TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center
January 16, 2025
6:00 PM

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Councilmen Buchholz, Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Staff in attendance were Town Manager John Hozey, Assistant Treasurer Adrian Oei, Zoning Enforcement Officer Jack Steinmayer, Police Chief Jim Pruitt and Town Clerk Libby Hume. There was one member of the public physically in attendance, and 7 viewers on Facebook.

A moment of silence was observed followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:
There were no visitors to be recognized, nor any presentations scheduled this evening.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)
John Rowe, resident
Mr. Rowe stated that he attended last night's work session on the Beachfront Master Plan, and it was nice seeing the reductions made to the plan. He noted that there had been no discussion about cost benefits or any trade-offs. The Town was doing this mostly for tourists and the residents would be on the hook to pay for it. The tourists would pay nothing. He understood that tourism was a necessary part of the Town's revenue, and the merchants needed it, but he would like to see a cost benefit analysis performed and the estimated return on investment.

There were no other comments to be heard, nor any comments received in writing prior to the meeting.

CONSENT AGENDA
A. Approval of Agenda Format
B. Approval of Minutes:
   i. December 9, 2024 Town Council Work Session
   ii. December 19, 2024 Town Council Regular Meeting
C. Approval of November 30, 2024 Financial Report

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to approve the Consent Agenda with amendment of the agenda to add item #7C-Appointment of Town Council Representative to the Planning Commission. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:
There was no unfinished business for review.

NEW BUSINESS:
A. *Election of Vice Mayor for a Two-Year Term:*
   John Hozey explained that the Mayor was requested to seek nominations from the Council. Once all nominations had been received, the Mayor would close the nominations. If more than one nomination was received, each Council member would write down their preferred choice on a piece of paper and pass them to the Mayor to tally the result. Afterwards, a motion should be made to appoint the Council member receiving the most votes.

Councilman Grossman nominated Councilman Buchholz to be vice mayor. Councilwoman Holloway seconded the nomination.

As there were no other nominations for vice mayor, Mayor Charney called for the vote.

Councilman Buchholz was elected as vice mayor to serve from January 2025 through December 2026 by unanimous vote.

B. *Appointment of Town Council Representative to the Harbor Area Review Board:*
John Hozey stated that a number of the Town's Boards, as well as the Planning Commission, included a representative from the Town Council. Former Vice Mayor Bennett had been the Town Council representative on the Harbor Area Review Board (HARB) but since his retirement from the Town Council at the end of December 2024, a new representative needed to appointed. Mayor Charney should ask for volunteers. If more than one member volunteered, then each Council member would write down their preferred choice and pass the ballots to the Mayor to tally the result.

Mayor Charney opened the floor for volunteers. Councilman Butta and Councilwoman Ashworth volunteered to serve on the HARB.

Mayor Charney tallied the results which were tied with three ballots each for Councilman Butta and Councilwoman Ashworth. Per the Town's charter, in the case of a tie, the Mayor would vote to break the tie. Mayor Charney voted for Councilman Butta to serve on HARB.

Motion made by Councilwoman Holloway, seconded by Councilwoman Ashworth, to appoint Councilman Butta as the Town Council representative to the Harbor Area Review Board. The motion was approved by unanimous vote.

There was some discussion regarding the boards with Council representation. It was noted that the Historic District Review Board did not have a Council representative, and Councilwoman Holloway felt that it would be very helpful to have a representative on the HDRB. John Hozey stated that it would require and ordinance change to add a Council representative to the HDRB. Councilwoman Holloway asked for this topic to be added to a future agenda for discussion.

Appointment of Town Council Representative to the Planning Commission:
Councilman Grossman stated that he had served as the Council representative to the Planning Commission for a number of years and felt that it was time for him to step down to allow someone else to serve on the Commission.

Mayor Charney asked for volunteers or nominations.

Councilwoman Holloway nominated Councilman Newman as the Council representative to the Planning Commission. Councilman Butta seconded the nomination.

As there were no other nominations, Mayor Charney called for the vote.

Councilman Newman was appointed as the Town Council representative to the Planning Commission by unanimous vote.

John Hozey gave his heartfelt thanks to Councilman Grossman for his contributions to the Planning Commission with his work on the comprehensive plan, zoning ordinance, and short-term rental process. He did an enormous amount of work, and we all owed Councilman Grossman a great thank you.

TOWN MANAGER COMMENTS

John Hozey commented as follows: i) One small capital project, Strawberry Street Sidewalk by Central Park, had to be put back out for bids. We had been working with a contractor for some time, but he was having state licensing issues; ii) He had one new hire since the last meeting. Tim Hamann was hired as the harbor maintenance assistant. He added that he was really pleased at how well the team was coming together. The new Harbor webpage was up and looked good with all the information on there; iii) A new Short-Term Rental webpage was in the works and would have FAQs, short-term rental information, regulations, and forms. It should be live soon; iv) He thanked everyone for the last-minute push for the Community Strategic Planning Survey. We had 444 responses. The results would be presented at the work session on February 6th; v) Also on February 6th, public hearing and a special meeting was scheduled for a conditional use permit for the former Kelly's restaurant. The new owner was having issues with placement of the propane tank(s). The current tank was under ground but it had to be replaced with above ground tank(s) which must be screened. The Fiscal Year 2025 Mid-Year Budget amendment would also be up for public hearing and adoption during the special meeting.

MAYOR AND COUNCIL COMMENTS

Councilman Grossman commended Katie Nunez, Marion Sofield and Jeb Brady for taking the time to hold the short-term rental meeting with real estate agents. It was a very positive interchange with positive feedback.

There were no additional comments.

Mayor Charney read the announcements.

Councilman Buchholz stated that a memorial service/celebration of life for Smitty Dize would be held as part of Cape Charles Day.

Motion made by Vice Mayor Buchholz, seconded by Councilman Grossman, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.

The Regular Meeting adjourned at 6:18 p.m.

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Mayor Charney

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Town Clerk

TOWN COUNCIL
Work Session
Cape Charles Civic Center
January 16, 2025
Immediately Following the Regular Meeting

At 6:20 p.m. Mayor Adam Charney, having established a quorum, called to order the Work Session of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Also, in attendance were Town Manager John Hozey, Assistant Treasurer Adrian Oei, and Town Clerk Libby Hume. There were no members of the public in attendance.

John Hozey stated that the attached documentation only included the items that had changed, and went on to review the following:

General Fund Revenue: i) The budget was put together in June and the county assessments were received in the fall. The Town actually billed more than what was budgeted so the numbers were adjusted accordingly; ii) Bay Creek Impact Fees – This was determined during negotiation of the Annexation Agreement. We initially budgeted for $60K, but $87K had already been received to date; iii) Rental Inspections – When the budget was put together in June, short-term rentals in Bay Creek were not being inspected but were now required to get inspections; iv) Dividend & Interest Income – This report reflects the income from the first 5 months of FY 2025 and shows income of $385K. $293,370 was booked to the General Fund and $91,730 was booked to the Utility Fund. The full year was estimated at $916,704. This number was discounted by 12% due to expected lower rates, so $805,285 was added to the budget = $444,497 to the General Fund and $361,787 to the Capital Fund. Councilman Grossman asked why all the funding wasn't placed in the General Fund then transferred to the other funds. John Hozey stated that it would not be as transparent to the public since not all the funds were to be used in the General Fund. Councilman Grossman suggested doing the same for the .5% of the meals tax which currently goes into General Fund Revenue, then gets transferred into the Capital Fund. John Hozey stated that this could be done the same way although it was a small amount. Much discussion continued regarding this item; v) A little less money was received from the Litter Grant than the original application amount, so this number was adjusted.

General Fund Expenses: John Hozey stated that all personnel, benefits, etc. were trued up.
Town Clerk: i) The Bay Storage rental increased to $439 per month, so the line item was increased by $381; ii) $8K was added to get the updated zoning ordinance codified into Municode along with the Town Code.

Town Manager: i) The former assistant was full-time, but the current assistant was working part-time so the full-time line was reduced and adjusted into the part-time line item; ii) The relocation expense was increased based on negotiations with the new town manager; iii) Town support for the Sail 250 event in 2026 – got a general consensus of $30K support for this. This represented 45% of the total cost with Cape Charles Main Street (CCMS) coming up with 55%. The deposit needed to be put down this fiscal year, so $19,800 was added to this year's budget with the remaining $10,200 expected in FY 2026; iv) Recreation Programs & Events – To date, the actual costs had already exceeded the budgeted amount. To allow for the remainder of this fiscal year, and several large events coming up, an additional $25K was added to this line item; v) Based on last night's discussion, we might need to add more funding for the Beachfront Master Plan. We had some money in reserve and in other line items but would like to keep these for the unknown. We had budgeted $50K for Professional Services and $25K had been spent. There was $25K left in the line item, but Baker Tilley would be funded from that. John Hozey suggested adding $25K to line item 100-4121-3410 (Professional Services) to provide some wiggle room. This was not shown on the attached documentation as it was just discussed last night.

Finance: The budget was approved prior to the hiring of the new treasurer. The changes to this budget were basically trueing up the expenses, adding certifications for staff and purchasing a new locking cabinet.

Police: i) He was alarmed when he saw the new rates for worker's comp. There was a $14K increase for the police department as the rates had a significant spike after the budget was approved. We had some claims last year and that might have contributed to the increase; ii) Travel expenses, education, uniforms and equipment were increased based on having 2 officers in the academy.

Code Enforcement: i) John Hozey directed everyone to the *STR Regulation Implementation & Enforcement* handout for estimated costs for the new software, computers/equipment, a new golf cart, a new staff member and miscellaneous items. These costs would be split 50/50 between the Code Enforcement and the Planning & Zoning departments. There was much discussion about the costs and whether some of the items were actually necessary. John Hozey stated that the recurring costs would be made up from the fees being charged to the short-term rental owners but suggested that the one-time costs be covered by the Town. He went on to review the proposed recurring cost recovery. The total combined Short-Term Rental (STR) permit fee would be $570 per year initially, in addition to the current business license fees and appropriate transient occupancy fees. He noted that if Bay Creek was included, the permit fee would drop to about $300 annually.

Public Works: i) Most of the items in this budget were routine expenses; ii) The Capital Fund included funding for the electrical upgrade of Mason Avenue. Unfortunately, no contractor wanted to do the project due to the large scope. Ralph Bowen did a good job getting Strawberry Street upgraded for under $10K. This expense was moved from Capital to operations under CCMS for better tracking.

Information Technology: i) This item included the STR software and computer. It also included previously approved software for the Building/Code Enforcement and Planning & Zoning department, but the quotes were a year old and costs had gone up, so additional funding was requested so the departments could move forward with the software purchase. The funding breakdown was $45K for the STR software annual subscription, $12K one-time cost for the STR software package, and $2,500 for the Building/Planning & Zoning software.

Library: i) The items were for routine expenses; ii) Councilwoman Ashworth asked for $500, as the Town Council representative to the Library Board, to cover the costs for the upcoming Town Wide Read. She found out that in previous years, the Library Board members were paying for the costs out of pocket for the movie showing, licensing, and cleaning for the Palace Theatre. This year's book was *Hidden Figures* and the licensing would not allow the movie to be shown in a public theater, so it would be held in the Cape Charles Christian School. Any remaining funds would be donated to the Cape Charles Christian School for allowing us to use their facilities. Councilwoman Holloway noted that $750 would be better since the licensing varies by movie and would allow for a better donation to the school. John Hozey stated that this would be included in the budget going forward.

Planning: i) Most of the additions were the same as in Code Enforcement for the STR software, staffing, etc.; ii) There was more discussion regarding the permit fees to recover the recurring expenses. The fees would be reviewed annually during the budget sessions and would be adjusted based on the costs and the number of active STRs. The Town would set the fee to an amount necessary to recover the cost of the recurring charges to the town. John Hozey noted that the cost of the software was just a placeholder based on Katie Nunez' research of other localities. The actual costs were unknown until the Request for Proposals was issued. Also, the fees would not be charged for a year due to the 1-year grace period which began November 19, 2024, the date that the ordinance was adopted. Councilwoman Ashworth commented that it would be the taxpayers who would be paying for the software, golf cart, staff person, etc. for the first year during the grace period, since the revenue from STRs would not come in until November 2025; iii) Additional funding was requested for board compensation due to more meetings than initially anticipated.

The final adjustment of $4,225.68 was due to a formula error in the original spreadsheet. This amount was needed to balance correctly.

Capital Fund: i) The only Capital Project remaining to be completed this fiscal year was the Keck Wells Water Line Return. This used to be in the Utility Budget but was now in the General Fund since we no longer have a Utility Fund. The Town had requested that Virginia American Water (VAW) to include this project as a separate line item in their invitation for bids so the work could be done when the trench would be open. This was our opportunity to bring treated water to support the workforce housing project along Cassatt Parkway/Old Cape Charles Road. The engineer's estimate for this project was $225K. The low bid received by VAW for the return line was $550K and the high bid was $1.4M which was insane. Mayor Charney noted that the longer we waited, the higher the costs. VAW was holding the bid for us but we needed to let them know tomorrow because they were moving forward with their project. John Hozey recommended that we move forward with this project, suggesting we budget up to $565K which included an additional $15K for contingency. Any remaining funds would be transferred to the Fund Balance. Councilman Grossman asked that the line item description on the spreadsheet be changed to show "Transfer to Capital Fund Balance."

Harbor Fund: i) Revenues were reduced based on current prices and fees; ii) The Harbor was an enterprise fund, but the Town had always subsidized the Capital projects and debt service. Last year was the first year where we also had to subsidize operations. Now that the Town had taken back the operations, we would look at the rates in next year's budget sessions as it had been 4 years since the last rate review/adjustment. He was very hopeful and optimistic for the harbor operations going forward; ii) The Town was getting back $161K from the management contract, but there were a lot of items that were necessary such as software, repair and maintenance, minor upgrade for the bath house lighting, etc.; iii) The last handout was from Coastal Seaplanes for a concept proposal to establish a seaplane terminal in the harbor for regular flight service across the bay. They would pay for all the improvements and pay for lease to use the space. The area in the harbor would be used only to load and unload passengers. The planes would not be moored overnight. It was an interesting proposal.

There were no questions or additional comments about the proposed mid-year budget amendment.

Vice Mayor Buchholz commented that when the Fig Street Inn came back for their conditional use permit (CUP), which would now be permitted with the new zoning ordinance, he would like the Town to waive fees since they had already paid over $1K in fees for their previous application. John Hozey agreed, adding that the Kohlers had done everything that we had asked of them, and had paid all of the fees. The recently adopted zoning ordinance made it possible for them to move forward with their plans by CUP. They would still have to go through the process, but it would be a good gesture to waive the CUP fee. If he had Council support, he would authorize waiving the fee which was approximately $750. There were no objections from Council.

Motion made by Vice Mayor Buchholz, seconded by Councilwoman Ashworth, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

The Town Hall Meeting was adjourned at 7:39 p.m.

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Mayor Charney

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Town Clerk

FY2025 Mid-Year Budget Adjustment

01/16/25

	Budget	YTD as of 12/10/24	Projected	Change	Notes
GF Revenue					
100-3010-2024 Real Property Tax 2024	$ 1,491,535.62	$ 1,426,925.63	$ 1,591,536.00	$ 100,000.38	Difference between original budget and final county assessment
100-3090-1000 Bay Creek Impact Fees	$ 60,000.00	$ 87,000.00	$ 120,000.00	$ 60,000.00	
100-3100-1600 Rental Inspections	$ 18,000.00	$ 3,350.00	$ 27,000.00	$ 9,000.00	Added Bay Creek inspections
100-3300-1750 Dividends & Interest on Investments	$ 285,101.00	$ 293,370.00	$ 444,497.76	$ 159,396.76	Adjusts for original conservative estimate, lower interest rates in 2025, and balanacing mechanism for the budget
100-3800-5000 Grant - Litter Prevention Grant (DEQ)	$ 2,200.00	$ 2,551.41	$ 1,838.00	$ (362.00)	Grant awarded for less than original application amount
General Fund Revenue Total				**$ 328,035.14**	
GF Expenses					
Town Clerk					
100-4112-2000 FICA Expense	$ 5,204.46	$ 2,187.85	$ 5,300.00	$ 95.54	
100-4112-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 4,613.16	$ 1,947.45	$ 4,700.00	$ 86.84	
100-4112-2230 Worker's Comp	$ 40.43	$ 24.30	$ 60.00	$ 19.57	
100-4112-2300 Health Insurance	$ 30.00	$ 30.00	$ 100.00	$ 70.00	
100-4112-2310 Dental Insurance	$ 309.06	$ 309.06	$ 800.00	$ 490.94	
100-4112-3030 Lease - Storage	$ 4,800.00	$ 1,669.00	$ 5,181.00	$ 381.00	Bay Storage rental increased to $439/month
100-4112-5240 Books & Subscriptions	$ 13,050.00	$ 424.98	$ 21,050.00	$ 8,000.00	Increased costs for Town Code & Zoning Ordinance Supplemental Recodifications
Clerk Total				**$ 9,143.89**	
Town Manager					
100-4121-1000 Regular Salaries & Wages Town Manager	$ 168,331.11	$ 61,060.11	$ 132,504.00	$ (35,827.11)	Old TM Assist. separated 8/15/24
100-4121-1200 PT Salaries & Wages TM	$ 46,586.70	$ 13,682.64	$ 66,355.00	$ 19,768.30	New TM Assist. moved to part-time
100-4121-2230 Worker's Comp	$ 861.66	$ 687.89	$ 1,652.00	$ 790.34	
100-4121-2350 Relocations Assistance	$ 5,000.00	$ 1,000.00	$ 9,000.00	$ 4,000.00	
100-4121-4080 Grant Exp - Sail 250	$ -	$ -	$ 19,800.00	$ 19,800.00	Tall Ships event. Add'll expense of $10,200 expected in FY26.
100-4121-6050 Uniforms Expense	$ 1,000.00	$ 531.73	$ 1,500.00	$ 500.00	
100-4121-6100 Recreation Programs & Events	$ 54,000.00	$ 66,763.46	$ 79,000.00	$ 25,000.00	
100-4121-7000 Water & Sewer Expense TM	$ 1,408.56	$ 1,365.23	$ 3,000.00	$ 1,591.44	
100-4121-8510 Transfer to Harbor Fund	$ 198,523.00	$ -	$ 263,234.00	$ 64,711.00	
Town Manager Total				**$ 100,333.97**	
Finance					
100-4124-1000 Regular Salaries & Wages Finance	$ 321,416.03	$ 137,601.31	$ 351,751.20	$ 30,335.17	True up for hiring of new Treasurer & expand role of Finance Clerk II to BPOL & STR Licensing Specialist
100-4124-2000 FICA Expense	$ 24,588.59	$ 10,109.14	$ 30,310.00	$ 5,721.41	
100-4124-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 21,791.98	$ 11,281.61	$ 28,000.00	$ 6,208.02	
100-4124-2230 Worker's Comp	$ 181.32	$ 110.25	$ 285.00	$ 103.68	
100-4124-2310 Dental Insurance	$ 1,507.38	$ 819.39	$ 2,000.00	$ 492.62	
100-4124-5260 Employee Testing & Certification	$ -	$ -	$ 1,200.00	$ 1,200.00	CPFO certification for Assist. Treas.
100-4124-6000 Office Supplies	$ 5,429.00	$ 1,808.19	$ 8,830.00	$ 3,401.00	Locked cabinet for sensitive documents
Finance Total				**$ 47,461.90**	
Police					
100-4310-2230 Worker's Comp	$ 15,571.41	$ 12,305.29	$ 29,535.00	$ 13,963.59	New rates received after the original budget
100-4310-3025 Repair Main & Inspect Contracted Svcs	$ -	$ -	$ 500.00	$ 500.00	New Police printer/copier repair/overage
100-4310-5110 Lease, Office Equipment	$ -	$ -	$ 350.00	$ 350.00	New Police printer/copier base lease
100-4310-5205 Travel-Mileage, Parking & Tolls - Pol. Acad	$ -	$ -	$ 1,800.00	$ 1,800.00	Bridge toll for 5 days a week x 18.5 weeks
100-4310-5210 Travel-Lodging & Meals	$ 2,500.00	$ 13.42	$ 8,100.00	$ 5,600.00	Lunch & occasional lodging for 2 officers @ police academy
100-4310-5230 Education	$ 3,000.00	$ 4,500.00	$ 4,500.00	$ 1,500.00	Academy dues increased
100-4310-6050 Uniforms Expense	$ 6,000.00	$ 2,426.82	$ 7,000.00	$ 1,000.00	Academy uniforms/PT uniforms/Black leather boots
100-4310-6175 Vehicles & Powered Equipment Fuel	$ 25,000.00	$ 6,827.60	$ 26,800.00	$ 1,800.00	Could be fine with budget already but want to be on safe side
Police Total				**$ 26,513.59**	

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Dividend & Interest Income

Actual

General Fund:	293,370
Utility Fund:	91,730
Total (first 5 months)	385,100
Extrapolated for a full year:	916,704
Less 12% due to expected lower rates:	806,285
	444,497 General Fund
	361,787 Capital Fund

FY2025 Mid-Year Budget Adjustment

01/16/25

	Budget	YTD as of 12/10/24	Projected	Change	
Code Enforcement					
100-4340-1000 Regular Salaries & Wages Code	$ 115,081.77	$ 50,470.55	$ 122,416.00	$ 7,334.23	New STR employee 50% to Code 50% to Planning
100-4340-2000 FICA Expense	$ 10,819.24	$ 3,787.80	$ 14,486.00	$ 3,666.76	New STR employee 50% to Code 50% to Planning
100-4340-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 9,588.80	$ 3,294.00	$ 13,255.00	$ 3,666.20	New STR employee 50% to Code 50% to Planning
100-4340-2230 Worker's Comp	$ 500.77	$ 369.16	$ 950.00	$ 449.23	
100-4340-2310 Dental Insurance	$ 602.95	$ 297.96	$ 750.00	$ 147.05	
100-4340-7070 Vehicles & Equipment	$ -	$ -	$ 5,750.00	$ 5,750.00	New golf cart for inspection/enforcement 50/50 between Code & Planning
Code Enforcement Total				**$ 21,013.47**	
Public Works					
100-4430-2000 FICA Expense	$ 20,652.98	$ 9,522.83	$ 24,000.00	$ 3,347.02	
100-4430-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 18,304.59	$ 8,704.84	$ 21,000.00	$ 2,695.41	
100-4430-2230 Worker's Comp	$ 6,416.32	$ 3,646.34	$ 8,754.00	$ 2,337.68	
100-4430-2310 Dental Insurance	$ 1,808.86	$ 943.36	$ 2,300.00	$ 491.14	
100-4430-6000 Office Supplies	$ 1,000.00	$ 868.44	$ 2,000.00	$ 1,000.00	
100-4430-6025 Janitorial & Kitchen Supplies	$ 7,200.00	$ 4,356.26	$ 8,700.00	$ 1,500.00	
100-4430-6075 Hand Tools & Light Equipment	$ 1,500.00	$ 1,333.89	$ 2,500.00	$ 1,000.00	
100-4430-6235 Repair & Maintenance Supplies Business District	$ 5,000.00	$ 3,787.91	$ 15,000.00	$ 10,000.00	Increased cost of electrical upgrade
Public Works Total				**$ 22,371.25**	
Information Technology					
100-4127-6150 Computer, Software & Electronics	$ 46,705.00	$ 15,007.89	$ 112,955.00	$ 66,250.00	Increases for approved builiding and zoning software; plus new STR software and STR computers.
Information Technology Total				**$ 66,250.00**	
Library					
100-4730-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 8,480.43	$ 4,164.44	$ 10,000.00	$ 1,519.57	
100-4730-2300 Health Insurance	$ 21,539.40	$ 9,993.84	$ 25,000.00	$ 3,460.60	
100-4730-2310 Dental Insurance	$ 904.43	$ 446.94	$ 1,100.00	$ 195.57	
100-4730-3025 Repair Maint & Inspect Contracted Svcs	$ 1,200.00	$ 1,010.61	$ 2,400.00	$ 1,200.00	Overage for main library copier/printer. This printer is available to the public & usage has increased over the years.
100-4730-2230 Worker's Comp	$ 58.25	$ 34.72	$ 90.00	$ 31.75	
100-4730-4090 Grant Exp - DEQ Litter Grant - Library	$ 2,200.00	$ -	$ 1,838.00	$ (362.00)	Grant awarded for less than original application amount
Library Total				**$ 6,045.49**	
Planning					
100-4811-1000 Regular Salaries & Wages Planning	$ 182,597.04	$ 69,618.90	$ 189,930.00	$ 7,332.96	New STR employee 50% to Code 50% to Planning
100-4811-1200 PT Salaries & Wages Planning	$ -	$ 1,450.00	$ 3,700.00	$ 3,700.00	Compensation for boards - more meetings than anticipated & corrects original board pay
100-4340-2000 FICA Expense	$ 16,798.74	$ 5,371.09	$ 20,465.00	$ 3,666.26	New STR employee 50% to Code 50% to Planning
100-4340-2200 Retirement-ER VRS & ICMA-RC Contribution	$ 17,834.61	$ 6,747.30	$ 21,501.00	$ 3,666.39	New STR employee 50% to Code 50% to Planning
100-4811-2230 Worker's Comp	$ 93.76	$ 147.84	$ 357.00	$ 263.24	
100-4811-2310 Dental Insurance	$ 602.95	$ 372.45	$ 900.00	$ 297.05	
100-4811-7070 Vehicles & Equipment	$ -	$ -	$ 5,750.00	$ 5,750.00	New golf cart for inspection/enforcement 50/50 between Code & Planning
Planning Total				**$ 24,675.90**	
General Fund Expenses Total				**$ 323,809.46**	
General Fund Revenue Less Expenditures				**$ 4,225.68**	Increased revenue over expenditures corrects clerical error in original budget adoption

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FY2025 Mid-Year Budget Adjustment

01/16/25

	Budget	YTD as of 12/10/24	Projected	Change	
Capital Fund Revenue					
110-3300-1750 Dividends & Interest on Investments	$ -	$ -	$ 361,787.64	$ 361,787.64	Excess Interest & Dividends not budgeted during FY25 budget development
Capital Fund Revenue Total				**$ 361,787.64**	
Capital Fund Expenses					
110-4430-7013 Buildings & Improvements Beachfront Revitalization	$ 45,000.00	$ -	$ -	$ (45,000.00)	
110-4430-7014 Buildings & Improvements Beach Restroom/Bathhouse	$ 45,000.00	$ -	$ -	$ (45,000.00)	
110-4430-7020 Infrastructure-Open Space, Parks & Outdoor Equip	$ 40,000.00	$ -	$ -	$ (40,000.00)	
110-4430-7065 Keck Wells Water Line Return	$ -	$ -	$ 225,000.00	$ 225,000.00	Current low bid: $550,000
110-4121-8100 Transfer to Fund Balance	$ 6,360,805.67	$ -	$ 6,630,492.11	$ 266,787.44	
Capital Fund Expenses Total				**$ 361,787.44**	
Capital Fund Revenue Less Expenditures				**$ -**	

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STR Regulation Implementation & Enforcement

Estimated Costs

One-time start-up costs

Software package:	$12,000
Computers/Equipment:	$2,500
Golf Cart:	$11,500
	$26,000

Annual recurring costs

Software package subscription:	$45,000
Enforcement officer salary/benefits:	$51,000
Misc.	$500
	$96,500

Recurring cost recovery

Current inspection fee: $150 per STR per year

New annual costs: $96,500/230 STRs = $420 per STR, per year

New total combined STR permit fee: $570 per STR per year* (to start)

* Note this would be in addition to all current business license fees and appropriate transient occupancy taxes

(If Bay Creek were included, new cost per STR would drop to $300)

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	$ 620,000		$ 50,000		$ 190,000	$ 190,000	$ 190,000
Sports/Rec Field/Restroom*	Low	IV	C	$ 310,000				$ 30,000	$ 280,000	
Keck Wells Water Line Return	High	III	B	$ 225,000		$ 225,000				

GF Total - 2024 dollars	$ 12,018,333	$ 608,333	$ 4,655,000	$ 4,450,000	$ 1,420,000	$ 695,000	$ 190,000
Inflation adjusted dollars (3%)	$ 12,322,383	$ 608,333	$ 4,655,000	$ 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	$ 12,693,620	$ 777,083	$ 4,939,537	$ 4,582,000	$ 1,510,000	$ 695,000	$ 190,000
Inflation adjusted dollars (3%)	$ 13,007,030	$ 777,083	$ 4,939,537	$ 4,719,460	$ 1,600,600	$ 757,550	$ 212,800

*Grants, divestitures, or new debt could reduce costs

v.mid-year

FY2025 Mid-Year Budget Adjustment

01/16/25

	Budget	YTD as of 12/10/24	Projected	Change	
Harbor Fund Revenue					
510-3150-1000 Harbor Fuel Sales	$ 400,000.00	$ 187,175.96	$ 350,000.00	$ (50,000.00)	Drop in expected fuel prices over original budget
510-3150-1100 All Miscellaneous Sales	$ -	$ -	$ 5,000.00	$ 5,000.00	
510-3150-2000 Dockage Fees	$ 350,000.00	$ 123,135.30	$ 340,000.00	$ (10,000.00)	
510-3150-2200 Lease - Seaplane Operation	$ -	$ -	$ 4,000.00	$ 4,000.00	
510-3650-1000 Credit 1%/Debit$0.25 Card Fee Rev	$ 17,500.00	$ -	$ 6,500.00	$ (11,000.00)	
510-3950-2110 Transfer from General Fund	$ 198,523.00	$ -	$ 263,234.00	$ 64,711.00	Will re-assess rates next year to reduce operational subsidy (currently $144,850)
Harbor Fund Revenue Total				**$ 2,711.00**	
Harbor Fund Expenses					
510-4713-1000 Regular Salaries & Wages Harbor	$ -	$ -	$ 108,000.00	$ 108,000.00	Wages & benefits for new harbor employees
510-4713-2000 FICA Expense	$ -	$ -	$ 9,130.00	$ 9,130.00	Wages & benefits for new harbor employees
510-4713-2100 SUI Expense	$ -	$ -	$ 20.00	$ 20.00	Wages & benefits for new harbor employees
510-4713-2200 Retirement-ER VRS & ICMA-RC Contribution	$ -	$ -	$ 8,090.00	$ 8,090.00	Wages & benefits for new harbor employees
510-4713-2210 Life Insurance	$ -	$ -	$ 1,600.00	$ 1,600.00	Wages & benefits for new harbor employees
510-4713-2220 Disability Insurance, LTD & STD	$ -	$ -	$ 930.00	$ 930.00	Wages & benefits for new harbor employees
510-4713-2230 Worker's Comp	$ -	$ -	$ 70.00	$ 70.00	Wages & benefits for new harbor employees
510-4713-2300 Health Insurance	$ -	$ -	$ 13,140.00	$ 13,140.00	Wages & benefits for new harbor employees
510-4713-2301 Health Reimb Acct Exp	$ -	$ -	$ 1,600.00	$ 1,600.00	Wages & benefits for new harbor employees
510-4713-2302 Wellness Health Incentive Exp	$ -	$ -	$ 540.00	$ 540.00	Wages & benefits for new harbor employees
510-4713-2310 Dental Insurance	$ -	$ -	$ 560.00	$ 560.00	Wages & benefits for new harbor employees
100-4713-3040 Grounds Maintenance	$ -	$ -	$ 3,500.00	$ 3,500.00	
510-4713-3415 Management Services Exp - CC Marine Services	$ 308,000.00	$ 102,016.12	$ 147,000.00	$ (161,000.00)	Contract ended 12/31/24 - YTD as of 12/23/24 plus $14,215 (Nov Bill)
510-4713-4230 Marketing	$ -	$ -	$ 3,000.00	$ 3,000.00	
510-4713-5040 Phone Service	$ -	$ -	$ 2,110.00	$ 2,110.00	Includes max cell phone reimbursement for 2x ees x7 months
510-4713-5110 Lease, Office Equipment	$ -	$ -	$ 800.00	$ 800.00	Printer
510-4713-5300 Insurance, Property & Gen. Liability	$ 36,276.00	$ 25,736.19	$ 51,276.00	$ 15,000.00	
510-4713-6000 Office Supplies	$ -	$ -	$ 500.00	$ 500.00	
510-4713-6050 Uniforms Expense	$ -	$ -	$ 1,000.00	$ 1,000.00	
510-4713-6075 Hand Tools & Small Equipment	$ -	$ -	$ 2,500.00	$ 2,500.00	
510-4713-6080 Safety Equipment	$ -	$ -	$ 2,000.00	$ 2,000.00	
510-4713-6100 Program & Event Supplies & Awards	$ -	$ -	$ 2,000.00	$ 2,000.00	
510-4713-6150 Computer, Software & Electronics	$ 900.00	$ -	$ 10,000.00	$ 9,100.00	Dockwa (hrbr. mgmt. software) & Quickbooks
510-4713-6225 Repair & Maintenance Supplies Harbor	$ 50,000.00	$ 11,638.82	$ 70,000.00	$ 20,000.00	Re-branding & deferred maintenance from CCMS
510-4713-6226 Anchor Pile Replacement	$ 10,000.00	$ -	$ 10,000.00	$ -	
510-4713-6227 Bathhouse Lighting Upgrade	$ 10,000.00	$ -	$ 13,000.00	$ 3,000.00	
510-4713-6400 COGS - Fuel for Resale	$ 319,479.00	$ 167,166.27	$ 270,000.00	$ (49,479.00)	
510-4713-6410 COGS - Retail Sales	$ -	$ -	$ 5,000.00	$ 5,000.00	
Harbor Fund Expenses Total				**$ 2,711.00**	
Harbor Fund Revenue Less Expenditures				**$ -**	

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