tax Reimbursement- PPTRA	$ 35,424.00	$ 35,423.60	$ 35,424.00	0.00%	This is the same every year
100-3750-3000 Local SALES & USE Taxes	$ 100,000.00	$ 77,062.99	$ 105,000.00	5.00%	Has trended upwards over the past 5 years.
100-3750-3100 DMV Humane Plates Pybl to ESSO	$ -	$ -	$ -		
100-3750-3200 Grant/Donation - Misc. Pass-through	$ 4,500.00	$ -	$ 4,500.00		VA State Program (Arts Enter Passthru)
100-3800-1000 Assistance to Local Police Dept HB 599 - State	$ 34,000.00	$ 28,071.00	$ 34,000.00	0.00%	Not issued for FY26 yet. Amount is between $31-37k every year.
100-3800-2000 Grant - DCJS LOLE/Byrne	$ 3,000.00	$ 2,845.00	$ 3,000.00	0.00%	Numbers not issued get for FY26, usually around $3k

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100-3800-3000 Grant - Fire Program Funds (Passthru)	$ 15,000.00	$ -	$ 15,000.00		Passthru
100-3800-4000 Grant - VDOT Roads, Trails & Sidewks	$ -	$ -	$ -		
100-3800-5000 Grant - Litter Prevention Grant (DEQ)	$ 1,838.00	$ 2,551.41	$ 2,100.00	14.25%	Noncompetitive grant, amount set by DEQ application due end of June hear from DEQ around October. Usually increases by $300-$500 each yr.
100-3800-6000 Grant - Miscellaneous/Other	$ -	$ -	$ -		
100-3800-6001 Reappropriated Funding - Carryover Projects	$ 278,000.00	$ -	$ 162,000.00	-41.73%	Funds reallocated from FY25 budget
100-3800-7000 Grant - Library - VA Arts Comm.	$ 400.00	$ -	$ 400.00		
100-3800-8000 Grant - Library Program Other	$ 4,700.00	$ 3,243.27	$ 4,502.62	-4.20%	VA touring grant for STEM education & supplies
100-3800-9000 Grant - Parks/Rec Fac/Equipment & CCP	$ -	$ -	$ 5,000.00		CCP Contribution to ADA parking in Central Park
100-3800-9900 Grants - CEB Branding $7K	$ -	$ -	$ -		
100-3800-9901 Grants - CEB Travel $1K	$ -	$ -	$ -		
100-3800-9910 DHCD CDBG Small Business Recovery Grant	$ -	$ -	$ -		
100-3800-9920 COVID related Federal Grants-CARES & ARPA	$ -	$ -	$ -		
100-3850-1000 Grant - Northampton County Library	$ 30,000.00	$ 30,000.00	$ 30,000.00	0.00%	Have requested $37k from NOCO this year. Not confirmed yet. $30k granted in past years.
100-3850-2000 Grant Other - Northampton County	$ 5,000.00	$ -	$ 24,000.00	380.00%	Funding being requested for fireworks ($10,000), DockDogs ($4,000) and ADA parking in Central Park ($10,000)
100-3900-1000 Grant - VML Risk Management	$ 4,000.00	$ -	$ 2,000.00	-50.00%	Our max award has decreased to $2,000 due to lower policy premium post utility sale.
100-3900-6000 Appropriation from Fund Balance	$ 250,000.00	$ -		-100.00%	Will fill in if necessary as budget comes together
100-3950-1000 Loan Proceeds previous year	$ -	$ -	$ -		
100-3950-1050 Loan Proceeds Current Year	$ -	$ -	$ -		
100-3950-2000 Reappropriate Grant Proceeds Previous Year	$ -	$ -	$ -		
100-3950-2100 Loan Proceeds USDA Rural Devlpmnt	$ 34,450.00	$ 28,000.00	$ 40,000.00	16.11%	USDA RD loan anticipated for PW vechile
100-3950-8520 Transfer from Sanitation Fund	$ -	$ -	$ -		
100-3950-8600 Transfer from Utility Fund	$ -	$ -	$ 125,000.00		Remaining balance of Utility Fund transferred to GF
100-3975-1000 Misc Rev Proceeds from Fair/Event	$ 3,100.00	$ -	$ 3,100.00	0.00%	July 4th vendor fees
100-3975-1100 Miscellaneous Rev & NSF Fees-Gen Fund	$ 2,250.00	$ 502.79	$ 2,250.00	0.00%	
100-3980-1000 VAW Payment for Use of PW Personnel	$ 9,600.00	$ -	$ -	-100.00%	
100-3980-1100 VAW Franchise Fee	$ 50,000.00	$ -	$ 50,000.00		
Total	$ 5,747,098.83		$ 5,889,159.05	2.47%	

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Core Operating Revenue	$ 5,166,098.83		$ 5,412,659.05	4.77%	Core operating revenue is defined as all revenue less reappropriations, appropriations from fund balance, USDA RD funding, bond proceeds, .5% of meals tax set aside for capital projects, passthru funds, and sale of town real property.

TOWN OF CAPE CHARLES - Building, Planning & Zoning Fee Schedule EFFECTIVE July 1, 2025 - PROPOSED CHANGES SHOWN IN RED FONT		
	Type of Permit or Review	**Charge or Fee**
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
	3. New Construction: Per BOCA/ICC permit fee tables based on building square footage and at 100% departmental operational costs as determined by Council in 2001	
	Notes applicable to Items I, 2 & 3 above **1. Add 2% to all permit fees for state surcharge.** **2. Permits include initial/first inspection and a follow-up inspection for a failure inspection.** **3. Add 10% to Base Fee for Fire Department (before tax and not to be taxed).**	
	4. Certificates of Occupancy	
	a. Permanent Certificant of Occupancy	Included in cost of permit
	b. Certificate of Occupancy when no permit is issued	$100
	c.Temporary Certificate of Occupancy	$800 (per issuance) / Max. of 2 issuances
	d. Rental Certificate of Occupancy **(STR INSPECTION FEE)**	$150 (includes inspection)
	5. ADDITIONAL FEES	
	a. Inspection fee for 3rd inspection of the same item	$40
	b. Inspections scheduled outside normal business hours	$75
	c. Fee for starting work without a permit	$300
	d. Underground Fuel Tank Removal	$100 per tank

	Type of Permit or Review	Charge or Fee
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	$20/tree
	2.) PENALTY - Tree removal without a permit	$300/tree
	d. Variance Application to Board of Zoning Appeals	$500**
	e. Signage	
	~~1) All affixed and free-standing signage greater than ten (10) sq. ft~~ 1) All Permanant, Freestanding, Wall and Other (Canopy, Projecting, Awning, Marquee, Directory) pursuant to Zoning Ordinance Section 11.1 thru 11.3 (all Residential, Commercial, Harbor and Industrial Zoning Districts & Accawmacke PUD District Ordinance	~~$100~~ 12 sq. ft or less: $75 > 13 sq. ft.: $75 plus $2 per sq. ft over 12 sq. ft
	~~No permit required for smaller signage or residential signage~~ No permit required nor fee imposed 2) Any temporary sign pursuant to Zoning Ordinance Section 11.1 thru 11.3 (all Residential, Commercial, Harbor and Industrial Zoning Districts) & Accawmacke PUD DIstrict Section 9.13.2 (B), 9.13.5 (C & D)	No Permit Required and No Fee
	f. Short Term Rental (STR) Zoning Permit	**$420/annual (50% discount if STR Zoning Permit Application is submitted by June 30, 2025**
C DISTRICT REVIEW BOARD	**6. Historic District Review Board Application Fee**	
	a. New Construction - Residential	$500
	b. New Construction: Commercial or Commericial/Residential Mixed Use	$1,000
	c. Renovation	
	1) Minor Work authorized by CCZO Section 8.16 (C) (1) (a) and (b) and Section 8.17, residential and/or commercial - Administrative Review and Approval only	$75
	2) Substantial Alterations (Exterior Renovations) - Residential excluding everything under #1 above and less than $5,000 of construction value	$150
	3) Substantial Alterations (Exterior Renovations) - Residential excluding everything under #1 above and greater than $5,000 of construction value	$500
	4) Substantial alterations - Commercial	$1,000

	Type of Permit or Review	Charge or Fee
HISTORI	5) Demolition of structure	$400
	d. Sign Review by HDRB if new canopy/awning/marque or wall/hanging/projecting sign requires new affixment to historic building	$50
	~~d~~ e. Extension of approved Certificate of Appropriateness (CoA)	$50
	~~e~~ f. Modification to an approved and active Certificate of Appropriateness (CoA)	$200
	~~f~~ g. Working without an approved and active Certificate of Appropriateness (CoA) or After the Fact Permit Fee	$1,000
APPEALS	**7. APPEALS**	
	a. Appeals Application to Board of Zoning Appeals	$500**
	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

	Type of Permit or Review	Charge or Fee
ENVIRONMENTAL PERMITS	**9. Environmental Permits**	
	a. Wetlands Permit	$500**
	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
SITE PLAN	**10. Final Plan Review Fees**	
	a. Residential	$150/site
	b. Commercial	$250/site #^
	c. Misc	$150/site #^
PLANNING	**11. Planning Applications**	
	a. Regular Rezoning	
	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
	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 #^
	b) 4 lots or more	$500 + $100/lot #^
	3) Final plat review	
	a) 3 lots or less	$125
	b) 4 lots or more	$250
	4) Subdivision modification	$75
	5) Administrative Plat/Lot line adjustment	$200
	6) Easement Plat	$200

	Type of Permit or Review	Charge or Fee
	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
NONPROFIT	**Building, Planning & Zoning**	Waiver of fees up to the amount of $750 per project application for any nonprofit organization exempt from taxation under Internal Revenue Code Section 501

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***

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
General Fund Expenses					
Legislative					
100-4110-1200 PT Salaries & Wages Legislative	$ 4,800.00	$ 3,500.00	$4,800.00	0.00%	$100 Mayor; $50 Council
100-4110-2000 FICA Expense	$ 450.00	$ 281.09		-100.00%	
100-4110-2100 SUI Expense	$ 7.00	$ 9.57		-100.00%	
100-4110-2230 Worker's Comp	$ -	$ -			
100-4110-3025 Repair Maint & Inspect Contracted Svcs	$ 3,500.00	$ -	$1,500.00	-57.14%	Misc repairs to Civic Center
100-4110-3430 IT Services	$ -	$ -			Moved to IT budget
100-4110-3450 Printing & Design Services	$ -	$ -			
100-4110-3500 Advertising Services	$ 8,000.00	$ 2,384.40	$7,500.00	-6.25%	PH ads incl budget & mid-year
100-4110-5040 Phone Service	$ -	$ -			
100-4110-5050 Internet & Cable Services	$ -	$ -			Moved to IT budget
100-4110-5080 Lease, Bldgs & Property	$ -	$ -			
100-4110-5200 Travel-Mileage, Parking & Tolls	$ 3,300.00	$ 799.57	$5,600.00	69.70%	VML Conferences-7 attendees
100-4110-5210 Travel-Lodging & Meals	$ 11,500.00	$ 4,518.45	$12,600.00	9.57%	VML Confs; Strat Pl food; H2O/candy
100-4110-5220 Conference	$ 5,100.00	$ 3,951.21	$5,600.00	9.80%	VML Converences-7 attendees
100-4110-5230 Education	$ 1,200.00	$ -	$1,500.00	25.00%	Facilitator/trainer for TC (incl yrly)
100-4110-5240 Books & Subscriptions	$ -	$ -	$-		
100-4110-5250 Dues & Memberships	$ -	$ -	$-		
100-4110-5310 Insurance, Public Official Liability	$ 9,303.70	$ 8,164.12	$ 9,300.00	-0.04%	
100-4110-6000 Office Supplies	$ 1,000.00	$ 962.64	$1,000.00	0.00%	Misc supplies, etc.
100-4110-6125 Departmental Equipment & Supplies	$ 3,500.00	$ 126.62	$2,000.00	-42.86%	Civic Center supplies/equipment
100-4110-6150 Computer, Software & Electronics <$10K	$ -	$ 124.83			Moved to IT budget
100-4110-6225 Repair & Maintenance Supplies Legislative	$ -	$ -			
100-4110-7000 Legis. Water & Sewer Expense	$ 1,408.56	$ 776.31	$1,440.00	2.23%	
Total	$ 53,069.26		$ 52,840.00	-0.43%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
Clerk					
100-4112-1000 Regular Salaries & WagesTown Clerk	$ 68,034.00	$ 49,717.11	$ 70,415.00	3.50%	
100-4112-1100 Regular Salaries & WagesOT Town Clerk	$ -	$ -	$ -		
100-4112-2000 FICA Expense	$ 5,300.00	$ 3,831.88	$ 5,486.00	3.51%	
100-4112-2100 SUI Expense	$ 8.00	$ 46.40	$ 8.00	0.00%	
100-4112-2200 Retirement-ER VRS &ICMA-RC Contribution	$ 4,700.00	$ 3,505.41	$ 4,865.00	3.51%	
100-4112-2210 Life Insurance	$ 911.72	$ 602.10	$ 944.00	3.54%	
100-4112-2220 Disability Insurance, LTD& STD	$ 520.55	$ 257.01	$ 539.00	3.54%	
100-4112-2230 Worker's Comp	$ 60.00	$ 30.65	$ 62.00	3.33%	
100-4112-2300 Health Insurance	$ 100.00	$ 60.00	$ 104.00	4.00%	
100-4112-2301 Health Reimb Acct Exp	$ 750.00	$ -	$ 776.00	3.47%	
100-4112-2302 Wellness Health IncentiveExp	$ 100.00	$ -	$ 104.00	4.00%	
100-4112-2310 Dental Insurance	$ 800.00	$ 463.59	$ 828.00	3.50%	
100-4112-2320 Vision Insurance	$ -	$ -	$ -		
100-4112-2325 AFLAC InsurancePremiums - Town portion	$ -	$ -	$ -		
100-4112-2340 Employee Assist Program	$ -	$ -	$ -		
100-4112-2345 Employee/VolunteerTesting	$ -	$ -	$ -		
100-4112-2360 Staff & VolunteerAppreciation	$ -	$ -	$ -		
100-4112-3000 Contract Labor	$ -	$ -	$ -		
100-4112-3020 Maint Svc Contracts -Annual	$ -	$ -	$ -		
100-4112-3025 Repair Maint & InspectContracted Svcs	$ 2,000.00	$ -	$ 2,700.00	35.00%	CC Day & records shredding
100-4112-3030 Lease - Storage	$ 5,181.00	$ 3,864.00	$ 5,280.00		Bay Storage-archives storage
100-4112-3450 Printing & DesignServices	$ -	$ -	$ -		
100-4112-3500 Advertising Services	$ -	$ -	$ -		
100-4112-5040 Phone Service	$ -	$ -	$ 780.00		Cell phone reimbursement
100-4112-5050 Internet & Cable Services	$ -	$ -	$ -		
100-4112-5110 Lease, Office Equipment	$ -	$ -	$ -		
100-4112-5200 Travel-Mileage, Parking& Tolls	$ 1,000.00	$ -	$ 1,180.00	18.00%	IIMC, VMCA, VAGARA, mtgs, etc
100-4112-5210 Travel-Lodging & Meals	$ 1,600.00	$ 682.02	$ 1,750.00	9.38%	IIMC, VMCA, VAGARA, mtgs, etc
100-4112-5220 Conference	$ 1,400.00	$ 3,425.93	$ 1,450.00	3.57%	IIMC, VMCA, VAGARA
100-4112-5230 Education	$ 299.00	$ 840.00	$ 299.00		Fred Pryor Plus-unlimited trng
100-4112-5240 Books & Subscriptions	$ 21,050.00	$ 249.00	$ 7,000.00	-66.75%	Town Code & ZO changes to Civic+
100-4112-5250 Dues & Memberships	$ 475.00	$ 469.98	$ 475.00	0.00%	IIMC, VMCA, VAGARA, NAGARA

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4112-5260 Employee Testing &Certification	$ -	$ 344.00	$ -		
100-4112-6000 Office Supplies	$ 1,500.00	$ -	$ 1,500.00	0.00%	Minute bks, archival paper, misc
100-4112-6150 Computer, Software &Electronics <$10K	$ -	$ 200.31	$ -		Moved to IT budget
Total	$ 115,789.27	$ -	$ 106,545.00	-7.98%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
Town Manager					
100-4121-1000 Regular Salaries &Wages-Town Manager	$ 132,504.00	$ 99,523.82	$ 124,200.00	-6.27%	
100-4121-1100 Regular Wages TMgr OT	$ 2,085.00	$ 1,864.80		-100.00%	
100-4121-1200 PT Salaries & WagesTown Mgr	$ 66,355.00	$ 28,724.65	$ 68,677.00	3.50%	
100-4121-1400 Seasonal Wages (Beach Attendants)	$ 13,150.00	$ 8,669.75	$ 9,100.00	-30.80%	
100-4121-1500 Seasonal Wages OTBeach Attendants	$ -	$ 216.00			
100-4121-1600 Bonus & Increase PoolGen Fund	$ -	$ -			
100-4121-1800 Allocated Wages	$ (5,807.00)	$ (3,492.00)	$ (5,807.00)	0.00%	
100-4121-1900 Personnel LapseAllowance	$ -	$ -			
100-4121-2000 FICA Expense	$ 16,787.22	$ 10,729.65	$ 17,375.00	3.50%	
100-4121-2100 SUI Expense	$ 24.00	$ 126.97	$ 25.00	4.17%	
100-4121-2200 Retirement-ER VRS &ICMA-RC Contribution	$ 14,878.31	$ 10,233.84	$ 15,399.00	3.50%	
100-4121-2210 Life Insurance	$ 2,940.62	$ 1,191.30	$ 3,044.00	3.52%	
100-4121-2220 Disability Insurance, LTD& STD	$ 1,273.48	$ 489.25	$ 1,318.00	3.50%	
100-4121-2230 Worker's Comp	$ 1,652.00	$ 906.75	$ 1,710.00	3.51%	
100-4121-2300 Health Insurance	$ 6,213.13	$ 1,113.58	$ 6,431.00	3.51%	
100-4121-2301 Health Reimb Acct Exp	$ 1,575.00	$ -	$ 1,630.00	3.49%	
100-4121-2302 Wellness Health IncentiveExp	$ 370.00	$ -	$ 383.00	3.51%	
100-4121-2310 Dental Insurance	$ 927.70	$ 513.25	$ 960.00	3.48%	
100-4121-2320 Vision Insurance	$ -	$ -			
100-4121-2325 AFLAC InsurancePremiums - Town portion	$ -	$ -			
100-4121-2340 Employee Assist Program	$ 250.00	$ (1.30)	$ 250.00	0.00%	
100-4121-2345 Employee/VolunteerTesting	$ 120.00	$ -	$ 120.00	0.00%	
100-4121-2350 Relocation Assistance	$ 9,000.00	$ 1,000.00	$ 8,000.00		
100-4121-2360 Staff & VolunteerAppreciation	$ 8,000.00	$ 5,406.46	$ 8,000.00	0.00%	
100-4121-2800 Allocated Benefits	$ (1,072.00)	$ (80.00)		-100.00%	
100-4121-3000 Contract Labor	$ -	$ -			
100-4121-3005 Program and EventPerformers-Central Park Concerts	$ 17,000.00	$ 6,400.00	$ 17,000.00	0.00%	$12,000 for concerts/$5,000 for coordinator
100-4121-3025 Repair Maint & InspectContracted Svcs	$ 5,620.49	$ 6,127.77	$ 6,500.00	15.65%	Printer/copier
100-4121-3400 Legal Services TM	$ 50,000.00	$ 39,156.49	$ 50,000.00	0.00%	
100-4121-3401 Legal Services Finance	$ 3,000.00	$ -	$ 2,000.00	-33.33%	
100-4121-3402 Legal Services Code Enf	$ -	$ -			
100-4121-3404 Legal Services Police	$ -	$ -			

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4121-3405 Legal Services Planner	$ 6,000.00	$ -	$ 4,000.00	-33.33%	
100-4121-3406 Legal Services PublicWorks	$ -	$ -			
100-4121-3410 Professional Services	$ 75,000.00	$ 31,142.50	$ 45,000.00	-40.00%	
100-4121-3420 Consulting Svcs GenFund	$ 70,000.00	$ 33,659.60	$ 45,000.00	-35.71%	
100-4121-3450 Printing & DesignServices	$ -	$ -			
100-4121-3500 Advertising Services	$ 10,000.00	$ 2,080.84	$ 5,000.00	-50.00%	
100-4121-4010 Grant ExpEnter Passthru	$ 4,500.00	$ -	$ 4,500.00		
100-4121-4015 Grant ExpArts Enter VCA	$ 4,500.00	$ 4,500.00	$ 4,500.00	0.00%	
100-4121-4020 Grant Exp- Fire Dept Passthru	$ 15,000.00	$ -	$ 15,000.00		Fire Company Passthru
100-4121-4025 Grant Exp -Support Fire Dept	$ 300,000.00	$ 300,000.00	$ 50,000.00	-83.33%	
100-4121-4030 Grant Exp - NHC Tourism Infrast.	$ -	$ -			
100-4121-4040 Grant ExpSupport	$ -	$ -			
100-4121-4045 Grant Exp - Cape CharlesMusm & Welcm Cntr	$ -	$ -			
100-4121-4050 Grant Exp - ESVA Tourism Comm.	$ 5,000.00	$ -	$ 5,000.00	0.00%	
100-4121-4060 Grant Exp - Local Arts,GEAR, Harbor for the Arts	$ -	$ -			
100-4121-4065 Grant Exp - Randy CustisMmrl Fund, Youth Sports	$ -	$ -			
100-4121-4070 Grant Exp - VRSA RiskMngmnt Grant Exp	$ -	$ -			
100-4121-4080 Grant Exp - Sail 250	$ 19,800.00	$ 19,800.00	$10,200.00		
100-4121-4100 Grant Exp - YMCA	$ 10,000.00	$ 10,000.00	$ 10,000.00	0.00%	
100-4121-4130 DHCD CDBG COVID-19Bus Asst Grant Expenditures	$ -	$ -			
100-4121-4150 Grant Exp -	$ -	$ -			
100-4121-4200 Fireworks	$ 25,000.00	$ 20,200.00	$ 25,000.00	0.00%	
100-4121-4210 Cape Charles Main Street	$ 90,000.00	$ 67,500.00	$ 90,000.00	0.00%	
100-4121-4220 Marketing - Social Media& Website	$ -	$ -			
100-4121-4230 Marketing - PrintedMaterials	$ -	$ -			
100-4121-5000 Tax Refund - Prior Year,(RE, PP, BPOL, MISC)	$ 2,195.00	$ 1,739.21	$ 2,000.00	-8.88%	
100-4121-5005 Refund - Misc. Fees	$ 1,200.00	$ -	$ 1,200.00	0.00%	
100-4121-5010 Refund - Tourism ZoneBPOL	$ 2,000.00	$ -	$ 2,000.00	0.00%	
100-4121-5020 Refund - Tourism ZoneReal & Business Property Tax	$ 2,000.00	$ -	$ 2,000.00	0.00%	
100-4121-5030 Refund - Tourism ZonePermit Fees	$ 4,000.00	$ -	$ 2,000.00	-50.00%	
100-4121-5040 Phone Service	$ -	$ -			
100-4121-5050 Internet & Cable Services	$ -	$ -			
100-4121-5070 Postage	$ 9,100.00	$ 3,106.56	$ 9,100.00	0.00%	

Account		FY25 Budget		25 Actual as of 3/31/		FY26 Proposed Budget	% change	Notes
100-4121-5080 Lease, Bldgs & Property	$	8,500.00	$	1,560.90	$	8,500.00	0.00%	
100-4121-5090 Lease, RIght of Way	$	6,327.00	$	-	$	2,500.00	-60.49%	
100-4121-5100 Lease, Vehicles &Equipment	$	-	$	-				
100-4121-5110 Lease, Office Equipment	$	7,025.00	$	6,456.93	$	8,100.00	15.30%	Pitney Bowes Mail Machine Increase
100-4121-5200 Travel-Mileage, Parking& Tolls	$	1,000.00	$	254.28	$	2,000.00	100.00%	
100-4121-5210 Travel-Lodging & Meals	$	2,800.00	$	1,372.17	$	3,500.00	25.00%	
100-4121-5220 Conference	$	425.00	$	465.00	$	1,000.00	135.29%	
100-4121-5230 Education	$	1,000.00	$	-	$	1,500.00	50.00%	
100-4121-5240 Books & Subscriptions	$	-	$	25.98	$	100.00		
100-4121-5250 Dues & Memberships	$	1,560.00	$	1,839.97	$	2,000.00	28.21%	
100-4121-5300 Insurance, Property & General Liability	$	48,071.82	$	48,662.00	$	50,000.00	4.01%	
100-4121-5310 Insurance, Public Official Liability	$	-	$	-				
100-4121-5340 Licensing	$	740.00	$	-	$	740.00	0.00%	
100-4121-5350 Fines & Penalties	$	-	$	-				
100-4121-6000 Office Supplies	$	15,000.00	$	10,736.07	$	16,000.00	6.67%	
100-4121-6050 Uniforms Expense	$	1,500.00	$	531.73	$	1,500.00	0.00%	Includes beach attendants
100-4121-6100 Recreation Programs &Events	$	79,000.00	$	67,751.21	$	58,000.00	-26.58%	
100-4121-6125 Event DepartmentalEquipment	$	4,000.00	$	349.61	$	5,600.00	40.00%	Upgraded event tent
100-4121-6150 Computer, Software &Electronics <$10K	$	-	$	2,663.71				
100-4121-6175 Vehicles & PoweredEquipment Fuel - Admin Vehicle	$	300.00	$	-			-100.00%	
100-4121-6200 Vehicles & EquipmentRepair	$	1,500.00	$	-			-100.00%	
100-4121-6225 Repair & Maintenance	$	500.00	$	-			-100.00%	
100-4121-6800 Debt Service - PrincipalPayment TM	$	-	$	-				
100-4121-6850 Debt Service Interest -TM			$	-				
100-4121-6900 Contingency Fund ExpGen Fund	$	80,000.00	$	1,218.60	$	60,000.00	-25.00%	
100-4121-7000 TM Water & Sewer Expense	$	3,000.00	$	2,176.57	$	3,000.00		
100-4121-7080 Computers, Software &Elec Equip.>$5000	$	-	$	-				
100-4121-8100 Transfer to Fund Balance- Excess Rev	$	-	$	-				
100-4121-8110 Transfer to Gen CapitalProj Fund - Min 6%	$	289,339.17	$	-	$	324,759.54	12.24%	
100-4121-8111 Transfer .5% Meals tax toCap Proj Fund	$	79,953.50	$	57,554.58	$	84,000.00	5.06%	
100-4121-8112 Transfer Misc. to Cap Proj	$	-	$	-				
100-4121-8120 Transfer to Gen Debt SvcFund	$	25,121.00	$	-	$	283,103.00	1026.96%	Includes potential property acquisition

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4121-8130 Transfer to Gen SpecialActivity Fund	$ -	$ -			
100-4121-8501 Transfer to Utility Fund	$ -	$ -			
100-4121-8510 Transfer to Harbor Fund	$ 263,234.00	$ -	$ 265,730.98	0.95%	
Total	$ 1,922,038.44		$ 1,849,448.52	-3.78%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
Finance					
100-4124-1000 Regular Salaries & Wages-Finance	$ 351,751.20	$ 247,540.26	$ 368,589.00	4.79%	Includes Treasurer for full year at current rate
100-4124-1100 Regular Salaries & Wages OT Finance	$ 1,025.00	$ -	$ 1,074.07	4.79%	
100-4124-1200 PT Salaries & Wages Finance	$ 5,000.00	$ 2,628.85	$ 5,239.34	4.79%	
100-4124-1300 PT Salaries & Wages OT Fin	$ -	$ -	$ -		
100-4124-1800 Allocated Wages	$ (8,540.00)	$ (6,270.00)	$ (8,948.80)	4.79%	
100-4124-2000 FICA Expense	$ 30,310.00	$ 18,436.32	$ 31,760.89	4.79%	
100-4124-2100 SUI Expense	$ 48.00	$ 291.82	$ 50.30	4.79%	
100-4124-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 28,000.00	$ 20,958.65	$ 29,340.32	4.79%	
100-4124-2210 Life Insurance	$ 4,306.56	$ 2,922.34	$ 4,512.71	4.79%	
100-4124-2220 Disability Insurance, LTD & STD	$ 2,497.48	$ 1,250.37	$ 2,617.03	4.79%	
100-4124-2230 Worker's Comp	$ 285.00	$ 139.07	$ 298.64	4.79%	
100-4124-2300 Health Insurance	$ 35,406.31	$ 16,959.57	$ 37,101.16	4.79%	
100-4124-2301 Health Reimb Acct Exp	$ 4,307.00	$ -	$ 4,513.17	4.79%	
100-4124-2302 Wellness Health Incentive Exp	$ 1,450.00	$ -	$ 1,519.41	4.79%	
100-4124-2310 Dental Insurance	$ 2,000.00	$ 1,266.33	$ 2,095.74	4.79%	
100-4124-2320 Vision Insurance	$ -	$ -	$ -		
100-4124-2325 AFLAC Insurance Premiums - Town portion	$ -	$ -	$ -		
100-4124-2330 Benefits Adminstn Fees	$ -	$ 1,260.00	$ 1,500.00		
100-4124-2340 Employee Assist Program	$ -	$ -	$ -		
100-4124-2345 Employee/Volunteer Testing	$ -	$ -	$ -		
100-4124-2360 Staff & Volunteer Appreciation	$ -	$ -	$ -		
100-4124-2800 Allocated Benefits	$ (2,396.00)	$ (656.00)	$ (2,400.00)	0.17%	
100-4124-3000 Contract Labor	$ -	$ -	$12,000.00		CPA consultant for finance dept.
100-4124-3020 Maint Svc Contracts	$ 7,076.00	$ 1,125.00	$7,500.00	5.99%	Increased cost due to need for new copier
100-4124-3500 Advertising Services	$ 2,000.00	$ 2,148.08	$1,000.00	-50.00%	
100-4124-3600 Payroll Processing & Timekeeping	$ 10,000.00	$ 6,866.35	$10,000.00	0.00%	
100-4124-3700 Auditor & Accountant Services	$ 45,000.00	$ -	$45,000.00	0.00%	
100-4124-3710 Collections Services & DMV Fees	$ 3,200.00	$ 701.24	$3,200.00	0.00%	
100-4124-3730 Bank Service Charges	$ 8,500.00	$ 5,507.56	$9,500.00	11.76%	Increase due to Docka (harbor software) fees
100-4124-3740 Merchant Service Costs	$ 21,000.00	$ 11,016.37	$21,000.00	0.00%	
100-4124-3750 Late Fees	$ 100.00	$ 164.77	$100.00	0.00%	
100-4124-3760 Cash Short & Over Finance	$ -	$ 0.98	$ -	#DIV/0!	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4124-5040 Phone Service	$ -	$ -	$ -		
100-4124-5110 Lease, Office Equipment	$ 1,400.00	$ 715.68	$1,600.00	14.29%	Increased cost due to need for new copier
100-4124-5200 Travel-Mileage, Parking & Tolls	$ 3,669.00	$ 830.85	$4,000.00	9.02%	
100-4124-5210 Travel-Lodging & Meals	$ 4,335.00	$ 1,271.67	$4,000.00	-7.73%	
100-4124-5220 Conference	$ 2,953.00	$ 500.00	$2,500.00	-15.34%	
100-4124-5230 Education	$ 3,656.00	$ 544.00	$3,700.00	1.20%	
100-4124-5240 Books & Subscriptions	$ 156.00	$ 215.00	$200.00	28.21%	
100-4124-5250 Dues & Memberships	$ 1,500.00	$ 1,289.00	$1,500.00	0.00%	
100-4124-5260 Employee Testing & Certification	$ 1,200.00	$ -	$1,200.00		
100-4124-5340 Licensing	$ -	$ -	$ -		
100-4124-5350 Fines & Penalties	$ -	$ -	$ -		
100-4124-6000 Office Supplies	$ 8,830.00	$ 5,462.91	$8,900.00	0.79%	
100-4124-6150 Computer, Software & Electronics <$10K	$ -	$ -	$ -		
100-4124-6800 Debt Service - Principal Payment FIN	$ -	$ -	$ -		
100-4124-6850 Debt Service Interest - Finance	$ -	$ -	$ -		
Total	$ 580,025.55		$ 615,762.97	6.16%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
Information Technology					
100-4127-3430 IT Services	$ 75,580.68	$ 31,395.05	$68,188.00	-9.78%	See IT Detail Spreadsheet
100-4127-5040 Phone Service	$ 51,164.40	$ 22,912.91	$29,720.00	-41.91%	See IT Detail Spreadsheet
100-4127-5050 Internet & Cable Services	$ 11,300.00	$ 4,119.36	$15,000.00	32.74%	Internet Services - Town Hall, Police, Library, Public Works & Civic Center
100-4127-6150 Computer, Software & Electronics	$ 112,955.00	$ 38,585.59	$0.00	-100.00%	Expenses from this account have been moved to 6160 & 6170, below
100-4127-6160 Computer Hardware & Electronics	$ -	$ -	$31,300.00		See IT Detail Spreadsheet
100-4127-6170 Computer Software	$ -	$ -	$230,906.00		See IT Detail Spreadsheet
Total	$ 251,000.08		$ 375,114.00	49.45%	

ACCOUNT #100-4127-3430 IT SERVICES		FY26 Budget Request
GENERAL SOFTWARE NEEDS		**Amount**
General IT Software	Municipal One (current/soon to be replaced Website vendor)	$ 2,000.00
General IT Software	CivicPlus - new Website Vendor	$ 7,000.00
General IT Software	Everbridge (Nixle) - Annual	$ 2,750.00
General IT Software	CivicPlus - new Agenda Management Software - Annual Cost	$ 3,500.00
General IT Software	Microsoft Office - 24 licenses for Full Microsoft Office Business at $150 per license annual; 58 licenses for Microsoft Exchange (e-mail accounts only) at $48 per license annual	$ 6,384.00
General IT Software	VEEAM Data Cloud for Microsoft 365 - Cloud Backup and Storage - Annual Renewal	$ 3,700.00
General IT Software	Adobe Software - 11 licenses for Acrobat Pro; 2 licenses for AI Assistant for Acrobat & 2 Licenses for Creative Cloud ALL APPS; Adobe Premier elements (video processing)	$ 3,400.00
General IT Software	MuniCode Annual Fee - Town Code	$ 2,300.00
General IT Software	MuniCode Annual Fee - Zoning Ordinance	$ 2,500.00
	General Software Needs - Sub-total	***$ 33,534.00***
DEPARTMENT SPECIFIC SOFTWARE NEEDS		
Legislative	iCloud Storage for iPads, DropBox, iPad apps	$ 12.00
Legislative	Drop Box Annual	$ 130.00
Legislative	iPads apps - iAnnotate	$ 60.00
Town Manager	CANVA Software (Publishing, Graphic Design Software) - 1 License	$ 120.00
Building	BS&A Software Annual Renewal	$ 1,000.00
Planning & Zoning	BS&A Software - Upgrade for Building Software	$ 15,000.00
Planning & Zoning	BS&A Software - Addition of Planning & Zoning for permitting	$ 10,000.00
Police	Southern Software RMS Annual Renewal	$ 6,500.00
Police	**NEW ITEM:** ID Networks - mobile CAD software for VCIN queries, dispatching and messaging affiliate agenacies on County CAD System (9 vehicles x $1,000 per vehicle); Vehicle Locator and Self Populating location on events (9 vehicles x $100 per vehicle); Annual subscription for mobilce VPN client to connect to the County's CAD System (9 vehicles x $150 per vehicle); New server and security	$ 23,000.00

Public Works	NOVO Solutions	$	4,750.00
Treasurer	FMS Software - Annual Renewal (Hosting: $4,700; Support - $6,000; Software Conversion for Tax Billing: $1,100)	$	11,800.00
Treasurer	**NEW ITEM:** Replace Financial Management Software (General Ledger/Balance Sheet, Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, Business Licenses, Tax Billing and Utility Billing, Bank Reconciliation and Reporting)	$	90,000.00
Building, Planning & Zoning, & Treasurer	**NEW ITEM:** STR Management Software	$	35,000.00
	Department Specific Software Need - Subtotal	***$***	***197,372.00***

Total Software Need: ***$*** ***230,906.00***

DEPARTMENT SPECIFIC COMPUTER NEEDS			
Legislative	Replace 7 iPads	$	5,000.00
Legislative	7 cases for the new iPads	$	500.00
	Department Specific Computer Needs - Subtotal	***$***	***5,500.00***

GENERAL COMPUTER EQUIPMENT			
Computer Equipment	Computer Replacements - budget for 6 desktops - $1,900 each; 2 laptops - $1,200 each	$	13,800.00
Computer Equipment	Accessory Equipment Replacement (Monitors, Keyboards, Mouse)	$	4,000.00
Computer Equipment	1 Server and Switchs	$	8,000.00
Computer Equipment	Battery Backup Replacements at individual Computer Stations		
	General Computer Equipment - Subtotal	***$***	***25,800.00***

Total Hardware Need: ***$*** ***31,300.00***

	GRAND TOTAL	**$**	**262,206.00**

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
Police					
100-4310-1000 Regular Salaries & Wages-Police	$ 543,759.08	$ 393,322.34	$ 562,891.00	3.52%	
100-4310-1100 Regular Salaries & Wages OT Police	$ 10,000.00	$ 4,246.54	$ 10,000.00	0.00%	
100-4310-1200 Part Time Wages Police (COVID related)	$ -	$ -	$ -		
100-4310-2000 FICA Expense	$ 39,952.34	$ 28,868.80	$ 41,358.05	3.52%	
100-4310-2100 SUI Expense	$ 72.00	$ 433.31	$ 74.53	3.52%	
100-4310-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 35,408.24	$ 25,134.08	$ 36,654.06	3.52%	
100-4310-2210 Life Insurance	$ 6,998.04	$ 4,316.97	$ 7,244.26	3.52%	
100-4310-2220 Disability Insurance, LTD & STD	$ 4,046.29	$ 2,516.16	$ 4,188.66	3.52%	
100-4310-2230 Worker's Comp	$ 29,535.00	$ 15,862.43	$ 30,574.18	3.52%	Placeholder pending new policy
100-4310-2300 Health Insurance	$ 64,577.00	$ 51,757.53	$ 66,849.11	3.52%	
100-4310-2301 Health Reimb Acct Exp	$ 8,600.00	$ -	$ 8,902.59	3.52%	
100-4310-2302 Wellness Health Incentive Exp	$ 2,090.00	$ -	$ 2,163.54	3.52%	
100-4310-2310 Dental Insurance	$ 2,412.00	$ 1,887.08	$ 2,496.87	3.52%	
100-4310-2320 Vision Insurance	$ -	$ -			
100-4310-2325 AFLAC Insurance Premiums - Town portion	$ -	$ -			
100-4310-2340 Employee Assist Program	$ -	$ -			
100-4310-2345 Employee/Volunteer Testing	$ -	$ -			
100-4310-2360 Staff & Volunteer Appreciation	$ -	$ -			
100-4310-3000 Contract Labor	$ -	$ -			
100-4310-3010 Vehcl & Equip Repairs, Supplies	$ -	$ -			
100-4310-3020 Maint Svc Contracts - Annual	$ -	$ -			
100-4310-3025 Repair Maint & Inspect Contracted Svcs	$ 500.00	$ 127.36	$ 500.00		
100-4310-3410 Management Consulting	$ -	$ -	$ -		
100-4310-3440 Interpreter Services	$ -	$ -	$ -		
100-4310-3450 Printing & Design Services	$ -	$ -	$ -		
100-4310-3500 Advertising Services	$ -	$ 202.80	$250.00		
100-4310-4070 Grant - VML Risk Management Expense	$ -	$ -	$-		
100-4310-4080 Grant Exp - DCJS LOLE/Byrne	$ 3,000.00	$ -	$3,000.00	0.00%	
100-4310-4150 Grant Exp - Police Other	$ -	$ -	$ -		
100-4310-5040 Phone Service	$ -	$ -	$ -		
100-4310-5110 Lease, Office Equipment	$ 350.00	$ 267.88	$804.00		New Police printer/copier base lease
100-4310-5200 Travel-Mileage, Parking & Tolls	$ 500.00	$ 811.00	$500.00	0.00%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4310-5205 Travel-Mileage, Parking & Tolls - Pol. Acad.	$ 1,800.00	$ -	$1,800.00	0.00%	New recruits to send to police academy in FY26. Bridge toll for 5 days a week x 18.5 weeks
100-4310-5210 Travel-Lodging & Meals	$ 8,100.00	$ 73.58	$8,100.00	0.00%	Lunch & occasional lodging for 2 officers @ police academy
100-4310-5215 Travel-Lodging & Meals - Pol. Acad.	$ -	$ 914.12	$ 500.00		
100-4310-5220 Conference	$ -	$ -	$-		
100-4310-5230 Education	$ 4,500.00	$ 4,555.00	$6,000.00	33.33%	Police Academy Dues
100-4310-5240 Books & Subscriptions	$ 300.00	$ -	$300.00	0.00%	
100-4310-5250 Dues & Memberships	$ -	$ -	$-		
100-4310-5260 Employee Testing & Certification	$ -	$ -	$-		
100-4310-5310 Insurance, Public Official Liability	$ 7,362.06	$ 4,398.00	$ 7,362.06	0.00%	
100-4310-5330 Insurance, LODA	$ 6,131.00	$ 5,566.50	$ 6,131.00	0.00%	
100-4310-6000 Office Supplies	$ 4,000.00	$ 2,535.65	$4,500.00	12.50%	
100-4310-6050 Uniforms Expense	$ 7,000.00	$ 5,648.15	$9,000.00	28.57%	Uniforms for new officers. Academy uniforms/PT uniforms
100-4310-6125 Departmental Supplies & Equipment - Police	$ 20,000.00	$ 14,065.67	$20,000.00	0.00%	
100-4310-6150 Comptr, Sftware & Electronics < $5,000	$ -	$ 999.21	$ -		Southern Software RMS fee moved from IT Services
100-4310-6175 Vehicles & Powered Equipment Fuel	$ 26,800.00	$ 9,229.18	$26,800.00	0.00%	
100-4310-6200 Vehicle & Powered Equip. Supplies & Svcs	$ 12,000.00	$ 5,192.01	$12,000.00	0.00%	
100-4310-6225 Repair & Maintenance Supplies Police	$ 5,000.00	$ 768.88	$5,000.00	0.00%	
100-4310-6800 Debt Service - Principal Payment PD	$ -	$ -	$ -		
100-4310-6850 Debt Service Interest Police Dept	$ -	$ -	$ -		
100-4310-7070 Vehicles & Equipment	$ 67,000.00	$ -	$ 8,500.00	-87.31%	Security Cameras
Total	$ 921,793.05		$ 894,443.90	-2.97%	

Account		FY25 Budget		25 Actual as of 3/31/		FY26 Proposed Budget	% change	Notes
Code Enforcement								
100-4340-1000 Regular Salaries & Wages-Code Enforcement	$	122,416.00	$	87,519.87	$	139,230.00	13.74%	
100-4340-1100 Regular Salaries & Wages OT Code Enf	$	1,123.00	$	510.57	$	1,123.00	0.00%	
100-4340-1200 Part Time Salaries Code Enforcement	$	2,419.00	$	-			-100.00%	
100-4340-1300 PT Salaries Code Enforcement OT	$	-	$	-				
100-4340-2000 FICA Expense	$	14,486.00	$	6,654.49	$	16,475.67	13.74%	
100-4340-2100 SUI Expense	$	25.00	$	92.81	$	28.43	13.74%	
100-4340-2200 Retirement-ER VRS & ICMA-RC Contribution	$	13,255.00	$	5,929.20	$	15,075.59	13.74%	
100-4340-2210 Life Insurance	$	1,895.62	$	1,018.35	$	2,155.99	13.74%	
100-4340-2220 Disability Insurance, LTD & STD	$	893.01	$	442.47	$	1,015.67	13.74%	
100-4340-2230 Worker's Comp	$	950.00	$	470.14	$	1,080.48	13.74%	
100-4340-2300 Health Insurance	$	7,400.00	$	5,158.56	$	8,416.40	13.74%	
100-4340-2301 Health Reimb Acct Exp	$	500.00	$	-	$	568.68	13.74%	
100-4340-2302 Wellness Health Incentive Exp	$	540.00	$	-	$	614.17	13.74%	
100-4340-2310 Dental Insurance	$	750.00	$	446.94	$	853.01	13.74%	
100-4340-2320 Vision Insurance	$	-	$	-				
100-4340-2325 AFLAC Insurance Premiums - Town portion	$	-	$	-				
100-4340-2340 Employee Assist Program	$	-	$	-				
100-4340-2345 Employee/Volunteer Testing	$	-	$	-				
100-4340-2360 Staff & Volunteer Appreciation	$	-	$	-				
100-4340-3000 Contract Labor	$	-	$	-				
100-4340-3020 Maint Svc Contracts - Annual	$	-	$	-				
100-4340-3025 Repair Maint & Inspect Contracted Svcs-Mowing/Demo	$	5,000.00	$	877.83	$	4,000.00	-20.00%	Contracted services for lawn maintenace or general land maintenance if homeowner does not comply
100-4340-3450 Printing & Design Services	$	7,831.00	$	7,830.68	$	-		
100-4340-3500 Advertising Services	$	500.00	$	-		$500.00	0.00%	Legal Ads if have to take action on property
100-4340-3760 Cash Short & Over Code Enf	$	-	$	-				
100-4340-5110 Lease, Office Equipment	$	-	$	873.79	$	1,350.00		Wide Format Scanner, Printer
100-4340-5200 Travel-Mileage, Parking & Tolls	$	1,350.00	$	-	$	1,350.00	0.00%	Travel for Training
100-4340-5210 Travel-Lodging & Meals	$	600.00	$	-	$	600.00	0.00%	Meals while away for Training
100-4340-5220 Conference	$	600.00	$	-	$	600.00	0.00%	
100-4340-5230 Education	$	1,000.00	$	-		$1,000.00	0.00%	Continuing Education, Certification Testing for new inspector
100-4340-5240 Books & Subscriptions	$	1,000.00	$	150.00		$1,000.00	0.00%	New code books and supplementals

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4340-5250 Dues & Memberships	$ 750.00	$ 180.00	$ 750.00	0.00%	ASFPM,VBCOA,VPMIA
100-4340-5260 Employee Testing & Certification	$ -	$ -			
100-4340-5300 Insurance, Property & General Liability	$ -	$ -			
100-4340-6000 Office Supplies	$ 4,000.00	$ 606.38	$4,000.00	0.00%	Ink Cartridges, Paper for wide format scanner, New Office Furntiure (Chairs, Keyboards, etc)
100-4340-6075 Hand Tools, & Small Equipment	$ -	$ -			
100-4340-6150 Computer, Software & Electronics <$10K	$ -	$ -			
100-4340-6175 Vehicles & Powered Equipment Fuel	$ 1,000.00	$ 710.88	$1,000.00	0.00%	Fuel for Vehicle

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4340-6200 Vehicle & Powered Equip. Supplies & Svcs	$ 1,000.00	$ -	$1,000.00	0.00%	
100-4340-6800 Debt Service - Principal Payment Code Enforcement	$ -	$ -			
100-4340-6850 Debt Service Interest - Code Enforcement	$ -	$ -			
100-4340-7070 Vehicles & Equipment	$ 5,750.00	$ -	$ -		
100-4340-7080 Computers, Software, Electronics >$5000	$ -	$ -			
Total	$ 197,033.63		$ 203,787.09	3.43%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
Public Works					
100-4430-1000 Regular Salaries & Wages-Public Works	$ 269,971.36	$ 189,529.45	$ 330,721.62	22.50%	Includes internal promotions
100-4430-1050 Salary & Wages - Director	$ -	$ -			
100-4430-1100 Regular Salaries & Wages OT Pub Works	$ 25,625.00	$ 12,329.16	$ 26,521.88	3.50%	
100-4430-1200 PT Salaries & Wages Pub Works	$ -	$ -			
100-4430-1300 PT Salaries & Wages OT Pub Works	$ -	$ -			
100-4430-1400 Seasonal Wages	$ 22,880.00	$ 12,759.40	$ 24,000.00	4.90%	Summer seasonal PW ees starting sooner
100-4430-1500 Seasonal Wages OT	$ -	$ 651.00			
100-4430-2000 FICA Expense	$ 24,000.00	$ 15,995.59	$ 29,400.60	22.50%	
100-4430-2100 SUI Expense	$ 56.00	$ 323.35	$ 68.60	22.50%	
100-4430-2150 Benefit Allocation - Director	$ -	$ -	$ -		
100-4430-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 21,000.00	$ 16,199.85	$ 25,725.52	22.50%	
100-4430-2210 Life Insurance	$ 3,618.12	$ 2,269.87	$ 4,432.29	22.50%	
100-4430-2220 Disability Insurance, LTD & STD	$ 2,172.62	$ 1,039.49	$ 2,661.51	22.50%	
100-4430-2230 Worker's Comp	$ 8,754.00	$ 4,645.65	$ 10,723.87	22.50%	
100-4430-2300 Health Insurance	$ 50,636.95	$ 29,134.03	$ 62,031.52	22.50%	
100-4430-2301 Health Reimb Acct Exp	$ 5,744.00	$ -	$ 7,036.54	22.50%	
100-4430-2302 Wellness Health Incentive Exp	$ 1,550.00	$ -	$ 1,898.79	22.50%	
100-4430-2310 Dental Insurance	$ 2,300.00	$ 1,464.70	$ 2,817.56	22.50%	
100-4430-2320 Vision Insurance	$ -	$ -			
100-4430-2325 AFLAC Insurance Premiums - Town portion	$ -	$ -			
100-4430-2340 Employee Assist Program	$ -	$ -			
100-4430-2345 Employee/Volunteer Testing	$ 100.00	$ -	$ 100.00		
100-4430-2360 Staff & Volunteer Appreciation	$ -	$ -			
100-4430-3000 Contract Labor	$ -	$ -			
100-4430-3020 Maint Svc Contracts	$ 3,000.00	$ 885.90	$ 3,000.00	0.00%	
100-4430-3025 Repair Maint & Inspect Contracted Svcs	$ 1,000.00	$ (90.00)	$ 1,000.00	0.00%	
100-4430-3030 Lease - Storage	$ -	$ -			
100-4430-3040 Grounds Maintenance	$ 100,000.00	$ 59,426.93	$ 100,000.00	0.00%	
100-4430-3050 Waste Removal	$ -	$ -			
100-4430-3060 Landfill Disposal	$ 4,000.00	$ 378.00	$ 1,500.00	-62.50%	
100-4430-3070 Mosquito & Pest Control	$ 9,000.00	$ 3,600.00	$ 9,000.00	0.00%	
100-4430-3200 Cleaning and Janitorial Services	$ 18,280.00	$ 12,025.00	$ 20,000.00	9.41%	Increse to cover incresed cost.

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4430-3430 IT Services	$ -	$ -	$ -		
100-4430-3500 Advertising Services	$ 500.00	$ 78.80	$ 500.00	0.00%	
100-4430-4030 Grant Exp - Nrthmptn Cty Tourism Infrast.	$ -	$ -			
100-4430-4070 Grant Exp - VML Risk Mngmnt Grant Exp	$ 4,000.00	$ -	$ 2,000.00	-50.00%	Our max award has decreased to $2,000 due to lower policy premium post utility sale
100-4430-4090 Grant Exp - Litter Prevention	$ -	$ -			
100-4430-5010 Electric Service	$ 56,000.00	$ 33,750.79	$ 56,000.00	0.00%	
100-4430-5020 Propane & Fuel Oil Exp	$ 4,000.00	$ 3,887.05	$ 4,000.00	0.00%	
100-4430-5050 Internet & Cable Services	$ -	$ -	$ -		
100-4430-5080 Lease, Bldgs & Property	$ -	$ -	$ -		
100-4430-5100 Lease, Vehicles & Equipment	$ -	$ -	$ -		
100-4430-5110 Lease, Office Equipment	$ -	$ 134.00	$ -		
100-4430-5200 Travel-Mileage, Parking & Tolls	$ -	$ 506.58	$ 1,000.00		
100-4430-5210 Travel-Lodging & Meals	$ 500.00	$ 421.10	$ 500.00	0.00%	
100-4430-5220 Conference	$ 500.00	$ -	$ 500.00		
100-4430-5230 Education	$ -	$ -	$ 500.00		
100-4430-5240 Books & Subscriptions	$ 3,000.00	$ -	$ 1,500.00		
100-4430-5250 Dues & Memberships	$ -	$ -	$ -		
100-4430-5260 Employee Testing & Certification	$ -	$ -	$ -		
100-4430-5300 Insurance, Property & General Liability	$ -	$ -	$ -		
100-4430-5340 Licensing	$ -	$ -	$ -		
100-4430-5350 Fines & Penalties	$ -	$ -	$ -		
100-4430-6000 Office Supplies	$ 2,000.00	$ 1,449.08	$ 2,000.00	0.00%	
100-4430-6025 Janitorial & Kitchen Supplies	$ 8,700.00	$ 4,356.26	$ 8,700.00	0.00%	
100-4430-6050 Uniforms Expense	$ 2,000.00	$ 145.25	$ 2,000.00	0.00%	
100-4430-6075 Hand Tools, & LIght Equipment	$ 2,500.00	$ 1,681.96	$ 2,500.00	0.00%	
100-4430-6080 Safety Equipment	$ 2,000.00	$ 710.28	$ 2,000.00	0.00%	
100-4430-6175 Vehicles & Powered Equipment Fuel	$ 14,500.00	$ 8,711.57	$ 14,500.00	0.00%	
100-4430-6200 Vehicle & Powered Equip. Supplies & Svcs	$ 12,000.00	$ 14,297.02	$ 14,000.00	16.67%	To adjust for potential cost of dealer repairs.
100-4430-6225 Repair & Maintenance Supplies Public Works	$ 70,000.00	$ 39,115.99	$ 70,000.00	0.00%	
100-4430-6230 Repair & Maint Supplies Central Park	$ 15,000.00	$ 11,185.28	$ 26,000.00	73.33%	$11,000 for new trash cans for the park
100-4430-6235 Repair & Maintenance Supplies Business District	$ 15,000.00	$ 9,664.49	$ 15,000.00	0.00%	
100-4430-6240 Repair & Maintenance Supplies Tree Canopy	$ 10,000.00	$ -	$ 10,000.00	0.00%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4430-6275 Beach Maint. & Safety Supplies & Svcs	$ 50,000.00	$ 18,953.68	$ 50,000.00	0.00%	
100-4430-6800 Debt Service - Principal Payment PW	$ -	$ -	$ -		
100-4430-6850 Debt Service Interest Public Works	$ -	$ -	$ -		
100-4430-7000 PW Water & Sewer Bill	$ 4,225.68	$ 1,101.49	$ 4,225.00	-0.02%	
100-4430-7010 Buildings & Improvements	$ -	$ -	$ -		
100-4430-7020 Infrastructure - Open Space-Parks & Outdoor Equip.	$ -	$ -	$ -		
100-4430-7030 Infrastructure - Fixtures & Signage	$ -	$ -	$ -		
100-4430-7040 Infrastructure - Parking Lots	$ -	$ -	$ -		
100-4430-7050 Infrastructure - Streets & Walkways	$ -	$ -	$ -		
100-4430-7060 Infrastructure - Stormwater System	$ -	$ -	$ -		
100-4430-7020 Infrastructure - Open Space-Parks & Outdoor Equip.	$ -	$ -	$ -		

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4430-7070 Vehicles & Equipment	$ 223,965.00	$ 222,713.74	$ 14,000.00	-93.75%	Replacment mower for our oldest mower (2008) and replacement trimmers (5 yrs old).
100-4430-7080 Computers, Software & Elec Equip.>$5000	$ -	$ -	$ -		
100-4430-7090 Equipment, Other	$ -	$ -	$ -		
100-4430-7095 Work in Progress	$ -	$ -	$ -		
100-4430-7100 Property - Land Purchase	$ -	$ -	$ -		
Total	$ 1,074,078.73		$ 964,065.30	-10.24%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
Library					
100-4730-1000 Regular Salaries & Wages-Library	$ 121,768.86	$ 87,080.33	$ 123,793.25	1.66%	
100-4730-1100 Regular Salaries & Wages OT Library	$ -	$ -	$ 2,000.00		
100-4730-1200 PT Salaries & Wages Library	$ 3,075.00	$ -	$ 3,600.00	17.07%	Summer intern for 3 months
100-4730-1300 PT Salaries & Wages OT Library	$ -	$ -			
100-4730-2000 FICA Expense	$ 9,568.79	$ 6,186.73	$ 9,727.87	1.66%	
100-4730-2100 SUI Expense	$ 27.00	$ 132.95	$ 27.45	1.66%	
100-4730-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 10,000.00	$ 7,439.28	$ 10,166.25	1.66%	
100-4730-2210 Life Insurance	$ 1,676.24	$ 1,058.40	$ 1,704.11	1.66%	
100-4730-2220 Disability Insurance, LTD & STD	$ 688.19	$ 471.30	$ 699.63	1.66%	
100-4730-2230 Worker's Comp	$ 90.00	$ 43.85	$ 91.50	1.66%	
100-4730-2300 Health Insurance	$ 25,000.00	$ 17,565.04	$ 25,415.62	1.66%	
100-4730-2301 Health Reimb Acct Exp	$ 2,907.00	$ -	$ 2,955.33	1.66%	
100-4730-2302 Wellness Health Incentive Exp	$ 540.00	$ -	$ 548.98	1.66%	
100-4730-2310 Dental Insurance	$ 1,100.00	$ 670.41	$ 1,118.29	1.66%	
100-4730-2320 Vision Insurance	$ -	$ -			
100-4730-2325 AFLAC Insurance Premiums - Town portion	$ -	$ -			
100-4730-2340 Employee Assist Program	$ -	$ -			
100-4730-2345 Employee/Volunteer Testing	$ -	$ -			
100-4730-2360 Staff & Volunteer Appreciation	$ 500.00	$ 37.98	$ 500.00		
100-4730-3000 Contract Labor	$ -	$ -			
100-4730-3005 Program & Event Performers & Entertainers	$ 750.00	$ 175.00	$ 750.00		Town Wide Read
100-4730-3025 Repair Maint & Inspect Contracted Svcs	$ 2,400.00	$ 1,808.87	$ 2,400.00	0.00%	
100-4730-3200 Cleaning and Janitorial Services	$ 10,140.00	$ 6,460.00	$ 10,140.00	0.00%	
100-4730-3430 IT Services	$ -	$ -			
100-4730-3450 Printing & Design Services	$ -	$ -			
100-4730-3500 Advertising Services	$ 500.00	$ -	$ 500.00	0.00%	
100-4730-3760 Cash Short & Over Lib	$ -	$ -			
100-4730-4090 Grant Exp - DEQ Litter Grant - Library	$ 1,838.00	$ 1,804.51	$ 1,838.00	0.00%	
100-4730-4100 Grant Exp - Library - VA Arts Comm.	$ 400.00	$ -	$ 400.00		
100-4730-4100 Grant Exp - Library - Friends of The Library	$ -	$ -	$ 6,000.00		FOL Annual Support
100-4730-4130 Litter Prevention Grant	$ -	$ -	$ 2,100.00		
100-4730-4150 Grant Exp - Library Other	$ 4,700.00	$ 313.61	$ 4,502.62		VA touring grant for STEM education & supplies

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4730-5010 Electric Service	$ 7,000.00	$ 2,765.63	$ 7,000.00	0.00%	
100-4730-5020 Propane & Fuel Oil Exp	$ 3,500.00	$ 916.54	$ 3,500.00	0.00%	
100-4730-5110 Lease, Office Equipment	$ 1,243.00	$ 828.16	$ 2,000.00	60.90%	
100-4730-5200 Travel-Mileage, Parking & Tolls	$ 800.00	$ 90.89	$ 600.00	-25.00%	
100-4730-5210 Travel-Lodging & Meals	$ 1,000.00	$ 21.63	$ 600.00	-40.00%	
100-4730-5220 Conference	$ 600.00	$ 210.00	$ 500.00	-16.67%	
100-4730-5230 Education	$ 1,000.00	$ 590.87	$ 1,000.00	0.00%	Professional development/ learning
100-4730-5240 Books & Subscriptions - Professional	$ -	$ -			
100-4730-5250 Dues & Memberships	$ 500.00	$ 328.00	$ 500.00	0.00%	
100-4730-5300 Insurance, Property & General Liability	$ -	$ -			
100-4730-6000 Office Supplies	$ 2,500.00	$ 1,799.10	$ 3,000.00	20.00%	Furnishings for renovated office/kitchen areas
100-4730-6025 Janitorial & Kitchen Supplies	$ -	$ -			
100-4730-6050 Uniforms - Library	$ 200.00	$ -	$ 200.00	0.00%	
100-4730-6100 Program & Event Supplies & Awards	$ 6,000.00	$ 2,645.04	$ 7,000.00	16.67%	140% program attendance increase and funding for seed cart
100-4730-6125 Dept Sppls & Equip -Books, DVD's and CDs	$ 17,500.00	$ 12,820.41	$ 18,000.00	2.86%	increase in production cost
100-4730-6225 Repair & Maintenance Supplies Library	$ -	$ -	$ -		
100-4730-7000 Library Water & Sewer Expense	$ 1,408.56	$ 565.64	$ 2,000.00		
100-4730-7100 Condo Fee	$ -	$ -	$ 4,800.00		New ownership situation
100-4730-7080 Computers, Software & Elec Equip.>$5000	$ -	$ -	$ -		
Total	$ 240,920.64		$ 261,678.88	8.62%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
Planning					
100-4811-1000 Regular Salaries & Wages-Planning	$ 189,930.00	$ 120,877.19	$ 198,950.81	4.75%	
100-4811-1100 Regular Wages OT Planning	$ 1,888.00	$ 1,197.75	$ 1,888.00	0.00%	
100-4811-1200 PT Salaries & Wages Planning	$ 3,700.00	$ 2,250.00		-100.00%	
100-4811-1300 PT Wages Planning - OT	$ -	$ -			
100-4811-2000 FICA Expense	$ 20,465.00	$ 9,294.82	$ 21,436.99	4.75%	
100-4811-2100 SUI Expense	$ 44.00	$ 152.85	$ 46.09	4.75%	
100-4811-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 21,501.00	$ 12,144.80	$ 22,522.20	4.75%	
100-4811-2210 Life Insurance	$ 3,524.45	$ 1,454.76	$ 3,691.85	4.75%	
100-4811-2220 Disability Insurance, LTD & STD	$ 1,647.00	$ 635.67	$ 1,725.22	4.75%	
100-4811-2230 Worker's Comp	$ 357.00	$ 193.00	$ 373.96	4.75%	
100-4811-2300 Health Insurance	$ 19,397.70	$ 14,552.79	$ 20,319.00	4.75%	
100-4811-2301 Health Reimb Acct Exp	$ 1,944.00	$ -	$ 2,036.33	4.75%	
100-4811-2302 Wellness Health Incentive Exp	$ 810.00	$ -	$ 848.47	4.75%	
100-4811-2310 Dental Insurance	$ 900.00	$ 595.92	$ 942.75	4.75%	
100-4811-2320 Vision Insurance	$ -	$ -			
100-4811-2325 AFLAC Insurance Premiums - Town portion	$ -	$ -			
100-4811-2340 Employee Assist Program	$ -	$ -			
100-4811-2345 Employee/Volunteer Testing	$ -	$ -			
100-4811-2350 Relocation Expense	$ -	$ -			
100-4811-2360 Staff & Volunteer Appreciation	$ -	$ -			
100-4811-3000 Contract Labor	$ -	$ -			
100-4811-3020 Maint Svc Contracts - Annual	$ -	$ -			
100-4811-3025 Repair Maint & Inspect Contracted Svcs	$ 964.00	$ 657.81	$ 1,050.00	8.92%	1) Canon Wide Format Scanner Maintenance Contract: $450 (P&Z 50% share of contract - Bldg pays the other half) 2) Savin Printer - Base Fee of $25/month x 12 months = $300; Overage for Printer Copies = $300; total of $600 for the shared printer in the Building Office
100-4811-3410 Management Consulting	$ 95,000.00	$ -	$ 95,000.00	0.00%	Estimated Cost for consulting services for Harbor/Railroad Master Planning & Design Guidelines
100-4811-3430 IT Services	$ -	$ -	$ -		In IT Budget
100-4811-3450 Printing & Design Services	$ 600.00	$ -	$ 1,000.00	66.67%	Printing needs of the department (Zoning Maps, large scale updated foam board of Historic District for Office Wall)

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4811-3500 Advertising Services	$ 9,500.00	$ 3,194.00	$ 9,000.00	-5.26%	1) General Public Hearings for BZA Variances & Appeals & Planning Commission CUPs: $1,500 2) Public HEarings for Zoning Text Amendments and Zoning Map Amendments for Accawmacke PUD Revisions: $7,500
100-4811-4150 Grant Expense - Planning	$ -	$ -	$ -		
100-4811-5040 Phone Service	$ 0.40	$ -	$ -	-100.00%	Now part of the IT Budget
100-4811-5110 Lease - Equipment	$ 948.00	$ 873.17	$ 948.00	0.00%	Canon Wide Format Scanner: $79/month x 12 months = $948
100-4811-5200 Travel-Mileage, Parking & Tolls	$ 1,305.00	$ 1,255.78	$ 1,490.00	14.18%	1) VAZO Fall Conference - 2 attendees: $100 2) VAZO Training and Cert. Exam - KHN Renewal & Tracy Outten new: $400 3) Certified Planning Commission Training: 1 member: $440 4) APA Virginia Annual Conference: $400 5) Misc Travel: $150
100-4811-5210 Travel-Lodging & Meals	$ 2,075.00	$ 956.16	$ 2,475.00	19.28%	1) VAZO Training and Cert Exams -$800 (2 attendees) 2) Certified Planning Commission Training - 1 Member: $600 3) APA Virginia Annual Conference: $675 4) E&S Stormwater Training: $400
100-4811-5220 Conference	$ 775.00	$ -	$ 1,025.00	32.26%	1) VAZO Fall Conference - 2 attendees: $500 2) APA Virginia Annual Conference: $300 3) VA Assoc. of Wetlands Professionals Annual Meeting: $225
100-4811-5230 Education	$ 1,650.00	$ 1,419.00	$ 2,050.00	24.24%	1) Certified Planning Commission Training: $600 2) Certified BZA Training: $500 3) VAZO Certification - 2 staff members: $800 4) Historic District Training: $150
100-4811-5240 Books & Subscriptions	$ 600.00	$ 229.02	$ 400.00	-33.33%	1) Record deeds and proffers and other documents at the Clerk's Office in Eastvill: $200 2) Purchase books and other relevant reference materials for department: $200

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
100-4811-5250 Dues & Memberships	$ 1,675.00	$ 1,235.71	$ 1,775.00	5.97%	1) APA MEmbership: $450 2) VAZO Annual Membership: 4 employees: $400 3) Resilience 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	$ 250.00	$ -	$ -	-100.00%	None
100-4811-6000 Office Supplies	$ 4,150.00	$ 1,628.15	$ 2,850.00	-31.33%	1) Toner Cartidge for HP44 PRinter in Zoning Office: $350 x 4 = $1,200 2) Calendars: $150 3) Business Cards: $200 4) Clothing for Inspectors/Field Work 4 shirts & 2 hats x 2 employees: $500 5) Toner & Paper for Wide FOrmat Scanner: $800 6) Misc. Office Supplies: 500
100-4811-7070 Vehicles & Equipment	$ 5,750.00	$ -	$400.00		Expenses for new golf cart for inspection position
Total	$ 391,350.55		$ 394,244.66	0.74%	

Account	FY25 Budget	25 Actual as of 3/31/	FY26 Proposed Budget	% change	Notes
GF Total Expenses	$ 5,496,099.12		$ 5,717,930.33	4.04%	
Core Operating Expenses	$ 4,863,572.45		$ 5,043,439.80	3.70%	
GF Revenue Less Expenditures			$ 171,229.00		

Account	FY25 Budget	FY25 Actual as of 3/31/25	FY26 Proposed Budget	% change	Notes
Capital - Revenue					
110-3300-1750 Dividends & Interest on Investments	$ 336,324.80	$ 44,501.99	$ -	-100.00%	Allocation based on General Fund and Capital Fund requirements. $0 for Capital in FY26
110-3700-2200 Grant - USDA Rural Development	$ -	$ -	$ -		
110-3800-4000 Grant - VDOT Roads, Trails & Sidewalks	$ -	$ 90,732.52	$ -		
110-3800-9920 ARPA Grant Recognized - Project completion	$ -	$ -	$ -		
110-3850-2000 Grant Other	$ -	$ -	$ 50,000.00		NHC Infrastructure Grant
110-3900-1000 Appropriation from Fund Balance	$ -	$ -	$ -		
110-3900-6000 Reappropriation Gen Capital Fund	$ 945,000.00	$ -	$ 4,815,000.00	409.52%	
110-3900-9000 Transfer from Utility Fund	$ 9,476,513.00	$ -	$ -	-100.00%	
110-3950-2000 Transfer from Gen Fund for Capital 6%	$ 289,339.17	$ -	$ 324,759.54	12.24%	
110-3950-2050 Transfer from Gen Fund Meals Tax .5%	$ 79,953.50	$ -	$ 84,000.00	5.06%	
110-3950-2100 Loan Proceeds USDA Rural Dvlpmnt	$ -	$ 57,554.58	$ -		
110-3950-3100 Transfer from Gen Fund Other	$ -	$ -	$ -		
110-3950-8130 Transfer from Special Activities Fund	$ -	$ -	$ -		
110-3950-8520 Transfer from Sanitation Fund	$ -	$ -	$ -		
110-3950-9000 Transfer From Utility Fund	$ -	$ -	$ -		
Total	$ 11,127,130.47		$ 5,273,759.54	-52.60%	

Account	FY25 Budget	FY25 Actual as of 3/31/25	FY26 Proposed Budget	% change	Notes
Capital - Expenditures					
110-4121-7080 Computers, Software & Elec Equip TMgr.>$5000	$ -	$ -			
110-4121-8100 Transfer to CIP Fund Balance	$ 6,262,130.47	$ -		-100.00%	
110-4430-7010 Buildings & Improvements - New Town Hall	$ 3,250,000.00	$ -	$ 3,250,000.00	0.00%	See CAMP Schedule
110-4430-7011 Buildings & Improvements - Library Project	$ 250,000.00	$ 3,397.57	$ 310,000.00	24.00%	See CAMP Schedule
110-4430-7012 Buildings & Improvements - Visitor Center	$ 750,000.00	$ 11,876.00	$ 750,000.00	0.00%	See CAMP Schedule
110-4430-7013 Buildings & Improvements Beachfront Revitilization	$ -	$ -	$ 45,000.00		See CAMP Schedule
110-4430-7014 Buildings & Improvements Beach Restroom/Bathouse	$ -	$ -	$ 45,000.00		See CAMP Schedule
110-4430-7015 Buildings & Improvements Sidewalk Infill	$ 50,000.00	$ 35,889.40	$ 100,000.00	100.00%	See CAMP Schedule
110-4430-7020 Infrastructure-Mason Ave. Electrical	$ -	$ -	$ 150,000.00		See CAMP Schedule
110-4430-7040 Insfrastructure - Parking Lots	$ -	$ -	$ 20,000.00		See CAMP Schedule
110-4430-7050 Infrastructure-Streets & Walkways	$ -	$ -	$ -		
110-4430-7060 Infrastructure-Stormwater System	$ -	$ -			
110-4430-7065 Keck Wells Water Line Return	$ 565,000.00	$ -	$ 565,000.00	0.00%	See CAMP Schedule
110-4430-7070 Vehicles & Equipment	$ -	$ -			
110-4430-7080 Computers, Software & Electronic Equip PW	$ -	$ -			
110-4430-7999 Capital Project Contingencies	$ -	$ -	$ 38,759.54		
110-4811-7080 Computers, Software & Electronic Equip - Planning	$ -	$ -			
Total	$ 11,127,130.47		$ 5,273,759.54	-52.60%	
Capital Fund Revenue Less Expenditures			$ 0.00		

General Fund

CAMP Project List/Schedule

Project name	Priority	Category	Level	Town Cost	Prior Years	FY2026	FY2027	FY2028	FY2029	FY2030
New Municipal Building*	High	I	A	$ 7,017,409	$ 517,409	$ 3,250,000	$ 3,250,000			
Library Upgrade & Condoization	High	I	A	$ 367,547	$ 57,547	$ 310,000				
Renovate PW Butler Building	Medium	I	A	$ 225,000					$ 225,000	
Keck Wells Water Line Return	High	III	B	$ 585,000	$ 20,000	$ 565,000				
Visitor's Ctr/Restroom*	Medium	II	B	$ 783,377	$ 33,377	$ 750,000				
Beachfront Revitalization	Medium	II	B	$ 1,245,000		$ 45,000	$ 600,000	$ 600,000		
Beach Restroon/Bathhouse	Medium	II	B	$ 1,245,000		$ 45,000	$ 600,000	$ 600,000		
Mason Ave Electrical Upgrade	Medium	III	B	$ 40,000		$ 150,000				
Sidewalk Infill*	Low	IV	C	$ 670,000		$ 100,000		$ 190,000	$ 190,000	$ 190,000
ADA Parking at Central Park	Low	IV	C	$ 20,000		$ 20,000				
Contingency						$ 38,760				

	Town Cost	Prior Years	FY2026	FY2027	FY2028	FY2029	FY2030
GF Total - 2025 dollars	$ 12,198,333	$ 628,333	$ 5,273,760	$ 4,450,000	$ 1,390,000	$ 415,000	$ 190,000
Inflation adjusted dollars (3%)	$ 12,624,143	$ 628,333	$ 5,273,760	$ 4,583,500	$ 1,473,400	$ 452,350	$ 212,800
Harbor Fund	$ 532,000	$ 48,000	$ 196,000	$ 108,000	$ 90,000	$ 90,000	$ -
Grand Total - 2025 dollars	$ 12,730,333	$ 676,333	$ 5,469,760	$ 4,558,000	$ 1,480,000	$ 505,000	$ 190,000
Inflation adjusted dollars (3%)	$ 13,172,883	$ 676,333	$ 5,469,760	$ 4,694,740	$ 1,568,800	$ 550,450	$ 212,800

*Grants, divestitures, or new debt could reduce costs

Draft v050625

PRIORITIES

HIGH: Project mandated by local, state, or federal regulations, or
Project is a high priority of the Town Council*, or
Project substantially reduces losses or increases revenues

MEDIUM: Project maintains existing service levels, or
Project results in better efficiency or service delivery of existing services, or
Project reduces operational costs, or Project improves work force morale

LOW: Project is not mandated, or Project improves service levels, or Project improves quality of life

* Projects designated as a High Council Priority must directly contribute to priorities already established in previously adopted formal actions

CRITERIA CATEGORIES

I. **Health/Safety/Welfare** - projects that protect the health, safety and welfare of the community and the employees serving it.

II. **Maintenance/Replacement** - projects that provide for the maintenance of existing systems and equipment.

III. **Expansion of Existing Programs** - projects which enhance the existing systems and programs allowing for expansion of existing services.

IV. **Expansion of New Programs** - projects that allow for expansion into new programs and services.

LEVEL

CRITERIA/PRIORITY	HIGH	MEDIUM	LOW
I	LEVEL A		
II		LEVEL B	
III			
IV			LEVEL C

Account	FY25 Budget	Y25 Actual as of 3/31/2	FY26 Proposed Budget	% change	Notes
Debt Service - Revenue					
120-3950-1750 Dividends & Interest on Investments	$ -	$ -	$ 80,000.00		Interest on $2M endowment
120-3950-2100 Transfer from Gen Fund for GF Debt	$ 25,121.00	$ -	$ 283,103.00	1026.96%	
Total	$ 25,121.00	$ -	$ 363,103.00	1345.42%	
Debt Service - Expenditures					
120-4121-6800 Debt Service Principal/Interest - TM	$ -	$ -	$ 297,982.00		For new property acquisition
120-4121-6850 Debt Service Interest - TM	$ -	$ -	$ -		
120-4124-6800 Debt Service Principal - Finance	$ -	$ -	$ -		
120-4124-6850 Debt Service Interest - Finance	$ -	$ -	$ -		
120-4310-6800 Debt Service Principal - Police Dept	$ 16,616.00	$ 12,591.71	$ 16,616.00	0.00%	
120-4310-6850 Debt Service Interest - Police Dept	$ 1,799.00	$ 1,698.22	$ 1,799.00	0.00%	
120-4340-6800 Debt Service Principal Code Enforcement	$ 632.00	$ -	$ 632.00	0.00%	
120-4340-6850 Debt Service Interest - Code Enf	$ 29.00	$ -	$ 29.00	0.00%	
120-4430-6800 Debt Service Principal - P Wrks	$ 5,432.00	$ 1,448.96	$ 5,432.00	0.00%	
120-4430-6850 Debt Service Interest - P Wrks	$ 613.00	$ 292.80	$ 613.00	0.00%	
120-4430-6900 Debt Service - Contingency			$ 40,000.00		
Total	$ 25,121.00		$ 363,103.00	1345.42%	
Debt Service Fund Revenue Less Expenditures	$ -		$ -		
	Note: Current Debt limit of 8% of GF Core Operating Revenues = $433,013				

Account	FY25 Budget	FY25 Actual as of 3/31/25	Y26 Proposed Budge	% change	Notes
Harbor Revenue					
510-3075-1000 Penalties & Interest - Harbor	$-	$ 3,119.91	$ -		
510-3150-1000 Harbor Fuel Sales	$ 350,000.00	$ 238,317.93	$ 350,000.00	0.00%	
510-3150-1100 Miscellaneous Sales-Snacks, Drinks, Ice, Clothing	$ 5,000.00	$ (452.82)	$ 8,000.00		
510-3150-1200 Miscellaneous Sales-Boating Supplies	$-	$ -			
510-3150-1300 Miscellaneous Sales-RTIC	$-	$ -			
510-3150-1500 Lube & Oil Sales	$-	$ -			
510-3150-2000 Dockage Fees	$ 340,000.00	$ 222,125.75	$ 340,000.00	0.00%	
510-3150-2050 Special Event Revenue - Harbor	$-	$ -			
510-3150-2100 Harbor Electric and Water	$ 20,000.00	$ 14,860.02	$ 20,000.00	0.00%	
510-3150-2200 Lease/Storage Revenue	$ 4,000.00	$ -	n/a		This should fall under dockage fees
510-3150-3000 Wharfage Fees	$ 2,000.00	$ -	$ 2,000.00	0.00%	CCMS didn't report wharfage - this is an estimate since there is no comparison data available
510-3300-1520 Sale of Abandoned or Harbor Misc. Property	$-	$ -			
510-3400-1000 Lease - Restaurant Base Amount	$ 7,200.00	$ 4,200.00	$ 7,200.00	0.00%	
510-3500-1501 Harbor Water Sales	$ 1,200.00	$ -	$ 1,200.00		
510-3600-4000 Insurance Proceeds, Refund or Rebate	$-	$ -			
510-3650-1000 Credit Card Fee Rev	$ 6,500.00	$ 175.83	$ 2,500.00		We are collecting credit card fees on annual and seasonal dockage only, but encouraging cash, checks, debit cards which doesn't charge a fee. The fee is "built" into the price of fuel, retail, and transient dockage.
510-3650-1500 Recovery - Harbor Property Damages		$ -			
510-3650-4000 Recovery - Harbor Miscellaneous		$ -			
510-3670-1000 Discount Earned - Harbor (Sales & Use Tax, Misc.)		$ -			
510-3700-2200 Grant- Harbor USDA Rural Development		$ -			
510-3800-2000 VA Port Authority Grant	$ 166,153.00	$ -		-100.00%	No VA port authority grant in FY26. Expecting to apply in FY27
510-3800-2050 Grant - Town Match		$ -			
510-3800-3000 Grant - Federal Boating Infrastructure BIG		$ -			
510-3800-3500 Grant Virginia Dept of Health - Pumpout Costs		$ -			
510-3800-5000 Grant - Litter Prevention Grant (DEQ)		$ -			
510-3900-6000 Appropriation From Fund Balance		$ -			
510-3950-1000 Loan Proceeds Previous Year		$ -			
510-3950-2000 Transfer from Debt Service Fund		$ -			

510-3950-2100 Loan Proceeds - USDA Rural Development		$ -			
510-3950-2110 Transfer from General Fund	$ 263,234.00	$ -	$ 265,730.98		
510-3950-6000 Transfer from Fund Balance		$ -			
Total	$ 1,165,287.00		$ 996,630.98	-14.47%	

Harbor - Expenditures					
510-4713-1000 Regular Salaries & Wages-Harbor	$ 108,000.00	$ 36,635.90	$ 150,701.18	39.54%	
510-4713-1100 Regular Salaries & Wages OT Harbor	$-	$ 154.63			
510-4713-1200 PT Salaries & Wages Harbor	$-	$ 2,159.71			
510-4713-1300 PT Salaries & Wages OT Harbor	$-	$ -			
510-4713-1400 Seasonal Wages Harbor	$-	$ -			
510-4713-1500 Seasonal Wages OT	$-	$ -			
510-4713-1600 Bonus & Increase Pool Harbor Fund	$-	$ -			
510-4713-1800 Allocated Wages	$ 14,340.00	$ 9,767.00	$ 20,009.77	39.54%	
510-4713-2000 FICA Expense	$ 9,130.00	$ 2,972.33	$ 12,739.83	39.54%	
510-4713-2100 SUI Expense	$ 20.00	$ 140.13	$ 27.91	39.54%	
510-4713-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 8,090.00	$ 2,574.02	$ 11,288.63	39.54%	
510-4713-2210 Life Insurance	$ 1,600.00	$ 431.70	$ 2,232.61	39.54%	
510-4713-2220 Disability Insurance, LTD & STD	$ 930.00	$ 196.29	$ 1,297.70	39.54%	
510-4713-2230 Worker's Comp	$ 70.00	$ -	$ 97.68	39.54%	
510-4713-2300 Health Insurance	$ 13,140.00	$ 2,566.45	$ 18,335.31	39.54%	
510-4713-2301 Health Reimb Acct Exp	$ 1,600.00	$ 593.75	$ 2,232.61	39.54%	
510-4713-2302 Wellness Health Incentive Exp	$ 540.00	$ -	$ 753.51	39.54%	
510-4713-2310 Dental Insurance	$ 560.00	$ 176.65	$ 781.41	39.54%	
510-4713-2320 Vision Insurance	$-	$ -			
510-4713-2325 AFLAC Insurance Premiums - Town portion	$-	$ -			
510-4713-2340 Employee Assist Program	$ 3,500.00	$ -	$ 4,883.83		
510-4713-2345 Employee/Volunteer Testing	$-	$ -			
510-4713-2360 Staff & Volunteer Appreciation	$-	$ -			
510-4713-2800 Allocated Benefits	$ 3,456.00	$ 731.00	$ 3,456.00	0.00%	
510-4713-3000 Contract Labor	$-	$ -			
510-4713-3005 Program & Event Performers & Entertainers	$-	$ -			
510-4713-3020 Maint Svc Contracts - Annual	$-	$ -			
510-4713-3025 Service Contracts	$ 10,300.00	$ 4,726.38	$ 10,300.00	0.00%	Harbor portion of Davis Disposal
510-4713-3030 Lease - Storage	$-	$ -			
510-4713-3040 Grounds Maintenance	$-	$ 123.29			
510-4713-3200 Cleaning and Janitorial Services	$-	$ -			
510-4713-3400 Legal Services	$-	$ -		#VALUE!	
510-4713-3410 Management Consulting	$-	$ -			

510-4713-3415 Management Services Exp - CC Marine Services	$ 147,000.00	$ 159,635.53	$ -	-100.00%	CCMS is no longer involved in harbor operations
510-4713-3420 Engineering & Architect Svcs Harbor	$-	$ -			
510-4713-3430 IT Services	$ 1,700.00	$ 1,430.00	$ 1,700.00	0.00%	
510-4713-3450 Printing & Design Services	$-	$ -			
510-4713-3500 Advertising Services	$-	$ 473.33	n/a		Should be included in marketing expenses
510-4713-3730 Bank Service Charges Harbor	$ 250.00	$ -		-100.00%	
510-4713-3740 Merchant Service Charges	$ 13,500.00	$ 10,130.09	$ 13,500.00	0.00%	Dockwa credit card processing fees
510-4713-3760 Cash Short & Over Harbor	$-	$ -			
510-4713-3800 Bad Debt Expense	$-	$ 75.00			
510-4713-4090 Grant Exp - Litter Prevention	$-	$ -			
510-4713-4140 Grant Exp -BIG Tier I Repair & Maint splies & svcs	$-	$ -			
510-4713-4150 Grant Exp -Harbor Misc Grant	$-	$ -			
510-4713-4160 Grant Exp - VDH BIG	$-	$ -			
510-4713-4170 Grant Exp - VA Port Authority	$-	$ -			
510-4713-4180 Grant Ex. - Northampton County Tourism	$-	$ -			
510-4713-4230 Marketing	$ 3,000.00	$ 1,332.71	$ 5,000.00		Build new website and begin advertising in a few popular boating publications/websites. ie. The Waterway Guide
510-4713-5010 Electric Service	$ 33,990.00	$ 15,930.88	$ 33,000.00	-2.91%	
510-4713-5020 Propane & Fuel Oil Exp	$ 175.00	$ 182.40	$ 500.00	185.71%	New gas grill for our guests use (yacht clubs, transients, etc.)
510-4713-5030 Water Expense Harbor	$ 5,000.00	$ 1,358.72	$ 4,200.00	-16.00%	Water rates went down and we have been diligent about repairing leaks having an impact on water usage.
510-4713-5035 Sewer Expense Harbor	$ 10,000.00	$ 1,524.77	$ 8,000.00	-20.00%	If the water usage decreases, this should decrease as well.
510-4713-5040 Phone Services	$ 2,110.00	$ 549.88	$ 2,110.00		
510-4713-5050 Internet & Cable Services	$ 1,607.00	$ 1,009.86	$ 1,607.00	0.00%	
510-4713-5060 Security Monitoring Services	$-	$ -			
510-4713-5070 Postage	$-	$ -			
510-4713-5110 Lease, Office Equipment	$ 800.00	$ 200.91	$ 800.00		
510-4713-5200 Travel-Mileage, Parking & Tolls	$-	$ -			
510-4713-5210 Travel-Lodging & Meals	$-	$ -			
510-4713-5220 Conference	$-	$ -			
510-4713-5230 Education	$-	$ -			
510-4713-5240 Books & Subscriptions	$-	$ -			
510-4713-5250 Dues & Memberships	$-	$ -			
510-4713-5300 Insurance, Property & General Liability	$ 51,276.00	$ 33,696.42	$ 51,276.00	0.00%	This is a placeholder - awaiting new policy amounts

510-4713-5340 Licensing	$-	$ -			
510-4713-6000 Office Supplies	$ 500.00	$ 1,573.17	$ 1,000.00		
510-4713-6025 Janitorial & Kitchen Supplies	$ 2,266.00	$ 2,628.95	$ 2,500.00	10.33%	
510-4713-6050 Uniforms Expense	$ 1,000.00	$ 1,022.44	$ 1,000.00		
510-4713-6075 Hand Tools, & Small Equipment	$ 2,500.00	$ 1,652.13	$ 2,500.00		
510-4713-6080 Safety Equipment	$ 2,000.00	$ 1,252.38	$ 2,000.00		
510-4713-6100 Program & Event Supplies & Awards	$ 2,000.00	$ -	$ 3,000.00		Transient welcome reception on Friday afternoons and farewell breakfast (biscuits and coffee) on Sunday mornings. We'd also like to have a few cookouts for our watermen and annual/seasonal slip holders.
510-4713-6150 Computer, Software & Electronics <$10K	$ 10,000.00	$ 11,600.97	$ 10,000.00	0.00%	$8,250 annual POS fuel sales software fee (Wanderlust Group)
510-4713-6175 Vehicles & Powered Equipment Fuel	$ 800.00	$ -	$ 800.00	0.00%	
510-4713-6200 Vehicle & Powered Equip. Supplies & Svcs	$ 6,000.00	$ -	$ 6,000.00	0.00%	
510-4713-6225 Repair & Maintenance	$ 70,000.00	$ 28,086.58	$ 70,000.00	0.00%	
510-4713-6226 Anchor Pile Replacement	$ 10,000.00	$ -	$ 10,000.00		
510-4713-6227 Bathhouse Lighting Upgrade	$ 13,000.00	$ 389.97	$ 13,000.00		
510-4713-6228 Shade Pergola	$ 10,000.00	$ -	$ -		Should be completed by FY25 year-end
510-4713-6230 Repair & Maint Suppl Reimbrsbl	$-	$ -			
510-4713-6400 COGS - Fuel for Resale	$ 270,000.00	$ 192,236.10	$ 270,000.00	0.00%	
510-4713-6410 COGS - Lube & Oil for Resale	$ 5,000.00	$ 3,741.90	$ -	-100.00%	
510-4713-6420 COGS - Boating Supplies for Resale	$ -	$ -			
510-4713-6430 COGS - Maps/Charts for Resale	$ -	$ -			
510-4713-6440 COGS - Clothing for Resale	$ -	$ -			
510-4713-6450 COGS - Food & Drink for Resale	$ -	$ -			
510-4713-6460 COGS - Ice for Resale	$ -	$ -			
510-4713-6470 COGS - Coolers and Drinkware	$ -	$ -			
510-4713-6770 COGS - Miscellaneous for Resale	$ -	$ -	$ 8,000.00		All resale - clothing, ice, boating supplies, oil - May purchase more in 2026 depending on first year experience.
510-4713-6800 Debt Service - Principal Payment HRB	$ -	$ -			
510-4713-6850 Debt Service Interest - Harbor	$ -	$ -			
510-4713-6900 Contingency Fund Expense Harb Fund	$ 30,000.00	$ -	$ 30,000.00	0.00%	
510-4713-7010 Building, Equipment, Other CAPITAL BUDGET	$ -	$ -	$ 42,000.00		See CAMP Schedule
510-4713-7060 Infrastructure - Breakwaters & Jetties	$ -	$ -			
510-4713-7070 Vehicles & Equipment	$ -	$ -			

510-4713-7080 Computer, Software & Electronics <$10K	$ -	$ -			
510-4713-7085 Infrastructure - Docks & Misc CAP BDGT	$ 284,537.00	$ 63,761.09	$ 154,000.00	-45.88%	See CAMP Schedule
510-4713-7090 Equipment, Other CAPITAL BDGT	$-	$ -	$ 10,000.00		Small skiff with motor for marina maintenance (boat on-site is not the proper boat for tight spaces. The console and t-top restrict getting under docks to perform repairs, etc.)
510-4713-7095 Work in Progress	$-	$ -			
510-4713-7100 Depreciation Expense - Harbor	$-	$ -			
Total	$ 1,165,287.00		$ 996,630.98	-14.47%	
Harbor Fund Revenue Less Expenditures	$ -		$ 0.00		
Core Operating Expenses			$ 800,630.98		Core operating expense is defined as all expenses, including debt service, but less transfers to other funds and capital expenditures.
			$ 69,730.98		General Fund Operational Subsidy
			$ 196,000.00		General Fund Capital Subsidy
			$ 265,730.98		General Fund Total Subsidy

CAMP Project List/Schedule

Harbor Fund

Project name	Priority	Category	Level	Town Cost	Prior Years	FY2026	FY2027	FY2028	FY2029	FY2030
Inner Harbor Fixed Dock Repair	High	II	A	$ 30,000	$ 5,000	$ 25,000				
Harbor Boardwalk Reconstruction	Medium	II	B	$ 237,000	$ 43,000	$ 129,000	65000			
Outer Harbor Concrete Bulkhead Cap Repair & Concrete Boardwalk	Medium	II	B	$ 223,000			$ 43,000	$ 90,000	$ 90,000	
Fuel Tank Improvements	Medium	II	B	$ 42,000		$ 42,000				

2025 dollars				$ 532,000	$ 48,000	$ 196,000	$ 108,000	$ 90,000	$ 90,000	$ -
Inflation adjusted dollars (3%)				$ 548,740	$ 48,000	$ 196,000	$ 111,240	$ 95,400	$ 98,100	$ -

*Town expenditure following grant award

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Account	FY25 Budget	FY25 Actual as of 3/31/25	FY26 Proposed Budget	% change	Notes Original Budget and Amended Budget
Sanitation - Revenue					
520-3150-1000 Refuse Collection Fees	$ 342,584.00	$ 168,069.45	$ 349,834.00	2.12%	Assuming 1373 cans. Expenses budgeted to pay for pickup of 1400 cans. Monthly garbage collection fee to increase by $.45 tofrom $20.80 to $21.25 to cover cost of office supplies previously covered by utility fund.
520-3150-2000 Bulk refuse collection fees	$ 600.00	$ 457.75	$ 600.00	0.00%	
520-3150-3000 Miscellaneous Refuse fees	$ -	$ -	$ -		
520-3150-4000 Penalties & Interest - Garbage Charges	$ 2,700.00	$ 2,105.63	$ 2,700.00	0.00%	
520-3900-6000 Appropriation from Fund Balance	$ -	$ -	$ -		
Total	$ 345,884.00		$ 353,134.00	2.10%	
Sanitation - Expenditures					
520-4520-3020 Maint Svc Contracts	$ 296,680.00	$ 209,956.92	$ 327,799.92		The portion of Davis Disposal K that represents residential trash cans. 1335 cans @ $19.52 per 2/1 invoice. CPI increase built into K may increase price after 11/30/2025. Budget includes allowance for increase in residents/cans to 1400. Final option period ends 11/30/2028.
520-4520-3500 Advertising Services	$ -	$ -	$ -		
520-4520-5300 Insurance, Property & General Liability	$ 1,085.00	$ 20.80	$ 1,084.08		May change based on new VRSA policy
520-4520-6000 Office Supplies		$ 949.96	$ 7,250.00		Envelopes, postage & office equipment that was previously charged to Utility Fund
520-4520-6225 Repair & Maintenance Supplies Sanitation	$ 16,500.00	$ 15,347.94	$ 17,000.00		This line is used for trash cans plus shipping.
520-4520-7090 Bulding, Equipment, Other CAPITAL BUDGET	$ -	$ -	$ -		
520-4520-7100 Depreciation Expense Sanitation	$ -	$ -	$ -		
520-4520-8110 Transfer to Capital Fund	$ -	$ -	$ -		
Total	$ 314,265.00		$ 353,134.00	12.37%	
Sanitation Fund Revenue Less Expenditures	$ -		$ -		

Strategic Revenue Program (SRP)

The SRP will attempt to project future revenue needs beyond the current spending cycle based on strategic goals/projects predetermined by the Council and other planning processes. All revenue sources will be considered in this planning exercise, however real estate property tax remains the largest source of potential funds.

Before rebalancing the Town real estate property tax rate, a strategic revenue projection should be in place, so that rebalancing can still achieve long-term goals. **Strategic tax rate setting should not be based on a single year**, but on how revenues can combine over a number of years to achieve long-term goals.

Considerations for SRP planning discussion:

- What is our long-term projected inflation rate (currently 2.5%)
- Review historical growth in core revenues
- Will any additional services likely be added in the future
- Are any reductions in current services likely in the future
- Are there any anticipated special projects, near or long-term
- Are fund balances and/or reserves achieving goals set for them
- Will any new debt be required
  - Debt Service currently limited to 8% of general core operating revenues
- What capital funding is needed above the programmed amounts below:
  - 6% general core operating revenues (currently $324,759)
  - 0.5% meals tax (currently $84,000)
- Account for any one-time grants or other revenue sources

Following consideration of the above; determine tax rates for the coming year. Note: for real property tax this year, a change in 1 penny equals approximately $100,000. The FY25 rate was 14.81 cents per $100; the proposed rate for FY26 (before conducting this analysis) is the same as last year: 14.81 cents per $100.

Primary Revenue Trends

Revenue	Actual FY21	Actual FY22	Actual FY23	Actual FY24	Budgeted FY25
Real Property	$ 1,302,906	$ 1,497,357	$ 1,583,347	$ 1,690,153	$ 1,591,536
BPOL	$ 209,124	$ 255,036	$ 336,460	$ 357,272	$ 336,340
Meals	$ 543,518	$ 658,387	$ 755,764	$ 792,839	$ 799,535
TOT*	$ 258,854	$ 376,800	$ 536,209	$ 639,825	$ 685,000
		$ 2,787,580	$ 3,211,780	$ 3,480,089	
			$ 424,200	$ 268,309	Increase

*TOT rate increased in FY22

Cape Charles Tax Rate History
FY 2008 - FY 2021

Fiscal Year	Real Estate	PPT	Boat	TOT	Meals	Admissions	Short-Term Rentals	Vehicle/ Golf Cart License	Trailers	Notes
2021	0.2731	$2/100	$.01/100	3.7%	5.0%	3.0%	1.0%	$31.00	$18.00	
2020	0.2945	$2/100	$.01/100	3.7%	5.0%	3.0%	1.0%	$31.00	$18.00	
2019	0.2945	$2/100	$.01/100	3.7%	5.0%	3.0%	1.0%	$31.00	$18.00	
2018	0.3260	$2/100	$.01/100	3.7%	5.0%	3.0%	1.0%	$31.00	$18.00	
2017	0.3260	$2/100	$.01/100	3.7%	5.0%	3.0%	1.0%	$31.00	$18.00	equalized rate - no additional
2016	0.2759	$2/100	$.01/100	3.7%	5.0%	3.0%	1.0%	$31.00	$18.00	
2015	0.2759	$2/100	$.01/100	3.0 / 3.7%	5.0%	3.0%	1.0%	$31.00	$18.00	TOT increase effective 1/2015
2014	0.2759	$2/100	$.01/100	3.0%	5.0%	3.0%	1.0%	$31.00	$18.00	equalized + $.0085/100
2013	0.1828	$2/100	$.01/100	3.0%	5.0%	3.0%	1.0%	$31.00	$18.00	
2012	0.1828	$2/100	$.01/100	3.0%	5.0%	3.0%	1.0%	$31.00	$18.00	
2011	0.1828	$2/100	$.01/100	3.0%	5.0%	3.0%	1.0%	$31.00	$18.00	
2010	0.1828	$2/100	$.01/100	3.0%	5.0%	3.0%	1.0%	$31.00	$18.00	
2009	0.1628	$2/100	$.01/100	3.0%	5.0%	3.0%	1.0%	$27.00	$10.00	
2008	0.3008	$2/100	$.01/100	4.0%	5.0%	3.0%	1.0%	$27.00	$10.00	

The Town of Cape Charles Community Strategic Plan 2025

What is a **Strategic Plan**, and what makes it different than our **Comprehensive Plan**? These are great questions, and understanding this difference is critical to any evaluation of this document.

A **Comprehensive Plan** is required by Virginia Administrative Code, which prescribes a detailed set of requirements. A Comprehensive Plan is a lengthy, intricate document, that can take a very long time to create. Due to its complexity and the length of time needed to develop it, the average citizen does not typically take the time to study a Comprehensive Plan in detail.

Strategic Plans on the other hand are much nimbler, they can be customized to any particular need of a community and are more easily digestible by members of the public. Strategic Plans also happen quicker, which facilitates more interest and better participation by community members. Our Strategic Plan shares the same community values and vision as our Comprehensive Plan but can be updated annually if desired, making the Strategic Plan a living document; flexible enough to react to current community developments in real time. This makes the Strategic Plan an ideal implementation tool for our Comprehensive Plan.

Both the Comprehensive and Strategic Plans start broad, and then become more specific. They begin with the values that are important to us and define us as a community. These values inspired our vision; a brief statement that looks to the future; is a source of inspiration; and serves to identify the ideals or characteristics we desire in our future.

The vision and its supporting goals represent the long-term view. The specific strategies needed to attain these goals are more short-term in nature and are considered objectives. They are the distinct, measurable deliverables that are affordable and implementable actions the Town can work into its next annual budget.

Following a three-year development period, the Town Council approved the most current Comprehensive Plan in December of 2022. The Strategic Plan will now start tackling the many discrete goals/objectives in the Comprehensive Plan by determining current priorities to assist with developing annual work plans.

While goals are longer term and subject to ongoing metrics, the Strategic Plan objectives are more fluid. As some objectives are completed, others may be added, contributing to the living nature of this document. Therefore, the objectives listed here should not be considered the definitive or complete list, but rather what is considered important or desirable to tackle first.

Community input to the annual Strategic Plan update is critical, and it will be solicited from annual community surveys and public input sessions.

Our Community Values:

1) Sense of Community
2) Heritage – Traditional
3) Diversity – Tolerance – Respect
4) Adaptability
5) Environmental Stewardship

Our Goals*:

- **To retain the small-town character of Cape Charles**
    - Metric: citizen confirmation in annual survey

- **To protect and maintain the beachfront**
    - Metric: no degradation via annual beach survey

- **To protect and maintain the harbor**
    - Metric: maintain/increase occupancy

- **To protect, support and maintain Central Park**
    - Metric: maintain/increase appearance and usage

- **To promote environmental stewardship**
    - Metric: develop implementable plans

- **To retain and expand businesses in a business-friendly environment**
    - Metric: increase in business licenses, increase in business-related revenues, and data from building permits issued and an annual questionnaire on employment

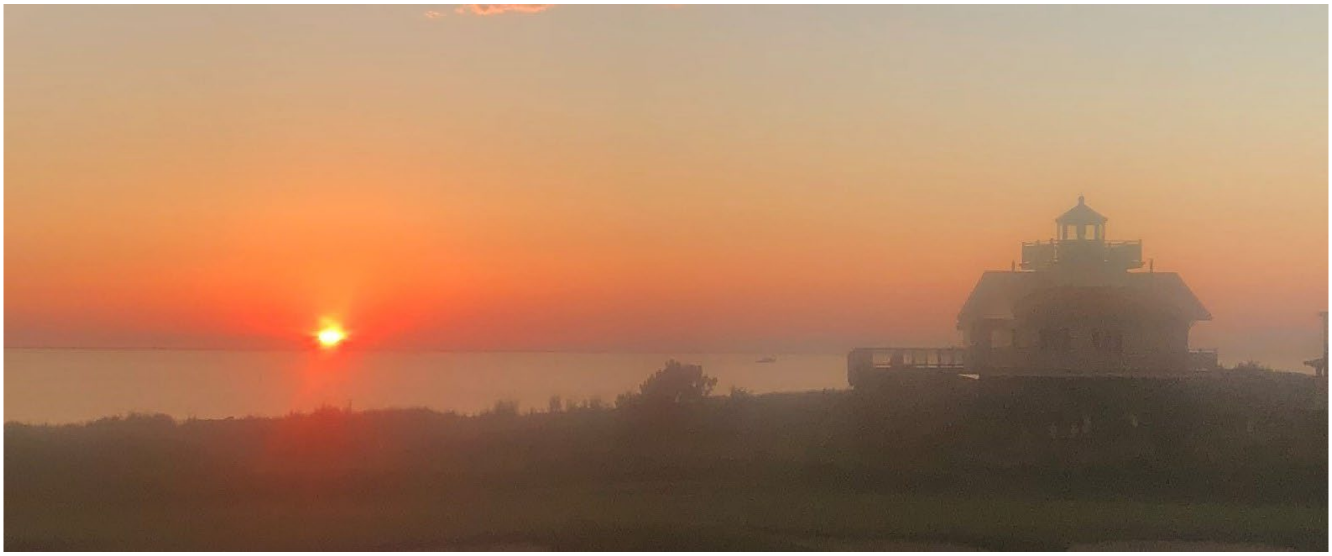
- **To enhance the visitor experience in Cape Charles**
    - Metric: maintain/increase visitation and tourism related revenues

- **To advance a variety of housing options**
    - Metric: increase in more affordable housing units

- **To meet our residents' expectation for Town services**
    - Metric: citizen confirmation in annual survey

*__Not in any particular order__

Our Objectives:



- **Retain the small-town character of Cape Charles**:

  a. Encourage a sense of engagement and inclusion among our community service organizations:
     i. Town boards and commissions chairpersons to provide an annual briefing to Council
     ii. Celebrate volunteer appreciation, to include a volunteer of the year award during the annual Town Council Ice Cream Social – invite all board/commission members and civic groups
     iii. Hold an annual strategic plan forum to get input from the public and civic groups
     iv. Quarterly recognition of board/commission members or other volunteers in the Gazette, on Facebook, and during Regular Council meetings
     v. Invite local civic groups, as appropriate, to participate in Town working groups

  Note: Current Cape Charles Civic Groups – Friends of the Library, Citizens for Central Park, Cape Charles Main Street, Cape Charles Rotary, Cape Charles Historical Society, Cape Charles Rosenwald School Restoration Initiative, Cape Charles Yacht Club, New Roots Youth Garden, GEAR, Arts Enter, CC Historic District Civic League, Vacation Rental Home Owners Association, Bay Creek Community Association

  b. Encourage Citizen Engagement:
     i. Maintain Facebook event postings for public events
     ii. Provide routine reporting of Town business and outcomes
     iii. Promote subscription to e-notifications and other sources of information
     iv. Publish Strategic Plan "report card" prior to the annual Community Survey
     v. Involve citizens in committee projects/committees where appropriate

c. Maintain/improve walkability:
   i. Complete multi-use path between historic district, harbor, and Bay Creek
   ii. Promote improvements to, and additions to sidewalks
      a. Press for state maintenance
      b. Explore ordinance changes for rehabilitation and resale
      c. Identify specific strategies and prioritization for sidewalk infill and provide capital funding as available
   iii. Support Rails to Trails project

d. Promote and encourage community/quirky events:
   i. Promote centralized calendar of events (sharing information)
   ii. Pursue Northampton County Infrastructure Grants to support events

e. Promote the arts, entertainment, and recreation:
   i. Provide services and venues at low or no cost to local non-profits
   ii. Evaluate ways to provide volleyball/basketball courts; work with the YMCA to promote available scholarships
   iii. Encourage a public arts league that will develop guidance and promotions for the public arts and provide recommendations to the Town Council when appropriate

f. Evaluate short-term rental (STR) regulations
   i. Develop metrics to monitor STR regulation effectiveness
   ii. Evaluate STR regulations to determine if tweaks or changes are required

g. Manage tourism benefits and impacts to ensure a healthy balance between a quality of life for our residents and the quality of place for our visitors
   i. Develop a visitor pledge to communicate the important values of responsible behavior to visitors
   ii. Improve accessibility for people of all age groups and abilities

h. Foster a safe golf cart culture:
   i. Better and more signage
   ii. Better enforcement (information to rentals and better reporting)
   iii. Designate golf cart parking spots
   iv. Foster positive relationship and meet annually with golf cart rental companies
   v. Evaluate better connectivity options between Bay Creek and the balance of the Town

- **Protect and maintain the beachfront**:

a. Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.) to include specifc parameters for beach and dune management, detailing desired size and characteristics of both

b. Continue annual surveys and sand replenishment budget
c. Evaluate survey data to determine erosion protection strategy

- **Protect and maintain the harbor**:

  a. As part of larger area planning efforts, develop criteria to promote a healthy balance of commercial and recreational uses
  b. Implement long-term major maintenance and replacement plan

- **Protect, support and maintain Central Park**:

  a. In collaboration with Citizens for Central Park (CCP), promote an attractive, yet sustainable, multi-function public park
  b. Implement long-term major maintenance and replacement plan
  c. Provide in-kind staffing support for community programming efforts
  d. Work with CCP to add handicapped parking to the park

- **Promote environmental stewardship**

  a. Develop an implementable coastal resiliency plan, to include the Resilience Adaptation Feasibility Tool (RAFT) recommendations and VIMS Comprehensive Coastal Resource Management Portal
  b. Review adequacy of existing/previous public green/open space infrastructure plans and develop an updated implementable plan
  c. Protect, improve, and financially support our tree canopy and other natural and designed landscapes

- **Retain and expand businesses in a business-friendly environment**:

  a. In collaboration with Cape Charles Main Street (CCMS) develop a public/private effort to guide business development and help remove obstacles
     i. Review ordinances, regulations, and processes to identify business impediments
     ii. Distribute the CCMS business tool kit to assist with common questions/concerns
     iii. Support the economic vitality of the commercial district

  b. Improve business access to workforce resources:
     i. Develop programs with high schools, the Eastern Shore Community College (ESCC), and the restored Cape Charles Washington-Rosenwald School
     ii. Support CCMS Job Fairs through Cape Charles Main Street, Eastern Shore Chamber of Commerce, and/or Eastern Shore Tourism
     iii. Develop internships and apprenticeships (Dept of Labor & Industry - DOLI)

- **To enhance the visitor experience in Cape Charles**

  a. In collaboration with Cape Charles Main Street (CCMS), identify the needs of visitors to the Cape Charles commercial district
  b. In collaboration with CCMS, continue plans to build and fund a visitors' welcome center and restrooms in the commercial district
  c. Work with CCMS to measure and increase traffic and engagement in social media channels and the Cape Charles Virgina's Cape (CCVC) website
  d. Work with CCMS, Town staff, and other organizations to enhance the process for submitting events for posting on the CCVC website

- **Advance a variety of housing options**:

  a. Explore the viability of a workforce housing ordinance related to Planned Unit Developments (PUDs); pursuant to VA Code Sec 15.2-2305.1
  b. Work with developers on workforce housing projects
  c. Promote the ability of accessory dwelling units to be long-term housing
  d. Evaluate incentives for the use of accessory dwellings units as long-term housing
  e. Stay informed about Northampton County efforts

- **Meet our residents' expectation for Town services**:

  a. Establish modern municipal facilities
     i. Ensure safe/effective workplaces
     ii. Develop an accessible and efficient Town Hall
     iii. Strive to centralize resources

  b. Manage smart growth and development, ensuring our small-town character remains balanced against increasing needs for services/infrastructure
     i. Perform analysis of public service needs as a function of anticipated growth
     ii. Evaluate potential financial impacts on municipal budgets
     iii. Develop proffer policy to pay for impacts of future developments

  c. Conduct master planning for potential development of the old railroad property and surrounding harbor areas

  d. Develop a town-wide parking capacity inventory and develop recommendations for possible expansions or improvements

  e. Continue employee training (cross training, customer service training, etc.)

f. Continue citizen concern reporting system
    i. Promote citizen use of "Report a Concern" on Town website
    ii. Follow up public comments expressed during council meetings and through emails received from citizens

g. Evaluate the need and viability of additional services
    i. Recycling, when feasible
    ii. Electric vehicle charging stations, when feasible

h. Evaluate the need and viability of temporary office space for town staff until a new town hall can be built

Implementation:

Any plan is only as good as its implementation strategy. Our current Comprehensive Plan identified this Strategic Plan as its implementation tool. That was because this plan is reviewed annually and can be updated as needed to react in real time to current conditions. However, that does not mean that it is possible for all the objectives in this plan to be accomplished immediately or concurrently. Therefore, the Strategic Plan must be seen as a multi-year planning tool, which is updated each year.

Successful implementation depends on many things, including Political Will, money, staff capacity, and the time to do the work; with each of these representing their own unique challenges.

Political Will was demonstrated by the Mayor and Town Council through their participation in the development of this Strategic Plan. However, this Will can only be sustained with public support. The Strategic Plan cannot be seen as the Town Council's plan, but rather must be perceived as the community's plan. This public buy-in will be sought via annual public meetings to obtain input and address any questions/concerns; as well as using an annual community survey to gain insights and collect data over time regarding community needs and satisfaction.

The Town's fiscal situation has improved significantly since the first Strategic Plan was adopted in 2021. While this does not mean we can fund everything at once, it does mean that we can now begin to put together a reasonable, prioritized spending plan.

While money may be less of an issue, the staff resources necessary to carry out this work remains constrained. Town staff are typically fully engaged in their routine day-to-day duties, which does not afford much additional capacity to take on new objectives. Staff workspace is an additional constraint. If more staff were hired, there is currently insufficient space to house them. While volunteer resources can often help, volunteers cannot be counted upon to shoulder the sole responsibility for specific actions. Volunteer help is an excellent force multiplier but should not be counted upon as the primary resource in formal implementation planning. Therefore, expectations must remain reasonable, so that annual work plans don't become impractical.

Work Plans:

The Strategic Plan was referenced during this year's annual update to the Town's ongoing project priority list. That list, along with this plan will be used in the development of the next Town budget (FY26 - which begins on July 1). That budget is what will establish the resources and expectations for Town work plans in the coming year. A good faith effort will be attempted to work on those objectives which receive sufficient resources in the next budget. However, since this is a multi-year plan, we must accept that some objectives contained herein will not be scheduled until FY27 or beyond.

Please refer to Appendix B to see the current ongoing Town project list and how objectives have been prioritized for the coming year.

Appendix A
Cape Charles Comprehensive Plan Summary of Objectives and Strategies

A) Housing

1 Pursue additional supply and diversity of housing
2 Encourage workforce housing
3 Participate in Housing Finance Programs
4 Promote manufactured housing
5 Address STR impacts on housing

B) Economy

1 Seek healthy balance - residents & tourists
2 Attract families with children
3 Strengthen household economic wellbeing
4 Promote and expand business
5 Promote diverse economic benefits for the harbor
6 Expand local manufacturing base
7 Promote traditional water based economic activities
8 Study chains of activities to identify gaps in a visitor's day
9 Identify placemaking opportunities
10 Update Bay Creek Planned Unit Development (PUD)

C) Transportation

1 Reduce traffic congestion
2 Enhance walkability
3 Maintain safe golf cart operations
4 Increase parking
5 Identify and maintain alleys and easements
6 Promote affordable public transportation
7 Complete multi-use path between historic district, harbor, and Bay Creek
8 Intergrade harbor area with other trail/path networks
9 Support Rails to Trails

D) Environment

1 Enhance Chesapeake Bay water quality
2 Promote strong aesthetics and limit litter
3 Ensure high quality drinking water (Now Virginia American Water)
4 Maintain long-term viability of beach and harbor
5 Promote coastal resiliency
6 Protect wetlands
7 Implement Coastal Resources Management guidance
8 Develop recommendations to improve resiliency to storm events
9 Assess feasibility of recycling
10 Protect and promote tree canopy
11 Evaluate I&I to sewer (Now Virginia American Water)

E) Facilities & Services

1 Pursue amenities for town facilities
2 Create modernized municipal facilities
3 Create multi-use recreation field
4 Ensure effective water & sewer utilities (Now Virginia American Water)
5 Develop policy for paying for facility expansions
6 Develop proffer policy to pay for impacts of future developments
7 Pursue arts, public events, etc.

Appendix B
2025 Ongoing Town Priorities List

BLUE: still in progress from previous work periods and require additional time to complete; All items in blue are currently being worked concurrently (not listed in any particular order):

- **Develop New Municipal Center**
- **Develop New Downtown Restrooms and Visitors Center**
- **Finish Library building sale/upgrades**
- **Work with developers/agencies to facilitate workforce housing**
- **Publish recently adopted Zoning Ordinances to online platform**
- **Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.)**

New items to be started as soon as time/resources are available:

1. Develop harbor/RR area conceptual master plan, new design guidelines, and Article IX update
2. Review efficiency of current planning and zoning processes and fees
3. Pursue development of shared revenue agreement with the County
4. Develop a town-wide parking plan to include a parking capacity inventory and recommendations for possible parking area expansions or improvements
5. Develop metrics and review short term rental ordinances/codes to determine if changes or updates are needed
6. Develop a plan to address coastal resiliency, to include RAFT recommendations

NOTE: *Refer to the Town's FY26 Capital Asset Management Plan (CAMP) to see a five-year schedule of proposed capital projects.*

TOWN OF CAPE CHARLES FUNDING APPLICATION

The Town of Cape Charles is happy to encourage third-party funding requests that could help contribute to the Town's strategic vision and goals. However, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by Town Manager Assistant Courtney Neale (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: 3/14/25

Name of Project/Program/Event: Fine & Performing arts & education

Name of Organization: Arts Enter Cape Charles, Inc.

Address: 301 MASON AVE

Contact Person & Title: CLELIA C. SHEPPARD
MARYANN ROEHM - CO-DIRECTORS

Telephone Number: 757-331-4327

Email Address: team@lemontree.gallery

Are you a non-profit organization? YES

If so, what is your Tax ID number? 54-1869679 EIN

A. Description of project/program/event, including location, time and details of an entrance/admission fee if required:

ArtsEnter continues to provide arts education, musical theatre, community chorus, live stage performances, summer camps & weekly entertainment. ArtsEnter is at home in the Historic Palace theatre & the Lemon Tree Gallery.

B. Provide the marketing plan for the project/program/event, including intended target audience. Include any samples of ads, displays, flyers or other media materials:

C. Total estimated cost of project/program/event: yearly budget $180,000

D. Amount of funds requested in the grant application: $ 5000 WITH VIRGINIA COMMISSION FOR THE ARTS - MATCH

E. Is this a one-time project/program/event, is it recurring, or is it scheduled to recur?

recurring est. 1997

F. Is this project/program/event coordinated with any other project/program/event or tourism-related activities? If so, please explain.

All activities support community. We co-operate with the town, CCMS, other non-profits & the business community. We appreciate support we receive.

G. List all other funding sources for this project/program/event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. Virginia commission for the arts (VCA) $5000
2. Individual donations - vary
3. program income - varies

H. Items to include with your application:
1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of most recent fiscal year).
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

Art Education & Live stage performances, an art gallery and music contribute to the sense of community and enhance the well-being and prosperity of Cape Charles and its' citizens & guests.

J. Please provide any other details relevant to the Town's deliberation of this request:

The Arts Enter seed was planted in 1997 and has grown ever since. A restored theatre and year round programming as well as a beautiful gallery have made a significant contribution to the arts & culture in Cape Charles. We have always enjoyed a warm and cooperative relationship with the town & depend on and appreciate the financial support along with the Virginia Commission for the arts match through the Creative Communities Grant.

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION FY 2025-2026 BUDGET

The Town of Cape Charles is happy to encourage third-party funding requests that could help contribute to the Town's strategic vision and goals. However, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: 3/10/25

Name of Project/Program/Event: ____

Name of Organization: __Cape Charles Main Street

Address: _718 Randolph Ave. Cape Charles, VA 23310

Contact Person & Title: _____Karen Zamorski, Executive Director

Telephone Number: __757-210-8083

Email: info@capecharlesmainstreet

Are you a non-profit organization? ___Yes

If so, what is your Tax ID number? 82-3611632

Town of Cape Charles Funding Request
Fiscal Year 2026

A. Describe Project/Program/Event, including location, time, and details of an entrance/Admission Fee if required.

This is an ongoing program running under an MOA (Memorandum of Agreement) with the Town of Cape Charles.

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

Cape Charles Main Street services the Town of Cape Charles through various projects/programs and events throughout the year. We are in the process of developing our Strategic Workplans for 2026 which cover each of the four points of our program – Organization/Economic Vitality/Design/Promotion. Many of our programs and events are on-going so I have included some samples of our advertising done for Fiscal year 2024 in the attachments.

C. Total Estimated cost of Project/Program/Event:

The Cape Charles Main Street (CCMS) program has accomplished many goals set for the program and experienced incredible year over year growth in a short period of time. Attached to this application is a presentation made to Town Council summarizing projects that were accomplished in our last fiscal year as well as some of the projects that are in process currently. These projects require a tremendous effort by the board to not only find the funding to accomplish the projects through writing grants and fundraising through sponsorship sales, but also to manage, and complete the projects. The sheer number of completed projects along with the benefits achieved are remarkable given the fact that they have been accomplished by a board of dedicated people who have committed their time as unpaid volunteers, who strongly believe in the value of the program. We are hoping to make a significant contribution to the upgrading of the electric for the town through our 2026 grant applications.

D. Amount of funds requested in this application: $90,000

E. Is this a one-time Project/Program/Event or is it recurring: This is a recurring program

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities?

Yes, the CCMS program is coordinated with many other programs, events and tourism activities. Because we perform the function of marketing for the Town of Cape Charles, we have invested in the Cape Charles Virginia's Cape website development with the functionality to give all programs and events a venue to promote their projects, social media marketing to not only promote our projects but tagging and cross promoting other important projects to help build awareness, work closely with ESVA tourism as well as Virginia Tourism Corporation as a Virginia Main Street community as well as Citizens for Central Park on annual events. We have formed a relationship with the Rotary who also volunteers at our annual events that bring many tourists to the town.

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify is cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

CCMS applies for many grants to fund projects as well as conducting an annual fundraising program that reaches out to our residents as well as our business communities. Our sources of income are clearly outlined in our financials and proposed budgets. I am including our financials and budget YTD as we are meeting in April to complete our budget and strategic plan for FY2026. Please see attached for details. We are getting ready now to apply for grants for the upcoming FY2026.

The list of grants we have received to date for Fiscal Year 2025 are outlined in the attached presentation. We won't have information on the FY2026 grants until the April/May timeframe.

H. Required items to supply with application are attached.

I. Give a description of how the Project/Program/event meets the Strategic Goals or Objectives of the Town:

CCMS is only in existence as a Virginia Main Street designated town because it was brought to the town council as a tool that could align with and impact the strategic growth goals of the Town of Cape Charles as a tourism destination. The Town entered into this program guaranteeing financial support.

To assure that we do align with the strategic goals of the town, we participate in strategic town planning, our Executive Director attends weekly staff meetings to understand and convey projects and priorities of the town to the CCMS board and the Town Manager participates on our board to ensure there is a cohesive approach to our planned activities. The vision statements of the town and CCMS are closely aligned:

Town Strategic Plan Vision:
Preserve our historical, natural, and cultural resources, while fostering a sense of community that enhances well-being and prosperity, now and for generations to come.

CCMS Vision (desired end state):

Historically unique and vibrant bayside downtown that enriches the business community, preserves history and our natural environment, celebrates the arts and instills a "sense of place" in all hearts.

The partnership between the Town and Cape Charles Main Street has been working well and taxes have been rising significantly as outlined in our Town Council report attached.

The CCMS organization is looking forward to another successful year working with the Town of Cape Charles.

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION
FY 2025-2026 BUDGET

The Town of Cape Charles is happy to encourage third-party funding requests that could help contribute to the Town's strategic vision and goals. However, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: 03/25/2025

Name of Project/Program/Event: General Support for Fire operations.

Name of Organization: Cape Charles Volunter Fire Co.

Address: PO Box 427 Cape Charles, VA 23310
501 Mason Ave. Cape Charles, VA 23310

Contact Person & Title: Ryan Peake/Treasurer

Telephone Number: 803-517-7733

Email Address: treasurer@capecharlesvfc.org

Are you a non-profit organization? Yes

If so, what is your ID number? 54-1678839

A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required:

The Cape Charles Volunteer Fire Company is seeking annual financial support to assist with its ongoing operational costs and overhead expenses. Annually, the fire company incurs expenses ranging from $130,000 to $160,000, covering areas such as truck maintenance, capital expenditures, PPE and fuel. By securing additional funds, the CCVFC will be better equipped to safeguard the town of Cape Charles and address the evolving requirements of our department including new equipment. in CY 2025 will will be replacing the roof at a cost of $70,000 and addressing the front of the station for around $30,000

B. Provide the marketing plan for the Project/Program/Event, including the intended target audience. Include any samples of ads, displays, flyers or other media materials:

C. Total estimated cost of Project/Program/Event: N/A

D. Amount of funds requested in the grant application: $75,000

E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring?

The expenses for this grant will be recurring year over year.

F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so, please explain.

N/A

G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. 2025-Northampton County- Cash $75,0000(estimated fixed amount)
2. 2025-Donations/Fund Raisers Cash/Donations $90,000(Estimated from previous years)
3. 2025-Town Of Cape Charles $50,000(estimated based on 2024)

H. Items to include with your application:

1. A copy of the organization’s articles of incorporation (the first year submitting and application).
2. A copy of the organization’s most recent financial statement (close of the most recent fiscal year)
3. A copy of the organization’s most recent IRS from 990
4. A copy of the organization’s tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

Helping fund CCVFC is a strategic investment that significantly contributes to the town's goals of ensuring public safety, promoting economic stability, and enhancing community engagement. By allocating resources to support the fire company, the town demonstrates a commitment to protecting its residents, encouraging economic development, and fostering a strong, resilient community.

J. Please provide any other details relevant to the Town's deliberation of this request:

Each year, our fire company incurs approximately $150,000 in operational expenses. With the purchase of our new firetruck with the Town of Cape Charles assistance, and an increase of 10,000 per year for insurance, we have incurred a new cost of 58,000/year. The towns yearly contribution is instrumental in the continued financial success of the fire company.

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION
FY 2025-2026 BUDGET

The Town of Cape Charles is happy to encourage third-party funding requests that could help contribute to the Town's strategic vision and goals. However, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: March 26, 2025

Name of Project/Program/Event: SailFest Cape Charles

Name of Organization: Cape Charles Main Street dba SailFest Cape Charles

Address: 718 Randolph Avenue, Cape Charles, VA 23310

Contact Person & Title: Patsy Harris and Tara Ashworth, Co-Chairs

Telephone Number: 757-343-4108 703-371-5160

Email Address: patsy@capecharlesmainstreet.com, tara@capecharlesmainstreet.com

Are you a non-profit organization? Yes

If so, what is your Tax ID number? 82-3611632

A. Description of project/program/event, including location, time and details of an entrance/admission fee if required:
See Attached

B. Provide the marketing plan for the project/program/event, including intended target audience. Include any samples of ads, displays, flyers or other media materials:

C. Total estimated cost of project/program/event: $200,000

D. Amount of funds requested in the grant application: $10,000

E. Is this a one-time project/program/event, is it recurring, or is it scheduled to recur?
This is a one-time, weekend-long event.

F. Is this project/program/event coordinated with any other project/program/event or tourism-related activities? If so, please explain.
See Attached

G. List all other funding sources for this project/program/event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. ______
2. ______
3. ______

H. Items to include with your application:
1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of most recent fiscal year).
3. A copy of the organization's most recent IRS from 990

4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town: (attach additional sheet if necessary)

See Attached

J. Please provide any other details relevant to the Town's deliberation of this request:

See Attached

Town of Cape Charles
Non-Profit Organization Grant Funding Application
FY 2025-2026 Budget

Application for SailFest Cape Charles

Application Questions

A. Sail250® is a global gathering of tall ships and military ships to celebrate the 250th anniversary of the founding of the United States of America in June and July of 2026. It will offer crews, cadets and visitors from all over the world an unforgettable experience and a world-class maritime celebration. Sail250® Virginia is honored to be among the elite group of US ports selected to host the Sail250® America international fleet, including New Orleans, Baltimore, New York, and Boston. For seven days in June 2026, more than 55 ships from 20 nations will engage with residents and visitors in affiliate harbors across the Chesapeake Bay region in events and programs symbolic of the bonds of international goodwill.

   Cape Charles will be a Sail Virginia℠ 2026 affiliate harbor and will welcome multiple tall ships to SailFest Cape Charles™ from June 19-22, 2026. Our **SailFest Cape Charles™** three days-long series of special events will provide a wonderful means to tell the story of the contributions of the Eastern Shore during the revolution and the establishment of our nation. We expect to include schools, historians, boating enthusiasts, local musicians, arts and artisans and many more groups from the area to help welcome and showcase the ships we'll host in our lovely town.

   An integral part of the weekend-long events will include a free celebration in our harbor district the evening of Saturday, June 20th. This event will include a band, activities for adults and children and be capped off with a fireworks display. As with the OpSail 2012 events from several years ago, large crowds are anticipated for the free tours of the tall ships and all of the fanfare surrounding their docking in Cape Charles. Those tourists will necessarily visit and explore many of the shops, restaurants, lodging options and events while in Cape Charles.

B. The marketing plans for SailFest Cape Charles are robust and will begin in earnest during the 2025 tourist season in an effort to capture spring and summer travelers and encourage them to return for the events next year. Billboards along Route 13 will promote the weekend and will be in place by the Spring of 2025. Additionally, “save the date” cards will be printed and readily available at businesses within the town and along the shore. A “Lodging Partners” event is planned for this spring which will encourage lodging managers to create SailFest packages to promote to visitors this spring and summer. Rack cards promoting the SailFest Cape Charles events and the Sail250 events in Oncancock - scheduled for the weekend before SailFest Cape Charles - will be created and available at travel stops in Maryland, Delaware, North Carolina and Pennsylvania. Closer to the date of SailFest, we plan to advertise in market-specific lifestyle magazines, local newspapers and radio.

C. On Application Form
D. On Application Form
E. On Application Form

F. Sail250® is a nation-wide event with Norfolk as a select port through Sail250® Virginia. Cape Charles is an affiliate harbor in the Sail250® Virginia program which will be held over two weeks in June 2026 and includes Cape Charles and Onancock on the ESVA. SailFest will thus be a part of a nation-wide, state-wide and local series of events. We will be partnering with the Onancock team to encourage tourists to "make a week" of the tall ships events on the entire shore by visiting Onancock the first weekend, staying on the shore and enjoying our natural beauty, local shops and events during the week and closing out their vacation with a long weekend in Cape Charles.

G. On Application Form
H. Attached

I. SailFest Cape Charles will support and meet many of the goals and objectives identified in the 2025 Strategic Plan and will reinforce our community values by highlighting our maritime heritage. Specifically, the SailFest weekend will support the following enumerated goals:
   - Protect and Maintain the Harbor: By bringing visitors and events to our harbor district we will be creating a focal point around this area and encouraging future exploration and utilization of its resources by visitors and residents alike.
   - To retain and expand businesses in a business-friendly environment: This weekend presents an opportunity to showcase all of the unique dining, shopping and lodging venues in our community. Additionally, we will partner with local attractions, non-profit organizations and arts venues to create synergies across platforms that support the theme of revolutionary history, patriotic celebration, and maritime heritage surrounding the SailFest event.
   - To enhance the visitor experience in Cape Charles: The Sailfest weekend will provide an expansive set of unique events for visitors and residents. These include, once-in-a-life time experiences with free admission and tours of historically accurate reproductions of tall ships; resplendent views

of our coastal community; family-friendly concerts and events in our harbor district; and an opportunity to engage in our cultural heritage among the buy boats.

J. SailFest Cape Charles represents an exciting and unique opportunity for the Town of Cape Charles and the greater ESVA community. History will abound in a series of events and festivities and will put our beautiful harbor in the limelight as we celebrate the 250th anniversary of the founding of our nation. This family-friendly weekend will serve as a magnet for local and inter-state tourists who will avail themselves of all that Cape Charles has to offer - beautiful coastal sights; maritime history; unique local shopping, cultural and dining experiences; charming beach and harbor; and historic community. Day trippers and weekenders will fall in love with our beautiful town!

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION
FY 2025-2026 BUDGET

The Town of Cape Charles is happy to encourage third-party funding requests that could help contribute to the Town's strategic vision and goals. However, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: 3/26/2025

Name of Project/Program/Event: Crabby Blues Festival

Name of Organization: Cape Charles Christian School

Address: 237 Tazewell Avenue P.O. Box 30
Cape Charles, VA 23310

Contact Person & Title: Holly Hubbard, Head of School

Telephone Number: 757-331-1717

Email Address: holly@cccsesva.org

Are you a non-profit organization? Yes

If so, what is your Tax ID number? 26-4648717

A. Description of project/program/event, including location, time and details of an entrance/admission fee if required:
Crabby Blues Festival is an annual event. It will be held on September 13, 2025 from 2pm to 7pm. We organize this family friendly event each year for free. Event highlights include: a live band, food + beverages for sale, free children's activities (bouncies, crafts, ~~[illegible]~~ petting zoo, etc.) We also have local artists/artisans selling their wares throughout the festival.

B. Provide the marketing plan for the project/program/event, including intended target audience. Include any samples of ads, displays, flyers or other media materials:

C. Total estimated cost of project/program/event: $8,000

D. Amount of funds requested in the grant application: $4,000 (CCCS will match)

E. Is this a one-time project/program/event, is it recurring, or is it scheduled to recur?
annual event

F. Is this project/program/event coordinated with any other project/program/event or tourism-related activities? If so, please explain.
No, however we do partner with Citizens for Central Park for the sale of alcoholic beverages.

G. List all other funding sources for this project/program/event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. Sponsorships
2. Vendor fees
3. Silent Auction

H. Items to include with your application:
1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of most recent fiscal year).
3. A copy of the organization's most recent IRS from 990

4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town: (attach additional sheet if necessary)

Hosting the Crabby Blues Festival in Central Park aligns with the town's strategic goal of "retaining its small-town character by fostering a vibrant sense of community, arts, entertainment, and recreation. As a free, family-friendly event, it encourages residents and visitors alike to gather, connect, and celebrate the town's unique culture.

With live music, artison vendors, crafts, and games, CBF highlights local artists, entertainers, and makers, reinforcing Cape Charles's identity as a hub for creative expression. Having a petting zoo, inflatables, and other interactive activities ensures that all ages can participate, strengthening the community bonds through shared experiences.

By welcoming tourists in a warm, friendly venue, the event supports local businesses too. It promotes our town without compromising its charm. We think CCCS's Crabby Blues strikes a balance between growth and tradition, ensuring that Cape Charles remains a destination where arts, recreation, and small-town hospitality thrive.

J. Please provide any other details relevant to the Town's deliberation of this request:

Crabby Blues Festival Marketing Plan

1. Event Overview

- **Event Name:** Crabby Blues Festival
- **Location:** Central Park, Cape Charles
- **Date & Time:** September 13, 2025 2pm to 7pm
- **Admission:** Free
- **Features:** Live music, artisan vendors, inflatables, petting zoo, crafts, games, food vendors, silent auction
- **Target Audience:** Local families, tourists, art and music lovers, outdoor enthusiasts

---

2. Marketing Objectives

- **Increase awareness** of the event within Cape Charles and surrounding areas
- **Drive attendance** among both locals and tourists
- **Highlight local arts, entertainment, and recreation** to support small businesses and artisans
- **Boost engagement** before, during, and after the event

---

3. Target Audience

Primary Audience:

- **Local residents** (families, seniors, young professionals)
- **Regional visitors** (day-trippers from nearby cities)
- **Artisans and vendors**

Secondary Audience:

- **Tourists** exploring Cape Charles
- **Music lovers** interested in live entertainment
- **Food enthusiasts** looking for local flavors

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4. Marketing Strategies

A. Digital Marketing

☑ **Social Media Campaigns:**

- Utilize the **Facebook Event Page** and invite local groups and businesses
- Run **Instagram & Facebook ads** targeting families, tourists, and art/music lovers and thanking sponsors
- Use **hashtags**: #CrabbyBluesFest #CapeCharles #SmallTownCharm #LiveMusic #ArtsAndFun

☑ **Website & Email Marketing:**

- Feature event details on Cape Charles's official website
- Send out **email newsletters** to past festival attendees, local organizations, and businesses
- Partner with **Chamber of Commerce & tourism boards** for newsletter mentions

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B. Traditional Marketing

☑ **Print Advertising:**

- Distribute **flyers and posters** in downtown shops, cafés, hotels, and visitor centers
- Advertise in **local newspapers and magazines**

☑ **Radio & TV:**

- Run **local radio spots** highlighting the festival's attractions
- Feature event organizers on a **local news segment**

☑ **Public Relations & Press Releases:**

- Send **press releases** to regional news outlets

C. Community Outreach & Partnerships

☑ **Local Business Collaboration:**

- Cross-promote with **restaurants, hotels, and B&Bs** (special event discounts, package deals)

☑ **Sponsorships:**

- Secure sponsorships with **small businesses, banks, and community organizations** for funding and exposure

☑ **Word-of-Mouth & Community Engagement:**

- Encourage **volunteers, vendors, and past attendees** to spread the word
- Use **churches, libraries, and community centers** to distribute information

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5. Timeline & Execution

Task	Deadline
Finalize branding & key visuals	5/1/25
Launch social media campaign	4/1/25
Distribute flyers & posters	8/13/25
Secure radio/TV spots	5/1/25
Press release distribution	8/13/25
Run digital ads & email blasts	8/1/25
Post-event recap & thank-you campaign	[9/15/25]

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6. Budget Allocation

Category	Estimated Cost
Social media ads	$100
Print materials (posters, flyers)	$150
Website & email marketing	$0
Radio & local TV	$150
Event signage	$500
Tent Rental	$600
Band	$2500
Petting Zoo	$600
Inflatables	$1500
Port A Potties	$500
Security	$300
T-shirts	$700
Miscellaneous	$400

7. Measurement & Success Metrics

- **Attendance numbers** (compared to previous years)
- **Social media engagement** (likes, shares, comments, hashtag usage)
- **Website traffic & email open rates**
- **Vendor & sponsor satisfaction** (feedback surveys)
- **Media coverage & press mentions**

Final Thoughts

By leveraging **a mix of digital outreach, traditional marketing, and community engagement**, the Crabby Blues Festival will strengthen **Cape Charles's arts, entertainment, and tourism appeal** while preserving its **small-town charm**. The event will bring people together, boost local businesses, and create lasting memories for attendees

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION
FY 2025-2026 BUDGET

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Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: March 28, 2025

Name of Project/Program/Event: Family Fun on the Eastern Shore Booklet Distribution

Name of Organization: Go & Grow Eastern Shore (GAGES)

Address: P.O. Box 149, Cape Charles, VA 23310

Contact Person & Title: Roberta Newman, GAGES Executive Director

Telephone Number: 757-330-0777

Email Address: Info@GAGESVA.org

Are you a non-profit organization? YES

If so, what is your Tax ID number? 99-5106017

A. Description of project/program/event, including location, time and details of an entrance/admission fee if required:

Go & Grow Eastern Shore works with community partners to ensure that families have equal access to affordable learning resources to explore as a foundation for success in school, work, and life. We believe that every child and youth deserves a caring and supportive community that promotes health and well-being and provides ample opportunities for children to play, grow, and learn. During the Covid Crisis, GAGES researched and published a booklet – Family Fund Outdoors on the Eastern Shore - to help families play and explore the natural beauty of Cape Charles and Virginia's Eastern Shore. This booklet was regularly provided to the Cape Charles Library, Cape Charles Museum, and other distribution points in Cape Charles. It was very popular, but we are now out of stock. We are requesting funding to support the updating, expansion, and printing of a second edition of the Family Fun Outdoors on the Eastern Shore Booklet for distribution in Cape Charles. The booklet is a valuable resource for families who live in Cape Charles as well as those who visit the area. Click on this link to view a copy of the first edition: https://www.gagesva.org/family-fun

B. Provide the marketing plan for the project/program/event, including intended target audience. Include any samples of ads, displays, flyers or other media materials:

The Librarian at the Cape Charles Memorial Library has requested a new supply of booklets for regular library patrons and visitors to Cape Charles. We will distribute the Family Fun Booklet through the Cape Charles Memorial Library, Short Term Rental Owners, Cape Charles Museum, and the restored Cape Charles Rosenwald School from July 1, 2025 through June 20, 2026. GAGES will also provide copies of the booklet at town-wide events such as Music in the Park Concerts and Festive Fridays.

C. Total estimated cost of project/program/event: $5,000 (Includes booklet distribution in other areas of the Eastern Shore)

D. Amount of funds requested in the grant application: $2,500 (Design, updates, expansion and printing of 2000 copies for distribution in Cape Charles area only)

E. Is this a one-time project/program/event, is it recurring, or is it scheduled to recur? Continued distribution will be determined by community interest and in-stock #'s as of June 30, 2026. Recurring costs would likely be related to printing only and additional contributors sought.

F. Is this project/program/event coordinated with any other project/program/event or tourism-related activities? If so, please explain.

An electronic version of the Family Fun Outdoors booklet is available on the Go & Grow Eastern Shore website (www.GAGESVA.org). In addition, the booklet is shared at the GAGES KIDS COUNT Forum and community resource fairs sponsored by other non-profits on the Eastern Shore such as Departments of Social Services and school events.

G. List all other funding sources for this project/program/event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. Cape Charles Rotary Club. $350 of a recent $500 unrestricted donation will be applied to this project.
2. Site research for the project will be provided through an in-kind donation by a representative of Master Naturalists. (Value: $300/$30 per hour). This is over and above the requested grant amount of $2,500.)
3. Corrections & updates to Web version of the Booklet on Gages Website will be provided through an in-kind donation by a GAGES Board Member (Value: $300/$20 per hour). This is over and above the requested grant amount of $2500.)

   Though the in-kind services of the volunteers above are not a budgeted expense, they provide a valuable foundation for this initiative. Without additional funding of the budgeted amount for design and expansion, however, GAGES cannot provide this community resource for Cape Charles residents and visitors.

H. Items to include with your application: SEE ATTACHMENTS

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of most recent fiscal year).
3. A copy of the organization's most recent IRS from 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town: (attach additional sheet if necessary)

The distribution of Family Fun Outdoors on the Eastern Shore booklets is closely connected to the Town's Vision, which states: "Preserve our historical, natural, and cultural resources, while managing growth and fostering a sense of community that enhances well-bring and prosperity, now and for generation to come" as well as the overall value of Environmental Stewardship. The Family Fun Booklet encourages families to share time with family and friends at parks, trails, refuges and other natural areas as they participate in healthy activities and explore and learn about the environmental treasures in Cape Charles and beyond. Giving families this booklet of resources supports two of the Town Goals: 1) To promote environmental stewardship and 2) To enhance the visitor experience and maintain/increased visitation and tourism. Environmental Stewardship begins with awareness and knowledge of the world we live in. The Family Fun Booklet provides both visitors and local citizens with a wide variety of natural areas and organizations to visit, explore, and learn more about how we can protect and care for our natural areas.

J. Please provide any other details relevant to the Town's deliberation of this request:

Though the in-kind services of the volunteers listed above are not included in the requested grant amount, they provide a valuable foundation for this the initiative. Without their assistance and additional funding of the budgeted amount for design, expansion, and printing, however, GAGES cannot provide this community resource for Cape Charles residents and visitors.

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION
FY 2025-2026 BUDGET

The Town of Cape Charles is happy to encourage third-party funding requests that could help contribute to the Town's strategic vision and goals. However, please do not base applications on past requests, but on bona fide current need. Simply put, the more the request, the less likely it can be accommodated.

Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: _March 23, 2025________________________________

Name of Project/Program/Event: _2026 Summer Concerts in the Park______________

Name of Organization: Citizens for Central Park______________________________

Address: _PO Box 624, Cape Charles, VA 23310______________________________

____

Contact Person & Title: _Hank Mayer, Treasurer________________________________

Telephone Number: _908-209-3804____

Email Address: _hankmayer95@gmail.com____________________________________

Are you a non-profit organization? _Yes_______________________________________

If so, what is your Tax ID number? _54-2037051_______________________________

A. Description of project/program/event, including location, time and details of anentrance/admission fee if required: The 2026 Summer Concerts in the Park programwill include 12 free Saturday evening (7:00-9:00pm) concerts in Central Park fromlate June to early September. This will be our 13th year. The concert program is thelargest on the VA eastern shore. __________

B. Provide the marketing plan for the project/program/event, including intended targetaudience. Include any samples of ads, displays, flyers or other media materials: 2026 Summer Concerts in the Park Marketing Plan: CCP will spend a total of $16,800on promoting the concerts next summer. The marketing plan includes half and full-page ads in the Eastern Shore Post (weekly) and Eastern Shore First (monthly)newspapers over the 4 months; placing rack cards in the CBBT Welcome Center andthe VTC Welcome Centers in New Church (MD border) and East Coast Gateway(I-64 south of Richmond), as well as businesses around Cape Charles and the county;and posts on Facebook, Instagram, other tourism and music social media, and theCape Charles Main Street, State, ESVA, and other regional tourism websites. In 2025we also added radio promotion on WESR and 96.9 FM throughout the summer. Anexperienced part-time contractor manages these responsibilities throughout the year.Our targeted audience of the concert related newspaper ads are residents and visitorsalready in the area. The focus of our social media efforts are to make our 3,900 followers on Facebook and 900 on Instagram aware of our concert schedule and otherevents and activities occurring in the Park. See attached 2025 concert schedule posted on social media March 9th.

C. Total estimated cost of project/program/event:
$88,000______________________________

D. Amount of funds requested in the grant application:
$17,000 ($12,000 for bands and $5,000 for paid staff)________________________

E. Is this a one-time project/program/event, is it recurring, or is it scheduled to recur?
_Annual summer event, now in its 13th year.______________________

F. Is this project/program/event coordinated with any other project/program/event ortourism-related activities? If so, please explain.
The summer concerts have become a major summer attraction for Cape Charles andNorthampton County tourism, and is actively promoted by CCMS and rental home,hotel, restaurant, and real estate sponsors. Our first concert in 2026 will be movedfrom Saturday to Friday June 19th, in order to help kickoff the Town and Main

Street's Sail250 Virginia weekend of events. Our July 4th Saturday concert will be moved to Friday as well and be the kickoff of the Town's July 4th celebrations.___

G. List all other funding sources for this project/program/event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. Sponsors, donations, and partnerships - $30,000_______________
2. Sale of alcoholic beverages - $24,300 (net)____________________
3. Town of Cape Charles - $17,000
4. Northampton County - $6,000
5. VCA Artist Touring Grants for 3 bands - $4,750______

6. H. Items to include with your application:
   1. A copy of the organization's articles of incorporation (the first year submitting and application).
   2. A copy of the organization's most recent financial statement (close of most recent fiscal year).
   3. A copy of the organization's most recent IRS from 990
   4. A copy of the organization's tax-exempt status

H. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town: (attach additional sheet if necessary)
This project meets three of the town's nine strategic goals (2025):
1. To maintain the small-town character of Cape Charles by providing music on Saturday evenings in the summer in a relaxed park setting for residents and visitors.
2. To protect and maintain Central Park by maintaining and improving its appearance and usage through the concerts and their financial contribution to the park.
3. To enhance the visitor experience in Cape Charles and maintain/increase visitation and tourism related revenues by offering a high quality concert experience 12 weekends every summer and promoting the opportunity on social, print and radio media.

J. Please provide any other details relevant to the Town's deliberation of this request:
We have continued to improve the quality of our bands and sound, and increased their promotion to include radio ads on WESR and 96.9FM in addition to greater social media links in the north and across the Bay to the west.

In 2025 we are testing a partnership with the Cape Charles Rosenwald School Renovation project in co-presenting the TFC Band and its Motown music show on July 5th. It is being structured similarly to that of our Labor Day weekend Lovefest concertwith CCMS and hopefully will become an angoing fundraising effort for them.

Total attendance in 2023-24 (two years) was 28,000.

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION
FY 2025-2026 BUDGET

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Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: _March 23, 2025________________________________

Name of Project/Program/Event: ADA Improvements to Central Park_______________

Name of Organization: Citizens for Central Park______________________________

Address: _PO Box 624, Cape Charles, VA 23310______________________________

Contact Person & Title: _Hank Mayer, Treasurer_______________________________

Telephone Number: 908-209-3804______________________________________

Email Address: hankmayer95@gmail.com__________________________

Are you a non-profit organization? _Yes_____________________________________ If so, what is your Tax ID number? _54-2037051_________

A. Description of project/program/event, including location, time and details of an entrance/admission fee if required: _Citizens for Central Park, in partnership with the Town of Cape Charles, would like to improve the usability of Central Park by the construction of three Americans for Disabilities (ADA) designated parking spaces along the Park fence and Park Row street and addition of four ADA compliant family picnic tables located near event food vendors. See attached project description for more information.___________________

B. Provide the marketing plan for the project/program/event, including intended target audience. Include any samples of ads, displays, flyers or other media materials: Not applicable

C. Total estimated cost of project/program/event: $20,000_______________________________

D. Amount of funds requested in the grant application: _ $5,000__________________________

E. Is this a one-time project/program/event, is it recurring, or is it scheduled to recur? One time project____________________

F. Is this project/program/event coordinated with any other project/program/event or tourism-related activities? If so, please explain. This ADA improvement will enhance all activities in Central Park year round._________________

G. List all other funding sources for this project/program/event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

   1. Northampton County Tourism Infrastructure Grant - $10,000__________
   2. Citizens for Central Park - $5,000_________________________
   3. ____

H. ___

   1. Items to include with your application:
   2. A copy of the organization's articles of incorporation (the first year

submitting and application).
3. A copy of the organization's most recent financial statement (close of most
4. recent fiscal year).

A copy of the organization's most recent IRS from 990
A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town: (attach additional sheet if necessary)

See attached

J. Please provide any other details relevant to the Town's deliberation of this request:

The Town will manage all elements of this capital improvement project

March 13, 2025

<u>Central Park Accessible Parking</u>
<u>Project Proposal</u>

<u>Need</u>: There are no handicapped accessible parking spaces adjacent to Central Park. This makes it difficult for mobility impaired persons to access park amenities and events, such as the summer concerts.

<u>Location</u>: Park Row runs east from Strawberry Street and dead ends near the north entrance to the park. The distance is approximately 14' from the VDOT right-of-way (ROW) where the asphalt pavement ends to the concrete paved trail from Madison Avenue. This is a convenient access point to the trail around the park, the children's playground, and one of the main entrances for events. The area is flat and level without curbs between the pavement and surrounding ground. This obviates the need to construct ramps between elevation changes, thus reducing cost.

<u>Design</u>: The distance from the sidewalk along the north side of Park Row to the fence along the north boundary of the park is approximately 42'. This is wide enough to accommodate three ADA-compliant accessible parking spaces at a 90-degree orientation on the east boundary of the ROW, a total of 37', as follows:

- 8' – van accessible space
- 8' – van accessible access aisle
- 8' - van accessible space
- 5' – standard access aisle
- 8' – standard accessible space

The spaces would be 20' long to accommodate placement of wheel stops.

The northern two spaces and access aisles would utilize a 6' portion of the asphalt pavement in the ROW. The southern space would utilize a 6' portion of the grass area in the ROW. A VDOT land use permit will be required for this 37'x6' (20'-14') area to be incorporated into parking spaces.

<u>Cost Estimate</u>: The attached estimate is based on recent projects. The sources are notional and can be competed. Recommend a $20,000 estimate for budgeting purposes.

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION
FY 2025-2026 BUDGET

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Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: March 24, 2025

Name of Project/Program/Event: Library summer programming

Name of Organization: Friends of the Cape Charles Memorial Library

Address: P.O. Box 27
Cape Charles, Virginia 23310

Contact Person & Title: Pat Tinkelman, President

Telephone Number: 703-967-0224

Email Address: ptink1960@yahoo.com

Are you a non-profit organization? yes

If so, what is your Tax ID number? 04-3806508

A. Description of project/program/event, including location, time and details of an entrance/admission fee if required:

Please see attached list of activities put on by the library to promote literacy and reading through the summer reading program. By bringing local citizens and summer guests into the library for fun events it promotes the joy of reading books and learning. All programs are free to all.

B. Provide the marketing plan for the project/program/event, including intended target audience. Include any samples of ads, displays, flyers or other media materials: See over

C. Total estimated cost of project/program/event: $2,305.00

D. Amount of funds requested in the grant application: $2,305.00

E. Is this a one-time project/program/event, is it recurring, or is it scheduled to recur?

This is a recurring summer program

F. Is this project/program/event coordinated with any other project/program/event or tourism-related activities? If so, please explain.

Does provide programming for guests visiting Cape Charles over the summer

G. List all other funding sources for this project/program/event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1.
2.
3.

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application). - due to years and years of passing records on to new directors, this has been lost.
2. A copy of the organization's most recent financial statement (close of most recent fiscal year).
3. A copy of the organization's most recent IRS from 990

The library promotes all of these free summer programs in several ways:

on their facebook page
in town Gazette
with flyers posted in the library vestibule

DATE	PROGRAM	COST
June 18	Ryan the Balloon Guy (to perform at our Summer Kick-off Event)	$350.00
June 27	Friday Night Owl Prowl	$65.00*
July 21	Barefoot Puppets (real cost is $1,050 but $400 will be reimbursed to CCML through VCA grant)	$650.00
July 24	Virginia Living Museum	$310.00
July 25	Friday Night Owl Prowl	$65.00*
July 29	My Music Starts Here	$50.00
August 1	Cascading Carlos, the Juggler	$400.00
August 7	Summer Wrap-up Party	$150.00
August 8	Friday Night Owl Prowl	$65.00*
	Programs Total	$2,105.00
	Summer Prizes	$200.00
	TOTAL	**$2,305.00**

Friday Night Owl Prowls are TENTATIVE, waiting on approval from DCR

TOWN OF CAPE CHARLES
NON-PROFIT ORGANIZATION GRANT FUNDING APPLICATION
FY 2025-2026 BUDGET

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Applications must be received by Courtney Neale, assistant to the town manager (courtney.neale@capecharles.org), no later than March 28th, 2025.

SECTION A: APPLICANT INFORMATION

Date: March 27,2025

Name of Project/Program/Event: ______________________

Name of Organization: Northampton County YMCA

Address: 22257 Parsons Circle Cape Charles, Va. 23310

____

Contact Person & Title: Andre Elliott, Senior Executive Director

Telephone Number: (757) 982-0050

Email Address: aelliott@ymcashr.org

Are you a non-profit organization? yes

If so, what is your Tax ID number? 54-0445205

A. Description of project/program/event, including location, time and details of an entrance/admission fee if required:

The Open Doors Program is the YMCA's scholarship initiative that supports equitable access to YMCA programs and services for individuals and families in Cape Charles and across Northampton County. Funds from this project help deliver year-round programming including swim safety, youth sports, Teen memberships, active older adult fitness, and general wellness programs. All programming takes place at the Northampton County YMCA, located in Cape Charles. No additional entrance/admission fees are required for participants receiving scholarships.

B. Provide the marketing plan for the project/program/event, including intended target audience. Include any samples of ads, displays, flyers or other media materials:

We promote our programs through a multi-channel approach, including printed flyers distributed throughout the town and surrounding communities, social media posts, digital newsletters, YMCA website updates, and partnerships with schools and local businesses. The intended audience includes families, seniors, teens, and other underserved community members in Cape Charles and Northampton County.

C. Total estimated cost of project/program/event: $150,000 annually

D. Amount of funds requested in the grant application: $10,000

E. Is this a one-time project/program/event, is it recurring, or is it scheduled to recur?
This is a recurring program.

F. Is this project/program/event coordinated with any other project/program/event or tourism-related activities? If so, please explain.

Yes. The YMCA supports tourism through initiatives like Vacation Passes, allowing visitors temporary access to YMCA facilities, and the Y-Home Program, which partners with hotels and rental properties to provide guests with YMCA access as part of their accommodations.

G. List all other funding sources for this project/program/event and the amount being funded by each. Identify if cash/donation vs. grant funded. If grant funding is involved, please identify any terms or conditions that apply to the grant.

1. $25,000 from individual donors (cash/donation)
2. United Way contributions (grant; standard reporting conditions apply)
3. Additional YMCA fundraising events (cash/donation)

H. Items to include with your application:

1. A copy of the organization's articles of incorporation
2. A copy of the organization's most recent financial statement
3. A copy of the organization's most recent IRS Form 990
4. A copy of the organization's tax-exempt status

I. Give a description of how the Project/Program/Event meets the Strategic Goals or Objectives of the Town:

The YMCA's Open Doors Program helps address local health and wellness disparities, supports active living, and fosters inclusiveness. By providing financial assistance, we ensure every resident — regardless of age or income — has access to programs that promote physical and mental health. In alignment with Cape Charles' goals, we also enhance the town's appeal as a welcoming, family-friendly, and health-conscious community.

J. Please provide any other details relevant to the Town's deliberation of this request:

As a mission-driven organization, the YMCA serves as a reliable partner in community development. With demand for services increasing, your support helps ensure we can continue to address health disparities, provide youth development programs, and serve as a central resource for families and individuals throughout Cape Charles.