



TOWN COUNCIL
Work Session
May 2, 2024
Cape Charles Civic Center
6:00 P.M.

1. Call to Order:
 - A. Roll Call

2. Items for Discussion:
 - A. FY 2025 Budget
 - [Fund Balance Reserve Status](#)
 - [Budget Summary](#)
 - [General Fund Revenue](#)
 - [Planning & Zoning Fees](#)
 - [General Fund Expenditures](#)
 - [Capital Fund & CAMP](#)
 - [Debt Service Fund](#)
 - [Special Activities Fund](#)
 - [Utility Fund](#)
 - [Harbor Fund](#)
 - [Sanitation Fund](#)
 - [Strategic Revenue Planning](#)
 - [Community Funding Applications](#)

 - B. Discussion re: Short-Term Rental Process

3. Adjournment

Fund Balance Reserve Status FY25 Budget

General Fund

Audited Fund Balance (June 30, 2023):	\$ 3,567,175
Draft FY25 Budget - Core Operating Expenses:	\$ 4,552,368
Operating Reserve (20%):	\$ 910,474
Contingency Reserve (10%):	\$ 455,237
Total Required Reserve:	\$ 1,365,710
GF Fund Balance less required reserve:	\$ 2,201,465
If Harbor Covered by GF - Core Operating Expenses:	\$ 977,170
Operating Reserve (20%):	\$ 195,434
Contingency Reserve (10%):	\$ 97,717
Harbor Reserve:	\$ 293,151
GF Fund Balance less required combined reserve:	\$ 1,908,314
FY25 GF Operational Surplus:	\$ 887,396

Utility Fund

Audited Fund Balance - Unrestricted (June 30, 2023):	\$ 466,771
Restricted Facility Fee Reserve (June 30, 2023)	\$ 3,068,783
Additional facility fees collected in FY24:	\$ 339,200
Sub-total:	\$ 3,407,983
Total Utility Fund fund balance available:	\$ 3,874,754

CIP Fund

Audited Fund Balance - Unrestricted (June 30, 2023):	\$ 632,956
Less transfer error noted in FY24:	\$ (300,000)
Plus FY25 transfer in (update after closing):	\$ 9,576,513
Total CIP Fund Balance available:	\$ 9,909,469

TOWN OF CAPE CHARLES FISCAL YEAR 2025 PROPOSED BUDGET SUMMARY

General Fund	
Revenue	\$ 5,803,319.50
Expenditures	
	Legislative \$ 59,467.00
	Clerk \$ 132,067.22
	Town Manager \$ 1,694,228.99
	Finance \$ 545,788.07
	Police \$ 873,177.90
	Code Enfocment \$ 172,323.95
	Public Works \$ 812,013.81
	Library \$ 225,843.83
	Planning & Zoning \$ 401,012.05
	Total Expenditures \$ 4,915,922.81
	Revenue Less Expenditures \$ 887,396.69

Capital Projects Fund	
Revenue	\$ 10,514,292.67
Expenditures	\$ 10,514,292.67
	Revenue Less Expenditures \$ -

Debt Service Fund	
Revenue	\$ 25,121.00
Expenditures	\$ 25,121.00
	Revenue Less Expenditures \$ -

Special Activities Fund	
Revenue	\$ 25,500.00
Expenditures	\$ 25,500.00
	Revenue Less Expenditures \$ -

Utility Fund	
Revenue	\$ 9,300,000.00
Expenditures	\$ 9,300,000.00
	Revenue Less Expenditures \$ -

Harbor Fund	
Revenue	\$ 1,268,359.00
Expenditures	\$ 1,268,359.00
	Revenue Less Expenditures \$ -

Sanitation Fund	
Revenue	\$ 345,884.00
Expenditures	\$ 345,884.00
	Revenue Less Expenditures \$ -

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
General Fund					
100-3010-1000 Real Property Tax <= 2014	\$ -	\$111.28	\$ -		
100-3010-2015 Real Property Tax 2015	\$ -	\$208.65	\$ -		
100-3010-2016 Real Property Tax 2016	\$ -	\$65.74	\$ -		
100-3010-2017 Real Property Tax 2017	\$ -	\$65.20	\$ 100.00		
100-3010-2018 Real Property Tax 2018	\$ -	\$559.55	\$ 200.00		
100-3010-2019 Real Property Tax 2019	\$ -	\$559.55	\$ 300.00		
100-3010-2020 Real Property Tax 2020	\$ -	\$518.89	\$ 400.00		
100-3010-2021 Real Property Tax 2021	\$ 1,000.00	\$1,568.55	\$ 500.00	-50.00%	
100-3010-2022 Real Property Tax 2022	\$ 8,485.57	\$16,314.59	\$ 1,500.00	-82.32%	
100-3010-2023 Real Property Tax 2023	\$ 1,690,167.00	\$1,662,265.08	\$ 15,000.00	-99.11%	
100-3010-2024 Real Property Tax 2024	\$ -	\$ -	\$ 1,735,856.00		1% increase in levy after equalize, assuming \$19.85mil new constr and 97% collection. Will change after subdivision data has been calced & will show calculations. 97% collection rate is rounded down from 97.8% rather than up to allow for late adjustments from the county. [Original FY24: \$1,605,700]
100-3020-1000 Personal Property Tax <=2014	\$ -	\$ -	\$ -		
100-3020-2015 Personal Property Tax 2015	\$ -	\$ -	\$ -		
100-3020-2016 Personal Property Tax 2016	\$ -	\$ -	\$ -		
100-3020-2017 Personal Property Tax 2017	\$ -	\$ 133.86	\$ -		
100-3020-2018 Personal Property Tax 2018	\$ 71.50	\$ 88.85	\$ -	-100.00%	
100-3020-2019 Personal Property Tax 2019	\$ 0.45	\$ 124.04	\$ -	-100.00%	
100-3020-2020 Personal Property Tax 2020	\$ 206.00	\$ 231.26	\$ 100.00	-51.46%	
100-3020-2021 Personal Property Tax 2021	\$ 569.99	\$ 1,560.73	\$ 200.00	-64.91%	
100-3020-2022 Personal Property Tax 2022	\$ 19,000.00	\$ 23,233.28	\$ 1,500.00	-92.11%	
100-3020-2023 Personal Property Tax 2023	\$ 92,787.00	\$ 99,591.88	\$ 20,000.00	-78.45%	
100-3020-2024 Personal Property Tax 2024	\$ -	\$ -	\$ 96,800.00		Projecting same as originally budgeted in FY24, before adjustment.
100-3020-9000 PPTRA Discount	\$ -	\$ -	\$ -		
100-3025-1000 License Tax Prior Years <=2016	\$ -	\$ -	\$ -		
100-3025-2017 License Tax 2017	\$ -	\$ 31.00	\$ -		
100-3025-2018 License Tax 2018	\$ 31.00	\$ 31.00	\$ -	-100.00%	
100-3025-2019 License Tax 2019	\$ -	\$ 124.00	\$ -		
100-3025-2020 License Tax 2020	\$ -	\$ 41.91	\$ -		
100-3025-2021 License Tax 2021	\$ 31.00	\$ 434.00	\$ -	-100.00%	
100-3025-2022 License Tax 2022	\$ 5,259.82	\$ 6,096.56	\$ -	-100.00%	
100-3025-2023 License Tax 2023	\$ 21,000.00	\$ 22,270.09	\$ -	-100.00%	
100-3025-2024 License Tax 2024	\$ -	\$ -	\$ 22,270.00		Based on YTD collected for 2023
100-3035-1000 Machinery & Tools Tax <=2015	\$ -	\$ -	\$ -		
100-3035-2016 Machinery & Tools Tax 2016	\$ -	\$ -	\$ -		
100-3035-2017 Machinery & Tools Tax 2017	\$ -	\$ -	\$ -		
100-3035-2018 Machinery & Tools Tax 2018	\$ -	\$ -	\$ -		
100-3035-2019 Machinery & Tools Tax 2019	\$ -	\$ -	\$ -		
100-3035-2020 Machinery & Tools Tax 2020	\$ -	\$ -	\$ -		

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
100-3035-2021 Machinery & Tools Tax 2021	\$ -	\$ -	\$ -		
100-3035-2022 Machinery & Tools Tax 2022	\$ -	\$ 3.70	\$ -		
100-3035-2023 Machinery & Tools Taxes 2023	\$ 23,299.00	\$ 21,549.13	\$ -	-100.00%	
100-3035-2024 Machinery & Tools Tax 2024	\$ -	\$ -	\$ 22,134.00		Only one taxpayer - coastal precast. No real way to predict but depreciate 5% per Deb.
100-3040-1000 Penalties All Property Tax	\$ 16,000.00	\$ 27,645.70	\$ 20,000.00	25.00%	We are significantly over budget for fy24, but I am being conservative
100-3050-1000 Golf Cart Decals	\$ 39,519.43	\$ 3,466.83	\$ 23,000.00	-41.80%	This was overstated at mid-year because the irregular pattern of payments threw off the model. We were aware of this at the time and we discussed at the work session that it would net out with other conservatively estimated line items. [FY24: \$20,150]
100-3050-1100 Consumer Utility Taxes - Elec & Gas	\$ 49,220.96	\$ 42,570.18	\$ 60,000.00	21.90%	ANEC made an early payment December utility taxes in prior year that distorted my mid-year projection [Original FY24: \$61,580]
100-3050-1200 Communications Tax - Phone	\$ 30,299.92	\$ 20,690.08	\$ 32,000.00	5.61%	This has never been below \$32k in the past 5 years
100-3050-1300 BPOL - ALL	\$ 412,082.10	\$ 100,117.98	\$ 336,460.00	-18.35%	Too early to project final BPOL revenue. Using the actual amount collected in FY23. [Original FY24: \$295,000]
100-3050-1400 Admission Taxes	\$ 27,985.01	\$ 17,717.51	\$ 22,000.00	-21.39%	Seems to have finally recovered to pre-COVID levels. [Original FY24: \$22,000]
100-3050-1500 Transient Occupancy Tax	\$ 638,112.76	\$ 467,938.21	\$ 685,000.00	7.35%	Has trended upwards over the past 5 years. [Original FY24: \$680,000]
100-3050-1600 Meals Tax	\$ 824,069.94	\$ 596,567.08	\$ 799,535.00	-2.98%	Consistently trending upwards over the past 5 years with the exception of a slight dip in FY20. [Original FY24: \$775,000]
100-3050-1650 Meals Tax .5% for Capital Projects	\$ 82,407.00	\$ 57,454.74	\$ 79,953.50	-2.98%	
100-3050-1700 Personal Property Short Term Rental Tax	\$ 17,712.44	\$ 9,551.37	\$ 15,000.00	-15.31%	Generally trending upwards over past 5 years. I combined 5-year average w/ current year projection
100-3050-1750 County Cigarette Tax Sharing	\$ 24,527.31	\$ 14,769.57	\$ 23,212.00	-5.36%	Updated per county budget as of 4/10
100-3050-1800 Rolling Stock & Misc Taxes	\$ 240.94	\$ 240.94	\$ 175.00	-27.37%	Return to originally budgeted FY24 amount
100-3075-1000 Penalties & Int on MiscTaxes & Licenses	\$ 700.00	\$ 84.22	\$ -	-100.00%	
100-3090-1000 Bay Creek Impact Fees	\$ -	\$ -	\$ 60,000.00		New Revenue (Annexation Agreement settlement): 20 lots @ \$3000 per lot.
100-3100-1000 Harbor Development Certificate P/Z	\$ 750.00	\$ -	\$ 750.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1050 Land Use/Conditional Use Application P/Z	\$ 2,500.00	\$ -	\$ 1,200.00	-52.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1060 Zoning Variance Advertising	\$ 2,000.00	\$ 625.70	\$ 1,000.00	-50.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1070 Miscellaneous Planning/Zoning Fees P/Z	\$ 6,000.00	\$ 2,670.00	\$ 4,000.00	-33.33%	Projections provided by Code Enforcement/Zoning officers
100-3100-1080 Subdivision Fees P/Z	\$ 12,000.00	\$ 9,675.00	\$ 12,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1100 Historic Review Fees COA P/Z	\$ 25,000.00	\$ 22,150.00	\$ 25,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1110 Building Permits	\$ 150,000.00	\$ 116,099.82	\$ 150,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1150 Planning & Review Fees	\$ 10,000.00	\$ 6,440.00	\$ 10,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1160 Electrical Permits	\$ 10,000.00	\$ 9,983.37	\$ 10,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1200 Plumbing Permits	\$ 8,000.00	\$ 11,005.41	\$ 10,000.00	25.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1220 Plumbing Inspection Fees DONOTUSE	\$ -	\$ -	\$ -		Projections provided by Code Enforcement/Zoning officers
100-3100-1250 Mechanical Permits	\$ 10,000.00	\$ 10,988.23	\$ 10,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1260 Elevator Permits	\$ 1,298.80	\$ 1,993.12	\$ 2,000.00	53.99%	Projections provided by Code Enforcement/Zoning officers
100-3100-1300 UST/AST Permit	\$ 1,500.00	\$ 950.00	\$ 1,500.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1350 Occupancy Permits, Temporary	\$ 8,000.00	\$ 14,400.00	\$ 6,000.00	-25.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1360 Permit After Fact Admin Fee Building	\$ 1,500.00	\$ 1,200.00	\$ 1,500.00	0.00%	Projections provided by Code Enforcement/Zoning officers

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100-3100-1370 Permit After the Fact P&Z	\$ -	\$ 4,000.00	\$ 1,000.00		Projections provided by Code Enforcement/Zoning officers
100-3100-1400 Building Plan Review Fees	\$ 10,000.00	\$ 6,170.00	\$ 8,000.00	-20.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1410 Shallow Well Permits	\$ 1,900.00	\$ 3,200.00	\$ 2,000.00	5.26%	Projections provided by Code Enforcement/Zoning officers
100-3100-1460 Erosion & Sediment Control Permit	\$ 3,500.00	\$ 1,047.76	\$ 2,500.00	-28.57%	Projections provided by Code Enforcement/Zoning officers
100-3100-1470 Erosion & Sediment Plan Review Fee	\$ 4,000.00	\$ 4,950.00	\$ 4,500.00	12.50%	Projections provided by Code Enforcement/Zoning officers
100-3100-1500 Demolition Permit	\$ 100.00	\$ -	\$ -	-100.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1510 Gas Permit	\$ 4,000.00	\$ 3,118.48	\$ 4,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1550 Misc Building Dept Fees	\$ 10,000.00	\$ 6,820.00	\$ 10,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3100-1560 Fire Permit	\$ 473.03	\$ 1,527.93	\$ 1,000.00	111.40%	Projections provided by Code Enforcement/Zoning officers
100-3100-1570 Sign Permit P/Z	\$ 300.00	\$ 500.00	\$ 400.00	33.33%	Projections provided by Code Enforcement/Zoning officers
100-3100-1600 Rental Inspections	\$ 18,000.00	\$ 7,050.00	\$ 18,000.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3200-1600 Court Fines and Forfeitures	\$ 68,594.43	\$ 47,233.72	\$ 40,000.00	-41.69%	Ranges from under \$9k to almost \$90k. Goes up and down, unpredictable
100-3200-1640 Planning/Zoning Fines/Fees	\$ 2,000.00	\$ -	\$ -	-100.00%	Projections provided by Code Enforcement/Zoning officers
100-3200-1650 Code Enfrcmnt Admin Fees/Fines	\$ 2,500.00	\$ 5,345.00	\$ 2,500.00	0.00%	Projections provided by Code Enforcement/Zoning officers
100-3200-1660 Traffic & Parking Fines	\$ 14,200.00	\$ 10,619.44	\$ 14,200.00	0.00%	Seems to have leveled off after increase in FY23
100-3200-1700 E-Summons \$5 Fee-Future Software Purchase	\$ 3,119.07	\$ 2,164.63	\$ 2,600.00	-16.64%	
100-3200-1710 Police Record Request	\$ 50.00	\$ 55.00	\$ -	-100.00%	
100-3300-1700 Interest on Bank Deposits	\$ 6,000.00	\$ 4,251.05	\$ 6,000.00	0.00%	
100-3300-1750 Dividends & Interest on Investments	\$ 59,664.50	\$ 107,066.95	\$ 120,000.00	101.12%	Next Fed meeting on 3/19-3/20. Will need to be adjusted once we invest utility sale proceeds. [Original FY24: \$38,472]
100-3400-1750 Rental of Parks/Rec Property & Facility	\$ 750.00	\$ -	\$ -	-100.00%	
100-3400-1800 Lease Revenue - Harbor Lot	\$ 34,000.00	\$ 23,028.03	\$ 32,000.00	-5.88%	Current projection shows \$31,614 (comparing FY24YTD to FY23 full year)
100-3400-1810 Lease Revenue - Water Tower	\$ 2,400.00	\$ 1,800.00	\$ -	-100.00%	Went with utility sale
100-3500-1800 Sale of Surplus Equipment & Misc	\$ -	\$ -	\$ -		
100-3500-1850 Library Service & Misc Fees	\$ 1,000.00	\$ 257.20	\$ 500.00	-50.00%	Ranges from \$250-\$1,000 each year
100-3500-1900 Recreation & Event Fees Collected	\$ 800.00	\$ -	\$ 800.00	0.00%	
100-3500-1910 Sale of Maps, Plats, Surveys, Blueprints, Misc	\$ -	\$ -	\$ -		
100-3500-1920 Notary Services	\$ 150.00	\$ 15.00	\$ -	-100.00%	
100-3500-1950 FOIA Service Fees	\$ 300.00	\$ -	\$ -	-100.00%	
100-3500-1960 Credit 1%/Debit .\$.25 Card Use Fee	\$ -	\$ -	\$ -		No plan to implement CC fees in the first half of FY25
100-3500-1970 DMV Stop Fee Collected	\$ 500.00	\$ 150.00	\$ 500.00	0.00%	
100-3500-2000 Sale of Town Real Property	\$ 610,010.00	\$ 300,010.00	\$ 600,000.00	-1.64%	Assuming library sale closes in FY25 and 2 Randolph lots sell for \$300k each
100-3600-1000 Gifts and Donations-Private Sources-REC	\$ -	\$ -	\$ -		
100-3600-2000 Gifts & Private Donations Police	\$ -	\$ -	\$ -		
100-3600-3000 Gifts & Private Donations Library non-FOL	\$ -	\$ -	\$ -		
100-3600-3100 Gifts & Private Donations Library FOL	\$ -	\$ -	\$ -		
100-3600-4000 Insurance Proceeds, Refund or Misc Rebate	\$ 5,785.11	\$ 5,985.11	\$ -	-100.00%	Adjust as needed
100-3600-5000 Surplus & Salvage Property Sale	\$ -	\$ -	\$ -		
100-3600-6000 Appropriation From Fund Balance	\$ -	\$ -	\$ -		
100-3650-1000 Credit/Debit Card Fee Revenue	\$ -	\$ -	\$ -		
100-3650-1500 Recovery Misc. Costs - Finance	\$ -	\$ 294.50	\$ -		
100-3650-2000 Recovery - Police Property Loss & Misc.	\$ -	\$ -	\$ -		

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
100-3650-3000 Recovery, Misc.-Code Enf (mowing, demo, etc)	\$ 170.00	\$ 160.00	\$ -	-100.00%	Not worth budgeting for IMO
100-3650-4000 Recovery Public Works - Misc. & Damage	\$ -	\$ -	\$ -		
100-3650-5000 Recovery (damage)-Parks & Rec	\$ -	\$ -	\$ -		
100-3650-6000 Recovery Town Mgr-Misc.	\$ -	\$ 802.11	\$ -		
100-3650-7000 Recovery - Retirement Forfeiture	\$ -	\$ -	\$ -		
100-3700-1000 Grant - Recov. of Storm Damages FEMA	\$ -	\$ -	\$ -		
100-3700-2200 Grant Gen Fund - USDA RD	\$ 26,000.00	\$ 26,000.00	\$ 18,550.00	-28.65%	Assuming another USDA grant/loan for one police vehicle @ \$53k
100-3700-3000 Proceeds from Loan/Bond Issuance	\$ -	\$ -	\$ -		
100-3750-1000 Rolling Stock Taxes	\$ -	\$ -	\$ -		Redundant w/ 100-3050-1800. I propose deletion.
100-3750-2000 Personal Prop. Tax Reimbursement- PPTRA	\$ 35,424.00	\$ 35,423.60	\$ 35,424.00	0.00%	This is the same every year
100-3750-3000 Local SALES & USE Taxes	\$ 100,000.00	\$ 67,153.22	\$ 100,000.00	0.00%	
100-3750-3100 DMV Humane Plates Pybl to ESSO	\$ -	\$ -	\$ -		
100-3750-3200 Grant/Donation - Misc. Pass-through	\$ -	\$ -	\$ -		
100-3800-1000 Assistance to Local Police Dept HB 599 - State	\$ 34,356.00	\$ 18,066.00	\$ 34,000.00	-1.04%	Not issued for FY25 yet. Amount is between \$31-37k every year.
100-3800-2000 Grant - DCJS LOLE/Byrne	\$ 6,000.00	\$ 2,794.46	\$ 3,000.00	-50.00%	Numbers not issued get for FY25, usually around \$3k
100-3800-3000 Grant - Fire Program Funds (Passthru)	\$ -	\$ -	\$ -		
100-3800-4000 Grant - VDOT Roads, Trails & Sidewks	\$ -	\$ -	\$ -		
100-3800-5000 Grant - Litter Prevention Grant (DEQ)	\$ 2,085.00	\$ 2,085.00	\$ 2,200.00	5.52%	Noncompetitive grant, amount set by DEQ application due end of June hear from DEQ around October. Usually goes up \$300-\$500 each yr
100-3800-6000 Grant - Miscellaneous/Other	\$ -	\$ -	\$ -		
100-3800-6001 Reappropriated Funding - Carryover Projects	\$ 103,000.00	\$ -	\$ 278,000.00	169.90%	\$3,000 from Legislative Travel-Lodging & Meals, \$23,000 from TM Legal Services, \$11,000 from TM Professional Services, \$60,000 from TM Consulting (BMP), \$57,000 from TM Contingency, \$8,000 from Code PT Salaries, \$15,000 from PW Seasonal Wages, \$101,000 from Planning Mgmt Consulting
100-3800-7000 Grant - VA State Promotion of the Arts Passthru	\$ -	\$ -	\$ -		
100-3800-8000 Grant - Library Program Other	\$ 900.00	\$ 4,700.00	\$ 4,700.00	422.22%	VA touring grant for STEM education & supplies
100-3800-9000 Grant - Parks/Rec Fac/Equipment & CCP	\$ -	\$ -	\$ -		
100-3800-9900 Grants - CEB Branding \$7K	\$ -	\$ -	\$ -		
100-3800-9901 Grants - CEB Travel \$1K	\$ -	\$ -	\$ -		
100-3800-9910 DHCD CDBG Small Business Recovery Grant	\$ -	\$ -	\$ -		
100-3800-9920 COVID related Federal Grants-CARES & ARPA	\$ -	\$ -	\$ -		Suggest deleting this account
100-3850-1000 Grant - Northampton County Library	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	0.00%	Have requested \$30k from NOCO again. Not confirmed yet.
100-3850-2000 Grant Other - Northampton County	\$ 16,750.00	\$ -	\$ 15,000.00	-10.45%	Fy24 budget was made up of \$12,500 for fireworks and \$4,250 for dockdogs. Per NOCO, they will give us \$10k for fireworks. \$5k for Dockdogs.
100-3900-1000 Grant - VML Risk Management	\$ 4,000.00	\$ 3,472.50	\$ 4,000.00	0.00%	4k is max amount. Seems to be automatically awarded. Have not identified a project yet.
100-3900-6000 Appropriation from Fund Balance	\$ 479,543.16	\$ -	\$ -	-100.00%	Will fill in if necessary as budget comes together
100-3950-1000 Loan Proceeds previous year	\$ -	\$ -	\$ -		
100-3950-1050 Loan Proceeds Current Year	\$ -	\$ -	\$ -		
100-3950-2000 Reappropriate Grant Proceeds Previous Year	\$ -	\$ -	\$ -		
100-3950-2100 Loan Proceeds USDA Rural Devlpmnt	\$ 48,800.00	\$ 48,800.00	\$ 34,450.00	-29.41%	Assuming another USDA grant/loan for one police vehicle @ \$53k
100-3950-8520 Transfer from Sanitation Fund	\$ -	\$ -	\$ -		

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100-3975-1000 Misc Rev Proceeds from Fair/Event	\$ 3,100.00	\$ -	\$ 3,100.00	0.00%	July 4th vendor fees???
100-3975-1100 Miscellaneous Rev & NSF Fees-Gen Fund	\$ 2,250.00	\$ 2,136.10	\$ 2,250.00	0.00%	0
New Revenue - VAW Franchise Fee	\$ -	\$ -	\$ 50,000.00		
Total	\$ 6,029,809.24	\$ 4,213,030.22	\$ 5,803,319.50	-3.76%	
Core Operating Revenue	\$ 4,762,456.08		\$ 4,872,319.50	2.31%	Core operating revenue is defined as all revenue less appropriations & reappropriations, USDA RD funding, bond proceeds, .5% of meals tax set aside for capital projects and sale of town real property.

TOWN OF CAPE CHARLES - Building, Planning & Zoning Fee Schedule EFFECTIVE FEBRUARY 1, 2024			PROPOSED CHANGES from Katie Nunez for FY2025 BUDGET ADOPTION	
	Type of Permit or Review	Charge or Fee	Type of Permit or Review	FEE
BUILDING	1. Residential: (repair, alteration, demolition, construction)			
	a. Single inspections w/ no permit required	\$35		
	b. Less than \$2,500	\$50		
	c. \$2,500 - \$10,000	\$50 + 0. 5% project cost over \$2500		
	d. \$10,000 +	\$125 + 0.5% project cost over \$10,000		
	e. Demolition	\$50		
	2. Commercial: (repair, alteration, demolition, construction)			
	a. Single inspections w/ no permit required	\$35		
	b. Less than \$2,500	\$75		
	c. \$2,500 - \$10,000	\$75 + 1% of project cost over \$2,500		
	d. \$10,000 +	\$175 + 1% of project cost over \$10,000		
	e. Demolition	\$100		
	3. New Construction: Per BOCA/ICC permit fee tables based on building square footage and at 100% departmental operational costs as determined by Council in 2001			
	Notes applicable to Items 1, 2 & 3 above			
	1. Add 2% to all permit fees for state surcharge.			
	2. Permits include initial/first inspection and a follow-up inspection for a failure inspection.			
	3. Add 10% to Base Fee for Fire Department (before tax and not to be taxed).			
	4. Certificates of Occupancy			
	a. Permanent Certificant of Occupancy	Included in cost of permit		
	b. Certificate of Occupancy when no permit is issued	\$100		
	c.Temporary Certificate of Occupancy	\$800 (per issuance) / Max. of 2 issuances		
	d. Rental Certificate of Occupancy	\$150 (includes inspection)		
	5. ADDITIONAL FEES			
	a. Inspection fee for 3rd inspection of the same item	\$40		
	b. Inspections scheduled outside normal business hours	\$75		
	c. Fee for starting work without a permit	\$300		
	d. Underground Fuel Tank Removal	\$100 per tank		

	Type of Permit or Review	Charge or Fee	Type of Permit or Review	FEE
ZONING	5. Zoning Clearance			
	a. As part of a building permit or a Certificate of Appropriateness application	\$0		
	b. All other approved by administrative review	\$150		
	c. Trees/Landscaping			
	1.) Tree Removal Permit	\$20/tree		
	2.) PENALTY - Tree removal without a permit	\$300/tree		
	d. Variance Application to Board of Zoning Appeals	\$500**		
	e. Signage			
	1) All affixed and free-standing signage greater than ten (10) sq. ft	\$100		
	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 Commercial/Residential Mixed Use	\$1,000		
	c. Renovation			
	1) Minor Work authorized by CCZO Section 8.17, residential and/or commercial - Administrative Review and Approval only	\$50	1) Minor Work authorized by CCZO Section 8.16 (C) (1) (a) and (b) and Section 8.17, residential and/or commercial - Administrative Review and Approval only	\$75
	2) 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	2) Substantial Alterations (Exterior Renovations) - Residential excluding everything under #1 above and less than \$5,000 of construction value	\$150
			3) Substantial Alterations (Exterior Renovations) - Residential excluding everything under # 1 above and greater than \$5,000 of construction value	\$500
	4) Substantial alterations - Commercial	\$1,000		
	5) Demolition of structure	\$400		
	d. Extension of approved Certificate of Appropriateness (CoA)	\$50		
	e. Modification to an approved and active Certificate of Appropriateness (CoA)	\$200		
	f. Working without an approved and active Certificate of Appropriateness (CoA) or After the Fact Permit Fee	\$1,000		

	Type of Permit or Review	Charge or Fee	Type of Permit or Review	FEE
APPEALS	7. APPEALS			
	a. Appeals Application to Board of Zoning Appeals	\$500**		
	b. Certificate of Appropriateness Appeals to Town Council	\$500**		
	c. Appeals Application to Building Code Board of Appeals	\$250**		
HARBOR AREA REVIEW BOARD	8. Harbor Area Review Board Certificate of Approrpriateness			
	a. Development Certificate	\$750/application base fee + \$100 per acre**		
	b. Extension of approval	\$100		
	c. Modification to an approved and active Certificate of Appropriateness (CoA)	\$250		
ENVIRONMENTAL PERMITS	9. Environmental Permits			
	a. Wetlands Permit	\$500**		
	b. Structures in & across dunes	\$200		
	c. CBPA Encroachment or Exemption	\$200		
	d. CBPA Administrative Waiver for Maintenance Work of Vegetation in the RPA	\$50		
	e. Erosion & Sediment Control Permit	\$500 + \$10/acre not to exceed \$1000		
	f. Erosion & Sediment Agreement in lieu of plan	\$150		
	g. Erosion & Sediment Inspection fees	\$40/hr with 1 hour minimum		
	h. Erosion & Sediment Control Plan Review Fee	\$350		
	i. Working without an approved and active Permit or After the Fact Permit Fee	\$1,000		
SITE PLAN	10. Final Plan Review Fees			
	a. Residential	\$150/site		
	b. Commercial	\$250/site #^		
	c. Misc	\$150/site #^		
PLANNING	11. Planning Applications			
	a. Regular Rezoning			
	1) Non-PUD	\$500 + \$50/acre**		
	2) PUD	\$1,000 + \$50/acre**		
	a. Amendment to Comprehensive Plan; Concept Approvals	\$550/application		
	b. Conditional Rezoning	\$1,000 + \$50/acre**		
	c. Zoning Text Amendment Petition Application - for consideration only by Town Council and/or Planning Commission	\$200/application		
	d. Conditional Use Permit	\$600		

	Type of Permit or Review	Charge or Fee	Type of Permit or Review	FEE
SUBDIVISION	12. Subdivision through recordation			
	1) Concept or sketch plan review	\$100 + \$10/parcel		
	2) Preliminary plat review			
	a) 3 lots or less	\$250 + \$50/lot #^		
	b) 4 lots or more	\$500 + \$100/lot #^		
	3) Final plat review			
	a) 3 lots or less	\$125		
	b) 4 lots or more	\$250		
	4) Subdivision modification	\$75		
	5) Administrative Plat/Lot line adjustment	\$200		
	6) Easement Plat	\$200		
	7) Vacation of Plat	\$250		
	All recordation of plats are the responsibility of the applicant			
OTHER	13. Deferral at the request of Applicant, if public hearing has been set (BZA, Planning Commission, HDRB, HARB, Town Council)	\$200		
NONPROFIT	Building, Planning & Zoning	Waiver of fees up to the amount of \$750 per project application for any nonprofit organization exempt from taxation under Internal Revenue Code Section 501		
LEGEND with GENERAL NOTES				
*	Advertising Costs, Actual			
**	Advertising Costs, Actual + Adjacent Property Owner 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			

WHAT CONSTITUTES MINOR WORK in the HISTORIC DISTRICT?

Section 8.16 C. 1. General examples of "non-substantial" alterations:

- a. Work done to prevent deterioration or to replace parts of a structure with similar materials in order to correct any deterioration, decay of, or damage to any structure or on any part thereof, or
- b. To restore same as nearly as practical to its condition prior to such deterioration, decay, or damage.

Section 8.17 Certain Minor Actions Exempted from Review by the Historic District Review Board

Within the Historic District certain minor actions which are deemed not to have permanent effects upon the character of the historic district are exempted from review for architectural compatibility by the Historic District Review Board. Such actions shall include the following and any similar actions which in the opinion of the Zoning Administrator will have no more effect on the character of the district than those listed:

- A. Repainting the structure. (Original painting of masonry surfaces is not exempted from review.)
- B. Replacement of missing or broken windowpanes, roofing slates, tiles, porch floor, posts, rails, shingles, window frames, or shutters where no substantial change in design or material is proposed.
- C. Addition or deletion of storm doors or storm windows, window gardens, or similar appurtenances and portable air conditioners located in existing windows, doors, or other existing wall openings (if no building permit is required for such addition or deletion).
- D. Addition or deletion of television and radio antennas or skylights and solar collectors in locations not visible from a public street or a waterway.
- E. Landscaping involving minor grading, walks, low retaining walls, temporary fencing, fencing immediately surrounding trash receptacles or outdoor ventilation units, small fountains, outdoor showers, and ponds which will not substantially affect the character of the property and its surroundings.
- F. Construction of off-street loading areas and off-street parking areas.
- G. Creation of outside storage in a commercial or industrial district which does not require structural changes or major grading and is not visible from a public street or waterway.
- H. Additions or deletions to an existing building which are not visible from a public street or sidewalk. Alleys in this context are not to be considered public places.
- I. Covered by other zoning ordinance requirements as administered by the Zoning Administrator unless altered by the overlay ordinance.
- J. Receiving historic preservation tax credits through state or federal offices.
- K. Demolition of non-contributing buildings or structures.
- L. Alterations or repairs made to a building or structure for the purpose of temporary emergency stabilization.

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Legislative					
100-4110-1200 PT Salaries & Wages Legislative	\$ 4,800.00	\$ 3,200.00	\$ 4,800.00	0.00%	
100-4110-2000 FICA Expense	\$ 367.20	\$ 258.25	\$ 450.00	22.55%	used actual FY 24 actual (6 mos) x 2
100-4110-2100 SUI Expense	\$ 6.24	\$ 4.12	\$ 7.00	12.18%	used actual FY 24 actual (6 mos) x 2
100-4110-2230 Worker's Comp	\$ -	\$ -	\$ -		
100-4110-3025 Repair Maint & Inspect Contracted Svcs	\$ 1,500.00	\$ -	\$ 3,500.00	133.33%	election year - added election board & staff expenses
100-4110-3430 IT Services	\$ 500.00	\$ -	\$ 500.00	0.00%	misc. IT services - Civic Center
100-4110-3450 Printing & Design Services	\$ -	\$ -	\$ -		
100-4110-3500 Advertising Services	\$ 12,000.00	\$ 1,652.40	\$ 8,000.00	-33.33%	reduced - hopefully Zoning Ordinance done in FY 24
100-4110-5040 Phone Service	\$ 1,080.00	\$ 466.89	\$ 600.00	-44.44%	reduced - new plan for Mayor's cell phone
100-4110-5050 Internet & Cable Services	\$ 1,800.00	\$ 895.79	\$ 1,850.00	2.78%	Spectrum for Civic Center
100-4110-5080 Lease, Bldgs & Property	\$ -	\$ -	\$ -		
100-4110-5200 Travel-Mileage, Parking & Tolls	\$ 2,795.00	\$ 891.47	\$ 3,300.00	18.07%	election year - possible 3 new TC for training, etc.
100-4110-5210 Travel-Lodging & Meals	\$ 9,795.00	\$ 4,281.97	\$ 11,500.00	17.41%	election year - possible 3 new TC for training, conferences, etc. FY24 was adjusted by deparment head from \$9,795
100-4110-5220 Conference	\$ 4,795.00	\$ 1,005.00	\$ 5,100.00	6.36%	election year - possible 3 new TC for training, conferences, etc.
100-4110-5230 Education	\$ 1,200.00	\$ -	\$ 1,200.00	0.00%	consultant/facilitator
100-4110-5240 Books & Subscriptions	\$ -	\$ -	\$ -		
100-4110-5250 Dues & Memberships	\$ -	\$ -	\$ -		
100-4110-5310 Insurance, Public Official Liability	\$ 7,595.00	\$ 6,079.74	\$ 12,160.00	60.11%	used actual FY 24 actual (6 mos) x 2
100-4110-6000 Office Supplies	\$ 1,000.00	\$ 481.79	\$ 1,000.00	0.00%	
100-4110-6125 Departmental Equipment & Supplies	\$ 2,000.00	\$ -	\$ 3,500.00	75.00%	election year - cost of voting machines, ballots & supplies for NH Cty registrar
100-4110-6150 Computer, Software & Electronics <\$10K	\$ 2,000.00	\$ 125.82	\$ 2,000.00	0.00%	iCloud storage for iPads, DropBox, iPad apps, 2 replacement iPads & cases
100-4110-6225 Repair & Maintenance Supplies Legislative	\$ -	\$ -	\$ -		
Total	\$ 53,233.44	\$ 19,343.24	\$ 59,467.00	11.71%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Clerk					
100-4112-1000 Regular Salaries & WagesTown Clerk	\$ 65,667.71	\$ 42,936.56	\$ 67,309.00	2.50%	
100-4112-1100 Regular Salaries & WagesOT Town Clerk	\$ -	\$ -	\$ -		
100-4112-2000 FICA Expense	\$ 5,023.58	\$ 3,325.05	\$ 5,149.00	2.50%	
100-4112-2100 SUI Expense	\$ 10.40	\$ 8.00	\$ 8.00	-23.08%	
100-4112-2200 Retirement-ER VRS &ICMA-RC Contribution	\$ 5,036.71	\$ 3,357.84	\$ 4,564.00	-9.39%	
100-4112-2210 Life Insurance	\$ 879.95	\$ 586.64	\$ 902.00	2.51%	
100-4112-2220 Disability Insurance, LTD& STD	\$ 502.69	\$ 219.12	\$ 515.00	2.45%	
100-4112-2230 Worker's Comp	\$ 42.27	\$ 31.98	\$ 40.00	-5.37%	
100-4112-2300 Health Insurance	\$ -	\$ -	\$ -		Per JO
100-4112-2301 Health Reimb Acct Exp	\$ 750.00	\$ 562.50	\$ 750.00	0.00%	Per JO
100-4112-2302 Wellness Health IncentiveExp	\$ 100.00	\$ -	\$ 100.00	0.00%	
100-4112-2310 Dental Insurance	\$ 609.00	\$ 406.00	\$ 626.22	2.83%	Per JO
100-4112-2320 Vision Insurance	\$ -	\$ -	\$ -		
100-4112-2325 AFLAC InsurancePremiums - Town portion	\$ -	\$ -	\$ -		
100-4112-2340 Employee Assist Program	\$ -	\$ -	\$ -		
100-4112-2345 Employee/VolunteerTesting	\$ -	\$ -	\$ -		
100-4112-2360 Staff & VolunteerAppreciation	\$ -	\$ -	\$ -		
100-4112-3000 Contract Labor	\$ -	\$ -	\$ -		
100-4112-3020 Maint Svc Contracts -Annual	\$ -	\$ -	\$ -		
100-4112-3025 Repair Maint & InspectContracted Svcs	\$ 2,600.00	\$ -	\$ 2,000.00	-23.08%	Shredding (CC Day 2024 & records destruction); ShoreScan K moved to 4112-3430
100-4112-3030 Lease - Storage	\$ -	\$ -	\$ 4,800.00		NEW ITEM - 10x30 temp controlled unit @ Bay Storage - archives storage moving from Library
100-4112-3430 IT Services	\$ 21,150.00	\$ 6,169.00	\$ 24,400.00	15.37%	ShoreScan monthly & annual backups; Municipal CMS annual K; Municode annual K for Town Code & Zoning Ordinance (NEW); Municipal 311 & Forms for website; Intranet site; InversaMinds IT Support; Agenda Mgmt Software
100-4112-3450 Printing & DesignServices	\$ -	\$ -	\$ -		
100-4112-3500 Advertising Services	\$ -	\$ -	\$ -		
100-4112-5040 Phone Service	\$ 780.00	\$ 520.00	\$ 780.00	0.00%	Libby's cell phone reimbursement
100-4112-5050 Internet & Cable Services	\$ -	\$ -	\$ -		
100-4112-5110 Lease, Office Equipment	\$ -	\$ -	\$ -		
100-4112-5200 Travel-Mileage, Parking& Tolls	\$ 1,000.00	\$ 76.33	\$ 1,000.00	0.00%	IIMC Reg 2 Conf; VMCA Conf & Institute; VAGARA Conf
100-4112-5210 Travel-Lodging & Meals	\$ 1,600.00	\$ -	\$ 1,600.00	0.00%	same as 4112-5200
100-4112-5220 Conference	\$ 1,400.00	\$ 650.00	\$ 1,400.00	0.00%	same as 4112-5200
100-4112-5230 Education	\$ -	\$ -	\$ 299.00		Fred Prior VIP (unlimited virtual training)
100-4112-5240 Books & Subscriptions	\$ 14,000.00	\$ 1,742.84	\$ 13,050.00	-6.79%	ES News, Municode updates for Town Code & Zon Ord \$11k for Municode Zoning Ord. codification not completed in FY24
100-4112-5250 Dues & Memberships	\$ 475.00	\$ 109.00	\$ 475.00	0.00%	IIMC, VMCA, VAGARA, NAGARA
100-4112-5260 Employee Testing &Certification	\$ -	\$ -	\$ -		
100-4112-6000 Office Supplies	\$ 1,500.00	\$ 106.59	\$ 1,500.00	0.00%	minute books & archive paper; misc supplies

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
100-4112-6150 Computer, Software &Electronics <\$10K	\$ 888.00	\$ 38.99	\$ 800.00	-9.91%	Adobe Pro 365; Adobe Premier Elements/PhotoShop (video/photo processing); iPad accessories
Total	\$ 124,015.31	\$ 60,846.44	\$ 132,067.22	6.49%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Town Manager					
100-4121-1000 Regular Salaries &Wages-Town Manager	\$ 158,360.81	\$ 103,896.03	\$ 162,320.00	2.50%	
100-4121-1100 Regular Wages TMgr OT	\$ 2,033.93	\$ 418.69	\$ 2,085.00	2.51%	
100-4121-1200 PT Salaries & WagesTown Mgr	\$ 45,272.00	\$ 22,213.00	\$ 46,404.00	2.50%	
100-4121-1400 Seasonal Wages BeachAttendants	\$ 10,000.00	\$ 6,639.28	\$ 10,250.00	2.50%	
100-4121-1500 Seasonal Wages OTBeach Attendants	\$ -	\$ 200.00	\$ -		
100-4121-1600 Bonus & Increase PoolGen Fund	\$ -	\$ -	\$ -		
100-4121-1800 Allocated Wages	\$ (17,419.88)	\$ (10,427.00)	\$ (5,807.00)	-66.66%	Some wages were allocated to utilities in PYs. Adjust if sale doesn't go through.
100-4121-1900 Personnel LapseAllowance	\$ -	\$ -	\$ -		
100-4121-2000 FICA Expense	\$ 16,498.51	\$ 10,275.57	\$ 16,127.00	-2.25%	
100-4121-2100 SUI Expense	\$ 41.60	\$ 28.17	\$ 24.00	-42.31%	
100-4121-2200 Retirement-ER VRS &ICMA-RC Contribution	\$ 12,146.27	\$ 8,097.60	\$ 14,293.00	17.67%	
100-4121-2210 Life Insurance	\$ 2,122.03	\$ 1,414.48	\$ 2,825.00	33.13%	
100-4121-2220 Disability Insurance, LTD& STD	\$ 1,199.96	\$ 520.16	\$ 1,228.00	2.34%	
100-4121-2230 Worker's Comp	\$ 1,052.58	\$ 295.80	\$ 828.00	-21.34%	Will change upon renewal
100-4121-2300 Health Insurance	\$ 6,299.52	\$ 4,199.68	\$ 6,213.13	-1.37%	Per JO
100-4121-2301 Health Reimb Acct Exp	\$ 1,500.00	\$ 1,125.00	\$ 1,575.00	5.00%	Per JO
100-4121-2302 Wellness Health IncentiveExp	\$ 370.00	\$ -	\$ 370.00	0.00%	
100-4121-2310 Dental Insurance	\$ 587.04	\$ 601.68	\$ 927.70	58.03%	Per JO
100-4121-2320 Vision Insurance	\$ -	\$ -	\$ -		
100-4121-2325 AFLAC InsurancePremiums - Town portion	\$ -	\$ -	\$ -		
100-4121-2340 Employee Assist Program	\$ 250.00	\$ 79.50	\$ 250.00	0.00%	
100-4121-2345 Employee/VolunteerTesting	\$ 120.00	\$ 45.95	\$ 120.00	0.00%	Drug screening/background checks
100-4121-2350 Relocation Assistance	\$ -	\$ -	\$ 5,000.00		For new TM
100-4121-2360 Staff & VolunteerAppreciation	\$ 7,500.00	\$ 7,860.94	\$ 8,000.00	6.67%	
100-4121-2800 Allocated Benefits	\$ (3,215.74)	\$ (1,605.00)	\$ (1,072.00)	-66.66%	Some wages were allocated to utilities in PYs. Adjust if sale doesn't go through.
100-4121-3000 Contract Labor	\$ -	\$ -	\$ -		
100-4121-3005 Program and EventPerformers-Central Park Concerts	\$ 17,000.00	\$ 13,100.00	\$ 17,000.00	0.00%	
100-4121-3025 Repair Maint & InspectContracted Svcs	\$ 9,600.00	\$ 5,620.49	\$ 5,620.49	-41.45%	Support K for TM printer/copiers
100-4121-3400 Legal Services TM	\$ 74,250.00	\$ 31,005.49	\$ 50,000.00	-32.66%	May need to draft SRT ordinances and/or research RR property. Actual updated as of 4/9
100-4121-3401 Legal Services Finance	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%	
100-4121-3402 Legal Services Code Enf	\$ -	\$ -	\$ -		
100-4121-3404 Legal Services Police	\$ -	\$ -	\$ -		
100-4121-3405 Legal Services Planner	\$ 6,000.00	\$ 720.00	\$ 6,000.00	0.00%	
100-4121-3406 Legal Services PublicWorks	\$ -	\$ -	\$ -		
100-4121-3410 Professional Services	\$ 35,000.00	\$ 13,266.50	\$ 50,000.00	42.86%	Recruiting new TM. Original FY24 budget was \$75k, but most of this was moved to Consulting Svcs. Actual updated as of 4/9
100-4121-3420 Consulting Svcs GenFund	\$ 100,000.00	\$ -	\$ 70,000.00	-30.00%	\$110k- FY24 actual(\$40K) beachfront MP. Original FY24 budget was \$0.
100-4121-3430 IT Services	\$ 8,000.00	\$ 7,071.91	\$ 8,000.00	0.00%	
100-4121-3450 Printing & DesignServices	\$ -	\$ -	\$ -		

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
100-4121-3500 Advertising Services	\$ 2,000.00	\$ 165.60	\$ 5,000.00	150.00%	Recruiting new TM
100-4121-4010 Grant ExpEnter Passthru	\$ -	\$ -	\$ -		
100-4121-4015 Grant ExpArts Enter VCA	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	0.00%	FY25 request, pending approval
100-4121-4025 Grant Exp -Support Fire Dept	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	100.00%	Requested \$75k
100-4121-4030 Grant Exp - Nrthmptn CtyTourism Infrast.	\$ -	\$ -	\$ -		
100-4121-4040 Grant ExpSupport	\$ -	\$ -	\$ -		
100-4121-4045 Grant Exp - Cape CharlesMusm & Welcm Cntr	\$ -	\$ -	\$ -		
100-4121-4050 Grant Exp - Shore Tourism Comm.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	
100-4121-4060 Grant Exp - Local Arts,GEAR, Harbor for the Arts	\$ -	\$ -	\$ -		
100-4121-4065 Grant Exp - Randy CustisMmrl Fund, Youth Sports	\$ -	\$ -	\$ -		
100-4121-4070 Grant Exp - VRSA RiskMngmnt Grant Exp	\$ 4,000.00	\$ -	\$ -	-100.00%	
100-4121-4100 Grant Exp - YMCA	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	50.00%	requested \$10k
100-4121-4125 Grant/Donation Exp -Misc. Pass-through	\$ -	\$ -	\$ -		
100-4121-4130 DHCD CDBG COVID-19Bus Asst Grant Expenditures	\$ -	\$ -	\$ -		
100-4121-4150 Grant Exp -	\$ -	\$ -	\$ -		
100-4121-4200 Fireworks	\$ 25,000.00	\$ 20,100.00	\$ 25,000.00	0.00%	
100-4121-4210 Cape Charles Main Street	\$ 90,000.00	\$ 67,500.00	\$ 90,000.00	0.00%	FY25 request, pending approval
100-4121-4220 Marketing - Social Media& Website	\$ -	\$ -	\$ -		
100-4121-4230 Marketing - PrintedMaterials	\$ -	\$ -	\$ -		
100-4121-5000 Tax Refund - Prior Year,(RE, PP, BPOL, MISC)	\$ 2,194.22	\$ 2,158.66	\$ 2,195.00	0.04%	
100-4121-5005 Refund - Misc. Fees	\$ 1,200.00	\$ -	\$ 1,200.00	0.00%	
100-4121-5010 Refund - Tourism ZoneBPOL	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	
100-4121-5020 Refund - Tourism ZoneReal & Business Property Tax	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	
100-4121-5030 Refund - Tourism ZonePermit Fees	\$ 4,000.00	\$ -	\$ 4,000.00	0.00%	
100-4121-5040 Phone Service	\$ 8,000.00	\$ 5,020.80	\$ 8,000.00	0.00%	
100-4121-5050 Internet & Cable Services	\$ 1,800.00	\$ 962.84	\$ 1,800.00	0.00%	
100-4121-5070 Postage	\$ 9,100.00	\$ 21.10	\$ 9,100.00	0.00%	
100-4121-5080 Lease, Bldgs & Property	\$ 8,500.00	\$ 6,875.00	\$ 8,500.00	0.00%	
100-4121-5090 Lease, Right of Way	\$ 6,326.35	\$ 6,326.35	\$ 6,327.00	0.01%	
100-4121-5100 Lease, Vehicles &Equipment	\$ -	\$ -	\$ -		
100-4121-5110 Lease, Office Equipment	\$ 7,025.00	\$ 4,574.42	\$ 7,025.00	0.00%	
100-4121-5200 Travel-Mileage, Parking& Tolls	\$ 1,000.00	\$ 239.18	\$ 1,000.00	0.00%	
100-4121-5210 Travel-Lodging & Meals	\$ 1,800.00	\$ 2,635.92	\$ 2,800.00	55.56%	
100-4121-5220 Conference	\$ 425.00	\$ 435.00	\$ 425.00	0.00%	
100-4121-5230 Education	\$ 1,000.00	\$ 724.99	\$ 1,000.00	0.00%	
100-4121-5240 Books & Subscriptions	\$ -	\$ -	\$ -		
100-4121-5250 Dues & Memberships	\$ 1,560.00	\$ 1,125.00	\$ 1,560.00	0.00%	
100-4121-5300 Insurance, Property &General Liability	\$ 41,452.90	\$ 36,224.82	\$ 41,453.00	0.00%	Pending policy renewal.
100-4121-5310 Insurance, Public OfficialLiability	\$ -	\$ -	\$ -		
100-4121-5340 Licensing	\$ 740.00	\$ 715.00	\$ 740.00	0.00%	
100-4121-5350 Fines & Penalties	\$ -	\$ -	\$ -		

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
100-4121-6000 Office Supplies	\$ 15,000.00	\$ 8,900.33	\$ 15,000.00	0.00%	
100-4121-6050 Uniforms Expense	\$ 1,000.00	\$ 453.96	\$ 1,000.00	0.00%	
100-4121-6100 Recreation Programs &Events	\$ 36,996.00	\$ 51,171.38	\$ 52,000.00	40.56%	Includes Dockdogs
100-4121-6125 Event DepartmentalEquipment	\$ 7,253.68	\$ 6,237.24	\$ 4,000.00	-44.86%	Folding tables, heaters, storage racks
100-4121-6150 Computer, Software &Electronics <\$10K	\$ 14,117.95	\$ 11,833.30	\$ 16,118.00	14.17%	Added \$2000 for new ipad & laptop for new TM
100-4121-6175 Vehicles & PoweredEquipment Fuel - Admin Vehicle	\$ 300.00	\$ -	\$ 300.00	0.00%	
100-4121-6200 Vehicles & EquipmentRepair	\$ 1,500.00	\$ -	\$ 1,500.00	0.00%	
100-4121-6225 Repair & Maintenance	\$ 500.00	\$ -	\$ 500.00	0.00%	
100-4121-6800 Debt Service - PrincipalPayment TM	\$ -	\$ -	\$ -		
100-4121-6850 Debt Service Interest -TM	\$ -	\$ -	\$ -		
100-4121-6900 Contingency Fund ExpGen Fund	\$ 77,882.05	\$ 10.58	\$ 80,000.00	2.72%	This includes contingency for all departments w/in GF
100-4121-7080 Computers, Software &Elec Equip.>\$5000	\$ -	\$ -	\$ -		
100-4121-8100 Transfer to Fund Balance- Excess Rev	\$ 250,000.00	\$ -	\$ -	-100.00%	
100-4121-8110 Transfer to Gen CapitalProj Fund - Min 6%	\$ 339,746.13	\$ -	\$ 289,339.17	-14.84%	Original FY24 budget before mid-year was \$268,330. 6% is \$289,339.17
100-4121-8111 Transfer .5% Meals tax toCap Proj Fund	\$ 82,407.00	\$ 57,454.74	\$ 79,953.50	-2.98%	Original FY24 budget before mid-year was \$77,500
100-4121-8112 Transfer Misc. to Cap Proj	\$ 310,000.00	\$ -	\$ -	-100.00%	
100-4121-8120 Transfer to Gen Debt SvcFund	\$ 255,222.72	\$ 220,429.03	\$ 25,121.00	-90.16%	USDA RD debt only, all other debt to be paid off
100-4121-8130 Transfer to Gen SpecialActivity Fund	\$ -	\$ -	\$ -		
100-4121-8501 Transfer to Utility Fund	\$ 311,727.92	\$ -		-100.00%	
100-4121-8510 Transfer to Harbor Fund	\$ 417,164.00	\$ -	\$ 359,691.00	-13.78%	Capital: \$284,537, operational subsidy: \$75,154
Total	\$ 2,879,009.55		\$ 1,694,228.99	-41.15%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Finance					
100-4124-1000 Regular Salaries & Wages-Finance	\$ 287,852.58	\$ 188,950.80	\$ 313,761.38	9.00%	Converts PT BPOL Technician to FT and increase for utility clerk converted to new position
100-4124-1100 Regular Salaries & Wages OT Finance	\$ 971.80	\$ -	\$ 1,025.00	5.47%	
100-4124-1200 PT Salaries & Wages Finance	\$ 20,000.00	\$ 23,151.34	\$ 5,000.00	-75.00%	
100-4124-1300 PT Salaries & Wages OT Fin	\$ -	\$ -	\$ -		
100-4124-1800 Allocated Wages	\$ (20,535.22)	\$ (12,522.00)	\$ (8,540.00)	-58.41%	Some wages were allocated to utilities in PYs. Adjust if sale doesn't go through.
100-4124-2000 FICA Expense	\$ 22,817.99	\$ 15,320.07	\$ 24,003.00	5.19%	
100-4124-2100 SUI Expense	\$ 72.80	\$ 50.86	\$ 48.00	-34.07%	
100-4124-2200 Retirement-ER VRS & ICMA-RC Contribution	\$ 21,838.99	\$ 13,082.00	\$ 21,273.00	-2.59%	
100-4124-2210 Life Insurance	\$ 3,815.42	\$ 2,285.50	\$ 4,204.00	10.18%	
100-4124-2220 Disability Insurance, LTD & STD	\$ 2,199.47	\$ 870.74	\$ 2,438.00	10.84%	
100-4124-2230 Worker's Comp	\$ 171.67	\$ 143.60	\$ 177.00	3.10%	
100-4124-2300 Health Insurance	\$ 38,147.92	\$ 16,425.36	\$ 35,406.31	-7.19%	Per JO + 3 months extra medicare stipend
100-4124-2301 Health Reimb Acct Exp	\$ 3,450.00	\$ 2,587.50	\$ 4,307.00	24.84%	Per JO
100-4124-2302 Wellness Health Incentive Exp	\$ 1,010.00	\$ -	\$ 1,450.00	43.56%	
100-4124-2310 Dental Insurance	\$ 1,783.08	\$ 884.22	\$ 1,507.38	-15.46%	Per JO
100-4124-2320 Vision Insurance	\$ -	\$ -	\$ -		
100-4124-2325 AFLAC Insurance Premiums - Town portion	\$ -	\$ -	\$ -		
100-4124-2330 Benefits Adminstn Fees	\$ 3,300.00	\$ 1,246.00	\$ -	-100.00%	
100-4124-2340 Employee Assist Program	\$ -	\$ -	\$ -		
100-4124-2345 Employee/Volunteer Testing	\$ -	\$ -	\$ -		
100-4124-2360 Staff & Volunteer Appreciation	\$ -	\$ -	\$ -		
100-4124-2800 Allocated Benefits	\$ (5,917.68)	\$ (3,462.00)	\$ (2,396.00)	-59.51%	Some wages were allocated to utilities in PYs. Adjust if sale doesn't go through.
100-4124-3000 Contract Labor	\$ -	\$ -	\$ -		
100-4124-3020 Maint Svc Contracts	\$ 12,500.00	\$ 7,616.00	\$ 7,076.00	-43.39%	FMS support @\$5,951 + expedited tax data conversion @ \$1,125
100-4124-3430 IT Services	\$ 3,000.00	\$ 2,775.00	\$ 3,000.00	0.00%	Same as FY24
100-4124-3500 Advertising Services	\$ 2,000.00	\$ 1,607.60	\$ 2,000.00	0.00%	Same as FY24. Probably unnecessary but reserved for hiring needs/contingency.
100-4124-3600 Payroll Processing & Timekeeping	\$ 9,000.00	\$ 5,835.95	\$ 10,000.00	11.11%	FY23 was over budget but never adjusted
100-4124-3700 Auditor & Accountant Services	\$ 45,000.00	\$ -	\$ 45,000.00	0.00%	Annual audit budgeted at \$32k. \$13k budgeted at mid-year for assistance recording utility sale and single audit was not expended but is being pulled forwards to FY25.
100-4124-3710 Collections Services & DMV Fees	\$ 1,200.00	\$ 867.57	\$ 3,200.00	166.67%	Clear Subscription @ \$668 plus DMV stop fees @ \$25 per. Expected increase due to anticipated PP & collections efforts & new staff.
100-4124-3730 Bank Service Charges	\$ 6,000.00	\$ 5,094.77	\$ 8,500.00	41.67%	Increased bank service charges based on YTD.
100-4124-3740 Merchant Service Costs	\$ 16,000.00	\$ 14,778.67	\$ 21,000.00	31.25%	Increased CC processing fees. This was over in FY23 but budget was never adjusted.
100-4124-3750 Late Fees	\$ 100.00	\$ 95.29	\$ 100.00	0.00%	
100-4124-3760 Cash Short & Over Finance	\$ -	\$ 142.01	\$ -		
100-4124-5040 Phone Service	\$ 1,560.00	\$ 959.15	\$ 1,650.00	5.77%	Current phone bill x 12. Increase in phone bill mid FY24.

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
100-4124-5110 Lease, Office Equipment	\$ 1,400.00	\$ 817.92	\$ 1,400.00	0.00%	CC machines. Same as FY24.
100-4124-5200 Travel-Mileage, Parking & Tolls	\$ 3,548.25	\$ 1,132.95	\$ 3,669.00	3.40%	FY24 budget x 2023 3.4% CPI increase
100-4124-5210 Travel-Lodging & Meals	\$ 4,192.00	\$ 1,110.06	\$ 4,335.00	3.41%	FY24 budget x 2023 3.4% CPI increase
100-4124-5220 Conference	\$ 2,855.00	\$ 250.00	\$ 2,953.00	3.43%	FY24 budget x 2023 3.4% CPI increase
100-4124-5230 Education	\$ 3,535.00	\$ 140.99	\$ 3,656.00	3.42%	
100-4124-5240 Books & Subscriptions	\$ 150.00	\$ 12.61	\$ 156.00	4.00%	FY24 budget x 2023 3.4% CPI increase
100-4124-5250 Dues & Memberships	\$ 1,200.00	\$ 879.00	\$ 1,500.00	25.00%	Increase. More staff to keep educated.
100-4124-5260 Employee Testing & Certification	\$ -	\$ 350.00	\$ -		
100-4124-5340 Licensing	\$ -	\$ -	\$ -		
100-4124-5350 Fines & Penalties	\$ -	\$ -	\$ -		
100-4124-6000 Office Supplies	\$ 5,250.00	\$ 1,582.70	\$ 5,429.00	3.41%	FY24 budget x 2023 3.4% CPI increase
100-4124-6150 Computer, Software & Electronics <\$10K	\$ 7,500.00	\$ 8,883.65	\$ 17,500.00	133.33%	Same as FY24 + 10000 for Tyler Tax export dev. Probably won't cost that much.
100-4124-6800 Debt Service - Principal Payment FIN	\$ -	\$ -	\$ -		
100-4124-6850 Debt Service Interest - Finance	\$ -	\$ -	\$ -		
Total	\$ 506,969.07	\$ 303,945.88	\$ 545,788.07	7.66%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Police					
					FY24 budget included funds to hire two new, experienced police officers. Less is needed in FY25 because two new recruits were hired at lower pay. However, pay will increase after they have completed police academy.
100-4310-1000 Regular Salaries & Wages-Police	\$ 498,730.63	\$ 307,825.42	\$ 511,198.90	2.50%	
100-4310-1100 Regular Salaries & Wages OT Police	\$ 10,000.00	\$ 6,201.07	\$ 10,000.00	0.00%	
100-4310-1200 Part Time Wages Police (COVID related)	\$ -	\$ -	\$ -		
100-4310-2000 FICA Expense	\$ 38,688.39	\$ 22,770.52	\$ 37,560.00	-2.92%	
100-4310-2100 SUI Expense	\$ 72.80	\$ 73.62	\$ 72.00	-1.10%	
100-4310-2200 Retirement-ER VRS & ICMA-RC Contribution	\$ 36,739.30	\$ 22,242.87	\$ 33,288.00	-9.39%	
100-4310-2210 Life Insurance	\$ 6,418.60	\$ 3,885.90	\$ 6,579.00	2.50%	
100-4310-2220 Disability Insurance, LTD & STD	\$ 3,717.72	\$ 1,993.71	\$ 3,804.00	2.32%	
100-4310-2230 Worker's Comp	\$ 15,241.64	\$ 9,916.02	\$ 14,639.00	-3.95%	
100-4310-2300 Health Insurance	\$ 83,824.08	\$ 45,080.32	\$ 64,577.00	-22.96%	Per JO
100-4310-2301 Health Reimb Acct Exp	\$ 9,750.00	\$ 5,287.50	\$ 8,600.00	-11.79%	Per JO
100-4310-2302 Wellness Health Incentive Exp	\$ 2,430.00	\$ -	\$ 2,090.00	-13.99%	
100-4310-2310 Dental Insurance	\$ 2,641.68	\$ 1,614.36	\$ 2,412.00	-8.69%	Per JO
100-4310-3430 IT Services	\$ 3,000.00	\$ 4,342.00	\$ 3,000.00	0.00%	
100-4310-3440 Interpreter Services	\$ -	\$ -	\$ -		
100-4310-3450 Printing & Design Services	\$ -	\$ -	\$ -		
100-4310-3500 Advertising Services	\$ 750.00	\$ -	\$ -	-100.00%	
100-4310-4070 Grant - VML Risk Management Expense	\$ -	\$ -	\$ -		
100-4310-4080 Grant Exp - DCJS LOLE/Byrne	\$ 6,000.00	\$ 3,155.56	\$ 3,000.00	-50.00%	Due to fed backlog, we budgeted for 2 years of LOLE grant in FY24
100-4310-4150 Grant Exp - Police Other	\$ -	\$ -	\$ -		
100-4310-5040 Phone Service	\$ 7,550.00	\$ 2,511.52	\$ 8,640.00	14.44%	More than necessary was budgeted in FY24. However Chief requested an additional \$4,300 for car computer air cards 480/yr x 9 cars
100-4310-5200 Travel-Mileage, Parking & Tolls	\$ 500.00	\$ 422.39	\$ 500.00	0.00%	
100-4310-5205 Travel-Mileage, Parking & Tolls - Pol. Acad.	\$ 1,800.00	\$ 78.10	\$ -	-100.00%	No new recruits to send to police academy in FY25
100-4310-5210 Travel-Lodging & Meals	\$ 3,700.00	\$ 84.77	\$ 2,500.00	-32.43%	
100-4310-5215 Travel-Lodging & Meals - Pol. Acad.	\$ -	\$ 284.07			No new recruits to send to police academy in FY25
100-4310-5220 Conference	\$ -	\$ -	\$ -		
100-4310-5230 Education	\$ 3,000.00	\$ 2,695.00	\$ 3,000.00	0.00%	Police Academy Dues & Diaz to become certified gang instructor
100-4310-5240 Books & Subscriptions	\$ 300.00	\$ -	\$ 300.00	0.00%	
100-4310-5250 Dues & Memberships	\$ -	\$ -	\$ -		
100-4310-5260 Employee Testing & Certification	\$ -	\$ -	\$ -		
100-4310-5310 Insurance, Public Official Liability	\$ 5,967.50	\$ 2,380.50	\$ 6,000.00	0.54%	
100-4310-5330 Insurance, LODA	\$ 6,130.25	\$ 4,203.75	\$ 6,131.00	0.01%	
100-4310-6000 Office Supplies	\$ 3,000.00	\$ 3,670.83	\$ 4,000.00	33.33%	
100-4310-6050 Uniforms Expense	\$ 8,300.00	\$ 4,443.18	\$ 6,000.00	-27.71%	Uniforms for new officers were purchased in FY24, so need is less in FY25
100-4310-6125 Departmental Supplies & Equipment - Police	\$ 23,860.00	\$ 15,242.10	\$ 20,000.00	-16.18%	
100-4310-6150 Comptr, Sftware & Electronics < \$5,000	\$ 10,000.00	\$ 3,440.17	\$ 6,287.00	-37.13%	Southern Software RMS fee moved from IT Services
100-4310-6175 Vehicles & Powered Equipment Fuel	\$ 25,600.00	\$ 11,084.34	\$ 25,000.00	-2.34%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
100-4310-6200 Vehicle & Powered Equip. Supplies & Svcs	\$ 16,000.00	\$ 9,515.88	\$ 12,000.00	-25.00%	Original FY24 budget before mid-year was \$12,000
100-4310-6225 Repair & Maintenance Supplies Police	\$ 7,285.11	\$ 7,502.11	\$ 5,000.00	-31.37%	Original FY24 budget before mid-year was \$1,500
					One Vehicle @ \$53k plus outfitting two vehicles purchased in FY24 @ \$7k each. Chief is in the process of purchasing two vehicles. If not completed by 6/30, the excess will be expended in FY25.
100-4310-7070 Vehicles & Equipment	\$ 118,300.00	\$ 52,751.16	\$ 67,000.00	-43.36%	
Total	\$ 959,297.70	\$ 554,698.74	\$ 873,177.90	-8.98%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Code Enforcement					
100-4340-1000 Regular Salaries & Wages-Code Enforcement	\$ 104,478.71	\$ 69,105.02	\$ 107,091.00	2.50%	
100-4340-1100 Regular Salaries & Wages OT Code Enf	\$ 1,094.60	\$ 690.84	\$ 1,123.00	2.59%	
100-4340-1200 Part Time Salaries Code Enforcement	\$ 10,250.00	\$ -	\$ 10,250.00	0.00%	Seasonal PT assistance
100-4340-1300 PT Salaries Code Enforcement OT	\$ -	\$ -	\$ -		
100-4340-2000 FICA Expense	\$ 8,860.48	\$ 5,268.36	\$ 10,068.00	13.63%	
100-4340-2100 SUI Expense	\$ 41.60	\$ 14.86	\$ 25.00	-39.90%	
100-4340-2200 Retirement-ER VRS & ICMA-RC Contribution	\$ 8,013.52	\$ 5,342.32	\$ 8,923.00	11.35%	
100-4340-2210 Life Insurance	\$ 1,400.01	\$ 933.44	\$ 1,764.00	26.00%	
100-4340-2220 Disability Insurance, LTD & STD	\$ 812.01	\$ 356.72	\$ 831.00	2.34%	
100-4340-2230 Worker's Comp	\$ 496.55	\$ 410.39	\$ 466.00	-6.15%	
100-4340-2300 Health Insurance	\$ 6,299.52	\$ 4,199.68	\$ 7,400.00	17.47%	Per JO
100-4340-2301 Health Reimb Acct Exp	\$ 1,500.00	\$ 1,125.00	\$ 500.00	-66.67%	Per JO
100-4340-2302 Wellness Health Incentive Exp	\$ 540.00	\$ -	\$ 540.00	0.00%	
100-4340-2310 Dental Insurance	\$ 587.04	\$ 391.36	\$ 602.95	2.71%	Per JO
100-4340-3025 Repair Maint & Inspect Contracted Svcs-Mowing/Demo	\$ 5,000.00	\$ 2,259.99	\$ 5,000.00	0.00%	
100-4340-3430 IT Services	\$ 3,600.00	\$ 976.00	\$ 3,600.00	0.00%	
100-4340-3450 Printing & Design Services	\$ -	\$ -	\$ -		
100-4340-3500 Advertising Services	\$ 500.00	\$ -	\$ 500.00	0.00%	Seasonal
100-4340-3760 Cash Short & Over Code Enf	\$ -	\$ -	\$ -		
100-4340-5040 Phone Service	\$ 1,140.00	\$ 520.00	\$ 1,140.00	0.00%	
100-4340-5110 Lease, Office Equipment	\$ 1,350.00	\$ 848.84	\$ 1,350.00	0.00%	Building dept. printer/copier
100-4340-5200 Travel-Mileage, Parking & Tolls	\$ 600.00	\$ 189.92	\$ 600.00	0.00%	
100-4340-5210 Travel-Lodging & Meals	\$ 600.00	\$ 74.98	\$ 600.00	0.00%	
100-4340-5220 Conference	\$ -	\$ -	\$ -		
100-4340-5230 Education	\$ 1,000.00	\$ -	\$ 1,000.00	0.00%	
100-4340-5240 Books & Subscriptions	\$ 1,000.00	\$ 120.00	\$ 1,000.00	0.00%	
100-4340-5250 Dues & Memberships	\$ 750.00	\$ -	\$ 750.00	0.00%	
100-4340-5260 Employee Testing & Certification	\$ -	\$ -	\$ -		
100-4340-5300 Insurance, Property & General Liability	\$ -	\$ -	\$ -		
100-4340-6000 Office Supplies	\$ 3,500.00	\$ 276.61	\$ 4,000.00	14.29%	Desk, Chair for sesonal help
100-4340-6075 Hand Tools, & Small Equipment	\$ -	\$ -	\$ -		
100-4340-6150 Computer, Software & Electronics <\$10K	\$ 2,057.40	\$ 2,057.40	\$ 1,200.00	-41.67%	Computer for seasonal help
100-4340-6175 Vehicles & Powered Equipment Fuel	\$ 950.00	\$ 526.87	\$ 1,000.00	5.26%	
100-4340-6200 Vehicle & Powered Equip. Supplies & Svcs	\$ 1,000.00	\$ 155.07	\$ 1,000.00	0.00%	
100-4340-6800 Debt Service - Principal Payment Code Enforcement	\$ -	\$ -	\$ -		
100-4340-6850 Debt Service Interest - Code Enforcement	\$ -	\$ -	\$ -		
100-4340-7070 Vehicles & Equipment	\$ -	\$ -	\$ -		
100-4340-7080 Computers, Software, Electronics >\$5000	\$ -	\$ -	\$ -		
Total	\$ 167,421.44	\$ 95,843.67	\$ 172,323.95	2.93%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Public Works					
100-4430-1000 Regular Salaries & Wages-Public Works	\$ 226,886.00	\$ 146,914.33	\$ 247,279.00	8.99%	Converts Joe Gittinger to FT.
100-4430-1100 Regular Salaries & Wages OT Pub Works	\$ 25,000.00	\$ 14,235.89	\$ 25,625.00	2.50%	FY24 budget x 2023 2.5% COLA
100-4430-1200 PT Salaries & Wages Pub Works	\$ 19,188.00	\$ 15,922.38	\$ -	-100.00%	
100-4430-1300 PT Salaries & Wages OT Pub Works	\$ -	\$ 1,065.49	\$ -		
100-4430-1400 Seasonal Wages	\$ 22,880.00	\$ 1,196.44	\$ 22,880.00	0.00%	
100-4430-1500 Seasonal Wages OT	\$ -	\$ -	\$ -		
100-4430-2000 FICA Expense	\$ 22,104.98	\$ 13,278.54	\$ 18,917.00	-14.42%	
100-4430-2100 SUI Expense	\$ 93.60	\$ 63.55	\$ 56.00	-40.17%	
100-4430-2150 Benefit Allocation - Director	\$ -	\$ -	\$ 0		
100-4430-2200 Retirement-ER VRS & ICMA-RC Contribution	\$ 16,788.12	\$ 11,099.49	\$ 16,766.00	-0.13%	
100-4430-2210 Life Insurance	\$ 2,933.00	\$ 1,939.20	\$ 3,314.00	12.99%	
100-4430-2220 Disability Insurance, LTD & STD	\$ 1,755.22	\$ 778.01	\$ 1,990.00	13.38%	
100-4430-2230 Worker's Comp	\$ 6,109.06	\$ 4,200.74	\$ 5,877.00	-3.80%	
100-4430-2300 Health Insurance	\$ 45,156.00	\$ 26,107.92	\$ 50,636.95	12.14%	Per JO
100-4430-2301 Health Reimb Acct Exp	\$ 6,000.00	\$ 3,712.50	\$ 5,744.00	-4.27%	Per JO
100-4430-2302 Wellness Health Incentive Exp	\$ 1,280.00	\$ -	\$ 1,550.00	21.09%	
100-4430-2310 Dental Insurance	\$ 2,076.60	\$ 1,226.66	\$ 1,808.86	-12.89%	Per JO
100-4430-2345 Employee/Volunteer Testing	\$ -	\$ 91.90	\$ 100.00		Background/drug screening for new hires
100-4430-3020 Maint Svc Contracts	\$ 3,000.00	\$ 807.60	\$ 3,000.00	0.00%	Pest control
100-4430-3025 Repair Maint & Inspect Contracted Svcs	\$ 1,000.00	\$ 290.00	\$ 1,000.00	0.00%	Annual inspection for twin post lift
100-4430-3030 Lease - Storage	\$ -	\$ -	\$ -		
					Increase due to increased scope of work and according to Ralph, they have not been billing us for mulch for a number of years, but will be doing so now. \$100k used as placeholder for now, once utility sale goes through, he can shift personnel to do some of this work.
100-4430-3040 Grounds Maintenance	\$ 70,000.00	\$ 61,773.36	\$ 100,000.00	42.86%	
100-4430-3050 Waste Removal	\$ -	\$ -	\$ -		
100-4430-3060 Landfill Disposal	\$ 4,000.00	\$ 348.00	\$ 4,000.00	0.00%	
100-4430-3070 Mosquito & Pest Control	\$ 9,000.00	\$ 3,600.00	\$ 9,000.00	0.00%	
100-4430-3200 Cleaning and Janitorial Services	\$ 18,280.00	\$ 10,383.00	\$ 18,280.00	0.00%	
100-4430-3430 IT Services	\$ 1,000.00	\$ 1,000.00	\$ 4,450.00	345.00%	
100-4430-3500 Advertising Services	\$ 500.00	\$ 171.20	\$ 500.00	0.00%	
100-4430-4070 Grant Exp - VML Risk Mngmnt Grant Exp	\$ 3,472.50	\$ 3,472.50	\$ 4,000.00	15.19%	
100-4430-5010 Electric Service	\$ 56,000.00	\$ 30,757.64	\$ 56,000.00	0.00%	
100-4430-5020 Propane & Fuel Oil Exp	\$ 4,000.00	\$ 1,424.57	\$ 4,000.00	0.00%	
100-4430-5040 Phone Service	\$ 5,040.00	\$ 1,515.00	\$ 5,040.00	0.00%	
100-4430-5050 Internet & Cable Services	\$ 1,250.00	\$ 895.79	\$ 1,250.00	0.00%	
100-4430-5080 Lease, Bldgs & Property	\$ -	\$ -	\$ -		
100-4430-5100 Lease, Vehicles & Equipment	\$ -	\$ -	\$ -		
100-4430-5110 Lease, Office Equipment	\$ -	\$ 132.00	\$ -		Current year expense is Oxygen & Acetylene tanks miscoded to this account
100-4430-5200 Travel-Mileage, Parking & Tolls	\$ 500.00	\$ 444.78	\$ 500.00	0.00%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
100-4430-5210 Travel-Lodging & Meals	\$ 500.00	\$ -	\$ 500.00	0.00%	
100-4430-5220 Conference	\$ -	\$ -	\$ -		
100-4430-5230 Education	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%	
100-4430-6000 Office Supplies	\$ 1,000.00	\$ 262.16	\$ 1,000.00	0.00%	
100-4430-6025 Janitorial & Kitchen Supplies	\$ 7,200.00	\$ 2,190.64	\$ 7,200.00	0.00%	
100-4430-6050 Uniforms Expense	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	
100-4430-6075 Hand Tools, & Light Equipment	\$ 1,500.00	\$ 719.80	\$ 1,500.00	0.00%	
100-4430-6080 Safety Equipment	\$ 2,000.00	\$ 1,447.05	\$ 2,000.00	0.00%	
100-4430-6150 Comptr, Sftware & Electronics < \$5,000	\$ 4,750.00	\$ -	\$ 4,750.00	0.00%	Novo Solutions PW work order system
100-4430-6175 Vehicles & Powered Equipment Fuel	\$ 14,500.00	\$ 8,195.82	\$ 14,500.00	0.00%	
100-4430-6200 Vehicle & Powered Equip. Supplies & Svcs	\$ 12,000.00	\$ 8,457.70	\$ 12,000.00	0.00%	
100-4430-6225 Repair & Maintenance Supplies Public Works	\$ 69,500.00	\$ 41,653.12	\$ 70,000.00	0.72%	
100-4430-6230 Repair & Maint Supplies Central Park	\$ 10,000.00	\$ 11,897.53	\$ 15,000.00	50.00%	Post utility sale reconfiguration
100-4430-6235 Repair & Maintenance Supplies Business District	\$ 10,000.00	\$ 2,786.86	\$ 5,000.00	-50.00%	
100-4430-6240 Repair & Maintenance SuppliesTree Advisory Board	\$ 10,500.00	\$ -	\$ 10,000.00	-4.76%	Impliment current plan
100-4430-6275 Beach Maint. & Safety Supplies & Svcs	\$ 60,000.00	\$ 13,458.80	\$ 50,000.00	-16.67%	
Total	\$ 783,743.08	\$ 453,183.76	\$ 812,013.81	3.61%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Library					
100-4730-1000 Regular Salaries & Wages-Library	\$ 78,294.42	\$ 51,278.90	\$ 112,889.00	44.19%	Includes requested PT to FT hour & pay increase
100-4730-1100 Regular Salaries & Wages OT Library	\$ -	\$ -	\$ -		
100-4730-1200 PT Salaries & Wages Library	\$ 13,358.91	\$ 7,817.54	\$ 3,075.00	-76.98%	PT moved to FT, remaining amount is summer intern
100-4730-1300 PT Salaries & Wages OT Library	\$ -	\$ 40.50	\$ -		
100-4730-2000 FICA Expense	\$ 7,011.48	\$ 4,146.76	\$ 8,871.00	26.52%	
100-4730-2100 SUI Expense	\$ 41.60	\$ 16.42	\$ 27.00	-35.10%	
100-4730-2200 Retirement-ER VRS & ICMA-RC Contribution	\$ 6,005.18	\$ 4,003.60	\$ 7,862.00	30.92%	
100-4730-2210 Life Insurance	\$ 1,049.15	\$ 699.44	\$ 1,554.00	48.12%	
100-4730-2220 Disability Insurance, LTD & STD	\$ 623.48	\$ 277.28	\$ 638.00	2.33%	
100-4730-2230 Worker's Comp	\$ 59.08	\$ 45.27	\$ 54.00	-8.60%	
100-4730-2300 Health Insurance	\$ 17,316.00	\$ 10,359.12	\$ 21,539.40	24.39%	Per JO
100-4730-2301 Health Reimb Acct Exp	\$ 2,000.00	\$ 1,462.50	\$ 2,907.00	45.35%	Per JO
100-4730-2302 Wellness Health Incentive Exp	\$ 540.00	\$ -	\$ 540.00	0.00%	
100-4730-2310 Dental Insurance	\$ 587.04	\$ 391.36	\$ 904.43	54.07%	Per JO
100-4730-2345 Employee/Volunteer Testing	\$ -	\$ 45.95	\$ -		
100-4730-2360 Staff & Volunteer Appreciation	\$ -	\$ -	\$ 200.00		to acknowledge all the wonderful volunteers we have during the year
100-4730-3000 Contract Labor	\$ -	\$ -	\$ -		
100-4730-3005 Program & Event Performers & Entertainers	\$ -	\$ -	\$ -		
100-4730-3025 Repair Maint & Inspect Contracted Svcs	\$ 1,000.00	\$ 1,536.69	\$ 1,200.00	20.00%	Copier/printer support & maintenance
100-4730-3200 Cleaning and Janitorial Services	\$ 10,140.00	\$ 5,610.00	\$ 10,140.00	0.00%	
100-4730-3430 IT Services	\$ 3,000.00	\$ 1,116.06	\$ 3,000.00	0.00%	Inversa minds IT support & Meraki Cloud Controller license
100-4730-3450 Printing & Design Services	\$ -	\$ -	\$ -		
100-4730-3500 Advertising Services	\$ 500.00	\$ -	\$ 500.00	0.00%	
100-4730-3760 Cash Short & Over Lib	\$ -	\$ -			
100-4730-4090 Grant Exp - DEQ Litter Grant - Library	\$ 1,650.00	\$ 1,508.62	\$ 2,200.00	33.33%	Noncompetitive grant, amount set by DEQ application due end of June hear from DEQ around October. Usually goes up \$300-\$500 each yr
100-4730-4100 Grant Exp - Library - VA Arts Comm.	\$ -	\$ 400.00	\$ 400.00		
100-4730-4130 Litter Prevention Grant	\$ -	\$ -	\$ -		
100-4730-4150 Grant Exp - Library Other	\$ -	\$ -	\$ -		
100-4730-5010 Electric Service	\$ 7,000.00	\$ 2,733.29	\$ 7,000.00	0.00%	
100-4730-5020 Propane & Fuel Oil Exp	\$ 3,500.00	\$ -	\$ 3,500.00	0.00%	
100-4730-5040 Phone Service, Landline & Wireless	\$ -	\$ -	\$ -		
100-4730-5050 Internet & Cable Services	\$ 1,500.00	\$ 895.79	\$ 1,500.00	0.00%	
100-4730-5110 Lease, Office Equipment	\$ 1,200.00	\$ 621.12	\$ 1,243.00	3.58%	Copier lease: \$103.52x12 months.
100-4730-5200 Travel-Mileage, Parking & Tolls	\$ 500.00	\$ 378.62	\$ 800.00	60.00%	staff of 3 to attend in-service training in Parksley 3 times/year; travel to and from conferences for 2 staff members; outreach travel for staff
100-4730-5210 Travel-Lodging & Meals	\$ 500.00	\$ 112.05	\$ 1,000.00	100.00%	three day stay at hotel and meal allowance for 2 staff members to attend library conferences
100-4730-5220 Conference	\$ 500.00	\$ 280.00	\$ 600.00	20.00%	conference fees @\$300 - for two staff
100-4730-5230 Education	\$ 1,000.00	\$ 204.40	\$ 1,000.00	0.00%	professional development/training

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
100-4730-5240 Books & Subscriptions - Professional	\$ -	\$ 46.00	\$ -		
100-4730-5250 Dues & Memberships	\$ 500.00	\$ 170.44	\$ 500.00	0.00%	
100-4730-5300 Insurance, Property & General Liability	\$ -	\$ -			
100-4730-6000 Office Supplies	\$ 2,000.00	\$ 1,211.55	\$ 2,500.00	25.00%	regular office supplies plus addition of 2 metal storage cabinets for upstairs
100-4730-6025 Janitorial & Kitchen Supplies	\$ -	\$ -	\$ -		
100-4730-6050 Uniforms - Library	\$ 200.00	\$ -	\$ 200.00	0.00%	
100-4730-6100 Program & Event Supplies & Awards	\$ 5,500.00	\$ 4,136.66	\$ 6,000.00	9.09%	additional funds to help support growing attendance of programs
100-4730-6125 Dept Sppls & Equip -Books, DVD's and CDs	\$ 17,500.00	\$ 12,226.67	\$ 17,500.00	0.00%	
100-4730-6150 Computer, Software & Electronics <\$10K	\$ 4,000.00	\$ 1,745.14	\$ 4,000.00	0.00%	
100-4730-6225 Repair & Maintenance Supplies Library	\$ -	\$ -	\$ -		
100-4730-7080 Computers, Software & Elec Equip.>\$5000	\$ -	\$ -	\$ -		
Total	\$ 188,576.34	\$ 115,517.74	\$ 225,843.83	19.76%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Planning					
100-4811-1000 Regular Salaries & Wages-Planning	\$ 111,387.08	\$ 80,015.19	\$ 122,628.00	10.09%	PT money may be moved here for new FT ee if hired instead of 2 PT, appears to have been under budgeted for FY24
100-4811-1100 Regular Wages OT Planning	\$ 1,841.51	\$ 798.54	\$ 1,888.00	2.52%	FY24 budget + 2.5% COLA
100-4811-1200 PT Salaries & Wages Planning	\$ 37,980.00	\$ 19,602.04	\$ 52,263.00	37.61%	Increases 2 PT positions to 30 hours
100-4811-1300 PT Wages Planning - OT	\$ -	\$ 21.75			
100-4811-2000 FICA Expense	\$ 11,567.46	\$ 7,532.44	\$ 14,871.00	28.56%	Includes benefits for new FT ee if 2 new PT ees cannot be found
100-4811-2100 SUI Expense	\$ 44.33	\$ 21.45	\$ 44.00	-0.74%	Includes benefits for new FT ee if 2 new PT ees cannot be found
100-4811-2200 Retirement-ER VRS & ICMA-RC Contribution	\$ 8,543.39	\$ 6,248.08	\$ 15,788.00	84.80%	Includes benefits for new FT ee if 2 new PT ees cannot be found
100-4811-2210 Life Insurance	\$ 1,492.59	\$ 1,091.60	\$ 3,120.00	109.03%	Includes benefits for new FT ee if 2 new PT ees cannot be found
100-4811-2220 Disability Insurance, LTD & STD	\$ 861.75	\$ 410.40	\$ 1,458.00	69.19%	Includes benefits for new FT ee if 2 new PT ees cannot be found
100-4811-2230 Worker's Comp	\$ 103.42	\$ 77.08	\$ 83.00	-19.74%	Includes benefits for new FT ee if 2 new PT ees cannot be found
100-4811-2300 Health Insurance	\$ 13,584.00	\$ 8,647.28	\$ 19,397.70	42.80%	Per JO
100-4811-2301 Health Reimb Acct Exp	\$ 1,500.00	\$ 1,125.00	\$ 1,944.00	29.60%	Per JO
100-4811-2302 Wellness Health Incentive Exp	\$ 590.00	\$ -	\$ 810.00	37.29%	Includes benefits for new FT ee if 2 new PT ees cannot be found
100-4811-2310 Dental Insurance	\$ 417.78	\$ 391.36	\$ 602.95	44.32%	Per JO, includes benefits for new FT ee if 2 new PT ees cannot be found
100-4811-3025 Repair Maint & Inspect Contracted Svcs	\$ 964.00	\$ 604.93	\$ 964.00	0.00%	1) Canon Wide Format Scanner Maintenance Contract: \$400 (P&Z 50% share of contract - Bldg pays the other half; 2) Savin Printer - Base Fee of \$22/month x 12 months = \$264 ; overage for color copies - \$300 - total of \$564 for this printer
100-4811-3410 Management Consulting	\$ 101,000.00	\$ 2,280.00	\$ 95,000.00	-5.94%	1) Estimated cost for consulting services for Harbor/Railroad Master Planning & Design Guidelines - \$95,000
100-4811-3430 IT Services	\$ 8,840.00	\$ 976.00	\$ 8,840.00	0.00%	1) Everbridge (Shore Scan) - document retention program - \$45/month x 12 months = \$540; overage for exceeding monthly scan allotment - \$1,000: Total for this vendor is \$1,540 2) Inversaminds - IT WORK throughout year for new employee set up, troubleshooting, etc for P&Z Dept. - \$1,200 3) GIS COnttractual Services with Summit Engineering: licensing costs of \$1,500; quarterly importing of County data @ \$400 per quarter for total of \$1,600; specific Town programming of data layers - \$3,000 - total of \$6,100
100-4811-3450 Printing & Design Services	\$ 300.00	\$ -	\$ 600.00	100.00%	Updated Zoning Map for Office and Civic Center, based upon zoning map changes during course of year; print new map of Historic District and Harbor for mounting in Building Office
100-4811-3500 Advertising Services	\$ 10,000.00	\$ 648.80	\$ 9,500.00	-5.00%	1) General Public Hearings ofr BZA Variancaes and Appeals & PLanning Commission CUPS: \$1,500 2) Public Hearings for Zoning Text Amendments and Zoning Amendments for Accawmacke PUD revisions: \$7,500 3) Job Recruitment: \$500
100-4811-4150 Grant Expense - Planning	\$ -	\$ -	\$ -		
100-4811-5040 Phone Service	\$ 3,182.00	\$ 1,695.20	\$ 2,822.40	-11.30%	1) Cell Phone Reimbursement: Katie - \$115.20 x 12 - \$1,382.40 2) Staff Assigned Cell Phone: \$120 x 12 = 1,440

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
100-4811-5110 Lease - Equipment	\$ 948.00	\$ 848.87	\$ 948.00	0.00%	Canon Wide Format Scanner: \$79/month x 12 months = \$948
100-4811-5200 Travel-Mileage, Parking & Tolls	\$ 2,994.00	\$ 475.08	\$ 1,305.00	-56.41%	1) VAZO Fall Conference: \$100 2) VAZO Training and Cert. Exam: \$160 3) Certified Planning Commission Training: 1 member = \$440 4) APA Virginia Annual Conference: \$455 5) Misc Travel: \$150
100-4811-5210 Travel-Lodging & Meals	\$ 3,475.00	\$ 289.80	\$ 2,075.00	-40.29%	1) VAZO Training and Cert. Exams: \$400 2) Certified Planning Commission Training - 1 member: \$600 3) APA Virginia Annual Conference: \$675 4) E&S and Stormwater Training & Seminars: \$400
100-4811-5220 Conference	\$ 1,775.00	\$ 425.00	\$ 775.00	-56.34%	1) VAZO Fall Conference: \$250 2) APA Virginia Annual Conference: \$300 3) VA Association of Wetlands Professionals Annual Meeting: \$225
100-4811-5230 Education	\$ 2,650.00	\$ 710.00	\$ 1,650.00	-37.74%	1) Certified Planning Commisison Training: \$600 2) Certified BZA Training: \$500 3) VAZO Certification: \$400 4) Historic District Training: \$150
100-4811-5240 Books & Subscriptions	\$ 550.00	\$ -	\$ 600.00	9.09%	
100-4811-5250 Dues & Memberships	\$ 1,475.00	\$ 1,083.00	\$ 1,675.00	13.56%	2) Savin Printer - Base Fee of \$22/month x 12 months = \$264 ; overage for color copies - \$300 - total of \$564 for this printer""1) Canon Wide Format Scanner Maintenance Contract: \$400 (P&Z 50% share of contract - Bldg pays the other half; 2) Savin Printer - Base Fee of \$22/month x 12 months = \$264 ; overage for color copies - \$300 - total of \$564 for this printer"
100-4811-5260 Employee Testing & Certification	\$ 250.00	\$ -	\$ 250.00	0.00%	1 New employee - cost of initial drug testing/screening
100-4811-6000 Office Supplies	\$ 3,450.00	\$ 1,519.92	\$ 4,150.00	20.29%	1) Toner Cartridges for HP Printer in Zoning Office: \$350 x 5 = \$1,750 2) Calendars: \$150 3) Business Cards: \$200 4) Clothing for Inspectors/Field Work: 4 shirts; 2 hats: \$250 5) Toner and Paper for Wide Format Scanner: \$800 6) Misc. Office Supplies: \$1,000
100-4811-6150 Computer, Software & Electronics <\$10K	\$ 35,777.00	\$ 3,884.49	\$ 34,960.00	-2.28%	1) Adobe Software: \$20/month x 12 months x 4 licenses = \$960 2) Agenda Management Software: annual cost - \$9,000 3) ABS Software: UPDGRADE FOR Building Software: \$15,000 (inital fee, setup & training, hand held computer for inspector with in-car printer for field inspections 4) ABS Software: Addition of Planning & Zoning Module for permitting - \$10,000
Total	\$ 367,543.31	\$ 141,423.30	\$ 401,012.05	9.11%	
GF Total Expenses	\$ 6,029,809.24		\$ 4,915,922.81		

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Core Operating Expenses	\$ 4,318,764.19		\$ 4,186,939.14	-3.05%	Core operating expense is defined as all expenses, including debt service but less transfers to other funds. Note that in this case, part of the transfer to the harbor fund is for debt service, so it is included in core operating expenses.
GF Revenue Less Expenditures	\$ -		\$ 887,396.69		

General Fund

CAMP Project List/Schedule

Project name	Priority	Category	Level	Town Cost	Prior Years	FY2025	FY2026	FY2027	FY2028	FY2029
New Municipal Building*	High	I	A	\$ 7,017,409	\$ 517,409	\$ 3,250,000	\$ 3,250,000			
Library Upgrade & Condoization	High	I	A	\$ 307,547	\$ 57,547	\$ 250,000				
Renovate PW Butler Building	Medium	I	A	\$ 225,000					\$ 225,000	
Visitor's Ctr/Restroom*	Medium	II	B	\$ 783,377	\$ 33,377	\$ 750,000				
Beachfront Revitalization	Medium	II	B	\$ 1,245,000		\$ 45,000	\$ 600,000	\$ 600,000		
Beach Restroon/Bathhouse	Medium	II	B	\$ 1,245,000		\$ 45,000	\$ 600,000	\$ 600,000		
Mason Ave Electrical Upgrade	Medium	III	B	\$ 40,000		\$ 40,000				
Sidewalk Infill	Low	IV	C	\$ 595,000		\$ 25,000		\$ 190,000	\$ 190,000	\$ 190,000
Sports/Rec Field/Restroom*	Low	IV	C	\$ 310,000				\$ 30,000	\$ 280,000	

GF Total - 2024 dollars	\$ 11,768,333	\$ 608,333	\$ 4,405,000	\$ 4,450,000	\$ 1,420,000	\$ 695,000	\$ 190,000
Inflation adjusted dollars (3%)	\$ 12,072,383	\$ 608,333	\$ 4,405,000	\$ 4,583,500	\$ 1,505,200	\$ 757,550	\$ 212,800
Harbor Fund	\$ 675,287	\$ 168,750	\$ 284,537	\$ 132,000	\$ 90,000	\$ -	\$ -
Grand Total - 2024 dollars	\$ 12,443,620	\$ 777,083	\$ 4,689,537	\$ 4,582,000	\$ 1,510,000	\$ 695,000	\$ 190,000
Inflation adjusted dollars (3%)	\$ 12,757,030	\$ 777,083	\$ 4,689,537	\$ 4,719,460	\$ 1,600,600	\$ 757,550	\$ 212,800

*Grants, divestitures, or new debt could reduce costs

CAMP Project List/Schedule

Harbor Fund

<u>Project name</u>	<u>Priority</u>	<u>Category</u>	<u>Level</u>	<u>Town Cost</u>	<u>Prior Years</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>
Inner Harbor Fixed Dock Repair	High	II	A	\$ 20,000		\$ 20,000				
Inner Harbor King Pile and Waler Replacement - Phase 3*	Medium	II	B	\$ 390,287	\$ 168,750	\$ 221,537				
Outer Harbor Concrete Bulkhead Cap Repair & Concrete Boardwalk	Medium	II	B	\$ 223,000		\$ 43,000	\$ 90,000	\$ 90,000		
Ladder & Catwalk/ Manifold	Medium	II	B	\$ 42,000			\$ 42,000			

2024 dollars	\$ 675,287	\$ 168,750	\$ 284,537	\$ 132,000	\$ 90,000	\$ -	\$ -
Inflation adjusted dollars (3%)	\$ 684,647	\$ 168,750	\$ 284,537	\$ 135,960	\$ 95,400	\$ -	\$ -

*Town expenditure following grant award

CAMP Funding - FY25

<u>CIP Requirement</u>	\$	4,405,000
Less Carryforward:	\$	(945,000)
Townhall: 170,000		
Library: 310,000		
Visitor Ctr: 445,000		
PW Storage: 20,000		
		<u>945,000</u>
Less GF Rev less Exp:	\$	-
<u>Harbor Requirement</u>	\$	284,537
Total needed:	\$	3,744,537
Less CIP Revenue		
GF Rev @ 6%	\$	(289,339)
Meals Tax	\$	(79,953)
Additional appropriation needed:	\$	3,375,245

Options

<u>CIP Fund Balance:</u>	\$	332,956
Plus FY25 transfer in:	\$	9,576,513
Remaining Balance	\$	9,909,469

<u>Utility Fund Balance</u>	\$	3,874,754
Less FY25 need	\$	(100,000)
Remaining Balance	\$	3,774,754

<u>General Fund Balance:</u>	\$	1,908,314
Plus operational surplus	\$	887,396
Remaining GF Balance	\$	2,795,710

5/2/2024

PRIORITIES

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

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

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

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

CRITERIA CATEGORIES

- I. **Health/Safety/Welfare** - projects that protect the health, safety and welfare of the community and the employees serving it.
- II. **Maintenance/Replacement** - projects that provide for the maintenance of existing systems and equipment.
- III. **Expansion of Existing Programs** - projects which enhance the existing systems and programs allowing for expansion of existing services.
- IV. **Expansion of New Programs** - projects that allow for expansion into new programs and services.

LEVEL

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

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
Capital					
110-3700-2200 Grant - USDA Rural Development	\$ -	\$ -	\$ -		
110-3800-4000 Grant - VDOT Roads, Trails & Sidewalks	\$ 703,483.00	\$ 109,127.38	\$ -	-100.00%	
110-3800-9920 ARPA Grant Recognized - Project completion	\$ -	\$ -	\$ -		
110-3850-2000 Grant Other	\$ 30,000.00	\$ -	\$ -		
110-3900-1000 Appropriation from fund Balance	\$ -	\$ -	\$ -		
110-3900-6000 Reappropriation Gen Capital Fund	\$ 577,050.00	\$ -	\$ 945,000.00		
110-3950-1000 Loan Proceeds Previous Year	\$ -	\$ -	\$ -		
110-3950-2000 Transfer from Gen Fund for Capital 6%	\$ 339,746.13	\$ -	\$ 289,339.17	-14.84%	
110-3950-2050 Transfer from Gen Fund Meals Tax .5%	\$ 82,407.00	\$ 57,454.74	\$ 79,953.50	-2.98%	
110-3950-2100 Loan Proceeds USDA Rural Dvlpmnt	\$ -	\$ -	\$ -		
110-3950-3100 Transfer from Gen Fund Other	\$ 310,000.00	\$ -	\$ -		
110-3950-8130 Transfer from Special Activities Fund	\$ 179,850.00	\$ -	\$ -		
110-3950-8520 Transfer from Sanitation Fund	\$ -	\$ -	\$ -		
110-3950-9000 Transfer From Utility Fund	\$ -		\$ 9,200,000.00		Utility sale proceeds [approx until after closing] - \$15,000,000+\$50,000 (closing cost reimbursement)-\$5,000,000 appropriated in FY24 for debt payoff-\$750,000 held in escrow
Total	\$ 2,222,536.13	\$ 166,582.12	\$ 10,514,292.67	373.08%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Capital					
110-4121-7080 Computers, Software & Elec Equip TMgr.>\$5000	\$ -	\$ -	\$ -		
110-4121-8100 Transfer to Fund Balance	\$ 130,941.00	\$ -	\$ 6,109,292.67	4565.68%	
110-4430-7010 Buildings & Improvements - New Town Hall	\$ 995,000.00	\$ 111,024.17	\$ 3,250,000.00	226.63%	
110-4430-7011 Buildings & Improvements - Library Project	\$ -	\$ -	\$ 250,000.00		
110-4430-7012 Buildings & Improvements - Visitor Center	\$ -	\$ -	\$ 750,000.00		
110-4430-7013 Buildings & Improvements Beachfront Revitalization	\$ -	\$ -	\$ 45,000.00		
110-4430-7014 Buildings & Improvements Beach Restroom/Bathhouse	\$ -	\$ -	\$ 45,000.00		
110-4430-7015 Buildings & Improvements Sidewalk Infill	\$ -	\$ -	\$ 25,000.00		
110-4430-7020 Infrastructure-Mason Ave. Electrical	\$ -	\$ -	\$ 40,000.00		
110-4430-7040 Infrastructure - Parking Lots	\$ -	\$ -	\$ -		
110-4430-7050 Infrastructure-Streets & Walkways	\$ 1,055,454.00	\$ 333,459.00	\$ -	-100.00%	See CAMP schedule - what was previously lumped into one account has now been segregated by project
110-4430-7060 Infrastructure-Stormwater System	\$ -	\$ -	\$ -		
110-4430-7070 Vehicles & Equipment	\$ -	\$ -	\$ -		
110-4430-7080 Computers, Software & Electronic Equip PW	\$ -	\$ -	\$ -		
110-4430-7999 Capital Project Contingencies	\$ 41,141.13	\$ -			
110-4811-7080 Computers, Software & Electronic Equip - Planning	\$ -	\$ -	\$ -		
Total	\$ 2,222,536.13	\$ 444,483.17	\$ 10,514,292.67	373.08%	
Capital Fund Revenue Less Expenditures	\$ -		\$ -		

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
Debt Service					
120-3950-2100 Transfer from Gen Fund for GF Debt	\$ 151,107.36	\$ 118,824.99	\$ 25,121.00	-83.38%	
Total	\$ 151,107.36	\$ 118,824.99	\$ 25,121.00	-83.38%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Debt Service					
120-4124-6800 Debt Service Principal - Finance	\$ -	\$ -	\$ -		
120-4124-6850 Debt Service Interest - Finance	\$ -	\$ -	\$ -		
120-4310-6800 Debt Service Principal - Police Dept	\$ 22,509.29	\$ -	\$ 16,616.00	-26.18%	Current # includes new USDA loan
120-4310-6850 Debt Service Interest - Police Dept	\$ 1,947.66	\$ -	\$ 1,799.00	-7.63%	Current # includes new USDA loan
120-4340-6800 Debt Service Principal Code Enforcement	\$ 616.24	\$ -	\$ 632.00	2.56%	
120-4340-6850 Debt Service Interest - Code Enf	\$ 42.54	\$ -	\$ 29.00	-31.83%	
120-4430-6800 Debt Service Principal - P Wrks	\$ 5,370.60	\$ -	\$ 5,432.00	1.14%	
120-4430-6850 Debt Service Interest - P Wrks	\$ 667.67	\$ -	\$ 613.00	-8.19%	
Total	\$ 31,154.00	\$ -	\$ 25,121.00	-19.37%	
Debt Service Fund Revenue Less Expenditures	\$ -		\$ -		

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
Special Activities					
130-3300-1700 Interest on Bank Deposits	\$ -	\$ -	\$ -		
130-3650-6000 Recovery Town Mgr - Misc	\$ -	\$ -	\$ -		
130-3800-3000 Grant-Fire Program Funds (Passthru)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	0.00%	Awaiting requests for funds from community/nonprofit groups.
130-3800-7000 Grant-VA State Promotion of the Arts Passthru	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	0.00%	FY25 request, pending approval
130-3800-8000 Grant - Friends of the Library	\$ 6,000.00	\$ -	\$ 6,000.00	0.00%	Per Sharon they give the same amount every year
130-3800-9000 Grant Parks/Rec Facilities & Equipment - CCP	\$ -	\$ -	\$ -		
130-3800-9910 Federal Grant - DHCD CDBG Small Bus Rcvry	\$ -	\$ -	\$ -		
130-3800-9920 Federal Grant - ARPA DCJS FY24	\$ 91,000.00	\$ 52,058.78	\$ -		
130-3850-2000 Reappropriate Grant Funding ARPA original	\$ 179,850.00	\$ -	\$ -		
130-3950-2000 Reappropriate Grant Funding Other Prior Year	\$ -	\$ -	\$ -		
Total	\$ 296,350.00	\$ 71,558.78	\$ 25,500.00	-91.40%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Special Activities					
130-4121-4010 Grant Exp - Arts Enter Passthru	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	0.00%	FY25 request, pending approval
130-4121-4020 Grant Exp- Fire Dept Passthru	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	0.00%	Did we receive a request from fire dept?
130-4121-4030 Grant Exp-Northampton Cnty Tourism Infrstr	\$ -	\$ -	\$ -		
130-4121-4125 Grant or Donation Misc. Passthru incl. PPEA	\$ -	\$ -	\$ -		
130-4121-4130 DHCD CDBG Small Business Rcvry Grant Exp	\$ -	\$ -	\$ -		
130-4121-4150 Federal Grant Exp - ARPA	\$ 91,000.00	\$ 45,991.16	\$ -		Current grant ends 6/30/24. No new ARPA funds expected.
130-4121-8110 Transfer to Capital Projects Fund 110	\$ 179,850.00	\$ -			
130-4430-4110 Grant Exp - Citizens for Central Park	\$ -	\$ -			
130-4730-4110 Grant Exp- Friends of the Library	\$ 6,000.00	\$ 606.81	\$ 6,000.00	0.00%	Same as FY24. Per Sharon "they give us the same amount every year".
130-4730-4150 Grant - Library Other	\$ -	\$ -	\$ -		
Total	\$ 296,350.00	\$ 66,097.97	\$ 25,500.00	-91.40%	
Special Activities Fund Revenue Less Expenditures	\$ -		\$ -		

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
Utility					
501-3900-6000 Appropriation from Fund Balance	\$ 1,573,079.00	\$ -	\$ 9,300,000.00	491.20%	Sale proceeds [approx until after closing] - \$15,000,000+\$50,000 (closing cost reimbursement)-\$5,000,000 appropriated in FY24 for debt payoff-\$750,000 held in escrow
Total	\$ 1,573,079.00	\$ -	\$ 9,300,000.00	491.20%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Utility Admin					
Contingency - Unidentified Liabilities	\$ -	\$ -	\$ 100,000.00		Set aside to resolve any lingering liabilities that persist after 7/1/24
					Utility sale proceeds to capital fund [approx until after closing] - \$15,000,000+\$50,000
501-4500-8200 Transfer to Capital Fund	\$ -	\$ -	\$ 9,200,000.00		(closing cost reimbursement)-\$5,000,000 appropriated in FY24 for debt payoff-\$750,000 held in escrow
Total	\$ -	\$ -	\$ 9,300,000.00		
Total Utility Fund Expenditures			\$ 9,300,000.00		
Utility Fund Revenue Less Expenditures	\$ -		\$ -		

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
Harbor					
510-3075-1000 Penalties & Interest - Harbor	\$ -	\$ -			
510-3150-1000 Harbor Fuel Sales	\$ 420,926.88	\$ 299,146.69	\$ 400,000.00	-4.97%	Projection provided by CCMS
510-3150-1100 Miscellaneous Sales-Snacks, Drinks, Ice, Clothing	\$ -	\$ -			
510-3150-1200 Miscellaneous Sales-Boating Supplies	\$ -	\$ -			
510-3150-1300 Miscellaneous Sales-RTIC	\$ -	\$ -			
510-3150-1500 Lube & Oil Sales	\$ -	\$ -			
510-3150-2000 Dockage Fees	\$ 400,939.43	\$ 230,766.00	\$ 350,000.00	-12.71%	Projection provided by CCMS
510-3150-2050 Special Event Revenue - Harbor	\$ -	\$ -			
510-3150-2100 Harbor Electric and Water	\$ 25,751.68	\$ 14,790.00	\$ 20,000.00	-22.34%	Projection provided by CCMS
510-3150-2200 Lease/Storage Revenue	\$ -	\$ -	\$ -		
510-3150-3000 Wharfage Fees	\$ 8,000.00	\$ 51.00	\$ 2,000.00	-75.00%	Projection provided by CCMS
510-3300-1520 Sale of Abandoned or Harbor Misc. Property	\$ -	\$ -			
510-3400-1000 Lease - Restaurant Base Amount	\$ 7,200.00	\$ 4,200.00	\$ 7,200.00	0.00%	
510-3500-1501 Harbor Water Sales	\$ 1,200.00	\$ -	\$ 1,200.00		
510-3600-4000 Insurance Proceeds, Refund or Rebate	\$ -	\$ -			
510-3650-1000 Credit Card Fee Rev	\$ -	\$ -	\$ 17,500.00		3% credit card fees, assuming \$583,333 in credit card charges.
510-3650-1500 Recovery - Harbor Property Damages	\$ -	\$ -			
510-3650-4000 Recovery - Harbor Miscellaneous	\$ -	\$ -			
510-3670-1000 Discount Earned - Harbor (Sales & Use Tax, Misc.)	\$ -	\$ -			
510-3700-2200 Grant- Harbor USDA Rural Development	\$ -	\$ -			
510-3800-2000 VA Port Authority Grant	\$ 228,687.00	\$ 110,957.00	\$ 110,768.00	-51.56%	For Inner Harbor Bulkhead Rehab Ph 3, Bob P. will request 75% reimbursement (\$166,153) but thinks we are more likely to receive (50%) \$110,957
510-3800-2050 Grant - Town Match	\$ -	\$ -			
510-3800-3000 Grant - Federal Boating Infrastructure BIG	\$ -	\$ -			
510-3800-3500 Grant Virginia Dept of Health - Pumpout Costs	\$ -	\$ -			
510-3800-5000 Grant - Litter Prevention Grant (DEQ)	\$ -	\$ -			
510-3900-6000 Appropriation From Fund Balance	\$ 13,000.00	\$ -			
510-3950-1000 Loan Proceeds Previous Year	\$ -	\$ -			
510-3950-2000 Transfer from Debt Service Fund	\$ 104,115.36	\$ 101,604.04	\$ -	-100.00%	
510-3950-2100 Loan Proceeds - USDA Rural Development	\$ -	\$ -			
510-3950-2110 Transfer from General Fund	\$ 417,164.00	\$ -	\$ 359,691.00		
510-3950-6000 Transfer from Fund Balance	\$ -	\$ -			
Total	\$ 1,626,984.35	\$ 761,514.73	\$ 1,268,359.00	-22.04%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Harbor					
510-4713-1000 Regular Salaries & Wages-Harbor	\$ -	\$ -			
510-4713-1100 Regular Salaries & Wages OT Harbor	\$ -	\$ -			
510-4713-1200 PT Salaries & Wages Harbor	\$ -	\$ -			
510-4713-1300 PT Salaries & Wages OT Harbor	\$ -	\$ -			
510-4713-1400 Seasonal Wages Harbor	\$ -	\$ -			
510-4713-1500 Seasonal Wages OT	\$ -	\$ -			
510-4713-1600 Bonus & Increase Pool Harbor Fund	\$ -	\$ -			
510-4713-1800 Allocated Wages	\$ 13,274.24	\$ 8,188.00	\$ 14,340.00	8.03%	
510-4713-2000 FICA Expense	\$ -	\$ -			
510-4713-2100 SUI Expense	\$ -	\$ -			
510-4713-2200 Retirement-ER VRS & ICMA-RC Contribution	\$ -	\$ -			
510-4713-2210 Life Insurance	\$ -	\$ -			
510-4713-2220 Disability Insurance, LTD & STD	\$ -	\$ -			
510-4713-2230 Worker's Comp	\$ -	\$ -			
510-4713-2300 Health Insurance	\$ -	\$ -			
510-4713-2310 Dental Insurance	\$ -	\$ -			
510-4713-2320 Vision Insurance	\$ -	\$ -			
510-4713-2325 AFLAC Insurance Premiums - Town portion	\$ -	\$ -			
510-4713-2340 Employee Assist Program	\$ -	\$ -			
510-4713-2345 Employee/Volunteer Testing	\$ -	\$ -			
510-4713-2360 Staff & Volunteer Appreciation	\$ -	\$ -			
510-4713-2800 Allocated Benefits	\$ 3,166.18	\$ 1,969.00	\$ 3,456.00	9.15%	
510-4713-3000 Contract Labor	\$ -	\$ -			
510-4713-3005 Program & Event Performers & Entertainers	\$ -	\$ -			
510-4713-3020 Maint Svc Contracts - Annual	\$ -	\$ (2,044.00)			negative 2044 in FY24 actual is redundant reclass of David Disposal expense. Will be corrected.
510-4713-3025 Service Contracts	\$ 10,000.00	\$ 4,520.48	\$ 10,300.00	3.00%	Davis Disposal CIP based increase in K price
510-4713-3030 Lease - Storage	\$ -	\$ -			
510-4713-3040 Grounds Maintenance	\$ 1,500.00	\$ -			
510-4713-3200 Cleaning and Janitorial Services	\$ -	\$ -			
510-4713-3400 Legal Services	\$ 17,178.00	\$ -	\$ -	-100.00%	This was for Underhill eviction
510-4713-3410 Management Consulting	\$ -	\$ 27,942.62			FY24 YTD amount needs reclass.
510-4713-3415 Management Services Exp - CC Marine Services	\$ 284,955.00	\$ 138,744.06	\$ 308,000.00	8.09%	Projection provided by CCMS
510-4713-3420 Engineering & Architect Svcs Harbor	\$ -	\$ -			
510-4713-3430 IT Services	\$ 1,700.00	\$ -	\$ 1,700.00	0.00%	
510-4713-3450 Printing & Design Services	\$ -	\$ -			
510-4713-3500 Advertising Services	\$ -	\$ -			
510-4713-3730 Bank Service Charges Harbor	\$ 250.00	\$ -	\$ 250.00	0.00%	
510-4713-3740 Merchant Service Charges	\$ 8,750.00	\$ -	\$ 13,500.00	54.29%	Includes credit card fees. Projection provided by CCMS
510-4713-3760 Cash Short & Over Harbor	\$ -	\$ -			

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
510-4713-3800 Bad Debt Expense	\$ -	\$ -			
510-4713-4090 Grant Exp - Litter Prevention	\$ -	\$ -			
510-4713-4140 Grant Exp -BIG Tier I Repair & Maint splies & svcs	\$ -	\$ -			
510-4713-4150 Grant Exp -Harbor Misc Grant	\$ -	\$ -			
510-4713-4160 Grant Exp - VDH BIG	\$ -	\$ -			
510-4713-4170 Grant Exp - VA Port Authority	\$ -	\$ -			
510-4713-4180 Grant Ex. - Northampton County Tourism	\$ -	\$ -			
510-4713-5010 Electric Service	\$ 33,000.00	\$ 16,270.83	\$ 33,990.00	3.00%	
510-4713-5020 Propane & Fuel Oil Exp	\$ 170.00	\$ 149.00	\$ 175.00	2.94%	
510-4713-5030 Water Expense Harbor	\$ 750.00	\$ 369.99	\$ 5,000.00	566.67%	Harbor will need to pay for water/sewer following utility sale
510-4713-5035 Sewer Expense Harbor	\$ 1,400.00	\$ 508.62	\$ 10,000.00	614.29%	Harbor will need to pay for water/sewer following utility sale
510-4713-5040 Phone Services	\$ -	\$ -			
510-4713-5050 Internet & Cable Services	\$ 1,560.00	\$ 827.83	\$ 1,607.00	3.01%	
510-4713-5060 Security Monitoring Services	\$ -	\$ -			
510-4713-5070 Postage	\$ -	\$ -			
510-4713-5110 Lease, Office Equipment	\$ -	\$ -			
510-4713-5200 Travel-Mileage, Parking & Tolls	\$ -	\$ -			
510-4713-5210 Travel-Lodging & Meals	\$ -	\$ -			
510-4713-5220 Conference	\$ -	\$ -			
510-4713-5230 Education	\$ -	\$ -			
510-4713-5240 Books & Subscriptions	\$ -	\$ -			
510-4713-5250 Dues & Memberships	\$ -	\$ -			
510-4713-5300 Insurance, Property & General Liability	\$ 30,380.00	\$ 23,705.82	\$ 31,291.00	3.00%	
510-4713-5340 Licensing	\$ -	\$ -			
510-4713-6000 Office Supplies	\$ -	\$ -			
510-4713-6025 Janitorial & Kitchen Supplies	\$ 2,200.00	\$ -	\$ 2,266.00	3.00%	
510-4713-6050 Uniforms Expense	\$ -	\$ -			
510-4713-6075 Hand Tools, & Small Equipment	\$ -	\$ -			
510-4713-6080 Safety Equipment	\$ -	\$ -			
510-4713-6100 Program & Event Supplies & Awards	\$ -	\$ -			
510-4713-6150 Computer, Software & Electronics <\$10K	\$ 900.00	\$ -	\$ 900.00	0.00%	
510-4713-6175 Vehicles & Powered Equipment Fuel	\$ 800.00	\$ -	\$ 800.00	0.00%	
510-4713-6200 Vehicle & Powered Equip. Supplies & Svcs	\$ 6,000.00	\$ 5.38	\$ 6,000.00	0.00%	
510-4713-6225 Repair & Maintenance	\$ 61,645.15	\$ 25,193.92	\$ 50,000.00	-18.89%	One account in PY, split into multiple (see below)
510-4713-6226 Anchor Pile Replacment	\$ -	\$ -	\$ 10,000.00		New account
510-4713-6227 Bathhouse Lighting Upgrade	\$ -	\$ -	\$ 10,000.00		New account
510-4713-6228 Shade Pergola	\$ -	\$ -	\$ 10,000.00		New account
510-4713-6230 Repair & Maint Suppl Reimbrsbl	\$ -	\$ -			
510-4713-6400 COGS - Fuel for Resale	\$ 336,292.42	\$ 252,353.76	\$ 319,479.00	-5.00%	
510-4713-6410 COGS - Lube & Oil for Resale	\$ -	\$ -			
510-4713-6420 COGS - Boating Supplies for Resale	\$ -	\$ -			

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
510-4713-6430 COGS - Maps/Charts for Resale	\$ -	\$ -			
510-4713-6440 COGS - Clothing for Resale	\$ -	\$ -			
510-4713-6450 COGS - Food & Drink for Resale	\$ -	\$ -			
510-4713-6460 COGS - Ice for Resale	\$ -	\$ -			
510-4713-6470 COGS - Coolers and Drinkware	\$ -	\$ -			
510-4713-6770 COGS - Miscellaneous for Resale	\$ -	\$ -			
510-4713-6800 Debt Service - Principal Payment HRB	\$ 82,107.85	\$ 82,107.85	\$ -	-100.00%	
510-4713-6850 Debt Service Interest - Harbor	\$ 22,007.51	\$ 19,496.19	\$ -	-100.00%	
510-4713-6900 Contingency Fund Expense Harb Fund	\$ 50,000.00	\$ -	\$ 30,000.00	-40.00%	
510-4713-7010 Building, Equipment, Other CAPITAL BUDGET	\$ -	\$ -			
510-4713-7060 Infrastructure - Breakwaters & Jetties	\$ -	\$ -			
510-4713-7070 Vehicles & Equipment	\$ -	\$ -			
510-4713-7080 Computer, Software & Electronics <\$10K	\$ -	\$ -			
510-4713-7085 Infrastructure - Docks & Misc CAP BDGT	\$ 656,998.00	\$ 528,952.39	\$ 395,305.00	-39.83%	\$221,537 for Inner Harbor Bulkhead Rehab, Phase 3, \$20,000 to rehab fixed dock & \$43,000 to replace boardwalk with concrete. Add'l \$110,768 reimbursed by VPA
510-4713-7090 Equipment, Other CAPITAL BDGT	\$ -	\$ -			
510-4713-7095 Work in Progress	\$ -	\$ -			
510-4713-7100 Depreciation Expense - Harbor	\$ -	\$ -			
Total	\$ 1,626,984.35	\$ 1,129,261.74	\$ 1,268,359.00	-22.04%	
Harbor Fund Revenue Less Expenditures	\$ -		\$ -		
Core Operating Expenses			\$ 873,054.00		Core operating expense is defined as all expenses, including debt service but less transfers to other funds and capital expenditures. Note that in this case, part of the transfer to the harbor fund is for debt service, so it is included in core operating expenses.

Account	FY24 budget	FY24 Actual as of 2/29	FY25 Requested	% change	Notes
Sanitation					
520-3150-1000 Refuse Collection Fees	\$ 310,380.00	\$ 220,072.48	\$ 342,584.00	10.38%	Assuming 1373 cans. Expenses budgeted to pay for pickup of 1400 cans. This balances fund 520
520-3150-2000 Bulk refuse collection fees	\$ 600.00	\$ 387.50	\$ 600.00	0.00%	
520-3150-3000 Miscellaneous Refuse fees	\$ -	\$ -	\$ -		
520-3150-4000 Penalties & Interest - Garbage Charges	\$ 3,285.00	\$ 1,956.73	\$ 2,700.00	-17.81%	YTD comparison projects slight shortfall.
520-3900-6000 Appropriation from Fund Balance	\$ -	\$ -	\$ -		
Total	\$ 314,265.00	\$ 222,416.71	\$ 345,884.00	10.06%	

Account	FY24 Budget	FY24 Actual as of 2/29/24	FY25 Requested	% change	Notes
Sanitation					
					The portion of Davis Disposal K that represent residential trash cans. 1335 cans @ \$19.52 per 2/1 invoice. Increase over FY24 represents CPI increase built into K & allowance for increase in residents to 1400.
520-4520-3020 Maint Svc Contracts	\$ 296,680.00	\$ 176,193.03	\$ 327,936.00		
520-4520-3500 Advertising Services	\$ -	\$ -	\$ -		
520-4520-5300 Insurance, Property & General Liability	\$ 1,085.00	\$ 708.42	\$ 948.00		Current estimate based on FY24 VRSA policy
520-4520-6225 Repair & Maintenance Supplies Sanitation	\$ 16,500.00	\$ 16,489.51	\$ 17,000.00		This line is used for trash cans plus shipping. "Toter 96 G Carts"
520-4520-7090 Bulding, Equipment, Other CAPITAL BUDGET	\$ -	\$ -	\$ -		
520-4520-7100 Depreciation Expense Sanitation	\$ -	\$ -	\$ -		
520-4520-8110 Transfer to Capital Fund	\$ -	\$ -	\$ -		
Total	\$ 314,265.00	\$ 193,390.96	\$ 345,884.00	10.06%	
Sanitation Fund Revenue Less Expenditures	\$ -		\$ -		

Strategic Revenue Program (SRP)

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

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

Considerations for SRP planning discussion:

- What is our long-term projected inflation rate (currently 2.5%)
- Review historical growth in core revenues
- Will any additional services likely be added in the future
- Will there likely be any reduction in current services in the future
- Are there any anticipated special projects, near or long term
- Are fund balances and/or reserves achieving goals set for them
- Will any new debt be required
 - Debt Service limited to 8% of general core operating revenues
- What capital funding is needed above programmed amounts:
 - 6% general core operating revenues (currently \$289,339)
 - 0.5% meals tax (currently \$79,953)
- Account for any one-time grants or other revenue sources

Following consideration of the above; determine tax rates for the coming year. Note: for real property tax this year, a change in 1 penny equals approximately \$100,000. FY24 rate was 21.59 cents per \$100; the proposed rate for FY25 (after rebalancing) is 17.24 cents per \$100.

Primary Revenue Trends

Revenue	Actual FY21	Actual FY22	Actual FY23	Budgeted FY24
Real Property	\$ 1,302,906	\$ 1,497,357	\$ 1,583,347	\$ 1,605,700
BPOL	\$ 209,124	\$ 255,036	\$ 336,460	\$ 295,000
Meals	\$ 543,518	\$ 658,387	\$ 755,764	\$ 775,000
TOT*	\$ 258,854	\$ 376,800	\$ 536,209	\$ 680,000

*TOT rate increased in FY22

Cape Charles Tax Rate History
FY 2008 - FY 2021

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



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: 3/4/24

Name of Project/Program/Event: _____

Name of Organization: Cape Charles Main Street

Address: 718 Randolph Ave
Cape Charles, VA 23310

Contact Person & Title: Karen Zamorski

Telephone Number: 757-210-8083

Email Address: info@capecharlesmainstreet

Are you a non-profit organization? Yes

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

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

This is an ongoing program running under an MOA 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:

C. Total estimated cost of Project/Program/Event: N/A See attached Reports for individual projects

D. Amount of funds requested in the grant application: \$90,000

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

This is a recurring Program

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

Yes, This CCMS program is coordinated with many other programs, events and tourism activities.

See attached for more information.

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. Yearly Fundraising program with residents and businesses (conducted May - July)

2. Corporate sponsorship program for funding events for a full year

3. Sponsorships for single events

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:

See Attached

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

See attached

Town of Cape Charles Funding Request
Fiscal Year 2025

- 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 2025 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 2024. Many of our programs and events are on-going so I have included some samples of our advertising done for Fiscal year 2024 in the attachments.

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

The Cape Charles Main Street (CCMS) program has accomplished many goals set for the program and experienced incredible year over year growth in a short period of time. Attached to this application is a presentation made to Town Council summarizing projects that were accomplished in our last fiscal year as well as some of the projects that are in process currently. These projects require a tremendous effort by the board to not only find the funding to accomplish the projects through writing grants and fundraising through sponsorship sales, but also to manage, and complete the projects. The sheer number of completed projects along with the benefits achieved are remarkable given the fact that they have been accomplished by a board of dedicated people who have committed their time as unpaid volunteers, who strongly believe in the value of the program. We are hoping to make a significant contribution to the upgrading of the electric for the town through our 2025 grant applications.

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

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

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

Yes, the CCMS program is coordinated with many other programs, events and tourism activities. Because we perform the function of marketing for the Town of Cape Charles, we have invested in the Cape Charles Virginia's Cape website development with the functionality to give all programs and events

a venue to promote their projects, social media marketing to not only promote our projects but tagging and cross promoting other important projects to help build awareness, work closely with ESVA tourism as well as Virginia Tourism Corporation as a Virginia Main Street community as well as Citizens for Central Park on annual events. We have formed a relationship with the Rotary who also volunteers at our annual events that bring many tourists to the town.

- G. List all other funding sources for this Project/Program/Event and the amount being funded by each. Identify 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. We are getting ready now to apply for grants for the upcoming FY2025.

The list of grants we have received to date for Fiscal Year 2024 are outlined in the attached presentation. We won't have information on the FY2025 grants until the April/May timeframe.

- H. Required items to supply with application are attached.

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

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

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

Town Strategic Plan Vision:

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

CCMS Vision (desired end state):

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

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

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



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: March 1, 2024

Name of Project/Program/Event: Expansion of Tree Canopy

Name of Organization: Cape Charles Tree Advisory Board

Address: n/a

Contact Person & Title: Christine Williams

Telephone Number: 757-695-3829

Email Address: cctab02@gmail.com

Are you a non-profit organization? no

If so, what is your ID number? n/a

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

TAB is requesting funding for the purchase of additional canopy and understory trees to planted in the Cape Charles Historic District and surrounding areas (as approved). These trees will be scheduled for planting in the fall of 2025. As with the BY 2023/24 purchases, this project will include an official RFP, meet VDOT requirements, and will obtain the agreement of the affected homeowner, if applicable.

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: \$20,000

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

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

This is a one-time project, however, if funding is available each year, it could be recurring.

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

This could partner with other Town projects such as the new Visitor Center, Harbor Park, and the beautification of the entrance to 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.

1. Coastal Wetlands Watch Tree Grant Program - requesting \$10,000

2.

3. Please see attached for description of terms or conditions

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:

Please see attached

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

Please see attached

G. List all other funding sources ... If grant funding is involved, please identify any terms or conditions that apply to this grant.

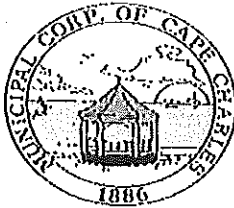
We are seeking a grant of \$10,000 from the Coastal Wetlands Watch Tree Grant program, sponsored by the Virginia Outdoors Foundation and Wetlands Watch. Among its list of primary goals is to "achieve increased resilience to flooding, sea level rise, climate change, and extreme weather events in Virginia's coastal communities" and to "increase tree canopy in the Coastal Zone." As a local government and located in a Virginia Coastal Zone, Cape Charles is eligible to apply. Considerations will be made for applying to the Capacity Building and Stewardship category (increase availability of native plants for use in resilience projects) and/or the Natural & Nature-Based Infrastructure category (green infrastructure, tree & shrub planting). Applications are due by April 5.

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

This project directly supports the Town vision of "fostering a sense of community that enhances well-being ... now and for generations to come." What better way to achieve this vision than by planting trees which create beauty, provide shade, and support the Town's value of environmental stewardship. Shaded sidewalks and other public spaces improve the Town's walkability, helping to meet the objective of retaining our small-town character. By absorbing rainwater and allowing it to slowly seep into the ground, trees support the objective of planning for coastal resiliency.

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

As a certified "Tree City USA," Cape Charles is part of an informed group of cities and towns that work diligently to protect and enhance their tree canopies. We understand the value that trees provide to, among many benefits, improve a neighborhood's visual appeal, remove air pollutants, reduce stormwater runoff and erosion, and support wildlife habitat.



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Prulff, no later than Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: 2/5/24

Name of Project/Program/Event: Arts Enter programming

Name of Organization: Arts Enter Cape Charles, Inc.

Address: 301 MASON AVE
CAPE CHARLES

Contact Person & Title: MARYANN ROEHM / CLELIA C. SHEPPARD.

CO-
DIRECTORS

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? 54-1869679

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

Arts Enter, a 501 c 3, promotes arts and culture in Cape Charles through dance, drama, music, film and art. We present a full theatre schedule in the Historic Palace Theatre, cooperate with Virginia Commission for the Arts on programming and produce our own theatre events.

SMALL TOWN – BIG ART

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 c. \$95,000

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. Cooperate with CCMS, TOWN, CCC'S, OTHER NON-PROFITS, 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 c. \$4,000 annually
2. individual donations - vary
3. ticket sales - vary

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 and Arts Education contribute to the sense of community that enhances the well-being and prosperity of Cape Charles and its' citizens and 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 over 20 years. We have always enjoyed a warm and cooperative relationship with the town and have been appreciative of the support.



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 24, 2024

Name of Project/Program/Event: Open Doors Scholarship program

Name of organization: Northampton County YMCA

Address: 22257 Parsons Circle Cape Charles, Va. 23310

Contact Person & Title: Andre Elliott, Senior Executive Director

Telephone Number: 757-982-0050

Email Address: aelliott@ymcashr.org

Are you a non-profit organization? yes

If so, what is your ID number? 54-0445025

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

The open doors program is our scholarship fund for individuals and families to be able to participate in YMCA programs. This project increases the YMCA's ability to offer sustainable programming in and for the community, including safety around the water, youth sports, Teen memberships, Older Adult programming 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: \$50,000 annually

D. Amount of funds requested in the grant application: \$ 1 0 0 0 0 -----

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

This is a recurring program.

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

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.

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

1. \$25,000 from individual donors

2. United way contributions

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:

Our open doors program provides YMCA access to people in our community who otherwise could not afford it. Our programs and services include healthy activities for residents, including children and youth, and visitors to our area. We have worked with multiple organizations to jointly deliver programs and experiences to strengthen our community. Examples of events hosted in our facility with help of several outside groups include partnerships with the American Red Cross for blood drives, community health fairs and water safety programs just to name a few.

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

The YMCA's mission is to strengthen every community in which we serve. We can't do that without the support of individuals and organizations. Every year the needs in our community increase and as a good community partner, we want to be there to help meet the needs of the individuals and families who are Northampton County.



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: 2-26-24

Name of Project/Program/Event: Low Country Shrimp Boil Fundraiser Event

Name of Organization: Cape Charles Historical Society

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

Contact Person & Title: Laura Smith Archivist, Digital Marketing & Engagement Manager

Telephone Number: 804-399-4838

Email Address: capecharleshistory@gmail.com

Are you a non-profit organization? Yes

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

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

April 27th, 2024
Low Country Shrimp Boil Fundraiser Event on
Cape Charles Museum lawn. Time: 3 to 8pm. Tickets
are \$70 per person, child's ticket \$25. Food ingredients
have to be purchased. Prep & cooking by volunteers.
Beer truck & permit-ABC, advertising sign & sponsor sign
to be paid for. It is a one day event aimed at raising
operating funds for Museum.

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:

see attached page

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

\$8,400.00

D. Amount of funds requested in the grant application:

\$1,000.00

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, contingent upon people
willing to do the work to make it happen, and museum's ability to
meet required expenses.

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

It is planned the same day as ES Garden Tour. Groups of
people will want to attend after Garden Tour is

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. We hope to have businesses & individuals sponsor the event.
2. Dora Sullivan is sponsoring the band at \$350.00
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

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; A flyer for event is ready to print, A Facebook Event has been created for the Shrimp Boil Fundraiser & Facebook Event ad will be placed. There are 3 levels of Sponsorships available online or in person to businesses and individuals, These levels are \$200, \$500 and \$1,000 and include tickets to event. Sponsors are recognized before, during & after the event. An ad will be placed in the Eastern Shore Post and a flyer placed on capecharlesvirginiascapes.com and capecharleshappenings. The Fundraiser Event does have attendees from Maryland, Delaware, Virginia Beach, Norfolk and Richmond, VA, These and our members are our targeted audience as well as those who will be attending the E.S. Garden Tour.

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

Raising funds for Cape Charles Museum ensures that our history and culture is preserved and displayed presently and for future generations to enjoy and learn from. The Museum is the first thing visitors see when entering town. It gives them the sense that there is a community at work and that the Town is proud of its history.

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

We started a Lecture Series at the Museum last year which proved beyond measure how interested people are in the history and culture of this area. We need to raise funds from this event to expand our speaker base and our reach. If we have lectures or other cultural events too large for the Museum, the manager of the Oyster Farm will work with us to let us use their facility. We hope that the Town will see how important it is to maintain the Museum and campus, which draws visitors from every state as well as some international visitors. We want the Town to be proud of its Museum. We are grateful that the Mayor attended one of our board meetings. We are committed to having a positive relationship with the Town and Main Street. We want to assure the Town that Marion Naar, who caused ill will with the town and other organizations, is no longer on the Board of Directors, nor does she hold any Officer position with the Museum.



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: 3/17/24

Name of Project/Program/Event: 2025 Summer Concerts in the Park

Name of Organization: Citizens for Central Park

Address: PO Box 624, Cape Charles, VA

Contact Person & Title: Hank 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 2025 Summer Concerts in the Park program will include 12 free Saturday evening (7:00-9:00pm) concerts in Central Park from late June to early September. This will be the 12th 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 \$10,020 cost of two part-time Concert Coordinators and a part time Marketing Manager.

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: \$73,520

D. Amount of funds requested in the grant application: \$12,000 concerts and \$5,000 staff (17,000)

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

The concerts are an annual event - this will be our 12th 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, VCA Grants, and donations - \$34,300

2. Sale of alcohol (net) - \$18,000

3. Town - \$17,000; County - \$6,000

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 seven strategic objectives:

1. To maintain the small-town character of Cape Charles by providing music on Saturday evenings in the summer in a relaxed park setting for residents and visitors

2. To 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 has increased each year as we have invested in better and more popular bands and better sound quality throughout the Park by renting our own speaker system. We have also greatly improved our social media marketing and efforts to attract visitors from across the Bay and north into Maryland and New Jersey. We have also shifted an increased portion of the responsibilities from our aging volunteers to part-time paid staff. The increased costs of the bands and marketing is being funded by the profits from the sale of margaritas and beer and the \$5,000 extra grant from the town is helping us fund our shift to part-time paid staff.

2024 Summer Concerts in the Park Marketing Plan:

CCP will spend a total of \$13,000 on promoting the concerts this summer. The marketing plan includes half and full-page ads in the Eastern Shore Post (weekly) and Eastern Shore First (monthly) newspapers over the 4 months; placing rack cards in the CBBT Welcome Center and the VTC Welcome Centers in New Church (MD border) and East Coast Gateway (I-64 south of Richmond), as well as businesses around Cape Charles and the county; and posts on Facebook, Instagram, other social media, and the Cape Charles Main Street, State, ESVA, and other regional tourism websites. An experienced part-time contractor will manage these responsibilities throughout the year. Our targeted audience of the concert related newspaper ads are residents and visitors already in the area. The focus of our social media efforts are to make our 3,000+ followers on Facebook and 700 on Instagram aware of our concert schedule and other events and activities occurring in the Park.



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: 3/17/24

Name of Project/Program/Event: Central Park Drainage Swales & Landscaping

Name of Organization: Citizens for Central Park

Address: PO Box 624, Cape Charles, VA

Contact Person & Title: Hank 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:

We propose to plant water-loving shrubs, grasses, etc., in the drainage swales in the southeastern area and northwestern area of the Park to complement the River Birch and Bald Cypress trees planted a few years ago. This will result in additional uptake of stormwater, effectively increasing the holding capacity of the swales and reducing the volume discharged into the Bay. Additional amounts of nutrients will be sequestered by the vegetation. In addition, we propose to plant a few additional trees and flowering plants in open areas of the park and replenish the flowers in the planters.

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: \$17,300

D. Amount of funds requested in the grant application: - 0 -

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

The replenishing of flowers will be an annual undertaking. The 2 swale projects are one-time projects.

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

The project will enhance the Park beauty and functionality, but it is not related to any specific tourism event.

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. CCP will fund the full cost through grants, donations and surplus funds.

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

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

This project is directly related to two of the town's seven strategic goals:

1. To protect and maintain the beachfront - minimize the potential for algae blooms by reducing nutrients
2. To promote environmental stewardship - reduces the potential for street flooding caused by stormwater by effectively increasing the holding capacity of the drainage swales

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

The large swale in the southwest area of the Park was improved in 2023. CCP will seek to continue this environmental stewardship program over the next few years so as to include the northeast swale next to the Playground and the large terminus swale at the northwest corner.

CCP will be responsible for the regular watering of all of the new plantings in the Park



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: 3/17/24

Name of Project/Program/Event: Storage Enclosure by Restrooms

Name of Organization: Citizens for Central Park

Address: PO Box 624, Cape Charles, VA

Contact Person & Title: Hank Mayer

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:

CCP would like the loss of the fenced storage area that is next to the pump house in the Park on Plum St with a similar fenced storage area on the northern side of the restrooms. CCP uses the current area to store large concert signs and tools, but it is being transferred with the pump house to Virginia American Water. The new area would be enclosed with the same 6ft high aluminum fence and would be made large enough to allow parking of the PW gator that is used for Park maintenance and would also partially shield the two porta-potties and washing station located in that area during the summer.

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: Approximately \$5,000

D. Amount of funds requested in the grant application: The full amount of the cost

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

This is a one-time project

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

The enclosed area is essential for storing large concert signs and the PW gator vehicle used for Park maintenance. A diagram is attached.

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

1. _____
2. _____
3. _____

H. Items to include with your application:

1. A copy of the organization's articles of incorporation (the first year submitting and application).
2. A copy of the organization's most recent financial statement (close of 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 project is responsive to the Strategic Objective: Retain the small-town character of Cape Charles: (e)
Promote the arts, entertainment, and recreation.

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

The need for this fenced enclosure is to replace a similar storage area that will be lost with the sale of
water and sewer assets to VAW.

The enclosure is fenced on 3 sides with the same 6' high aluminum fence used at the current storage
area and same as used on the northern and southern boundaries of the Park. We estimate a total of 44'
of fence plus a 4' gate will be required. The 12' x 10' floor area would be wood mulch.

Restroom Northern Wall - 14' 9" (15') - No Fence

Fence - 12' length

Plum. eef Side

Fence - 6' length

Fence - 8' plus 4' Gate

Park Side

Fence - 6' length

Storage Area - 15' x 12'

Fence - 15'

Handicap Porta-Potty
Area - 6' x 6'

Hand Washing Area

Regular Porta-Potty
Area - 4' x 4'

Park Entrance Side - No Fence



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: 3/17/24

Name of Project/Program/Event: Renovation of Park Restrooms

Name of Organization: Citizens for Central Park

Address: PO Box 624, Cape Charles, VA

Contact Person & Title: Hank 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:

In partnership with the Town's Public Works department, we propose to totally renovate the existing restrooms in the Park this Fall after all Park events have been completed. CCP will pay for all materials and Public Works will provide all of the labor.

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: \$19,695 for materials plus labor

D. Amount of funds requested in the grant application: -0-

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

Renovations like this will probably be needed every 15 yrs or so.

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

A clean quality restroom is essential to supporting the Summer Concerts in the Park program, as well as serve the needs of all visitors to the Park

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. CCP will fund the cost thru grants and concert alcohol sales

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

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 seven strategic Goals:

1. Retain the small-town character of Cape Charles by helping support arts, entertainment, and recreation.
in Central Park.

2. Meet our residents' expectation for Town services by ensuring that the Park has clean quality restrooms
for visitor and resident use throughout the year.

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

The Park's restrooms were built in 2012 and are currently showing heavy wear and poor maintenance.

They must be renovated before another year goes by. Because of their condition, the interior space will
be gutted down to the building studs. New and better quality toilets and dual sinks will be installed.

The materials estimate and details on major appliances prepared by PW are attached.

Proposed work to be done at the park bathroom

Completely gut the building and remedy any health concerns and plumbing issue.

Install new AZEK wall board and trim.

Install new sensor operated Toilets and urinals

Install new hand wash basins that have two person capabilities.

Install new hand dryers (2 each side)

The cost are going to be in the \$18000 Range.

Cost estimated currently at :

Sink basins- 4202.28 (ADA compliant / 2 needed)

2579.31 (ADA compliant / 2 needed)

Hand driers-717.90 (ADA compliant/ 4 needed)

New toilets- 741.92 (ADA compliant/ 3 needed)

AZEK wall board, Trim and hardware-\$2,910.⁷²

Totals come to : 16412.64 + 20%

\$ 19,695.17



Tankless Toilets / Flush Valve Toilet: Zurn One(R), 1.28...



Flush Valve Toilet: Zurn One(R), 1.28 Gallons per Flush, Elongated Bowl, ADA Compliance, Top Spud

Item 46CD82

Mfr. Model Z5665.213.00.00.00

[Compare](#)

Product Details [Catalog Page N/A](#)

Brand ZURN

Brand and Series Zurn One(R)

Flushing Method Flush Valve

Gallons per Flush 1.28

Rough-In 10 In; 12 In

Spud Location Top

ADA Compliance Yes

Manufacturers Warranty Length 3 yr

Weight Capacity 400 lb

Rim Height 16-3/4 In

Collection Zurn One

Color White

Trapway Dia. 2-1/8 In

Water Surface Area 10 in x 6 in

Features Siphon Jet Flushing Action

Includes Battery Powered Integral Sensor Flush Valve

Tank/Flush Valve Mfr. Model Number ZTR6200EV

Standards ASME A112.19.2/CSA B45.1

Web Price

\$741.92 / each

This item requires special shipping, additional charges may apply.

Qty

1

[Add to Cart](#)



Ship

[Pickup](#)

Ships from supplier. Expected to arrive on or before Thu. Mar 28.

[Ship to 23301](#) | [Change](#)

Shipping Weight 58 lbs

[Ship Availability Terms](#)

[Add to List](#)

Compliance & Restrictions



This item is restricted in certain states. [View all states.](#)



WARNING: Cancer and Reproductive Harm - www.P65Warnings.ca.gov



[Alternate Products](#)



[Chat with an Agent](#)



Hand Dryers / THINAIR Hand Dryer: Auto, 14 sec Dry...



THINAIR Hand Dryer: Auto, 14 sec Dry Time, Stainless Steel, Silver, ADA Compliant, 66 to 74 dBA

Item 455C36

Mfr. Model TA-SB-110-120V

Web Price 
\$717.90 / each

Qty
1

Add to Cart

☒ Ship

Pickup

Expected to arrive
Wed. Mar 13.

Ship to 23301 | Change

Shipping Weight 10.1 lbs
Ship Availability Terms

Compare

Product Details

Catalog Page N/A

Add to List

Brand THINAIR

Manufacturer Part Number TA-SB-110-120V

Dryer Activation Automatic

Heat Setting Adjustable Heat

Heat Setting Levels High; Low; Medium

ADA Compliant Yes

Voltage 110 to 120V AC

Sound Level Category Standard Sound Level

Sound Level 66 to 74 dBA

Dry Time 14 sec

Cover Materials Stainless Steel

Color Silver

Finish Brushed

Product Type Hand Dryer

Air Flow Rate 16,000 lfm

Current 7.7 A

Wattage 915 W

Compliance & Restrictions

 Green Product - This item has been designated by the manufacturer as an environmentally preferable product (EPP) because this item is Environmental Transparency Through EPD (Environmental Product Declaration).

Green Environmental Attribute:
Applicable to LEED Criteria.

Documents

 THINAIR Hand Dryer Product Specs and Declaration

 THINAIR LEED v4 Credit Contribution

 Sell Sheet

 Sell Sheet

 Technical

 Chat with an Agent



Wall-Mounted Bathroom Sinks / BESTCARE Lavatory System: Sensor...



**BESTCARE Lavatory
System: Sensor, Meridian®,
3792 Series, Smoky Granite,
Polymer Resin**

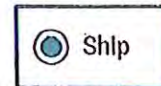
Item 53XV07 Mfr. Model 3792-0030

Web Price ⓘ
\$2,579.31 / each

This item requires special shipping,
additional charges may apply.

Qty
1

Add to Cart



Ship

Pickup

Ships from supplier. Expected
to arrive Mon. Apr 01 -
Thu. Apr 04.

Ship to 23301 | [Change](#)

Compare

Product Details Catalog Page N/A

Brand BESTCARE

ADA Compliance Yes

Back Splash Height 5-3/4 In

Bowl Depth 3 In

Bowl Length 22 In

Bowl Shape Oval

Bowl Width 12 In

Color Smoky Granite

Drain Opening 1-1/2 In

Finish Satin

Includes Mixing Valve; Plug-In Transformer

Includes Back Splash Yes

Includes Basket Strainer Yes

Includes Drain Pipe No

Includes Faucet Yes

Includes Installation Hardware Yes

Includes Side Splash No

Indoor/Outdoor Usage Indoor

Shipping Weight 211 lbs

[Ship Availability Terms](#)

[Add to List](#)

Compliance & Restrictions

This product is not intended for potable water applications (human consumption - drinking and cooking) and has not been designed to be compliant with the "Safe Drinking Water Act" requirements for low lead in potable water applications. This item is for use only in non-potable (non-human consumption) water applications.



This item is restricted for conveying or dispensing water for potable use (human consumption).

Documents



[MERIDIAN 3792 Series Wash Basin Specification Sheet](#)



[MERIDIAN 3792 Installation Guide](#)



Wall-Mounted Bathroom Sinks / BRADLEY Wash Station: Sensor, Bradley...



BRADLEY Wash Station: Sensor, Bradley, Freq, Riverstone, Terreon, 62 3/4 in Overall Lg

Item 3FLZ7 Mfr. Model S45-2463

Compare

Product Details Catalog Page 2606

Brand BRADLEY

ADA Compliance Yes

Back Splash Height 3-3/4 In

Bowl Depth 6 In

Bowl Length 23-7/8 In

Bowl Shape Rectangular

Bowl Width 17-3/4 In

Color Riverstone

Drain Opening 1-1/2 In

Faucet Hole Dia. 1-1/4 in

Finish Unfinished

Includes Battery Operated Faucet

Includes Back Splash Yes

Includes Basket Strainer No

Includes Drain Pipe No

Includes Faucet Yes

Includes Installation Hardware Yes

Includes Side Splash No

Indoor/Outdoor Usage Indoor

Manufacturers Warranty Length 1 yr

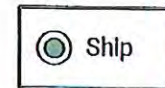
Web Price

\$4,202.28 / each

This item requires special shipping,
additional charges may apply.

Qty
1

Add to Cart



Pickup

Ships from supplier.
Expected to arrive by end of
Apr, 2024.

Ship to 23301 | Change

Shipping Weight 110 lbs.

Ship Availability Terms

Add to List

Compliance & Restrictions

This product has been certified by a third party to be compliant with the "Safe Drinking Water Act" requirements for low lead in potable (human consumption - drinking and cooking) and non-potable water applications (non-human consumption).



WARNING: This product can expose you to chemicals including Lead, which is known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov.



Chat with an Agent

12:26 PM
01/02/24
Accrual Basis

Citizens for Central Park LLC
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
NMA Federal Credit Union	43,584.33
Total Checking/Savings	43,584.33
Total Current Assets	43,584.33
TOTAL ASSETS	43,584.33
LIABILITIES & EQUITY	
Equity	
Temp Restricted Assots	
2023 Summer Concerts	17,723.84
2024 Summer Concerts	1,000.00
Landscaping	1,250.00
Total Temp Restricted Assots	18,973.84
Unrestricted Net Assets	33,215.03
Net Income	-9,604.54
Total Equity	43,584.33
TOTAL LIABILITIES & EQUITY	43,584.33

12:25 PM
01/02/24
Accrual Basis

Citizens for Central Park LLC
Profit & Loss
January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
Central Park Music Events	
2023 Summer Concerts	
Beverage sales	28,882.83
Donations	5,469.41
Grants	36,500.00
Shirts & Hats	2,080.87
Sponsorships	18,690.00
Total 2023 Summer Concerts	89,723.31
2024 Summer Concerts	
Grants	5,600.00
Sponsorships	5,500.00
Total 2024 Summer Concerts	11,100.00
Total Central Park Music Events	100,823.31
Crabby Blues Festival	
Crabby Blues 2023	
Beverages	2,915.86
Donations	113.00
Total Crabby Blues 2023	3,028.86
Total Crabby Blues Festival	3,028.86
Direct Public Grants	
Corporate and Business Grants	2,500.00
Total Direct Public Grants	2,500.00
Direct Public Support	
Individ, Business Contributions	3,040.66
Total Direct Public Support	3,040.66
Epiphany 2023	
Sales	4,899.01
Sponsors/Donations	2,210.00
Total Epiphany 2023	7,109.81
Investments	
Interest-Savings, Short-term CD	72.64
Total Investments	72.64

12:25 PM
01/02/24
Accrual Basis

Citizens for Central Park LLC
Profit & Loss
January through December 2023

	Jan - Dec 23
Memorial Brick Sales	75.00
Total Income	116,649.48
Gross Profit	110,649.48
Expense	
2022-23 Park Landscaping	15,235.95
Business Expenses	
Business Registration Fees	100.00
Business Expenses - Other	59.97
Total Business Expenses	159.97
Children's Playground	7,010.48
Crabby Blues Festival - Exp	
Crabby Blues - 2023	
Beverage Costs	1,088.47
CB Vendor fee	100.00
Total Crabby Blues - 2023	1,188.47
Total Crabby Blues Festival - Exp	1,188.47
Epiphany Party Disbursements	
Epiphany 2023 - Social Services	5,629.49
Epiphany 2023 Expenses	629.52
Epiphany donation to CC Fire Co	950.00
Total Epiphany Party Disbursements	7,109.01
Family Games Area	
Game Units	1,164.50
Total Family Games Area	1,164.50
Memorial Bricks	111.00
Memorial Trees	473.47
Operations	
Postage, Mailing Service	96.00
Supplies	5.00
Telephone, Telecommunications	157.40
Total Operations	258.40
Other Types of Expenses	
Insurance - Liability, D and O	1,027.00
Other Costs	881.10
Total Other Types of Expenses	1,908.10

12:25 PM

01/02/24

Accrual Basis

Citizens for Central Park LLC

Profit & Loss

January through December 2023

	Jan - Dec 23
Park Music Events Expenses	
2023 Summer Concerts	
Band Amenities (Food, Room, etc)	2,612.72
Band Costs	27,200.00
Beverages	0,669.88
Concert Coordinator	3,425.00
Marketing Costs	13,500.82
Other Expenses	3,823.07
Shirts & Hats	2,550.00
Sound System Rental	6,000.00
Vendor Area Improvements	12,917.00
Total 2023 Summer Concerts	80,708.59
2024 Summer Concerts	
Bands	10,100.00
Total 2024 Summer Concerts	10,100.00
Total Park Music Events Expenses	90,808.59
Reconciliation Discrepancies	0.00
Total Expense	120,254.02
Net Ordinary Income	-9,004.54
Net Income	-9,604.54

2023 Concert Revenue & Expenses

October 1, 2022 to December 31, 2023

REVENUES

Town of CC	\$15,000
Northampton County	6,000
Sponsorships	26,825
Individual & Vendor Donations	2,950
Concert Donations	3,019
CC Main Street - Lovefest	1,865
VCA Grant - Good Shot Judy	1,500
VTC Grant - Marketing	6,000
Sale of Beverages - Net	18,313
Sale of Hats & Shirts - Net	(469)
TOTAL REVENUES	\$81,003

EXPENSES

Band Fees	\$32,800
Sound System Rental	6,000
Marketing	13,509
Concert Coordinator	3,425
Hospitality	2,613
Safety/Police	800
Porta-Potties	681
Community Potluck	836
Misc Other	1,506
TOTAL EXPENSES	\$62,170
2023 CONCERT PROFIT	\$18,833
Improvements to Vendor Area - Net	4,917
NET 2023 CONCERT SURPLUS	\$13,916

2023 Concert Revenue & Expenses

October 1, 2022 to December 31, 2023

Projected 2024

REVENUES

Town of CC	\$15,000	\$17,000
Northampton County	6,000	6,000
Sponsorships	26,825	26,000
Individual & Vendor Donations	2,950	2,900
Concert Donations	3,019	3,000
CC Main Street - Lovefest	1,865	1,900
VCA Grant - Good Shot Judy	1,500	3,500
VTC Grant - Marketing	6,000	0
Sale of Beverages - Net	18,313	18,000
Sale of Hats & Shirts - Net	(469)	0
TOTAL REVENUES	\$81,003	\$78,300

EXPENSES

Band Fees	\$32,800	\$38,750
Sound System Rental	6,000	8,000
Marketing	13,509	13,000
Concert Coordinator	3,425	4,000
Hospitality	2,613	2,600
Safety/Police	800	800
Porta-Potties	681	1,000
Community Potluck	836	850
Misc Other	1,506	1,500
TOTAL EXPENSES	\$62,170	\$70,500
2023 CONCERT PROFIT	\$18,833	\$7,800
Improvements to Vendor Area - Net	4,917	0
NET 2023 CONCERT SURPLUS	\$13,916	\$7,800
Year End Cumulative Surplus	18,547	\$26,347



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: 03/18/2024

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

Name of Organization: Cape Charles Volunter Fire Co.

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

Contact Person & Title: Ryan Peake/Treasurer

Telephone Number: 803-517-7733

Email Address: treasurer@capecharlesvfc.org

Are you a non-profit organization? Yes

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

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

The Cape Charles Volunteer Fire Company is seeking annual financial support to assist with its ongoing operational costs and overhead expenses. Annually, the fire company incurs expenses ranging from \$130,000 to \$160,000, covering areas such as truck maintenance, capital expenditures, PPE and fuel. These amounts do not include any funding for new trucks. In anticipation of Cape Charles' future growth and development, we request a review and enhancement of our funding level that was established in 2018. By securing additional funds, the CCVFC will be better equipped to safeguard the town of Cape Charles and address the evolving requirements of our department including new equipment.

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

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

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

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

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

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

N/A

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

1. 2024-Northampton County- Cash \$75,000(estimated fixed amount)
2. 2024-Donations/Fund Raisers Cash/Donations \$90,000(Estimated from previous years)
3. 2024-Town Of Cape Charles \$25,000(estimated based on past years)

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:

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

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

Each year, our fire company incurs approximately \$160,000 in operational expenses. In recent years, inflationary pressures, significantly influenced by the COVID-19 pandemic, have caused our costs to surpass our revenue. In response to these financial challenges, Northampton County has recently doubled its annual support to assist in mitigating these expenses. We are now approaching the Town of Cape Charles with a request to similarly increase their annual contribution to at least \$75,000. The financial assistance from the Town of Cape Charles has remained unchanged since 2018. Moreover, the town has seen the addition of over 221 new homes within its town limits, further increasing the demand on our services without any corresponding increase in funding to support the necessary expansion of our resources and equipment.

Form **990**Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

For the 2022 calendar year, or tax year beginning , and ending

- Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization

Cape Charles Volunteer Fire Company

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)
PO Box 427

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

Cape Charles VA 23310

F Name and address of principal officer:

William Powell

D Employer identification number

-*8839

E Telephone number

757-331-2826

G Gross receipts \$ 200,943

H(a) Is this a group return for subordinates? ☐ Yes ☒ NoH(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527J Website: www.capecharlesvfc.org

H(c) Group exemption number

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 1928 M State of legal domicile: VA

Part I Summary

1 Briefly describe the organization's mission or most significant activities:

Volunteers provide fire protection and life safety to community.

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)

3 9

4 Number of independent voting members of the governing body (Part VI, line 1b)

4 7

5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)

5 0

6 Total number of volunteers (estimate if necessary)

6 16

7a Total unrelated business revenue from Part VIII, column (C), line 12

7a 0

b Net unrelated business taxable income from Form 990-T, Part I, line 11

7b 0

8 Contributions and grants (Part VIII, line 1h)

Prior Year

Current Year

116,944

163,951

9 Program service revenue (Part VIII, line 2g)

9 0

10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)

9 14

11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)

35,413

26,477

12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)

152,366

190,442

13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)

0

14 Benefits paid to or for members (Part IX, column (A), line 4)

0

15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)

0

16a Professional fundraising fees (Part IX, column (A), line 11e)

0

b Total fundraising expenses (Part IX, column (D), line 25)

0

17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)

177,286

122,515

18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)

177,286

122,515

19 Revenue less expenses. Subtract line 18 from line 12

-24,920

67,927

20 Total assets (Part X, line 16)

Beginning of Current Year

End of Year

703,224

747,999

21 Total liabilities (Part X, line 26)

76,282

53,130

22 Net assets or fund balances. Subtract line 21 from line 20

626,942

694,869

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

William Powell

Date

President

Type or print name and title

Paid

Print/Type preparer's name

Susan D. Nottingham, CPA

Preparer's signature

Date

08/10/23

Check ☒ if

PTIN

Preparer Only

Firm's name: **Gilbert, Nottingham & Mays**
PO Box 426

Firm's EIN

Firm's address: **Accomac, VA 23301-0416**

Phone no.

757-787-4700

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2022)



TOWN OF CAPE CHARLES NON-PROFIT GRANT 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 Monday March 4, 2024.

SECTION A: APPLICANT INFORMATION

Date: March 15, 2024

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, VA 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 501-C6

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 from 990
4. A copy of the organization's tax-exempt status

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

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.

Appendix 1:

Mission Statement: The mission of the Eastern Shore of Virginia Tourism Commission is to attract visitors, stimulate economic development, and protect the regions unspoiled ecosystems and local communities.

Description of Services Provided:

- A. Produces an annual print visitor guide distributed throughout the state and at key out-of-state distribution points. This guide is distributed to potential visitors through the Virginia Tourism Corporation's statewide Welcome Centers, at military bases, at private town and regional visitor centers across Virginia, at the ESVATC Welcome Center, and at local onshore businesses. The guide is also mailed to potential visitors who request it. The guide provides readers with compelling reasons to visit the Eastern Shore in order to explore attractions, towns and natural beauty located off Route 13.
- B. Manages a comprehensive website that visitors use to plan a trip to the region, with attractions, hotels/motels/B&Bs, restaurants, itineraries, and events. This website lists all tourism-related businesses and events for free. VISITESVA.com continues to be our regional tourism digital platform. The ESVATC also manages a second website devoted to long feature stories about the destination. To date, 40 plus custom landing pages highlight outdoors, culinary, events, and other key products, with links to local businesses.
- C. Produces content for five social media platforms, Facebook, YouTube, Pinterest, TikTok, and Instagram.
- D. Produces a quarterly consumer email distributed to opt-in consumers.
- E. Operates the Eastern Shore of Virginia Welcome Center, which attracts on average 10,000 visitors a month, and is open seven days a week and 363 days a year and directs them into Eastern Shore towns and venues. The Welcome Center was certified by the Virginia Tourism Corporation in 2013, giving the ESVATC free guide distribution in 76 Welcome Centers around Virginia. The Welcome Center provides the local tourism industry, which often has little or no marketing budget, with a means to promote their business to a large group of potential customers.
- F. Generates positive publicity about the Eastern Shore by planning and conducting media tours for individual travel writers and groups, leading to stories that appear in local, regional and nationwide newspapers, magazines and web sites. The Tourism Commission is recognized by the Virginia Tourism Corporation as the official Destination Marketing Organization (DMO) for the Eastern Shore.
- G. Collaborates with local and regional businesses, tourism organizations and towns on regional tourism marketing and development programs.
- H. Manages a local industry relations program, an annual Tourism Summit in the winter months, which includes workshops for local tourism business owners and acts as a collaborative think tank for the industry. Manages an industry email program to keep tourism industry partners better informed.

I. The ESVA Tourism Summit continued for a second year in February 2023, and had an excellent turnout that created excitement for business owners. We continue our partnership with Advance Travel and Tourism which will enhance our marketing efforts throughout the east coast. In October 2023 we hosted a Familiarization Tour that brought 30 Welcome Center employees from across the Commonwealth of Virginia to the Eastern Shore. In our paid advertising campaigns, we have done detailed research into visitor personas to make sure we are reaching people that are interested in supporting our small businesses, taking care of our destination, and being a part of our vision of sustainability. With these campaigns, which have generated over 2 million impressions and more than 42,000 direct visitors to our website.

The Eastern Shore Tourism Commission is present and active on 7 social media channels, which have about 35,000 followers. On our channels, we share outdoor adventures, feature small businesses, and help potential visitors discover just how incredible the Shore truly is.