



TOWN COUNCIL
Work Session
May 4, 2023
Cape Charles Civic Center
6:30 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. [Items for Discussion:](#)
 - A. [Fund Balance Reserve Status](#)
 - B. [Detail Review of Proposed Budget](#)
 - [General Fund Revenue](#)
 - [Planning & Zoning Proposed Fees](#)
 - [General Fund Expenditures](#)
 - [Capital Asset Management Project \(CAMP\) Project List/Schedule](#)
 - [Summary of Capital Projects](#)
 - [General Capital Fund](#)
 - [General Debt Service Fund](#)
 - [General Special Activities Fund](#)
 - [Utility Fund Revenue & Expenditures](#)
 - [Harbor Fund Revenue & Expenditures](#)
 - [Sanitation Fund Revenue & Expenditures](#)
 - C. [Strategic Revenue Planning](#)
 - D. [Community Funding Applications](#)
 - E. Projected Revenue and Rebalancing
3. Adjournment

FY24 Budget Work Sessions

- Welcome to the FY24 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 1st**
- By way of a broad overview, a couple of key points:
 - Core General Fund revenue is up **24.6%**, mostly due to new construction, TOT, and meals tax
 - Core General Fund expenses are up **1.5%**
 - Budget includes a **2.5% COLA** for all regular employees
 - Current General Fund revenues less expenditures: **\$383,254**
 - Unassigned General Fund fund balance is **\$1,418,206**
- Items looming large in our future:
 - Sale of the utilities
 - Large capital projects, including:
 - New Municipal Center
 - New Downtown Visitor's Center & Restrooms
 - Connection of the Keck Water Wells
 - Library Upgrades
 - Harbor Upgrades

Fund Balance Reserve Status FY24 Budget

General Fund

Audited Fund Balance (June 30, 2022):	\$ 2,821,312
Draft FY24 Budget - Core Operating Expenses:	\$ 3,668,396
Operating Reserve (20%):	\$ 733,679
Contingency Reserve (10%):	\$ 366,840
Total Required Reserve:	<u>\$ 1,100,519</u>
GF Fund Balance less required reserve:	\$ 1,720,793
If Harbor Covered by GF - Core Operating Expenses:	\$ 1,008,625
Operating Reserve (20%):	\$ 201,725
Contingency Reserve (10%):	\$ 100,863
Harbor Reserve:	<u>\$ 302,588</u>
GF Fund Balance less required combined reserve:	\$ 1,418,206

Utility Fund

Audited Fund Balance - Unrestricted (June 30, 2022):	\$ 1,176,558
Draft FY24 Budget - Core Operating Expenses:	\$ 2,940,115
Operating Reserve (20%):	\$ 588,023
Contingency Reserve (10%):	\$ 294,012
Total Required Reserve:	<u>\$ 882,035</u>
Unrestricted Utility Fund Balance less required reserve:	\$ 294,524
Restricted Facility Fee Reserve (June 30, 2022)	\$ 1,176,588
	<u>\$ 1,471,112</u>
Additional facility fees collected in FY23:	\$ 833,302
Transfers from prior year income:	\$ 618,414
Total Facility Fee Reserve available:	\$ 2,922,828

CIP Fund

Audited Fund Balance - Unrestricted (June 30, 2022):	\$ 286,540
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Funding Strategies FY24

Resources Available

GF Rev - Exps:	\$	383,254	
GF Capital Revenues:	\$	371,312	(6% GF Core Rev & 0.5% Meals Tax)
Remaining ARPA:	\$	179,850	
CIP Fund Balance:	\$	286,540	
GF Fund Balance:	\$	1,418,206	
Utility Facility Fee Reserve:	\$	2,922,828	

Needs

Harbor Capital	\$	333,000
Utility Operations	\$	311,728
Utility Capital	\$	1,615,000
GF Capital	\$	70,162

Recommendations

Harbor Capital	\$	333,000	
Utility Operations	\$	311,728	
	\$	644,728	Combined need
GF Rev - Exps:	\$	383,254	
	\$	(644,728)	Combined need
	\$	(261,474)	Remaining shortfall
GF Fund Balance:	\$	1,418,206	
	\$	(261,474)	
	\$	1,156,732	Remaining GF Fund Balance

Utility Facility Fee Reserve:	\$	2,922,828	
Utility Capital	\$	(1,615,000)	
	\$	1,307,828	Remaining Reserve Balance

GF Capital Revenues:	\$	371,312	
GF Capital	\$	(70,162)	
	\$	301,150	Remaining Capital Revenue
Remaining ARPA:	\$	179,850	
CIP Fund Balance:	\$	286,540	
	\$	767,540	Remaining CIP Fund Balance

TOWN OF CAPE CHARLES 2024 BUDGET PREP SUMMARY		
Fund	Dept	FY2024 Proposed Budget
100-General Fund		
Revenue	TOTAL REVENUE	\$5,263,467.99
Expenditures		
	4110-Legislative	\$53,233.44
	4112-Clerk	\$116,215.31
	4121-Town Manger	\$2,405,004.29
	4124-Treasurer/Finance	\$480,419.07
	4310-Police	\$686,861.60
	4340-Building & Code Enfrcmnt	\$166,764.04
	4430-Public Works	\$775,270.58
	4730-Library	\$188,576.34
	4811-Planning/Zoning	\$366,343.31
	TOTAL EXPENDITURES	\$5,238,687.99
	REVENUE LESS EXPENDITURES	\$24,780.00
110-Capital Projects Fund		
Revenue	TOTAL REVENUE	\$2,446,915.13
	TOTAL EXPENDITURES	\$2,446,915.13
	REVENUE LESS EXPENDITURES	\$0.00
120-Debt Service Fund		
Revenue	TOTAL REVENUE	\$255,222.72
Expenditures	TOTAL EXPENDITURES	\$255,222.72
	REVENUE LESS EXPENDITURES	\$0.00
130-Special Activities Fund		
Revenue	TOTAL REVENUE	\$296,350.00
Expenditures	TOTAL EXPENDITURES	\$296,350.00
	REVENUE LESS EXPENDITURES	\$0.00
501-Utility Fund		
Revenue	TOTAL REVENUE	\$4,555,115.41
Expenditures		
	4500-Administration	\$330,648.09
	4501-Water	\$2,021,403.98
	4502-Sewer	\$2,142,021.34
	4503-Utility Billing	\$61,041.99
	TOTAL EXPENDITURES	\$4,555,115.41
	REVENUE LESS EXPENDITURES	\$0.00
510-Harbor Fund		
Revenue	TOTAL REVENUE	\$1,611,740.36
Expenditures	TOTAL EXPENDITURES	\$1,611,740.36
	REVENUE LESS EXPENDITURES	\$0.00
520-Sanitation Fund		
Revenue	TOTAL REVENUE	\$314,265.00
Expenditures	TOTAL EXPENDITURES	\$314,265.00
	REVENUE LESS EXPENDITURES	\$0.00

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 100							
Acct Type: Revenues							
Dept Desc:							
100-3010-2019	Real Property Tax 2019	\$3,094.10	\$8,000.00	\$2,000.00	-75.0%		
100-3010-2020	Real Property Tax 2020	\$15,622.20	\$10,000.00	\$2,000.00	-75.0%		
100-3010-2021	Real Property Tax 2021	\$1,497,356.74	\$17,000.00	\$6,500.00	-35.0%		
100-3010-2022	Real Property Tax 2022	\$0.00	\$1,559,242.00	\$20,000.00	17.6%		
100-3010-2023	Real Property Taxes 2023	\$0.00	\$0.00	\$1,605,700.00	3.0%	Estimate 6.5mil new construction, and a 97% collection rate	
100-3020-2016	Personal Property Tax 2016	\$307.19	\$85.73	\$0.00	-100.0%		
100-3020-2017	Personal Property Tax 2017	\$693.69	\$1,000.00	\$0.00	-100.0%		
100-3020-2018	Personal Property Tax 2018	\$829.38	\$1,000.00	\$0.00	-100.0%		
100-3020-2019	Personal Property Tax 2019	\$3,769.83	\$2,000.00	\$2,000.00	0.0%		
100-3020-2020	Personal Property Tax 2020	\$12,926.14	\$6,000.00	\$3,000.00	-50.0%		
100-3020-2021	Personal Property Tax 2021	\$225,473.76	\$39,410.59	\$4,000.00	-89.9%		
100-3020-2022	Personal Property Tax 2022	\$0.00	\$95,000.00	\$45,000.00	-52.6%	originally billed plus supplemental bills	
100-3020-2023	Personal Property Taxes 2023	\$0.00	\$0.00	\$121,000.00			
100-3025-2020	License Tax 2020	\$2,502.45	\$1,000.00	\$1,000.00	0.0%		
100-3025-2021	LICENSE Tax 2021	\$21,290.72	\$2,000.00	\$1,550.00	-22.5%		
100-3025-2022	License Tax 2022	\$0.00	\$21,000.00	\$6,000.00	-71.4%		
100-3025-2023	License Taxes 2023	\$0.00	\$0.00	\$21,000.00			
100-3035-2023	Machinery & Tools Taxes 2023	\$0.00	\$0.00	\$25,000.00			
100-3040-1000	Penalties All Property Tax	\$20,764.50	\$22,312.00	\$16,000.00	-28.3%		
100-3050-1000	Golf Cart Decals	\$20,367.00	\$17,500.00	\$20,150.00	15.1%	650 decals sold in FY2022	
100-3050-1100	Consumer Utility Taxes - Elec & Gas	\$63,853.52	\$61,000.00	\$61,580.57	1.0%		

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-3650-4000	Recovery Public Works - Misc & Damage	\$0.00	\$0.00	\$0.00		
	100-3650-5000	Recovery (damage)-Parks & Rec	\$0.00	\$0.00	\$0.00		
	100-3650-6000	Recovery Town Mgr-Misc.	\$24,137.46	\$10,000.00	\$0.00	-100.0%	
	100-3650-7000	Recovery - Retirement Forfeiture	\$628.01	\$0.00	\$0.00		
	100-3700-1000	Grant - Recov. of Storm Damages FEMA	\$0.00	\$0.00	\$0.00		
	100-3700-2200	Grant Gen Fund - USDA RD	\$48,000.00	\$14,700.00	\$14,875.00	1.2%	One police car
	100-3700-3000	Proceeds from Loan/Bond Issuance	\$0.00	\$0.00	\$0.00		
	100-3750-2000	Personal Prop. Tax Reimbursement- PPTRA	\$35,423.60	\$35,424.00	\$35,424.00	0.0%	
	100-3750-3000	Local SALES & USE Taxes	\$95,313.00	\$74,000.00	\$80,000.00	8.1%	
	100-3750-3100	DMV Humane Plates Pybl to ESSO	\$0.00	\$0.00	\$0.00		
	100-3800-1000	Assistance to Local Police Dept HB 599 - State	\$31,250.00	\$31,250.00	\$34,356.00	9.9%	
	100-3800-2000	Grant - DCJS LOLE/Byrne	\$172.38	\$5,179.00	\$6,000.00	15.9%	
	100-3800-5000	Grant - Litter Prevention Grant (DEQ)	\$1,329.00	\$1,329.00	\$1,650.00	24.2%	
	100-3800-6000	Grant - Miscellaneous/Other	\$5,000.00	\$0.00	\$0.00		
	100-3800-6001	Reappropriated Funding - Carryover Projects	\$0.00	\$169,712.00	\$103,000.00	-39.3%	from legal, contingencies, prof svcs
	100-3800-8000	Grant - Library Program Other	\$0.00	\$400.00	\$0.00	-100.0%	
	100-3850-1000	Grant - Northampton County Library	\$30,000.00	\$30,000.00	\$30,000.00	0.0%	
	100-3850-2000	Grant Other - Northampton County	\$0.00	\$10,000.00	\$0.00	-100.0%	
	100-3900-1000	Grant - VML Risk Management	\$3,162.88	\$4,000.00	\$4,000.00	0.0%	
	100-3900-6000	Appropriation from Fund Balance	\$0.00	\$209,456.12	\$261,474.17	24.8%	
	100-3950-1050	Loan Proceeds Current Year	\$0.00	\$0.00	\$0.00		
	100-3950-2100	Loan Proceeds USDA Rural Devlpmnt	\$25,979.00	\$27,300.00	\$27,625.00	1.2%	1 x police vehicles
	100-3950-8520	Transfer from Sanitation Fund	\$0.00	\$0.00	\$0.00		
	100-3975-1000	Misc Rev Proceeds from Fair/Event	\$3,050.00	\$3,100.00	\$3,100.00	0.0%	
	100-3975-1100	Miscellaneous Rev & NSF Fees-Gen Fund	\$2,061.05	\$2,250.00	\$2,250.00	0.0%	credit card point redemption
	TOTAL GENERAL FUND REVENUE		\$4,226,884.13	\$4,545,819.06	\$5,263,467.99		
		*Total Core Operating Revenue			\$4,483,868.82		Revenue less reappropriations & USDA RD & Bond proceeds, .5% Meals tax set aside for capital projects, and library sale

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

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

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

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

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

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

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Dept Desc: 4112 TOWN CLERK							
100-4112-1000		Regular Salaries & Wages Town Clerk	\$62,540.83	\$65,266.00	\$65,667.71	0.6%	2.5% COLA, but gave Economic Sup pmnt FY23
100-4112-1100		Regular Salaries & Wages OT Town Clerk	\$0.00	\$0.00	\$0.00		
100-4112-2000		FICA Expense	\$4,803.89	\$4,992.85	\$5,023.58	0.6%	
100-4112-2100		SUI Expense	\$42.40	\$42.40	\$10.40	-75.5%	
100-4112-2200		Retirement-ER VRS & ICMA-RC Contribution	\$3,719.52	\$4,913.86	\$5,036.71	2.5%	
100-4112-2210		Life Insurance	\$833.52	\$858.48	\$879.95	2.5%	
100-4112-2220		Disability Insurance, LTD & STD	\$259.92	\$491.16	\$502.69	2.3%	
100-4112-2230		Worker's Comp	\$68.33	\$38.96	\$42.27	8.5%	estimate
100-4112-2300		Health Insurance	\$375.00	\$1,742.26	\$0.00	-100.0%	
100-4112-2301		Health Reimbursement Account Expense	\$0.00	\$0.00	\$750.00		
100-4112-2302		Wellness Health Incentive Plan	\$0.00	\$0.00	\$100.00		new
100-4112-2310		Dental Insurance	\$594.32	\$600.00	\$609.00	1.5%	
100-4112-2320		Vision Insurance	\$83.71	\$91.32	\$0.00	-100.0%	
100-4112-2345		Employee/Volunteer Testing	\$0.00	\$0.00	\$0.00		
100-4112-3000		Contract Labor	\$0.00	\$0.00	\$0.00		
100-4112-3025		Repair Maint & Inspect Contracted Svcs	\$888.75	\$2,000.00	\$2,600.00	30.0%	combined #3020 - ShoreScan agreement
100-4112-3030		Lease - Storage	\$0.00	\$0.00	\$0.00		
100-4112-3430		IT Services	\$8,400.25	\$12,900.00	\$13,350.00	3.5%	increased InversaMinds & price inc for MuniCode & ZO codification
100-4112-3450		Printing & Design Services	\$0.00	\$0.00	\$0.00		
100-4112-3500		Advertising Services	\$0.00	\$0.00	\$0.00		
100-4112-5040		Phone Service	\$780.00	\$780.00	\$780.00	0.0%	
100-4112-5110		Lease, Office Equipment	\$0.00	\$65.00	\$0.00	-100.0%	No need for DMV account - xferred to JO
100-4112-5200		Travel-Mileage, Parking & Tolls	\$110.13	\$1,000.00	\$1,000.00	0.0%	
100-4112-5210		Travel-Lodging & Meals	\$633.94	\$1,550.00	\$1,600.00	3.2%	
100-4112-5220		Conference	\$925.00	\$1,200.00	\$1,400.00	16.7%	
100-4112-5240		Books & Subscriptions	\$1,500.00	\$14,080.00	\$14,000.00	-0.6%	Town Code & Zoning Ordinance - MuniCode increases
100-4112-5250		Dues & Memberships	\$360.50	\$515.00	\$475.00	-7.8%	Drop ICMA-HR
100-4112-6150		Computer, Software & Electronics <\$10K	\$4,123.82	\$1,200.00	\$888.00	-26.0%	
100-4112-3020		Maint Svc Contracts - Annual	\$0.00	\$600.00	\$0.00	-100.0%	moved to #3025
100-4112-6000		Office Supplies	\$585.78	\$1,300.00	\$1,500.00	15.4%	price increased for minutes books & paper
Total Clerk Expenses			\$91,629.61	\$116,227.29	\$116,215.31		

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	Dept Desc: 4121 TOWN MANAGER						
	100-4121-1000	Regular Salaries & Wages-Town Manager	\$107,999.99	\$157,618.35	\$158,360.81	0.5%	2.5% COLA, but gave Economic Sup pmnt FY23
	100-4121-1100	Regular Wages TMgr OT	\$0.00	\$2,034.00	\$2,033.93	0.0%	
	100-4121-1200	PT Salaries & Wages Town Mgr	\$29,012.66	\$44,198.35	\$45,272.00	2.4%	
	100-4121-1400	Seasonal Wages Beach Attendants	\$0.00	\$10,000.00	\$10,000.00	0.0%	
	100-4121-1500	Seasonal Wages OT Beach Attendants	\$0.00	\$0.00	\$0.00		
	100-4121-1600	Bonus & Increase Pool Gen Fund	\$0.00	\$0.00	\$0.00		
	100-4121-1800	Allocated Wages	-\$15,750.00	-\$16,995.00	-\$17,419.88	2.5%	
	100-4121-1900	Personnel Lapse Allowance	\$0.00	\$0.00	\$0.00		
	100-4121-2000	FICA Expense	\$10,551.87	\$16,361.84	\$16,498.51	0.8%	
	100-4121-2100	SUI Expense	\$84.79	\$169.60	\$41.60	-75.5%	
	100-4121-2200	Retirement-ER VRS & ICMA-RC Contribution	\$6,403.57	\$11,850.02	\$12,146.27	2.5%	
	100-4121-2210	Life Insurance	\$1,434.66	\$2,070.28	\$2,122.03	2.5%	
	100-4121-2220	Disability Insurance, LTD & STD	\$428.84	\$1,172.15	\$1,199.96	2.4%	
	100-4121-2230	Worker's Comp	\$95.07	\$970.12	\$1,052.58	8.5%	estimate
	100-4121-2300	Health Insurance	\$4,418.79	\$14,425.55	\$6,299.52	-56.3%	
	100-4121-2301	Health Reimbursement Account Expense	\$0.00	\$0.00	\$1,500.00		
	100-4121-2302	Wellness Health Incentive Plan	\$0.00	\$0.00	\$370.00		
	100-4121-2310	Dental Insurance	\$310.50	\$578.40	\$587.04	1.5%	
	100-4121-2320	Vision Insurance	\$0.00	\$0.00	\$0.00		
	100-4121-2325	AFLAC Insurance Premiums - Town portion	\$0.00	\$0.00	\$0.00		
	100-4121-2340	Employee Assist Program	\$268.40	\$250.00	\$250.00	0.0%	
	100-4121-2345	Employee/Volunteer Testing	\$0.00	\$120.00	\$120.00	0.0%	
	100-4121-2350	Relocation Assistance	\$0.00	\$0.00	\$0.00		
	100-4121-2360	Staff & Volunteer Appreciation	\$4,954.49	\$7,500.00	\$7,500.00	0.0%	
	100-4121-2800	Allocated Benefits	-\$3,552.00	-\$4,019.66	-\$3,215.74	-20.0%	
	100-4121-3000	Contract Labor	\$0.00	\$0.00	\$0.00		
	100-4121-3005	Program and Event Performers	\$0.00	\$12,000.00	\$17,000.00	41.7%	Central Park concerts, add attendant costs
	100-4121-3025	Repair Maint & Inspect Contracted Svcs	\$4,608.34	\$8,700.00	\$9,600.00	10.3%	increased color copies (formula used 5600/7x12)
	100-4121-3400	Legal Services TM	\$30,882.07	\$74,250.00	\$74,250.00	0.0%	
	100-4121-3401	Legal Services Finance	\$1,090.50	\$2,250.00	\$3,000.00	33.3%	
	100-4121-3405	Legal Services Planner	\$0.00	\$6,000.00	\$6,000.00	0.0%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
100-4121-5200	Travel-Mileage, Parking & Tolls	\$302.70	\$800.00	\$1,000.00	25.0%	added mileage/tolls-Julie to VMCA Inst
100-4121-5210	Travel-Lodging & Meals	\$792.48	\$1,600.00	\$1,800.00	12.5%	added lodging/meals-Julie to VMCA Inst
100-4121-5220	Conference	\$400.00	\$425.00	\$425.00	0.0%	
100-4121-5230	Education	\$566.80	\$400.00	\$1,000.00	150.0%	Julie attend VMCA Inst & Pryor+ membership
100-4121-5240	Books & Subscriptions	\$0.00	\$0.00	\$0.00		
100-4121-5250	Dues & Memberships	\$1,859.00	\$1,350.00	\$1,560.00	15.6%	Julie-IIMC & VMCA (for training)
100-4121-5300	Insurance, Property & General Liability	\$36,735.27	\$38,205.44	\$41,452.90	8.5%	8-9% increase
100-4121-5340	Licensing	\$0.00	\$740.00	\$740.00	0.0%	Pier Fishing License
100-4121-6000	Office Supplies	\$8,879.70	\$9,400.00	\$15,000.00	59.6%	increased costs/supplies & add supplies for beach attendants and event staff
100-4121-6050	Uniforms Expense	\$0.00	\$600.00	\$1,000.00	66.7%	
100-4121-6100	Program & Event Supplies	\$0.00	\$25,000.00	\$35,000.00	40.0%	Increased number and scope of events
100-4121-6125	Event Departmental Equipment	\$0.00	\$22,000.00	\$5,000.00	-77.3%	
100-4121-6150	Computer, Software & Electronics <\$10K	\$5,930.59	\$8,400.00	\$12,000.00	42.9%	Anti-virus, MS Office products, Adobe, server maintenance agreement, server firewall system, new server \$4K, replace town office security cameras \$2K
100-4121-6175	Vehicles & Powered Equipment Fuel - Admin Vehicle	\$0.00	\$600.00	\$300.00	-50.0%	
100-4121-6200	Vehicles & Equipment Repair	\$0.00	\$1,500.00	\$1,500.00	0.0%	
100-4121-6225	Repair & Maintenance	\$0.00	\$500.00	\$500.00	0.0%	recreation equip repair/maint
100-4121-6900	Contingency Fund Exp Gen Fund	\$0.00	\$60,000.00	\$80,000.00	33.3%	Includes code enf. actions that may occur, police academy
100-4121-8100	Transfer to Fund Balance - Excess Rev	\$0.00	\$147,496.64	\$0.00	-100.0%	
100-4121-8110	Transfer to Gen Capital Proj Fund - Min 6%	\$186,215.00	\$215,830.99	\$269,032.13	24.6%	Min of 6% of core <u>equalized</u> op rev, before any tax increase if applic
100-4121-8111	Transfer .5% Meals tax to Cap Proj Fund	\$65,061.93	\$75,000.00	\$77,500.00	3.3%	Meals tax .5% dedicated to capital projects
100-4121-8112	Transfer Reappropriated Funds to Cap Proj Fund	\$147,840.00	\$0.00	\$310,000.00		Library sale proceeds - to capital fund for refurb
100-4121-8120	Transfer to Gen Debt Svc Fund	\$266,999.24	\$249,571.15	\$255,222.72	2.3%	harbor and gen fund debt
100-4121-8130	Transfer to Gen Special Activity Fund	\$0.00	\$0.00	\$0.00		
100-4121-8501	Transfer to Utility Fund	\$0.00	\$373,683.24	\$311,727.91	-16.6%	
100-4121-8510	Transfer to Harbor Fund	\$0.00	\$0.00	\$333,000.00		for other than debt service (capital projects)
Total Town Manager Expenses		\$1,094,383.45	\$1,916,351.46	\$2,405,004.29		

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	Dept Desc: 4310 POLICE						
	100-4310-1000	Regular Salaries & Wages-Police	\$346,025.64	\$372,084.72	\$398,730.63	7.2%	Market adjustment to compete with locality
	100-4310-1100	Regular Salaries & Wages OT Police	\$5,688.76	\$4,000.00	\$5,000.00	25.0%	many court hours
	100-4310-1200	Part Time Wages Police (COVID related)	\$0.00	\$0.00	\$0.00		
	100-4310-2000	FICA Expense	\$25,926.00	\$28,770.48	\$30,885.39	7.4%	
	100-4310-2100	SUI Expense	\$339.16	\$296.80	\$72.80	-75.5%	
	100-4310-2200	Retirement-ER VRS & ICMA-RC Contribution	\$19,165.65	\$26,764.78	\$29,376.10	9.8%	
	100-4310-2210	Life Insurance	\$4,294.72	\$4,675.98	\$5,132.20	9.8%	
	100-4310-2220	Disability Insurance, LTD & STD	\$1,852.72	\$2,721.63	\$2,966.76	9.0%	
	100-4310-2230	Worker's Comp	\$8,789.05	\$11,114.52	\$12,059.25	8.5%	estimate
	100-4310-2300	Health Insurance	\$46,476.57	\$60,062.72	\$59,746.08	-0.5%	
	100-4310-2301	Health Reimbursement Account Expense	\$0.00	\$0.00	\$7,250.00		
	100-4310-2302	Wellness Health Incentive Plan	\$0.00	\$0.00	\$1,890.00		
	100-4310-2310	Dental Insurance	\$1,814.80	\$2,024.40	\$2,054.64	1.5%	
	100-4310-2345	Employee/Volunteer Testing	\$0.00	\$0.00	\$0.00		
	100-4310-3000	Contract Labor	\$0.00	\$0.00	\$0.00		
	100-4310-3025	Repair Maint & Inspect Contracted Svcs	\$0.00	\$0.00	\$0.00		
	100-4310-3410	Management Consulting	\$0.00	\$0.00	\$0.00		
	100-4310-3430	IT Services	\$3,122.00	\$2,300.00	\$3,000.00	30.4%	
	100-4310-3440	Interpreter Services	\$0.00	\$0.00	\$0.00		
	100-4310-3500	Advertising Services	\$191.76	\$195.00	\$750.00	284.6%	
	100-4310-4080	Grant Exp - DCJS LOLE/Byrne	\$2,553.51	\$5,179.00	\$6,000.00	15.9%	
	100-4310-4150	Grant Exp - Police Other	\$0.00	\$0.00	\$0.00		
	100-4310-5040	Phone Service	\$2,992.73	\$4,196.00	\$5,050.00	20.4%	upgrade phones x7
	100-4310-5200	Travel-Mileage, Parking & Tolls	\$449.80	\$500.00	\$500.00	0.0%	
	100-4310-5205	Travel-Mileage, Parking & Tolls - Pol. Acad.	\$0.00	\$0.00	\$0.00		
	100-4310-5210	Travel-Lodging & Meals	\$30.86	\$500.00	\$1,000.00	100.0%	
	100-4310-5215	Travel-Lodging & Meals - Pol. Acad.	\$0.00	\$0.00	\$0.00		
	100-4310-5230	Education	\$2,338.00	\$3,000.00	\$3,000.00	0.0%	
	100-4310-5240	Books & Subscriptions	\$0.00	\$200.00	\$300.00	50.0%	code books
	100-4310-5250	Dues & Memberships	\$0.00	\$0.00	\$0.00		
	100-4310-5260	Employee Testing & Certification	\$0.00	\$0.00	\$0.00		

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4310-5310	Insurance, Public Official Liability	\$5,457.44	\$5,500.00	\$5,967.50	8.5%	Estimate
	100-4310-5330	Insurance, LODA	\$5,605.00	\$5,650.00	\$6,130.25	8.5%	Estimate
	100-4310-6000	Office Supplies	\$4,215.12	\$3,300.00	\$3,000.00	-9.1%	
	100-4310-6050	Uniforms Expense	\$5,556.77	\$6,000.00	\$6,000.00	0.0%	
	100-4310-6125	Departmental Supplies & Equipment - Police	\$6,399.83	\$13,350.00	\$10,000.00	-25.1%	
	100-4310-6150	Comptr, Sftware & Electronics < \$5,000	\$515.37	\$2,540.61	\$5,000.00	96.8%	
	100-4310-6175	Vehicles & Powered Equipment Fuel	\$20,556.25	\$20,000.00	\$20,000.00	0.0%	
	100-4310-6200	Vehicle & Powered Equip. Supplies & Svcs	\$16,752.10	\$13,000.00	\$12,000.00	-7.7%	
	100-4310-6225	Repair & Maintenance Supplies Police	\$826.01	\$1,500.00	\$1,500.00	0.0%	
	100-4310-7070	Vehicles & Equipment	\$37,200.95	\$41,741.00	\$42,500.00	1.8%	1 police car, and equipment to outfit
Total Police Expenses			\$575,136.57	\$641,167.64	\$686,861.60	7.1%	

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
	100-4811-5250	Dues & Memberships	\$1,255.00	\$600.00	\$1,475.00	145.8%	1) APA Membership: \$450 2) VAZO Annual Membership: \$100 3) 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	\$0.00	\$250.00	\$250.00	0.0%	1 new employee - cost of initial drug test/screening
	100-4811-6000	Office Supplies	\$6,780.08	\$3,000.00	\$3,450.00	15.0%	1) Toner Cartridges for HP Printer in Zoning Office: 350.00 x 3 = \$1,050 2) Calendars: \$150 3) Business Cards: \$200 4) Clothing for Inspectors/Field Work - 4 shirts; 2 hats: \$250 5) Toner & Paper for Wide Format Scanner: \$800 5) Misc Office Supplies: \$1,000
	100-4811-6150	Computer, Software & Electronics <\$10K	\$2,915.84	\$7,000.00	\$34,577.00	394.0%	1) Adobe Software - 18.99/month x 12 months x 4 licenses = \$912.00 2) NEW REQUEST: Agenda Management Software - annual cost of software - \$9,000 plus live meeting streaming as part of the software package at \$3,600 - total of \$12,600 3) ABS Software: UPGRADE FOR BUILDING: \$3,300 initial fee; \$3,750 setup & training & project management; recurring maintenance cost of \$3 per application with 1,500 applications annually (includes both Bldg & P&Z) - total of \$4,500; Misc cost for hand held for inspections in the field - \$1,200 TOTAL ABS COST of \$12,750 4) ABS Software: Addition of Planning & Zoning: Training & Setup and Travel Expenses: \$8,315
		Total Planning Expense	\$224,158.16	\$301,122.18	\$366,343.31	21.7%	
		Total General Fund Expense	\$3,308,398.72	\$4,545,819.06	\$5,238,687.99	15.2%	
		General Fund Revenue Less Expense	\$918,485.41	\$0.00	\$24,780.00		
		*Total Core Operating Expense			\$3,668,395.82		Operating expense including debt service, not including transfers out to other funds (pass-through) capital, harbor, utilities

General Fund

CAMP Project List/Schedule

Project name	Priority	Category	Level	Town Cost	Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028
New Municipal Building*	High	I	A	\$ 5,836,000	\$ 238,000	\$ 210,000	\$ 5,598,000			
Library Upgrade & Condoization**	High	I	A	\$ 344,000	\$ 34,000	\$ 310,000				
Storm Drain CCTV & Mapping, Phase 2	High	II	A	\$ 30,000			\$ 30,000			
Replace PW Butler Building	Medium	I	A	\$ 225,000					\$ 225,000	
Multi-Use Trail Phase 3 Construction (Town Share)	High	III	B	\$ 227,000		\$ 227,000				
Visitor's Ctr/Restroom*	Medium	II	B	\$ 550,000	\$ 95,000	\$ 455,000				
South Beach Restroom Renovation*	Medium	II	B	\$ 370,000			\$ 45,000	\$ 325,000		
Beachfront Revitalization	Medium	II	B	\$ 545,000			\$ 45,000	\$ 500,000		
Public Works Storage Facility	Medium	III	B	\$ 20,000		\$ 20,000				
Sidewalk Infill	Low	IV	C	\$ 582,000			\$ 22,000	\$ 20,000	\$ 365,000	\$ 175,000
Sports/Rec Field/Restroom*	Low	IV	C					\$ 30,000	\$ 225,000	

GF Total - 2023 dollars	\$ 8,729,000	\$ 367,000	\$ 1,222,000	\$ 5,740,000	\$ 875,000	\$ 815,000	\$ 175,000
Inflation adjusted dollars (3%)	\$ 9,513,050	\$ 367,000	\$ 1,222,000	\$ 5,912,200	\$ 927,500	\$ 888,350	\$ 196,000

Harbor Fund	\$ 867,160	\$ 105,000	\$ 346,000	\$ 59,740	\$ 192,920	\$ 163,500	\$ -
Utilities Fund	\$ 1,750,110	\$ 74,500	\$ 1,629,500	\$ 14,935	\$ 15,370	\$ 15,805	\$ -

Grand Total - 2023 dollars	\$ 11,346,270	\$ 441,500	\$ 3,197,500	\$ 5,814,675	\$ 1,083,290	\$ 994,305	\$ 175,000
Inflation adjusted dollars (3%)	\$ 12,056,195	\$ 441,500	\$ 3,197,500	\$ 5,989,115	\$ 1,148,287	\$ 1,083,792	\$ 196,000

*Grants, divestitures, or new debt could reduce costs

**Sale of unused portion of building will offset cost

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CAMP Project List/Schedule

Harbor Fund

Project name	Priority	Category	Level	Town Cost	Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028
Inner Harbor Fixed Dock Repair	High	II	A	\$ 25,000		\$ 13,000	\$ 12,000			
Inner Harbor King Pile and Waler Replacement*	Medium	II	B	\$ 168,750	\$ 15,750	\$ 153,000				
Inshore Breakwater Repair/Upgrade	Medium	II	B	\$ 190,500	\$ 10,500	\$ 180,000				
Outer Harbor Concrete Bulkhead Repair & Concrete Boardwalk	Medium	II	B	\$ 190,000			\$ 10,000	\$ 90,000	\$ 90,000	
Upgrade Bath House Lighting	Medium	II	B	\$ 10,000			\$ 10,000			
Replace Bath House Heat Pumps	Medium	II	B	\$ 14,000			\$ 16,000			
Floating Dock Anchor Pile Replacement	Medium	II	B	\$ 100,000				\$ 50,000	\$ 60,000	
Ladder & Catwalk/ Manifold	Medium	II	B	\$ 40,000				\$ 42,000		
Harbor Pergola	Low	III	C	\$ 10,000			\$ 10,000			

2023 dollars	\$ 748,250	\$ 26,250	\$ 346,000	\$ 58,000	\$ 182,000	\$ 150,000	\$ -
Inflation adjusted dollars (3%)	\$ 788,410	\$ 26,250	\$ 346,000	\$ 59,740	\$ 192,920	\$ 163,500	\$ -

*Town expenditure following grant award

CAMP Project List/Schedule

Utilities Fund

Project name	Priority	Category	Level	Town Cost	Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028
Connect Keck Wells to WTP	High	II	A	\$ 1,203,350	\$ 53,350	\$ 1,150,000				
WWTP Membrane Replacement	Medium	I	A	\$ 543,580	\$ 78,580	\$ 465,000				
Annual Sewer Pod Replacement	Medium	II	B	\$ 58,000		\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500	

2023 dollars	\$ 1,804,930	\$ 131,930	\$ 1,629,500	\$ 14,500	\$ 14,500	\$ 14,500	\$ -
Inflation adjusted dollars (3%)	\$ 1,807,540	\$ 131,930	\$ 1,629,500	\$ 14,935	\$ 15,370	\$ 15,805	\$ -

MUNICIPAL CORPORATION OF CAPE CHARLES
FY 2024 Summary of Capital Projects

as of 5/4/2023					
CAPITAL PROJECTS	BUDGET Requested	GRANT PROCEEDS or DONATION	USDA RD FINANCE 35%Grant/65% loan	REAPPRO- PRIATION FROM FUND BALANCE	TOWN Other Budget Revenue
<u>GENERAL FUND OPERATING FUND</u>					
POLICE					
FY 2024 Police Vehicle, including outfitting new	42,000	14,700	27,300	0	0
TOTAL GENERAL FUND OPERATIONS	42,000	14,700	27,300	0	0
<u>GENERAL FUND CAPITAL FUND</u>					
PUBLIC WORKS					
Multi-Use Trails, Phase 3 Construction	929,922	703,483	0	226,439	0
Municipal Space Design (ARPA)	210,000	0	0	170,000	40,000
Library Upgrade & Condo-ization-use proceeds from sale	310,000	0	0	0	310,000
Visitor Center/Restroom	455,000	330,000	0	125,000	0
Storage Facility Roofing	20,000	0	0	0	20,000
Capital Project Contingency	66,623	0	0	55,611	11,013
TOTAL GENERAL CAPITAL FUND	1,991,545	1,033,483	0	577,050	381,013
<u>UTILITY FUND</u>					
WATERWORKS					
Keck Well Connection (Construction)	1,150,000	0	0	0	1,150,000
WASTEWATER					
WWTP Membrane Replacement	465,000	0	0	0	465,000
Sewer Pod Controller Upgrades Phase 1 of 5	14,500	0	0	0	14,500
TOTAL UTILITY FUND	1,629,500	0	0	0	1,629,500
<u>HARBOR FUND</u>					
Inner Harbor Fixed Dock Repair	13,000	0	0	13,000	0
Inner Harbor King Pile & Waler Replacement Design	306,000	153,000	0	0	153,000
Inshore Breakwater Repair/Upgrade	180,000	0	0	0	180,000
TOTAL HARBOR FUND	499,000	153,000	0	13,000	333,000
TOTAL BUDGETED CAPITAL EXPENDITURES	<u>4,120,045</u>	<u>1,186,483</u>	<u>0</u>	<u>590,050</u>	<u>2,343,513</u>

AS OF 5/4/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 110 General Capital						
Acct Type: Revenues						
Dept Desc:						
110-3700-2200	Grant - USDA Rural Development	\$0.00	\$3,000.00	\$0.00	-100.0%	
110-3800-4000	Grant - VDOT Roads, Trails & Sidewalks	\$0.00	\$703,483.00	\$703,483.00	0.0%	
110-3850-2000	Grant Other	\$0.00	\$176,750.00	\$30,000.00	-83.0%	VTC ARPA 30K;
110-3900-6000	Reappropriation Gen Capital Fund	\$0.00	\$166,255.00	\$577,050.00	247.1%	FY 23 projects incomplete, contingency not used 55611; \$226,439 Trail, \$170K muni center;124,150 visitor cntr
110-3950-xxxx	Transfer from Gen Fund Other	\$0.00	\$0.00	\$310,000.00		Transfer library sale funds
110-3950-2000	Transfer from Gen Fund for Capital 6%	\$334,055.00	\$215,830.99	\$269,032.13	24.6%	70,163 of this for: Muni Cntr design(40K); strg roof (\$20K);\$11,012.61 to contingency
110-3950-2050	Transfer from Gen Fund Meals Tax .5%	\$74,099.99	\$75,000.00	\$77,500.00	3.3%	
110-3950-2100	Loan Proceeds USDA Rural Dvlpmnt	\$0.00	\$9,000.00	\$0.00	-100.0%	
110-3950-8130	Transfer from General Special Activities Fund	\$0.00	\$704,000.00	\$479,850.00	-31.8%	179,850 newly appropriated ARPA Grant remaining;300k already appropriated prior year
110-3950-8520	Transfer from Sanitation Fund	\$0.00	\$160,224.00	\$0.00	-100.0%	
Total General Capital Fund Revenue		\$408,154.99	\$2,213,542.99	\$2,446,915.13	10.5%	
Acct Type: Expenses						
Dept Desc: 4121 TOWN MANAGER						
110-4121-8100	Transfer to Fund Balance	\$0.00	\$82,581.99	\$480,150.00	481.4%	Remaining ARPA 179,850 plus transfers from meals tax and annual allocation of 301,150
Total Gen Capital Fund Town Mgr		\$0.00	\$82,581.99	\$480,150.00	481.4%	
Dept Desc: 4430 PUBLIC WORKS						
110-4430-7010	Buildings & Improvements	\$58,071.82	\$1,029,000.00	\$995,000.00	-3.3%	Municipal Bldg.210K, Library Reno.,310K Downtown Restroom & Visitors Ctr.455K P Wrks storage \$20K
110-4430-7020	Infrastructure-Open Space, Parks & Outdoor Equip	\$56,819.21	\$60,200.00	\$0.00	-100.0%	
110-4430-7040	Infrastructure - Parking Lots	\$0.00	\$20,000.00	\$0.00	-100.0%	
110-4430-7050	Infrastructure-Streets & Walkways	\$6,724.33	\$929,922.00	\$929,922.00	0.0%	Community Trail Phase 3
110-4430-7070	Vehicles & Equipment	\$0.00	\$24,228.48	\$0.00	-100.0%	
110-4430-7999	Capital Project Contingencies	\$0.00	\$55,610.52	\$41,843.13	-24.8%	Bring fwd portion, unexpended FY2023 conting
Total Gen Capital Fund Public Works		\$121,615.36	\$2,118,961.00	\$1,966,765.13	-7.2%	
Dept Desc: 4811 PLANNING						
110-4811-7080	Computers, Software & Electronic Equip - Planning	\$0.00	\$12,000.00	\$0.00	-100.0%	
Total Gen Capital Fund Planning		\$0.00	\$12,000.00	\$0.00	-100.0%	
Total Gen Capital Fund Expenses		\$121,615.36	\$2,213,542.99	\$2,446,915.13	10.5%	
General Capital Fund Revenue less Expenditures		\$286,539.63	\$0.00	\$0.00		

AS OF 5/4/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

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TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

AS OF 5/4/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

AS OF 5/4/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account	Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
Fund: 510 Harbor						
Acct Type: Revenues						
Dept Desc:						
510-3150-1000	Harbor Fuel Sales	\$524,557.03	\$554,786.00	\$554,666.00	0.0%	
510-3150-2000	Dockage Fees	\$364,055.53	\$406,559.00	\$406,559.00	0.0%	
510-3150-2100	Harbor Electric Sales/NC for Pumpout	\$25,955.20	\$31,000.00	\$31,000.00	0.0%	
510-3150-2200	Lease/Storage Revenue	\$181.50	\$0.00	\$0.00		
510-3150-3000	Wharfage Fees	\$2,371.50	\$8,000.00	\$8,000.00	0.0%	
510-3300-1520	Sale of Abandoned or Harbor Misc. Property	\$0.00	\$0.00	\$0.00		
510-3400-1000	Lease - Restaurant Base Amount	\$6,100.00	\$6,000.00	\$7,200.00	20.0%	Add addtl outdoor space
510-3500-1501	Harbor Water Sales	\$680.00	\$1,200.00	\$1,200.00	0.0%	
510-3600-4000	Insurance Proceeds, Refund or Rebate	\$0.00	\$0.00	\$0.00		
510-3650-1500	Recovery - Harbor Property Damages	\$0.00	\$0.00	\$0.00		
510-3650-4000	Recovery - Harbor Miscellaneous	\$65.50	\$0.00	\$0.00		
510-3700-2200	Grant- Harbor USDA Rural Development	\$0.00	\$0.00	\$0.00		
510-3800-2000	VA Port Authority Grant	\$0.00	\$0.00	\$153,000.00		50% (up to 75%)
510-3800-2050	Grant - Town Match	\$0.00	\$0.00	\$0.00		
510-3800-3000	Grant - Federal Boating Infrastructure BIG	\$30,753.66	\$41,893.00	\$0.00	-100.0%	
510-3800-5000	Grant - Litter Prevention Grant (DEQ)	\$0.00	\$0.00	\$0.00		
510-3900-6000	Appropriation From Fund Balance	\$0.00	\$0.00	\$13,000.00		Inner Hrbr Fixed Dock Repair brought fwd
510-3950-2000	Transfer from Debt Service Fund	\$102,953.97	\$104,950.25	\$104,115.36	-0.8%	
510-3950-2000	Transfer from General Fund	\$102,953.97	\$0.00	\$333,000.00		VPA town match 153K/breakwater \$ 180K
510-3950-6000	Transfer from Fund Balance	\$0.00	\$35,000.00	\$0.00	-100.0%	
Total Harbor revenue		\$1,057,673.89	\$1,189,388.25	\$1,611,740.36	35.5%	

AS OF 5/4/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

AS OF 5/4/23

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

Account		Acct Name	FY22 Actual	FY23 Bdgt	FY2024 Requested	Bdgt inc/(dec)	NOTES
510-4713-6800		Debt Service - Principal Payment HRB	\$0.00	\$81,430.45	\$82,107.85	0.8%	
510-4713-6850		Debt Service Interest - Harbor	\$34,301.40	\$23,519.80	\$22,007.51	-6.4%	
510-4713-6900		Contingency Fund Expense Harb Fund	\$0.00	\$20,000.00	\$20,000.00	0.0%	
510-4713-7010		Building, Equipment, Other CAPITAL BUDGET	\$0.00	\$0.00	\$0.00		
510-4713-7060		Infrastructure - Breakwaters & Jetties	\$0.00	\$0.00	\$0.00		
510-4713-7070		Vehicles & Equipment	\$0.00	\$52,000.00	\$0.00	-100.0%	Fuel system in FY23
510-4713-7080		Computer, Software & Electronics <\$10K	\$0.00	\$0.00	\$0.00		
510-4713-7085		Infrastructure - Docks & Misc CAP BDGT	\$978.52	\$40,000.00	\$499,000.00	1147.5%	Inner Harbor King Pile & Waler Replacement \$160K & Breakwater repair/upgrade \$180K
510-4713-7090		Equipment, Other CAPITAL BDGT	\$0.00	\$0.00	\$0.00		
510-4713-7095		Work in Progress	\$0.00	\$0.00	\$0.00		
510-4713-7100		Depreciation Expense - Harbor	\$201,411.46	\$0.00	\$0.00		
Total Harbor Expense			\$1,045,808.32	\$1,189,388.25	\$1,611,740.36	35.5%	
Harbor Revenue less Expense			\$11,865.57	\$0.00	\$0.00		

TOWN OF CAPE CHARLES FISCAL YEAR 2024 BUDGET PREP WORKSHEET

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

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
- Will there likely be any reduction in current services in the future
- Are there any anticipated special projects, near or long term
- When will current debt be retired
- Are fund balances and/or reserves achieving goals set for them
- Will any new debt be required
 - Debt Service limited to 8% of general core operating revenues
- What capital funding is needed above programmed amounts:
 - 6% general core operating revenues (currently \$293,812)
 - 0.5% meals tax (currently \$77,500)
- 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 \$74,264. Current rate is 22 cents per \$100.



The Town of Cape Charles Community Strategic Plan 2023



Community Strategic Plan

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 recently 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.

Community Strategic Plan

Our Community Values:

- Friendliness
- Sense of Community
- Heritage – Traditional
- Diversity – Tolerance – Respect
- Determination
- Caring
- Hope – Optimism
- Adaptability
- Environmental Stewardship



Our 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

Community Strategic Plan

Our Goals*:

- **To retain the small-town character of Cape Charles**
 - Metric: citizen confirmation in annual survey
- **To maintain the authentic character of the historic district**
 - Metric: maintain status on the national registry and a satisfactory audit from the Dept of Historic Resources
- **To protect and maintain the beach**
 - Metric: no degradation via annual beach survey
- **To protect and maintain the harbor**
 - Metric: maintain/increase occupancy
- **To plan for coastal resiliency**
 - Metric: develop an implementable plan
- **To protect and improve public green/open space infrastructure**
 - Metric: develop an implementable plan
- **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 advance a variety of housing options for younger families and workforce**
 - Metric: increase in related units
- **To meet our residents' expectation for Town services**
 - Metric: citizen confirmation in annual survey

*Not in any particular order

Community Strategic Plan

Our Objectives:



- **Retain the small-town character of Cape Charles:**
 - a. Encourage a sense of engagement and inclusion among our community service organizations:
 - i. Planning Commission and Historic District Review Board to provide an annual briefing to Council
 - ii. Celebrate volunteer appreciation, to include a volunteer of the year award during the annual Town Ice Cream Social – invite all board/commission members
 - iii. Hold an annual strategic plan forum to get input from the public and civic groups
 - iv. Quarterly recognition of a board or commission member in the Gazette
 - v. Town to sponsor annual civic group meet & greet social event

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

- b. Encourage Citizen Engagement:
 - i. Maintain Facebook event postings for public events
 - ii. Continue calendar of public meetings in monthly billings
 - iii. Publish Strategic Plan “report card” prior to the annual Community Survey

Community Strategic Plan

- c. Maintain/improve walkability:
 - i. Continue Community Trail
 - ii. Promote improvements to, and additions to sidewalks
 - a. Press for state maintenance
 - b. Explore ordinance changes for rehabilitation and resale
 - c. Explore ways to assist with sidewalk infill
 - iii. Support Rails to Trails project
 - d. Promote and encourage community/quirky events:
 - i. Centralized calendar of events (sharing information)
 - ii. Pursue NHC 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. Develop volleyball/basketball courts
 - iii. Develop official guidance for public art displays
 - f. Study short-term rental regulations
 - i. Establish working group, to include stakeholders, who will develop initial recommendations
 - g. 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
- **Maintain the authentic character of the historic district:**
 - a. Encourage the mission of historic preservation organizations/efforts
 - i. Invite to provide Council briefings
- **Protect and maintain the beach:**
 - a. Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.) to include specific 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

Community Strategic Plan

- **Protect and maintain the harbor:**
 - a. Promote a healthy balance of commercial and recreational uses
 - b. Implement long-term major maintenance and replacement plan
 - c. Plan for harbor protection improvements
- **Plan for coastal resiliency:**
 - a. Develop an implementable plan, to include the Resilience Adaptation Feasibility Tool (RAFT) recommendations
- **Protect and improve public green/open space infrastructure:**
 - a. Review existing/previous plans and develop an implementable plan
 - b. Protect and improve 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 & Eastern Shore Community College (ESCC)
 - ii. Support CCMS Job Fairs through Northampton County Chamber of Commerce, Eastern Shore Chamber of Commerce, and/or Eastern Shore Tourism
 - iii. Develop internships and apprenticeships (Dept of Labor & Industry - DOLI)
- **Advance a variety of housing options for younger families and workforce:**
 - a. Participate in ordinance barriers to workforce housing study and develop recommendations
 - b. Explore the viability of a workforce housing ordinance
 - c. Work with developers on workforce housing projects

Community Strategic Plan

- **Meet our residents' expectation for Town services:**
 - a. Establish Town staff mission statement
 - i. Ensure a safe/effective workplace
 - ii. Develop an accessible Town Hall
 - iii. Strive to centralize resources
 - b. Continue employee training (cross training, customer service training, etc.)
 - c. 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
 - d. Evaluate the need and viability of additional services
 - i. Recycling
 - ii. Electric automobile charging stations

Implementation:

Any plan is only as good as its implementation strategy. The newly adopted 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 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.

Community Strategic Plan

While money may be less of an issue this year, 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. 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 (FY24 - 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 FY25 or beyond.

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



Community Strategic Plan

Appendix A

Cape Charles Comprehensive Plan Summary of Objectives and Strategies

A) Housing

- 1 Additional supply and diversity of housing
- 2 Workforce housing
- 3 Housing Finance Programs
- 4 Manufactured housing
- 5 STR impacts on housing

B) Economy

- 1 Healthy Balance - residents & tourists
- 2 Attract families with children
- 3 Strengthen household economic wellbeing
- 4 Promote and expand business
- 5 Promote economic benefits for the harbor
- 6 Expand local manufacturing base
- 7 Promote traditional water based economic activities
- 8 Study chains of activities
- 9 Identify placemaking opportunities
- 10 Update Bay Creek 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 Affordable public transportation
- 7 Complete multi-use path
- 8 Intergrade harbor area with other networks
- 9 Support Rails to Trails

Community Strategic Plan

D) Environment

- 1 Enhance Chesapeake Bay water quality
- 2 Promote strong aesthetics and limit litter
- 3 Ensure high quality drinking water
- 4 Long-term viability of beach and harbor
- 5 Increase coastal resiliency
- 6 Protect wetlands
- 7 Implement Coastal Resources Management guidance
- 8 Improve resiliency to storm events
- 9 Establish recycling
- 10 Protect tree canopy
- 11 Evaluate I&I to sewer

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
- 5 Develop policy to pay for facility expansions
- 6 Develop policy to pay for impacts of future developments
- 7 Pursue arts, public events, etc.

Community Strategic Plan

Appendix B Ongoing Town Priorities List

BLUE: still in progress from previous work periods and require additional time to complete; All items in blue are being worked concurrently with resources applied in in the following order:

- 1. Finalize the sale of our water/wastewater utilities**
 - a. Compile/file application for the VA State Corporation Commission**
 - b. Complete appraisals**
 - c. Effectuate closing and transfer of assets**
- 2. Align Zoning Ordinances with new Comprehensive Plan (consultant currently under contract)**
- 3. New Municipal Center and Library building sale/upgrades**
- 4. New Downtown Restroom and Visitors Center**
- 5. Trail Project – Phase 3 – Peach Street**
- 6. Connect Keck Wells to WTP (workforce housing/withdrawal permit)**
- 7. Work with developers/agencies to facilitate workforce housing**
- 8. Negotiate and develop settlement agreement for Preserve Communities' liabilities under the Annexation Agreement (associated with utility sale)**
- 9. Address trailer parking on public streets concern**

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

- 10. Develop short-term rental regulations/ordinances**
- 11. Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.)**
- 12. Develop harbor/RR area conceptual master planning and new design guidelines**
- 13. Pursue development of shared revenue agreement with the County**
- 14. Develop a plan to address coastal resiliency, to include RAFT recommendations**

Community Group Funding Request Summary

Group	Project	Total Cost	Amount Requested
Cape Charles Christian School	Crabby Blues Festival	\$ 10,000	\$ 5,000
Cape Charles Main Street	Town Marketing and Events	\$ 208,804	\$ 90,000
Arts Enter Cape Charles	Fine & Performing Arts & Education * Town match for the VCA (state) grant of \$4,500	\$ 80,000	\$ 5,000
Northampton County YMCA	Gymnasium	\$ 2,000,000	\$ 25,000
Citizens for Central Park	Summer Concerts in the Park \$12,000 concerts/\$5,000 for concert attendant	\$ 52,400	\$ 17,000
Cape Charles Volunteer Fire Company	Operational Support & Equipment Maintenance		\$ 25,000
Eastern Shore Tourism Commission	ESVA Tourism Promotion	\$ 50,000	\$ 5,000
Vacation Homemowners of Cape Charles	Good Neighbor Initiative	\$ 300	\$ 300
Cape Charles Historical Society/Museum	Let's Talk Cape Charles Culture Lecture Series	\$ 3,000	\$ 3,000
Cape Charles Tree Advisory Board	Tree Planting - SEE PUBLIC WORKS BUDGET	\$ 10,400	\$ 10,400
Total Requests			\$ 185,700



Emailed 2/27/23

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, Julie Pruitt, no later than February 28th, 2023.

SECTION A: APPLICANT INFORMATION

Date: 2-28-23

Name of Project/Program/Event: Crabby Blues Festival

Name of Organization: Cape Charles Christian School

Address: 937 Tazewell Ave
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 ID number? 26-4648717

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

Last year we opted to eliminate the ticket charge for Crabby Blues in order to make it a very open community event. We would like to continue to host this event without charging the public for admission. This event is our largest annual fundraiser and ticket sales typically brought in about \$7,000 each year.

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: \$10,000

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 be a recurring?

This is an annual event.

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

No.

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 \$19,000.00
2. Vendor Fees \$4,900.00
3. Silent Auction \$2,000.00

H. Items to include with your application:

- ☒ 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)
- ☒ A copy of the organization's most recent IRS form 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:

This will be our 11th annual Crabby Blues Festival and our second year making it a free event. By including food and art vendors, we help expand business and business revenues. Vendors are required to obtain a business license from the town. The festival encourages a sense of inclusion among our community service organizations. We offer free informative spaces for any community group. The festival also includes their entire community. We promote the event and all sponsors on our Facebook page. By

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

making the event free to attendees, we invite our entire community to experience the fun. This is a family event and we usually bring in 750+ people. This encourages citizen engagement. With live music by Heather and Nathan Trowie and the headlining band "Later That Night", we are bringing music. Through various artists and artisans participation, we celebrate their crafts.



TOWN OF CAPE CHARLES FUNDING APPLICATION

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Applications must be received by Town Manager Assistant, Julie Pruitt, no later than February 28th, 2023.

SECTION A: APPLICANT INFORMATION

Date: 2/26/23

Name of Project/Program/Event: Cape Charles Main St. Funding

Name of Organization: Cape Charles Main St

Address: 718 Randolph Ave.
Cape Charles, VA 23310

Contact Person & Title: Karen Zamorski

Telephone Number: 757-210-8083

Email Address: Karen.Z.ccm5@gmail.com

Are you a non-profit organization? Yes.

If so, what is your ID number? 82 3611632

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

Cape

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

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

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: _____

D. Amount of funds requested in the grant application: _____

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

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

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 the most recent fiscal year)
3. A copy of the organization's most recent IRS form 990
4. A copy of the organization's tax-exempt status

Town of Cape Charles Funding Request
Fiscal Year 2023

- 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 2023 which cover each of the four points of our program – Organization/Economic Vitality/Design/Promotion. We have drafted a budget (attached) that outlines planned programs for fiscal year 2023. Many of our programs and events are on-going so I have included some samples of our advertising done for Fiscal year 2022.

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

I have attached our projected budget for 2023. While there will always be some projects/promotions/events that are undertaken throughout the year as needed, we have outlined those that are recurring.

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 summary of 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 project through writing grants and fundraising through sponsorship sales, but also to manage, and complete the project. 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.

Due to the continual increase in hours needed to keep up with the growth of the CCMS program, we are on the brink of burnout of our board. Many of our events occur on evenings, weekends and holidays which puts a great strain on their time away from their personal lives. Some of our board members also have full time jobs. We currently have a full-time Executive Director and a part-time (15 hours per week) admin who has the additional duties of secretary and treasurer of our program. The overflow of hours needed to continue to run this program often fall on these two individuals who have already exhausted their paid hours and end up donating their time to get the tasks completed. This cannot continue to run in this manner. It would be a shame to lose any of these dedicated individuals and the experience they bring to this program.

We believe the way to keep great board members and complete our projects is to hire another person to serve as a Marketing Assistant/Event coordinator. This person would report to the Executive Director and perform many of the duties our board is currently doing for many of our programs and events. This will allow our board members to better focus their efforts on more meaningful individual projects that coincide with the Town Strategic Plan and grants to continue economic development and infrastructure, marketing/projects for our shoulder seasons and beautification efforts that benefit residents and visitors alike.

In the attached budget proposal, we have included this position as a 20 hour per week position. Our Executive Director and Admin Assistant/treasurer are each giving up 5 hours of their salaries to help make this financially feasible but we still fall short in funding. We have included the need for this additional funding in our request.

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 both new 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 if 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. Please see attached for details.

The list of grants for Fiscal Year 2022:

1. **Small Business Relief Fund: \$895,000**
Applied for through Town and managed by CCMS. Ending this fiscal year.
2. **Northampton County Grants \$33,000:** Train Car renovation, new cart path to the CC Brewery, CC video for marketing purposes, Annual Love Run, Annual LoveFest, Annual Festive Fridays, additional benches for town beautification and Historic Walking Tour

3. **Virginia Tourism Grants \$30,000:** Wanderlove Grant(extended from 2020 due to Covid) and the VTC/MLP grant which was also extended due to covid). These grants were used completely for marketing activities such as the WBOC TV program which we are repurposing for other marketing initiatives such as the website, electronic newsletters such as the one published by Virginia Living Magazine (attached) and placement in the annual Virginia Living Magazine to market our Best of Virginia winners.
4. **DHCD Grant \$10,000:** This was awarded upon receiving our full Designation Status with the State of Virginia. This grant is going toward beautification efforts on Strawberry Street. (Benches, planters and awnings.

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:

	FY 21	FY22 as of (12/21)
Meals	\$311,079	\$420,301
TOT	\$167,686	\$267,633
BPOL	\$32,252	\$15,802. (not due until April 15th)

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



TOWN OF CAPE CHARLES FUNDING APPLICATION

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Applications must be received by Town Manager Assistant, Julie Pruitt, no later than February 28th, 2023.

SECTION A: APPLICANT INFORMATION

Date: 2/17/23

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

Name of Organization: Arts Enter Cape Charles

Address: 301 MASON AVE

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

Telephone Number: (757) 331-4327

Email Address: team@lemon-tree-gallery

Are you a non-profit organization? YES

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

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

Arts Enter continues to provide arts education, musical theatre, live stage performances for the community. We share the Historic Palace Theatre, provide summer camps and have sponsored Community Festivals + entertainment.

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: yearly budget about \$80,000

D. Amount of funds requested in the grant application: \$5000

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

recurring

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. Arts Enter co-operates with CCMS, the Town, CCSC, OTHER NON-PROFITS and the business community

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 \$4000 +
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 the most recent fiscal year)
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:

Community Theatre, live stage performance and Art Education, contribute to the sense of community that enhances 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:

Arts Enter and the programs in the Historic Palace Theatre have been making a contribution to the arts and culture in Cape Charles for 25 years. We have always enjoyed a warm & cooperative relationship with the town, and have been appreciative of the support.



TOWN OF CAPE CHARLES FUNDING APPLICATION

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Applications must be received by the Community Relations Manager, Julie Pruitt, no later than COB February 28, 2023.

SECTION A: APPLICANT INFORMATION

Date: February 24, 2023

Name of Project/Program/Event: Northampton County YMCA Gymnasium

Name of Organization: Northampton County YMCA (an affiliate of the YMCA of South Hampton Roads)

Address: 22257 Parsons Circle, Cape Charles Va. 23310

Contact Person & Title: Andre Elliott, District Executive Director

Telephone Number: (757) 710-9504

Email Address: aelliott@ymcashr.org

Are you a non-profit organization? yes

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

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

The Northampton County YMCA, newly opened in the spring of 2021, supports healthy living for all our residents, providing fitness classes and equipment, youth programming, and an outdoor pool. We are continuing to grow our impact and service to the community by building a full size gymnasium. This project will increase the YMCA's ability to offer programming in and for the community, including summer camps, youth sports, Teen Leaders club and a host of other activities that support the community at large.

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: \$2 Million for the gymnasium

D. Amount of funds requested in the grant application: \$25,000

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

We are currently in the capital phase of fundraising specifically for the gymnasium. Our goal is to complete our fundraising goal by the end of 2023.

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

The Northampton County YMCA offers membership opportunities that support the tourism industry in the area. These include Vacation Passes, where individuals and families can enjoy all Y amenities for the day or the week; and the Y-Home Program, which allows hotels and rental properties to offer Y access as part of their amenities. These offerings ensure that tourists can enjoy activities on the Eastern Shore rain or shine. The addition of the gym would enhance our ability to be able to serve both locals and visitors alike, including opportunities to host events in a large venue.

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. \$1,062,500 confirmed from individual donor

2. \$50,000 pending in grants

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 the most recent fiscal year)

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 Northampton County YMCA gymnasium will add a resource in our area that currently does not exist. As mentioned above, the gymnasium will increase our capacity to provide healthy activities for residents, including children and youth, and visitors to our area. We are also excited to support efforts by the Town of Cape Charles and other civic groups by offering a large gathering space for events. We envision this space, located so close to town, as an asset for the entire community.

We have already begun to utilize our Y in support of the community. In 2022, we hosted events in our facility with several outside groups including partnerships with the American Red Cross for blood drives and a very successful health fair hosted in partnership with the Cape Charles Lions Club. A bigger space that can accommodate larger groups would create more opportunities to support efforts like this that are not currently available.

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

The campaign to open this Northampton County YMCA was the fastest widely supported capital campaign in the history of the YMCA of South Hampton Roads. It's clear that our community had a need and desire for space for healthy living activities, and we are excited to expand this with a gymnasium. The Northampton County YMCA has had a great first year, and we are excited add more activities for our community, such as indoor basketball courts, pickle ball courts, group sports, and summer camps. We are confident that this gymnasium will be a great addition to an already amazing community!



TOWN OF CAPE CHARLES FUNDING APPLICATION

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Applications must be received by Town Manager Assistant, Julie Pruitt, no later than February 28th, 2023.

SECTION A: APPLICANT INFORMATION

Date: February 27, 2023

Name of Project/Program/Event: Summer Concerts in the Park

Name of Organization: Citizens for Central Park

Address: PO Box 624, Cape Charles 23310

Contact Person & Title: Henry Mayer, Chairman

Telephone Number: 908-209-3804

Email Address: hankmayer95@gmail.com

Are you a non-profit organization? Yes

If so, what is your ID number? 54-2037051

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

The 2024 Summer Concerts In the Park program will include 12 free Saturday evening (7:00-9:00pm) concerts in Central Park running from June 29th to September 7th. This will be the 11th year of the program. It is the largest summer concert program on the Virginia Eastern Shore. This year's request includes \$5,000 toward the cost of the part-time Concert Coordinator who was hired in FY 2023 to takeover responsibilities that had been handled by several volunteers.

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: \$52,400

D. Amount of funds requested in the grant application: \$17,000

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

This is will be our 11th year

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

The summer concerts have become a major summer attraction for Cape Charles and Northampton County tourism, and is actively promoted by CCMS and rental home, hotel, restaurant, and real estate sponsors.

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/Donors/Grants/Alcohol sales - \$30,000
2. County Tourism Fund - \$6,000
- 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 the most recent fiscal year)
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:

This project meets two of the town's nine strategic objectives:

- 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
- To meet our resident's expectation for Town services by providing families with relaxing opportunities to enjoy Central park on summer evenings

The concerts also further Tourism Strategies adopted by the Eastern Shore of Virginia Tourism Commission

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

Attendance at the concerts in 2022 averaged 500-700 and reached 1200-1500 at two concerts. We are celebrating 10 yrs this summer and making several adjustments: We are renting a high-quality sound system with speakers toward the back to improve the music quality for these large crowds; Changing the alcohol being sold and using profits to improve band quality; hiring a part-time Concert Coordinator to manage responsibilities handled by aging volunteers (responsibilities and cost will both increase in FY 2024); and initiating a direct fundraising initiative at all of the concerts to seek greater support from the public who attend and enjoy these concerts (revenue from this new source is not included in FY 2024 budget).



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, Julie Pruitt, no later than February 28th, 2023.

SECTION A: APPLICANT INFORMATION

Date: 02/24/2023

Name of Project/Program/Event: cape charles vol. fire company

Name of Organization: _____

Address: PO box 427 Cape charles va 23310
501 Mason AVE cape charles va 23310

Contact Person & Title: Hope Wolff-Wilson

Telephone Number: 757-710-2760

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:

\$25,000 for normal fire department operations

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: \$25,000

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

N/A

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

No

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. Truck maintenance

2. Equipment

3. Fuel

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 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;

keep up with truck maintaince

replace hand tools

Service for airpaks

J. Please provide any other details relevant to the Town's deliberation of this request:
stay with the normal contrbutions from the town,



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, Julie Pruitt, no later than February 28th, 2023.

SECTION A: APPLICANT INFORMATION

Date: February 2, 2023

Name of Project/Program/Event: Eastern Shore of Virginia Tourism Promotion

Name of Organization: Eastern Shore of Virginia Tourism Commission

Address: 19056 Parkway, PO Box 450, Melfa, Virginia 23410

Contact Person & Title: Robert Sabbatini, Executive Director

Telephone Number: 757-787-8268

Email Address: executivedirector@esvatourism.org

Are you a non-profit organization? Yes, we are a 501C-6

If so, what is your ID number? 37-1795027

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

See Attached Appendix 1

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: 50,000

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 be a recurring?

Annually recurring

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

Yes, this promotes the Eastern Shore regionally, as a primary tourism destination with endless possibilities to experience, stay, play, taste, and sip to keep all visitors coming back year and year and attract new visitors.

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. Accomack County- \$157,438

2. Northampton County- \$160,500

3. Onancock- \$4,620

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 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:

Increase TOT tax revenue for the town.

Increases Sales Tax and Food & Beverage tax for the town.

ESVA Tourism Commission advertising targets Cape Charles's primary visitor locations such as Hampton Roads, Richmond, Charlottesville, Northern Virginia, Washington D.C., Maryland, Pennsylvania, and New York.

Compliments efforts the Town of Cape Charles is already doing to promote the town, which maximizes marketing dollars.

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

Meal totaling \$100 to generate \$5,000 of tax revenue for Cape Charles. That is an outstanding ROI for the town.



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, Julie Pruitt, no later than February 28th, 2023.

SECTION A: APPLICANT INFORMATION

Date: 2/1/2023

Name of Project/Program/Event: Good Neighbor Initiative

Name of Organization: Vacation Homeowners of Cape Charles

Address: PO BOX 552 Cape Charles Va 23310

Contact Person & Title: Ahren Foster - Secretary, Jordan Dall -Treasurer

Telephone Number: 804-283-0481

Email Address: ahrenfoster@gmail.com

Are you a non-profit organization? Yes

If so, what is your ID number? _____

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

We are formally implementing a good neighbor program among our participating homes .

Part of this program requires homeowners to display a golf cart rules magnet and a good neighbor magnet

These have reminders for renters on being a good neighbor in Cape Charles (examples include where to park carts, dark community guidelines, etc)

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: \$300

D. Amount of funds requested in the grant application: \$300

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

We hope to do this each year with an updated magnet, any additional rules that we need to include etc.

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

This is for individuals coming into town as guests.

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. only funded currently by donations within the group

2. \$2.5 each for 30

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 the most recent fiscal year)
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:

We hope that this will help bridge the gap between full time residents and rental homes.

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

We will be giving full details of this program to Mr. Hozey in a face to face meeting but are happy to answer any questions!



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, Julie Pruitt, no later than February 28th, 2023.

SECTION A: APPLICANT INFORMATION

Date: 02/09/2023

Name of Project/Program/Event: Let's Talk Cape Charles Culture Lecture series

Name of Organization: Cape Charles Historical Society / Cape Charles Museum

Address: 814 Randolph Ave P.O. Box 11, Cape Charles, VA 23310

Contact Person & Title: Laura Smith Archive Digital Marketing & Engagement Manager

Telephone Number: Museum 804-331-1008 closed for winter Laura Smith 804-399-4838

Email Address: capecharleshistory@gmail.com
sent from laura@sundayhistorical.com

Are you a non-profit organization? Yes

If so, what is your ID number? 54-1410566

Town of Cape Charles Funding Application Questions & Answers

- A. Description of Project/Program/Event, including location, time, and details of an entrance/admission fee if required: The Program is called "Let's Talk Cape Charles Culture" and is a Educational Lecture Series held at the Cape Charles Museum twice a month at 7:00pm, generally on Wednesday evenings. The lectures will be presentations about local culture ranging from history topics such as the railroad, Cape Charles founder - William L. Scott, early businesses, steamships, uses of Sandy Island, effects of wars, Andy Dunton on Decoy Carving, lower shore decoy carvers, seafood industry at harbor & aquaculture. We plan on drawing from our own local residents as speakers and to have at two to three high profile speakers. Admission will be a \$5 Donation or free with New Museum Membership. Some special guest presentations may warrant a \$10 Donation admission fee.
- B. Provide the marketing plan for the Project/ Program/Event, including the intended target audience. Include any sample of ads, displays, flyers or media materials: We have designed advertising graphics and samples are included. One will be used on social media such as Cape Charles Museum Facebook & Instagram pages, Facebook groups. It will also be sent to Cape Charles Happenings. Cape Charles Main Street has already asked for the info to use in their blog on Cape Charles Virginia's Cape. We have a sample schedule for the first few lectures. The other graphic is a press release to be used as an announcement in the *Eastern Shore Post*. Jim Ritch has pledged the support of the *Eastern Shore Post* and our program announcement news article will be free, but we will have to pay for ads for the special guest speaker, Kellee Blake's "Broken Reeds: Eastern Shore Women in the American Revolution" lecture, other special guests and to run ads for lecture schedules. Jim Ritch asked me to send the lecture schedules to Ted Shockley at *Eastern Shore First*, when complete. We will post a flyer in the Post Office on the community board. Kellee Blake has her own PR press release and flyer for the presentation, that she will tailor to our location. The intended target audience is tourists, citizens (new & old in our community) and museum visitors seeking a more in depth look at the history of Cape Charles and our unique local culture.
- C. Total estimated cost of Project/Program/Event: \$3,000 includes a portable presentation projector and screen, wireless antennas installed on office building and museum building to accommodate wireless connection for projector and lecturer's equipment, newspaper advertising, funds to compensate 2-3 special guest speakers, funds to pay our independent contractor - Laura Smith to manage the program and funds for the extra electricity to cool/ heat museum during program which is after normal business hours.
- D. Amounts of funds requested in the grant application: \$3,000

- E. Is this a one-time Project/Program/Event, is it recurring, or is it scheduled to be a recurring: The program is scheduled to be recurring. The program happens twice a month, from the end of April to the end of October. If all goes well, we plan on expanding it and having it as a permanent program.
- F. Is this Project/Program/Event coordinated with any other Project/Program/Event or tourism-related activities? If so, please explain: Yes. We're planning our annual Low Country Shrimp Boil fundraiser at the end of April or beginning of May. We plan on using this event to promote the "Let's Talk Cape Charles Culture" lecture series. We will have a display advertising the program with dates of scheduled speakers and topics. We will offer advanced tickets sales to featured lectures that may sell out, and have membership forms on hand. We are also planning on having an Open House when we open in May and will promote it there as well. The program is held during the museum operating season, except for the April 19 Lecture. Tourists who are busy spending the day on the beach can have something culturally entertaining and educational to do in the evening twice a month. We believe it will draw new visitors from localities within a 1-2 hour drive.
- G. List all other funding sources for this Project/ Program/Event: We do not have any other funding sources, but will post a plea for donations this month on social media, other free sites and look for more grant opportunities.
- H. Items to include with your application: see attachments
- I. Give a description of how the Project/ Program/Event meets the strategic Goals or Objectives of the Town: The program is intended to support the Town's goal of preserving its historic character through offering presentations geared toward educating residents (new and old) and tourists about our wonderful history and providing recurring educationally, entertaining events for them as well.
The program is in line with these specific Strategic Goals & Objectives:

Retain the small-town and authentic character of Cape Charles.
Encourage the mission of historic preservation organizations and efforts.
Encourage Citizen Engagement.
Promote the arts, entertainment, and recreation by providing venues at low or no cost to local non-profits.
Promote community and/ or quirky events.
- J. Please provide any other details relevant to the Town's deliberation of this request:
Currently, there is no other interactive adult lecture series of its kind offered in town. As we gear up for VA250 in 2026, commemorating the 250th anniversary of the American Revolution, our featured speaker this May, Kellee Blake, presents a talk about Northampton County women in the American revolution, which will spur interest in the Semiquincentennial celebration, which we shall promote. Laura Smith is a member of the Northampton 250 Committee. The fact that the town of Cape Charles was not established at the time of the revolutionary war, does not matter, according to John Verrill, the VA250 is about freedom and Cape Charles is the ultimate

example of a groundbreaking innovation in rail transportation which led to many forms of freedom whose effects were felt up and down the East Coast.

With the huge success of the Eastern Shore of Virginia Decoy Show on Feb. 4 in Cape Charles, our lectures on lower shore decoy carvers will help feed the demonstrated hunger of our residents and tourists to learn more about decoy carving in the Cape Charles area. We have scheduled Decoy Carver, Capt. Andy Dunton, who was born and raised in Cape Charles, a graduate of Cape Charles High School, and retired from Virginia Marine Police to speak on decoy carving. Other speakers on this topic will be scheduled.

March 12, 2023

TO: John Hozey, Cape Charles Town Manager

FROM: Cape Charles Tree Advisory Board

SUBJECT: Tree Planting Proposal for BY 2024

It was a pleasure to recently meet with you and Katie to discuss the role of the Cape Charles Tree Advisory Board (TAB) and priorities for this year. We are working on the items discussed and have completed the proposal for planting new trees in Cape Charles to be considered for the upcoming budget year.

Please see the attached proposal which focuses on the southern side of Mason Avenue between Bay and Pine Streets. We recommend this as the highest priority area for the expansion of the Cape Charles tree canopy. We have chosen this area since it currently has very few trees and, once mature, will provide a "green" screen to buffer this end of Mason from current and future industrial and commercial activities.

The pricing estimate was obtained from Benjamin Lewis, Browder-Hite, and includes site preparation and installation of nine trees with canopies up to 90' and 30 shrubs which will fill in under the mature trees to create a solid leafy pallet. Site preparation not only includes the immediate area around the new plants but includes the removal of existing asphalt and sand, and the incorporation of compost and planting soil throughout. At an estimated total of \$10,400, this may be considered a multi-year project with the prep work being a part of the first phase.

Mindful of your other priorities for TAB this year, we are in the process of preparing recommendations for median strip landscaping. We have taken an inventory of existing trees in the Historic District and are preparing a plan for maintenance and, in some instances, removal of existing trees along with recommendations for the addition of new trees. Once we are provided with the current Tree and Zoning Ordinances, we will provide input. We are also moving forward with plans for the 2023 Arbor Day event to be held in Strawberry Street Plaza on Saturday, April 29, and have the update to the Master Tree Plan on our long range plans.

Please let us know if you have any questions or would like to discuss the attached proposal.