

Town of Tappahannock

Fiscal Year 2023-2024 Budget



Prepared by Tappahannock Town Hall Staff

TAPPAHANNOCK FY24 BUDGET

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Town Manager

Eric Pollitt

Town Treasurer

Faye D. Johnson

Town Clerk

Patsy Scates

Chief of Police

James G. Ashworth Jr.

Town Attorney

Diane M. Lank

Mayor

Roy M. Gladding

Town Council

Troy L. Balderson

Katherine B. Carlton

A. Fleet Dillard III

Kenneth A. Gillis

Carolyn Barrett

Anita Latane

TOWN OF TAPPAHANNOCK

P. O. Box 266

Tappahannock, Virginia 22560

(804) 443-3336 Fax (804) 443-1051

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Mayor's Message

The name "Rappahannock" literally means "rise and fall of water." Thus, the name "Tappahannock" means "on the rise and fall of the waters" or in a more relevant present-day paraphrase, "town at the edge of where the water ebbs and flows." The river was then as now the center of commerce, culture, transportation, and communication between the various tribes, in addition to being an abundant source of food. We can only imagine the pristine beauty, clear waters and wild beauty that Captain Smith found on his voyage up the Rappahannock.

The Town of Tappahannock has several new projects underway. For example, right now the town has two public parks that are currently in the works. Central Park, located in the downtown area, will include a splash pad, pickle ball court, tennis court, public restroom facilities, picnic pavilion, playground area, sitting garden area, grilling area, and a multi-use entertainment structure. Tappahannock acquired waterfront property on Hoskins Creek for direct public access by boat. Hoskins Creek Park will have an ADA accessible kayak launch, boat dock, fuel station, parking availability, public restrooms, storefronts, and a trolley system to transport individuals for other locations within Tappahannock.

In addition to the parks, the Town of Tappahannock also acquired \$261,300 in grant funding for our future industrial park located at 540 Airport Road. This property was utilized as a former Federal Airport that was decommissioned in 1955. Following that, the property was transferred as a donation to the town. Since the acquisition, the 126 acres property has been rented out to local farmers for temporary grain storage. The town has aspired to turn this property into an industrial park for many years and are in the beginning stages of completing this project.

The Town of Tappahannock has many projects underway and are excited for what's to come. Tappahannock continues to be a destination community for travelers and visitors. We are continuing to make progress in many areas in our community. The town continues to seek and employ enhancements to services, facilities, and programs that improve the quality of life for our citizens, both current and future.

Sincerely,

Roy M. Gladding
Mayor of Tappahannock



Town Manager

Eric Pollitt

Town Treasurer

Faye D. Johnson

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TAPPAHANNOCK COUNCIL-MANAGER

ORGANIZATIONAL OVERVIEW

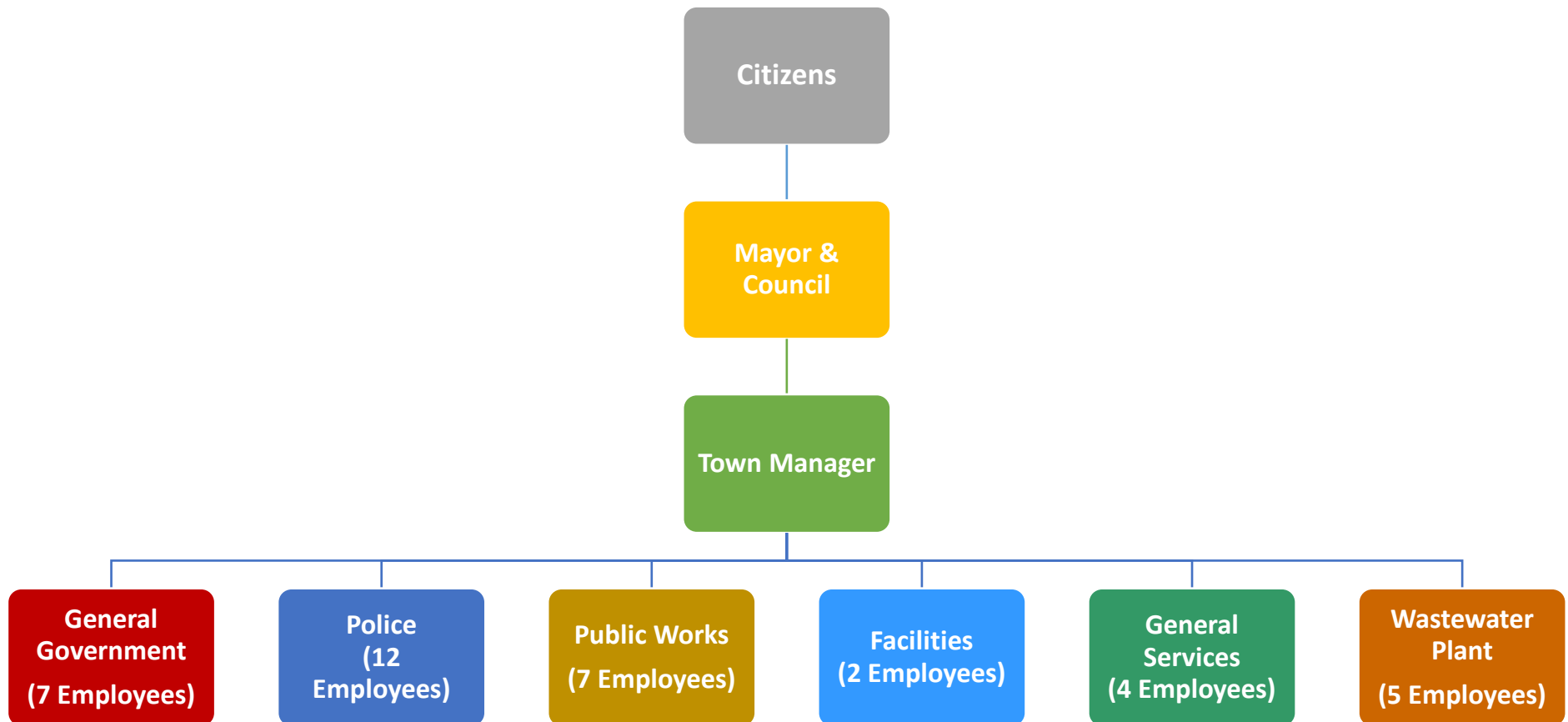
- **Council-Manager Government**

- Council-manager government combines the strong political leadership (values) of elected officials with the strong professional managerial experience of an appointed manager.
- All power and authority to set policy rests with an elected governing body, which includes a mayor or chairperson and members of the council, commission, or board. The governing body in turn hires a nonpartisan professional manager who has very broad authority to run the organization.
- Typically, the mayor/chair serves as presiding officer at meetings and as the ceremonial head of the locality. Often called the “Chief Elected Official”.
- The Manager is hired to enable the political process (goals, vision and values as set by Council), create an effective organization and receive and give information to the citizens. Often called the “Chief Administrative Official”.
- An effective manager should be able to implement and communicate Council’s vision for the community and help Council formulate that vision during times when there is a less than perfect consensus among the elected body.

- **Brief overview of roles and duties for Mayor, Council, and Town Manager.**

- The people of the community elect their Mayor & Council based on the candidate’s preferences and ability to implement public policy. Elections enable voters to select leaders and to hold them accountable for their performance in office.
- Council hires the manager a subject matter expert in local government management and policy, who then hires employees with the resources available to implement Council’s vision in hopes to achieve its goals.
- The Town currently has 7 administrative positions including the Town Manager, 12 police department employees, 10 public works positions, and 8 water and wastewater employees. The manager is the direct supervisor of all employees and is responsible for their performance and evaluations.

TAPPAHANNOCK ORGANIZATIONAL CHART



Below are brief descriptions of the roles of the Mayor, Council, and Town Manager.

- **MAYOR**

- Formal
- Preside at all meetings;
- Appoint members of standing committees (first meeting of year, two council members on each);
- Appoint members of other committees approved by council and as directed by council;
- Call special meetings.
- Informal
- Represent town before international, federal, state, regional and local entities and functions;
- Represent council in communications with Town Manager;
- Provide leadership by consulting with individual council members and citizens in developing support for projects and issues effecting the town.

- **COUNCIL**

- Formal
- Consider and act on all resolutions and ordinances (contracts, budget, grants, land purchases);
- Every member must vote unless excused by council;
- Appoint the Police Chief, Clerk and Treasurer;
- Appoint a Town Manager;
- Issue bonds (2/3 vote).
- Informal
- Represent their constituents by consulting with them and suggesting action on community issues;
- Take complaints and notify the appropriate official regarding investigation and resolution;
- Provide a formal, professional evaluation of the Town Manager according to his/her contract.

- **MANAGER**

- Formal
- “There shall be a town manager, who shall be the executive officer of the town and shall be responsible to the town council for the proper administration of the town government. He shall be appointed by the town council at the first meeting of each newly elected town council on or after July 1 of each even-numbered year. Thereafter his term shall run concurrently with the appointing town council and continue until a successor town manager is appointed by the next town council and duly qualified. He shall be chosen solely on the basis of his executive and administrative qualifications, with special reference to his actual experience

in or knowledge of accepted practice in respect to the duties of his office. At the time of his appointment, he need not be a resident of the town or the Commonwealth, but during his tenure of office, he shall reside within the town, unless specifically authorized by the town council.” (Charter Chapter 2).

- Informal
- Hiring and firing of employees;
- Supervising, assigning work, and evaluating;
- Signing contracts and agreements ;
- Negotiating (with ultimate approval by council) with grants, land purchase, regional and other interparty agreements, with state and federal officials ;
- Investigating, researching and presenting recommendations to the Mayor and Council;
- Providing information to the citizens on town matters;
- Meeting with citizens and resolving complaints;
- Preparing a recommended budget;
- Staffing town committees.

2023 COUNCIL RETREAT SUMMARY

Town Council hosted a retreat in January of 2023. The purpose of the retreat was to create a unifying vision for the community going forward. Council adopted a vision statement, mission statement, and set goals for the next 3-5 calendar years.

- **Community Vision Statement**

- Tappahannock is a proud community, supported by over 400 years of history and dedicated to maintaining its attractive and safe environment. Cradled on the shore of the Rappahannock River, it is strategically placed at the crossroads of Central and Tidewater Virginia. The Town hosts world class medical services, modern infrastructure and provides opportunities to live, work and recreate where tradition meets the future. We celebrate and embrace a diverse, unified and involved community. The Tappahannock experience brings you back for life.

- **Community Mission Statement**

- Tappahannock maintains a safe, secure and nurturing environment, ensuring sufficient resources to maintain and grow our staff, infrastructure and programs. We are fair and consistent in our business practices and treatment of our citizens and staff. The Town accepts its responsibility to be good stewards of its finances and the environment. Tappahannock continues to seek and employ enhancements to services, facilities and programs that improve the quality of life for our citizens, both current and future.

- **Council's 2023-2024 Retreat Goals**

- In January of 2023, Council held a retreat and adopted goals for staff to achieve:
 - 1. Beautification of Town

2. Develop town-owned properties
3. Employee pay and adequate staff for service
4. Create an economic development strategy
5. Enhance revenue
6. Enhance communication on Town actions & projects
7. Address water-sewer infrastructure challenges



FY24 BUDGET CALENDAR

HOLIDAY

COUNCIL MEETING

STAFF DEADLINES

FINANCE COMM

DAY	DATE	DESCRIPTION	TIME/LOCATION	Su	M	T	W	Th	F	Sa
Jan-2023										
Tues	Jan 3	Non-Profits Notified about FY 2022 Submissions	Letter / Email	1	2	3	4	5	6	7
Mon	Jan 9	Council Regular Meeting	7:00 pm; Town Hall	8	9	10	11	12	13	14
Fri	Jan 13	Department Heads Submit CIP Requests to Update 5 Year CIP	Letter / Email	15	16	17	18	19	20	21
				22	23	24	25	26	27	28
				29	30	31				
Feb-2023										
Mon	Feb 6	FY24 Operating Budget Kick-Off - Dept. Heads Receive Budget	Budget Packet Email				1	2	3	4
Wed	Feb 8	Finance Committee Work Session/Meeting - CIP Review	2:00 pm; Conf. Room	5	6	7	8	9	10	11
		Invites Dept. Heads to Discuss Requests and Answer Questions		12	13	14	15	16	17	18
Mon	Feb 13	Council - Revenue Projections	7:00 pm; Town Hall	19	20	21	22	23	24	25
Mon	Feb 13	Council Regular Meeting	7:00 pm; Town Hall	26	27	28				
Wed	Feb 22	Finance Committee Work Session/Meeting - CIP Review	2:00 pm; Conf. Room							
		Invites Dept. Heads to Discuss Requests and Answer Questions								
Mar-2023										
Wed	Mar 8	Finance Committee Work Session/Meeting - CIP Review	2:00 pm; Conf. Room				1	2	3	4
		Invites Dept. Heads to Discuss Requests and Answer Questions		5	6	7	8	9	10	11
Mon	Mar 13	Council Regular Meeting	7:00 pm; Town Hall	12	13	14	15	16	17	18
	Mar 20-31	Council 2 by 2s Budget Preview with Town Manager	TBD	19	20	21	22	23	24	25
				26	27	28	29	30	31	
Apr-2023										
Mon	Apr 10	Council Regular Meeting	7:00 pm; Town Hall							1
		Town Manager's FY24 Budget Proposal and Revenue/Expenditure Brief		2	3	4	5	6	7	8
Wed	Apr 26	Advertising (Submission Deadline Rappahannock Times Monday 17th)		9	10	11	12	13	14	15
				16	17	18	19	20	21	22
				23	24	25	26	27	28	29
				30						
May-2023										
Mon	May 8	Council Regular Meeting	7:00 pm; Town Hall		1	2	3	4	5	6
		Public Hearing for Proposed FY24 Budget & CY23 Tax Rates		7	8	9	10	11	12	13
Wed	May 31	Advertising (Submission Deadline Rappahannock Times Monday 1st)		14	15	16	17	18	19	20
		Public Hearing for Adoption of FY24 Budget & CY23 Tax Rates		21	22	23	24	25	26	27
				28	29	30	31			
Jun-2023										
Mon	Jun 12	Council Regular Meeting	7:00 pm; Town Hall					1	2	3
		Public Hearing for Adoption of FY24 Budget & CY23 Tax Rates		4	5	6	7	8	9	10
				11	12	13	14	15	16	17
				18	19	20	21	22	23	24
				25	26	27	28	29	30	



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MEMORANDUM

Date: April 10th, 2023

From: Eric Pollitt – Town Manager

To: Mayor & Council

Subject: Fiscal Year 2024 Budget Message

CC: File, Department Heads, Patsy Scates - Clerk

Dear Mayor & Council,

This memorandum is my summary of the FY 2024 Budget for the Town of Tappahannock. It is broken down into 4 primary sections: A brief overview of Tappahannock's 2 funds, the major policy initiatives and projects: strategic budgeting, differences between this year and last, and my method of budget development.

Executive Summary: The Budget Numbers

I am pleased to present to you and the citizens of Tappahannock the Town Manager's Fiscal Year 2024 Operating and Capital Improvements Plan Budget proposals, for the *General Fund* and *Water & Sewer Fund*. I hope you find the budget documents and process to be open, transparent, and understandable, that budget recommendations are consistent with Council's long-term priorities, and that the budget is fiscally responsible.

- The combined FY24 Budget, totaling \$7,623,770, has reasonable and appropriately conservative assumptions for revenues and expenditures to support the *General Fund*, *General Government Capital Improvement Projects Fund*, *Water & Sewer Fund*, and our *Water & Sewer Capital Improvement Projects Fund*.
- The recommended *General Fund* budget stands at \$ 5,508,040, an increase of 14.15% from FY2023 Budget. This includes transfers of \$565,400 in Capital Projects (10%), and \$340,295 to the *Water & Sewer Fund* (6%).

- The proposed *Water & Sewer Fund* is balanced at \$2,115,730. The largest cost driver for the *Water & Sewer Fund* is its personnel at 38%, paying roughly \$800,000 a year. 77% of its revenue comes from water and sewer usage.

The budget process is used by the Council to enact both programmatic and taxation policy. Although Town Council is not legislatively constrained to enact policy at other times throughout the year, the budget provides an orderly process to seek public input, develop policy, and plan for longer-term policy priorities.

I. Tappahannock Funds Overview

- The Town of Tappahannock has 2 funds which it operates out of: The *General Fund*, *Water & Sewer Fund*. Each fund provides unique services to residents, business owners, and visitors.

General Fund

- Revenue - The *General Fund* operates primarily based on taxing authority granted from its charter which is recognized by the Commonwealth of Virginia. The *General Fund* also charges miscellaneous fees and collects other sources of revenue.
- With over 250 businesses (business licenses) in the community, Tappahannock's 4 largest sources of revenue are: Sales Taxes, Meals Taxes, Business License Taxes, and Bank Stock Taxes. These 4 sources make up approximately 58% of our revenue in FY 2024's Budget.
- Expenses – As a Chartered Town in Virginia, we have general services we must provide and property to maintain that residents pay for through their Town taxes such as: public property, sidewalks, trash & recycling pickup, and law & code enforcement.
- We have 8 categories of expenditures: General Government (26%), Police (20%), Fire & Rescue donations (2%), Public Works (20%), General Services operations (8%), Debt service (8%), Capital Projects Transfers (10%), and lastly *Water & Sewer Fund* Transfers (6%).
- The General Government costs \$1,411,190, while the Police and Public Works Departments on average cost roughly \$1,109,030.
- Tappahannock is projected to pay in rough numbers \$450,620 in Debt Service (8%), transfer \$565,400 in Capital Projects (10%), and transfer \$340,295 to the *Water & Sewer Fund* (6%).

Water & Sewer Fund

- Revenue - The *Water & Sewer Fund* operates based on its charges for services to customers as a Business-Type-Activity. Sewer consumption is over half of the fund's total revenue (55%). Other sources of revenue are water usage (22%) miscellaneous fees (7%), and the Town's *General Fund* transfers (16%).

- Expense – As an enterprise fund with debt obligations, there are 3 categories of expenditures: Personnel (38%), Operations (32%), and Debt Service (28%). A surplus is also planned and budgeted for at 2% of expenses.

- Planned Capital Expenses are made out of the CIP Fund.

- Prior to reaching the (Waste Water Treatment Plant) WWTP, wastewater (or sewage) from the Town of Tappahannock flows through a network of pipes that make up the collection system. This collection system consists of collection lines, sewage pumping stations, lift stations and/or force mains. These stations are located at strategic low points in the collection system to pump wastewater to a point where it either can flow by gravity or be pumped directly to the WWTP. The wastewater flows into the WWTP through two force mains that combine before entering the headworks.

- Our DEQ Permit requires the town of Tappahannock WWTP removes solids, organics, and nutrients (nitrogen and phosphorus) from the wastewater utilizing a “4-stage Bardenpho” process to produce “cakes” that are sent off to the Virginia Peninsulas Public Service Authority for disposal.

II. Major Policy Initiatives and Projects: Strategic Budgeting

January of 2023, Tappahannock Town Council held a retreat and adopted rank-ordered goals for the next three to five years for staff to achieve. There are 8 major initiatives in the strategic budgeting strategy used to address Council’s 2023 Retreat Goals.

- **Council’s 2023 Retreat Goals**

1. Beautification of the Town (including clean-up of private properties)
2. Develop town-owned properties
3. Employee salaries and hiring the right number of staff and the right people for their positions
4. Economic Development Strategy
5. Enhanced revenues (on-going)
6. Enhanced communications with the public (residents and businesses) about town projects and town actions
7. Water and sewer infrastructure

- i. The overall strategies align with Council’s 2023 Retreat Goals. Areas of enhanced revenue will be discussed in the Method of Budget Development section. The ultimate strategy of each budget is to build up Unassigned Fund Balance (free cash) at the end of each year by collecting more than we estimated and spending less than what was appropriated. The reason is simple: because cash is king. The biggest long-term goal to build up Fund Balance is to reduce the *General Fund’s* transfer ***needed*** to balance the *Water & Sewer Fund’s* budget. A detailed use of Unassigned Fund Balance for this year’s budget can be found in the supplemental section.
- ii. The top policy objective was to implement the 2nd half of the staff pay implementation plan. This implementation plan was adopted by Council at the October 2022 meeting. The first half of the plan took effect then. The budget was built around getting the 2nd half of the pay plan in place. Personnel

costs are much higher across the board because of this. The budget plans for the Community Development Director and Zoning Administrator to have an assistant, a new position for this department. According to the organizational and pay study, every other community our size or smaller has at least two people in these departments.

- iii. Increased monies for water and sewer operations specifically for pump stations, water wells, and lines allows us to adequately address our water and sewer challenges.
- iv. Council has set priorities that require professional services such as review and update of zoning downtown. With the possibility of new construction in the downtown at the 200 block of Prince Street, Council has asked staff to review current zoning and regulations, modify as needed, and provide a summary of what is granted for development.
- v. Council has requested outside expertise to assist with creating an economic development strategy for attracting businesses downtown, at Hoskins Creek, and future industrial park. These will require consulting services that specialize in economic development.
- vi. Purchase of additional tourism and seasonal banners to be displayed throughout Town enhancing beautification.
- vii. Due to a weak labor market for manual skilled labor, vacancy savings from an inability to fill positions in the Public Works Department will be used to pay for contract services such as grass cutting, maintenance of alleyways, and other services.
- viii. The recommended CIP for this budget further enhances town-owned properties such as completing construction of Central Park, breaking ground at Hoskins Creek Park, and exterior improvements at the old town office where Tappahannock Main Street is now located. The Town has worked with Tappahannock Main Street on a streetscape improvement project application, in hopes to acquire grant funds for implementation. Matching funds has been set aside for this in the CIP. The Town fully intends on moving forward with the downtown sewer rehab project using its remaining ARPA funds. More details about the CIP can be found in that memo.

III. Differences Between This Year and Last

- i. New line items by department colored in beige cream are as follows:
 - General Government
 - Tappahannock Art Guild
 - DAW Theater Foundation
 - Police
 - IT Services and Software
 - Public Works
 - Garbage Dumpsters and Recycle Bins
 - General Services / Unclassified
 - N/A
 - General Fund Transfers and Debt
 - N/A
 - Water & Sewer
 - Sewer Cameras – Principal
 - Sewer Cameras - Interest

ii. Tracking personnel costs became time consuming when filling out timecards. When analyzing the hours worked in each function, we developed an average for each function. This average cost allocation will be applied to each department's time sheet. The law of averages will hold true over 52 weeks even employees work more in one area for a week or two. The cost allocation will be reviewed annually between the different functions of their jobs for budgetary purposes.

- Public Works Employees' costs - who are not exclusively working on the trash truck or equipment repair - are now split 75% Public Works, 10% Garbage & Recycling, 10% Water, and 5% Sewer.
- Facilities Department is split 60% General Services, 30% Sewer, and 10% Water.
- General Services Director is split 20% General Services, 70% Sewer, and 10% Water.
- Pump Tech Employees are split 90% Sewer and 10% Water.
- Treatment Plant Operators are split 95% Wastewater Plant and 5% Water.

IV. Method of Budget Development

Revenue Projections

Revenue Projections: General Fund Projections

- Our monthly streams of revenue such as sales tax and meals tax were based on the average of 9 periods (July - March) and multiplied it out for 12 periods.
- For Real and Personal Property Taxes, these projections are based on the amount we actually collected in years FY22 and FY23.
- Based on staff research of receipts, we are expected to collect roughly \$688,000 in bank stock tax. This tax is based from reported holdings at that specific branch location.

Revenue Projections: Water & Sewer Projections

- Water and Sewer numbers are based off of average monthly collections, with the goal to be realistic with our projections next year, not to grossly over or under estimate since this impacts the amount we need to transfer from the *General Fund*.
- The Town will be collecting more revenue the new water meters, because the reads will be more accurate. This is reflected in water and sewer usage.

Department Head Requests

- Rather than sending request templates to fill out and return to me, I met with them one-on-one to discuss what their areas of need are in the budget throughout the course of a year. This feedback was used to target areas of need where in recent years resources might 'dry up' half-way through a year.

- I sat down and reviewed my recommended budget with them one-on-one for feedback and questions.

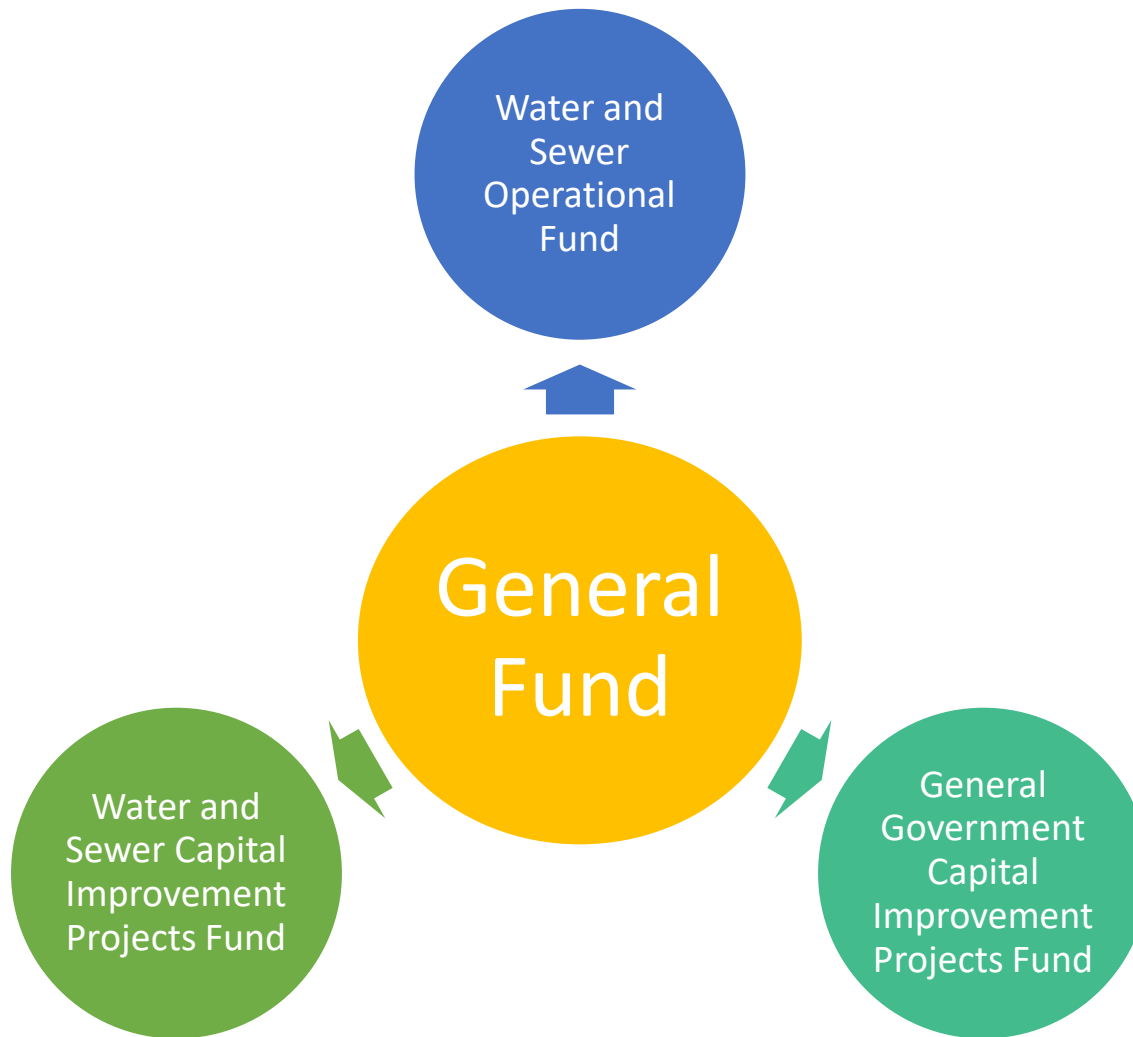
Town Manager Recommendations

- I did my best to build this budget from the ground up with the zero based budget approach.
- My recommendations for next year are based on expenditure trends this year and what departments requested, meeting our operational and contractual needs while improving efficiency.
- The recommendations are based on what is realistic for what department heads need on a daily basis and to address problems when they arise.
- The detail costs column helps explain what the line item is used for in a department.

2 by 2s with Council & Mayor

- Once the recommendations were developed, I met with the Mayor & Council members either individually or in groups of 2 to review my recommendations for feedback.
- Minor tweaks were made based on feedback from Council.

Please contact me by email at epollitt@tappahannock-va.gov or schedule an appointment if you have further questions about the budget.







Town Manager

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MEMORANDUM

TAPPAHANNOCK FINANCE COMMITTEE CAPITAL IMPROVEMENT PLAN OVERVIEW

Date: April 10th, 2023

From: Eric Pollitt – Town Manager

To: Mayor & Council

Subject: Fiscal Year 2024 CIP Overview

CC: File, Department Heads, Patsy Scates - Clerk

Below is a summary of the Finance Committee's Recommended CIP:

FY24-28 CIP Workshop Ranking Discussion

A. General Fund FY23 Carryover Projects

- The town was awarded a grant that will cover 100% of the cost for a generator for the Police and Public Works Department buildings. We do not anticipate receiving the generator until FY2024.
- Tappahannock Central Park Phase development will include site preparation, paving of parking lots, walking paths, installation of playground, and construction of a pavilion with bathrooms. We anticipate construction to start no later than Spring of 2024.

- Hoskins Creek Phase 1 development will include the construction of a retaining/ flood wall along the property's shoreline, regrading and paving of the entrance road, and installation of an ADA canoe & Kayak launch.

B. General Fund FY24 Projects

- The Police Department is going to acquire new body armor and a moveable speed sign for traffic calming purposes.
- The Police Department is eligible for ARPA funds from the state for purchasing of new vehicles. The department is working on securing these funds. \$203,175 is enough to purchase 4 new vehicles.
- Facilities Manager needs a new work truck and an enclosed trailer for moving landscape equipment. I've budgeted \$35,000 and \$12,000 for these two items respectively. A compact tractor that can fit inside the enclosed trailer is another item budgeted for next year. We budgeted \$20,000 for this item.
- With the lack of adequate permanent storage for the Facilities Manager equipment, we recommend purchasing a small storage building.
- The Public Works Superintendent has requested a mini excavator and trailer. This piece of equipment is more versatile than the backhoe due to its size.
- The recommended CIP for this budget includes exterior improvements at the old town office where Tappahannock Main Street is now located. Exterior improvements include removal of unsightly trees in the backyard, replacement of the HVAC unit, building a pedestrian walkway to the backyard, and constructing permanent flower boxes in the front.
- The Town has worked with Tappahannock Main Street on a streetscape improvement project application, in hopes to acquire grant funds for implementation. Matching funds have been set aside for this in the CIP. Improvements include new decorative street signs, crosswalk improvements, and the construction of a sidewalk on Cross Street for pedestrians to safely access Central Park.
- Virginia Economic Development Partnership (VEDP) Virginia Business Ready Sites Program (VBRSP) grant funding and US Department of Transportation Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant will be tracked in the CIP.

C. Water & Sewer Fund FY23 Carryover Projects

- We are using American Rescue Plan Act (ARPA) funds to conduct work on the town's sewer collection system to address infiltration and inflow (I&I). I&I is additional liquid being processed in our system that is not being consumed and produced by its customers measured by water meters. Physical replacement and rehab work is expected to start in Fall of 2023.

D. Water & Sewer Fund FY24 Projects

- Our water wells and tanks are required to be cleaned and inspected by the Virginia Department of Health every 5 years. This will be schedule for next fiscal year.

A	B	C	D	E	F	G	H	I	J	K	L	M
2	FUND	DEPT	OBJECT	PROJECT	FY22	FY23	FY24	FY24	DETAIL			
3	CODE	CODE	CODE	DESCRIPTION	ADOPTED	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL FY23-26		
4				GENERAL GOVERNMENT CAPITAL IMPROVEMENT PROJECTS FUND								
5								0	4,011,175	0		
6	205	41050		GENERAL GOVERNMENT REVENUE	165,730	2,765,420	4,011,175	4,011,175				
7		41050	0100	TRANSFER FROM GENERAL FUND	140,730	513,820	467,000	467,000	432,000	USE OF GENERAL FUND FUND BALANCE		
8									35,000	Capital reserve - Budgeted funds set aside for future needs		
9		41050	0101	GRANT REVENUE		645,960	1,401,595	1,401,595	105,000	VDEM - PD Generator		
10									350,000	VDOT - Rec. Access Fund - Hoskins Creek Phase I		
11									69,920	DCR - Flood Prevention Fund - Hoskins Creek Phase I		
12									12,500	VMRC - Kayak/ Canoe Launch		
13									203,175	DCJS ARPA Funds		
14									150,000	CDBG \$ for Street Signs, Cross Walks, and Cross St. Sidewalk		
15									261,000	VEDP VA BUSINESS READY SITES PROGRAM		
16									250,000	\$1.5 Million US Depart. Transportation for Water Access		
17		41050	0102	LOAN REVENUE		1,566,950	2,000,000	2,000,000	2,000,000	Central Park Phase 1		
18												
19		41050	0103	USE OF CIP FUND BALANCE/ RESERVES		38,690	142,580	142,580	142,580	Carryover Funds Hoskins Creek Match for Grants		
20												
21								0				
22	205			GENERAL GOVERNMENT EXPENDITURES	203,415	2,765,420	4,011,175	4,011,175				
25		31000	8202	Police Department Generator-VDEM Grant	0	105,000	123,000	123,000		VDEM Grant for Generator Yet to be Delivered		
28		31000	8205	Police Vehicles	0	0	203,175	203,175		DCJS ARPA Funds		
31		40000	8203	Salt Spreader and Snow Plow	0	41,000	0	0		Richmond Machinery		
32		40000	8204	Public Works Work Truck	0	45,000	35,000	35,000		Richmond Truck Authority/River Auto Sales		
33		40000	8205	Tractor w/ Loader & Batwing, and Zero Turn	0	102,445	0	0		\$35K USDA-RD GRANT and REST OF \$ LOAN FOR ACQUISITION		
34		40000	8206	Compact Tractor for Landscaping	0	0	20,000	20,000		Upkeep of Public Facilities		
35		40000	8207	Mini Excavator & Trailer	0	0	96,000	96,000		Smaller Scale and Less Invasive Excavation Equipment		
37		49999	9999	Budget Surplus/ Capital Reserve	25,000	25,000	35,000	35,000		Budgeted funds set aside for future needs		
39		80000	8100	CDBG Revitalization Planning Grant	50,000	50,000	0	0		\$50k Planning Grant for Downtown/ Tapp Main St.		
40		80000	8101	Prince St. Monument Contextualization	0	65,000	0	0		INCLUDES REMVOAL, STONE CAP, & PLAQUE		
41		80000	8102	Downtown Streetscape Improvements	0	0	225,000	225,000		CDBG \$ for Street Signs, Cross Walks, and Cross St. Sidewalk		
42		80000	8103	Old Airport Engineering	0	0	261,000	261,000		VEDP VA BUSINESS READY SITES PROGRAM		
43		80000	8104	RAISE Grant Planning Grant	0	0	250,000	250,000		\$1.5 Million US Depart. Transportation for Water Access		
47		90000	8204	Central Park Phase 1	0	1,500,000	2,000,000	2,000,000		Loan 20 Years at 4% CITIZENS & FARMERS BANK		
48		90000	8205	Hoskins Creek Park Phase 1	0	475,000	675,000	675,000		450,000 Entrance Road Recreation Access Funds, VDOT 100% Grant		
49										175,000 Flood Retaining Wall, DCR \$69,920 GRANT		
50										50,000 Kayak/ Canoe Launch, VMRC 75% GRANT 25% MATCH		
51		90000	8206	Utility Storage Building for Equipment	0	0	25,000	25,000				
52		90000	8207	Main Street Office Building Renovation	0	0	63,000	63,000		HVAC replacement, Cobblestone walkway, Backyard tree removal		
53										and reseeded, Flower boxes		

[illegible]

	A	B	C	D	E	H	I	J	L	M
2	FUND	DEPT	OBJECT	PROJECT	FY22	FY23	FY24	FY24	DETAIL	
3	CODE	CODE	CODE	DESCRIPTION	ADOPTED	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL FY23-26
71										
72				ARPA PROJECTS FUND						
73										
74	206	33010		ARPA FUNDS AVAILABLE	1,246,057	2,446,389	1,403,267	1,403,267		
75		33010	0002	Round 1 of ARPA Funds	1,246,057	1,200,332	157,210	157,210		Received July 1 2021 - Shows use for public safety pay
76		33010	0003	Round 2 of ARPA Funds	0	1,246,057	1,246,057	1,246,057		Received July 1 2022
77										
78	206	93100		WATER & SEWER EXPENDITURES	1,246,057	2,446,389	1,403,267	1,403,267		
80		93100	8101	Water Meter Upgrade	880,000	880,000	0	0		Town-wide Remote Reading System Upgrade
81		93100	8102	Sewer I&I Rehab	104,057	1,350,114	1,236,820	1,236,820		I&I rehab of sewer system: line and manhole sealing
82		93100	8103	Contingency	216,275	216,275	166,447	166,447		Funds set aside for unforeseen expenses or opportunities

	A	B	C	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	CAPITAL IMPROVEMENTS PLAN	FY2024-28		FY2024 PROPOSED				FY2025 Plan		FY2026 Plan		FY2027 Plan		FY2028 Plan		FY24-28 Total
2		CIP TOTAL BY YEAR		\$4,041,675				\$2,943,849		\$625,000		\$5,078,000		\$8,123,000		\$20,811,524
3		FUNDING SOURCE		Cash Opreating \$	Fund Savings	Grant	Loan	Fund Savings	Grant / Loan	Fund Savings	Grant / Loan	Fund Savings	Grant / Loan	Fund Savings	Grant / Loan	
4	GENERAL GOVERNMENT CAPITAL PROJECTS	Dept Rank	Finance Comm. Rank	\$ 65,500	\$ 574,580	\$ 1,401,595	\$ 2,000,000	\$ 230,000	\$ 2,713,849	\$ 350,000	\$ 275,000	\$ 30,000	\$ 5,048,000	\$ 75,000	\$ 8,048,000	\$ 20,140,524
5	ADMINISTRATION & ECONOMIC DEVELOPMENT															
6	Main Street Office Building Renovation	1			63,000											63,000
7	Downtown Streetscape Improvements	2			75,000	150,000										
8	Old Airport Industrial Park Development	3				261,000							5,000,000			5,261,000
9	RAISE Grant	4				250,000										
10	New Administration Building														8,000,000	8,000,000
11	PARKS & RECREATION															
12	Central Park Phase 1	1					2,000,000									2,000,000
13	Utility Storage Building for Equipment	2			25,000											25,000
14	Hoskins Creek Park Phase 1	3			242,580	432,420										675,000
15	Hoskins Creek Park Phase 2							200,000	2,300,000							2,500,000
16	PUBLIC WORKS & FLEET MAINTENANCE															
17	CAPITAL RESERVE CONTRIBUTION	1		35,000				30,000		30,000		30,000		30,000		155,000
18	Work Truck - Public Works	2			35,000									45,000		80,000
19	Enclosed Mower Trailer for Landscaping Equipment	3		12,000												12,000
20	Compact Tractor for Landscaping	4			20,000											20,000
21	Hydro Vac Pull Behind Pump	5			-											
22	Mini Excavator & Trailer	6			96,000											
23	Crash Cushion Trailer				-											
24	Trash Truck #27 Replacement								313,849							313,849
25	Track Loader								100,000							
26	Recycle Truck Replacement										250,000					250,000
27	Zero Turn Mower										25,000					25,000
28	Dump Truck #3 Replacement									100,000						100,000
29	Mechanic Shop Addition									220,000						220,000
30	POLICE															
31	Acquisition of PD & DPW Generator	1			18,000	105,000										123,000
32	Police Body Armor	2		9,000												9,000
33	Moveable Speed Sign	3		9,500												9,500
34	Patrol Vehicle	4		-		203,175							48,000		48,000	299,175
35	COUNCIL ADOPTED *TBD*	FUNDING SOURCE		Cash Operating \$	Fund Savings	Grant	Loan	Fund Savings	Grant / Loan	Fund Savings	Grant / Loan	Fund Savings	Grant / Loan	Fund Savings	Grant / Loan	
36	WATER & SEWER CAPITAL PROJECTS	Dept Rank	Finance Comm. Rank	\$ 75,000	\$ 23,400	\$ 1,403,267	\$ -	\$ 46,978	\$ 350,000	\$ 39,030	\$ 1,750,000	\$ 25,000	\$ 3,000,000	\$ 25,000	\$ -	\$ 7,618,697
37	SEWER UPGRADES			50,000	-	1,403,267	-	21,978	350,000	14,030	1,750,000	-	-	-	-	4,345,297
38	CAPITAL RESERVE CONTRIBUTION	1	1	50,000				50,000		50,000		50,000		50,000		250,000
39	SEWER PLANT															
40	Submersible Mixer							21,978								
41	Dissolved Oxygen Probes									14,030						14,030
42	SEWER LINES AND PUMP STATIONS															
43	Old Town Sewer Infiltration & Inflow Rehab Project	1				1,403,267										1,403,267
44	Cross Street Pump Station Generator								125,000							
45	Vac / Pump Truck Replacement								225,000							225,000
46	Town-Wide Pump Station Systems Renovation										1,750,000					1,750,000
47	Marsh St. Rehab and Compressor Station Replacement												703,000			703,000
48	WATER UPGRADES			25,000	23,400	-	-	25,000	125,000	25,000	-	25,000	3,000,000	25,000	-	3,273,400
49	CAPITAL RESERVE CONTRIBUTION	1	1	25,000				25,000		25,000		25,000		25,000		125,000
50	Town-wide Water Tank and Well, Cleaning & Inspection	2			23,400											23,400
51	Queen St. Water Tank and Well Generator								125,000							125,000
52	Water Line Replacement												3,000,000			3,000,000

  FY24 BUDGET As of: April 10, 2023	FY21 Actuals	FY22 Actuals	FY23 Dept. Request	FY23 Town Manager	FY23 Council Adopted	Column (L - I)	Column (L/I)	FY24 Dept. Request	Column (O - L)	Column (O/L)	FY24 Town Manager
Real Estate	\$0.10	\$0.09	\$0.09	\$0.09	\$0.09			\$0.09			\$0.09
Personal Property	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25			\$1.25			\$1.25
Mobile Homes	\$0.10	\$0.09	\$0.09	\$0.09	\$0.09			\$0.09			\$0.09
Personal Property (Commercial)	\$0.25	\$0.40	\$0.40	\$0.40	\$0.40			\$0.40			\$0.40
Machine & Tools (Commercial)	\$0.20	\$0.40	\$0.40	\$0.40	\$0.40			\$0.40			\$0.40
Residential Monthly (Trash Pick-Up)	\$5.00	\$12.00	\$12.00	\$12.00	\$12.00			\$12.00			\$12.00
Commercial Monthly (Dumpster Pick-Up)	\$20.00	\$45.00	\$45.00	\$45.00	\$45.00			\$45.00			\$45.00
Revenues over Expenditures	\$988,511	\$615,622	(\$162,742)	\$84,886	\$0			(\$32,217)			(\$0)

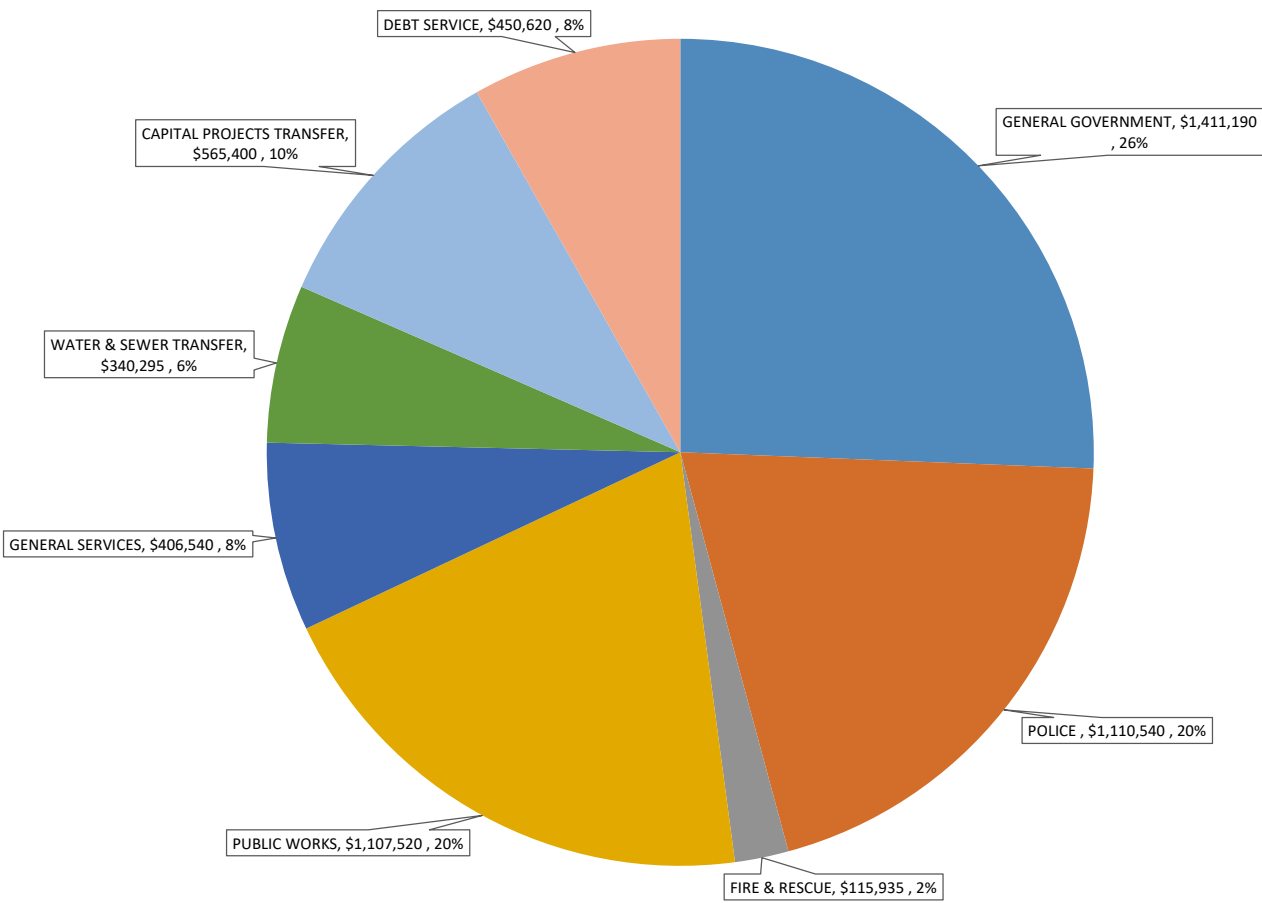
Revenue		2.1.22	4.1.22	7.1.22	(L - I)	(L/I)	2.1.22	(O - L)	(O/L)	4.1.22	
Total Real Estate Taxes	\$257,553	259,354	\$255,785	\$255,915	\$255,915	0	0.00%	255,915	0	0.00%	255,915
Total Personal Property Taxes	\$144,394	193,467	\$159,775	\$230,160	\$230,160	(22,625)	(9.83%)	207,535	0	0.00%	207,535
Total Property Tax Penalties & Interest	\$4,970	4,969	\$2,720	\$2,730	\$2,730	(10)	(0.37%)	2,720	220	8.09%	2,940
Total Other Local Taxes	\$2,729,209	3,382,505	\$3,267,705	\$3,230,600	\$3,230,600	369,990	11.45%	3,600,590	141,895	3.94%	3,742,485
Total Permits/Fees/Licenses	\$4,220	4,661	\$1,745	\$1,745	\$1,745	515	29.51%	2,260	0	0.00%	2,260
Total Fines & Forfeitures	\$13,180	14,710	\$13,440	\$13,440	\$13,440	0	0.00%	13,440	0	0.00%	13,440
Total Revenue Use Money/Property	\$84,400	72,677	\$72,800	\$72,800	\$72,800	0	0.00%	72,800	11,935	16.39%	84,735
Total Charges for Services	\$113,580	231,995	\$207,975	\$211,815	\$211,815	25,275	11.93%	237,090	2,360	1.00%	239,450
Total Non-Revenue Sources	\$676,149	-	\$732,246	\$683,895	\$683,895	51,065	7.47%	734,960	0	0.00%	734,960
Total State Revenue	\$166,455	226,962	\$122,170	\$122,170	\$122,170	102,150	83.61%	224,320	0	0.00%	224,320
Total Federal Categorical Aid	\$0	\$0	\$0	\$0	\$0	0	#DIV/0!	\$0	0	#DIV/0!	\$0
Total Revenue	\$4,194,110	4,391,300	\$4,836,361	\$4,825,270	\$4,825,270	526,360	10.91%	5,351,630	156,410	2.92%	5,508,040

Expenditures		2.1.22	4.1.22	7.1.22	(L - I)	(L/I)	2.1.23	(O - L)	(O/L)	4.1.23	
GENERAL GOVERNMENT	\$784,764	\$1,007,580	\$1,262,202	\$1,154,204	\$1,154,204	250,422	21.70%	\$1,404,626	6,564	0.47%	\$1,411,190
POLICE	\$967,103	\$992,807	\$1,076,011	\$1,045,648	\$1,049,018	32,902	3.14%	\$1,081,920	28,620	2.65%	\$1,110,540
FIRE & RESCUE	\$118,789	\$74,336	\$118,790	\$118,790	\$118,790	(2,855)	(2.40%)	\$115,935	0	0.00%	\$115,935
PUBLIC WORKS	\$772,663	\$865,199	\$1,002,595	\$1,006,057	\$1,014,832	(4,355)	(0.43%)	\$1,010,477	97,043	9.60%	\$1,107,520
GENERAL SERVICES	\$64,919	\$163,328	\$402,925	\$309,355	\$382,096	(5,198)	(1.36%)	\$376,898	29,643	7.86%	\$406,540
WATER & SEWER TRANSFER	\$320,000	\$233,830	\$375,250	\$345,000	\$345,000	(4,705)	(1.36%)	\$340,295	0	0.00%	\$340,295
CAPITAL PROJECTS TRANSFER	\$0	\$199,810	\$538,820	\$538,820	\$538,820	26,580	4.93%	\$565,400	0	0.00%	\$565,400
DEBT SERVICE	\$177,361	\$238,788	\$222,510	\$222,510	\$222,510	265,787	119.45%	\$488,297	(37,677)	(7.72%)	\$450,620
Total Expenditures	\$3,205,599	\$3,775,678	\$4,999,103	\$4,740,384	\$4,825,270	558,578	11.58%	\$5,383,848	124,193	2.31%	\$5,508,040

Use of Fund Balance FY23-24

Available Fund Balance as of June 30, 2021		\$1,565,075
Available Fund Balance as of June 30, 2022		\$2,258,385
Recommendation	Expenditure	\$ 2,258,385
Final Payment for Jeanette Dr Pump Loan	\$43,275	\$ 2,215,110
Final Payment for Town Hall Loan	\$126,285	\$ 2,088,825
Water & Sewer CIP Transfer	\$98,400	\$ 1,990,425
General Fund CIP Transfer	\$467,000	\$ 1,523,425
Total Budgeted Expenditures	\$734,960	
Remaining Fund Balance		\$ 1,523,425

General Fund Expenditures



FUND REVENUES

Fund	Adopted TBD		FY21	FY22	FY23	2.1.23	4.1.23
	Revenue Detail		ACTUAL	ACTUALS	BUDGET	PROJECTION	PROJECTION
	General Fund Revenues						
	01 - Real Estate Taxes						
100	Delinquent Taxes - Real Estate		7,500	8,902	9,130	9,130	9,130
100	CURRENT Real Estate Taxes		250,053	243,892	240,225	240,225	240,225
100	CURRENT Pub. Service Corp.		-	6,560	6,560	6,560	6,560
	Tax rebates per commissioner		-	-	-	-	-
	Total Real Estate Taxes		257,553	259,354	255,915	255,915	255,915
	02 - Personal Property Taxes						
100	Delinquent Taxes - Personal Property		6,487	27,208	3,870	3,870	3,870
100	CURRENT Personal Property Taxes		137,907	166,259	226,290	203,665	203,665
	Total Personal Property Taxes		144,394	193,467	230,160	207,535	207,535
	03 - Property Tax Penalties & Interest						
100	RE & PP Tax Penalty		3,009	2,819	1,585	1,585	1,685
100	RE & PP Tax Interest		1,961	2,150	1,145	1,135	1,255
	Total Property Tax Penalties & Interest		4,970	4,969	2,730	2,720	2,940
	04 - Other Local Taxes						
100	Local Sales and Use Tax		310,345	338,156	335,190	357,650	360,480
100	Consumer Utility Tax		51,030	47,291	51,030	50,785	50,785
100	Consumption Tax		13,498	16,609	13,498	12,385	12,385
100	Business License Tax		613,376	648,474	617,845	671,785	709,590
100	Business License Penalty		5,081	5,715	5,080	2,310	2,310
100	Motor Vehicle Licenses		58,892	57,879	58,895	58,895	58,895
100	Bank Stock Tax		636,221	593,715	593,714	593,715	688,942
100	Tobacco Tax		97,265	90,850	98,375	94,060	97,020
100	Lodging Tax		67,832	200,817	197,430	294,610	297,628
100	Lodging Tax Penalty		188	955	1,100	1,100	1,155

FUND REVENUES

Fund	Adopted TBD	FY21	FY22	FY23	2.1.23	4.1.23
	Revenue Detail	ACTUAL	ACTUALS	BUDGET	PROJECTION	PROJECTION
100	Meals Tax	826,803	1,376,839	1,207,360	1,458,870	1,458,870
100	Meals Tax Penalty	2,020	5,205	4,425	4,425	4,425
	Total Other Local Taxes	2,682,551	3,382,505	3,230,600	3,600,590	3,742,485
	05 - Permits/Fees/Licenses					
100	Animal Licenses	642	727	500	500	500
100	Zoning Advertising	1,888	548	545	545	545
100	Zoning Permits / Fees	1,690	3,386	700	1,215	1,215
	Total Permits/Fees/Licenses	4,220	4,661	1,745	2,260	2,260
	06 - Fines & Forfeitures					
100	Police & Court Fines & Forfeitures	13,010	14,290	13,200	13,200	13,200
100	Parking Ticket	170	420	240	240	240
	Total Fines & Forfeitures	13,180	14,710	13,440	13,440	13,440
	07 - Revenue Use Money/Property					
100	Interest on Investments	-	277	400	400	12,335
100	Perdue Land Rent	84,000	72,000	72,000	72,000	72,000
100	Airport Land Rent	400	400	400	400	400
	Total Revenue Use Money/Property	84,400	72,677	72,800	72,800	84,735
	08 - Charges for Services / Other Revenues					
100	Solid Waste Fees (Garbage Pick-Up)	87,564	195,250	188,975	214,250	214,250
100	Miscellaneous	12,787	24,040	2,500	2,500	2,500
100	Misc. Refunds	5,734	1,107	500	500	500
100	Sale of Dumpsters	7,495	11,572	19,840	19,840	22,200
100	Bad Checks	-	26	-	-	-
	Total Charges for Services	113,580	231,995	211,815	237,090	239,450
	09 - Non-Revenue Sources					
100	Balance Forward from Prior Year	676,149	-	145,075	-	-

FUND REVENUES

Fund	Adopted TBD	FY21	FY22	FY23	2.1.23	4.1.23
	Revenue Detail	ACTUAL	ACTUALS	BUDGET	PROJECTION	PROJECTION
100	Use of Fund Balance - General Fund	-	-	538,820	734,960	734,960
100	Transfer from Water and Sewer Fund	-	-	-	-	-
	Total Non-Revenue Sources	676,149	-	683,895	734,960	734,960
	Total revenue from local sources	3,980,997	4,164,338	4,703,100	5,127,310	5,283,720
	32200 - State Non-Categorical Aid					
100	MVC Rolling Stock Tax	-	-	-	-	-
100	PPTRA		54,170	54,170	54,170	54,170
	Total State Non-Categorical Aid	-	54,170	54,170	54,170	54,170
	32300 - State Categorical Aid					
100	Auto Rental Tax	34,053	47,332	-	50,580	50,580
100	Games of Skill	21,888	1,152	-	-	-
100	Communications Tax	46,658	45,287	46,658	51,570	51,570
100	DCJS Law Enforcement	63,499	56,781	53,000	53,000	53,000
100	ATL State Fire Dept. Grant	15,000	15,000	15,000	15,000	15,000
100	DMV Safety Grant	3,995	5,845	-	-	-
100	CARES ACT	28,020	-	-	-	-
100	Insc. Recoveries	-	1,395	-	-	-
	Other COVA	-	-	-	-	-
	Total State Categorical Aid	213,113	172,792	68,000	170,150	170,150
	Total State Revenue	213,113	226,962	122,170	224,320	224,320
	330 - Federal Categorical Aid					
	Total Federal Categorical Aid	-	-	-	-	-
	Total Revenue - Fund 100	4,194,110	4,391,300	4,825,270	5,351,630	5,508,040

	A	B	C	D	H	I	J	K	L	N	O
1	FUND	DEPT	GENERAL GOVERNMENT								
2	CODE	CODE	OBJECT	ACCOUNT	FY21	FY22	FY23	FY24	FY24	DETAIL	
3	100	10000	CODE	DESCRIPTION	ACTUALS	ACTUALS	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL
4	TOTAL				784,764	1,007,580	1,154,204	1,404,626	1,411,190		
5											
6	100	10000	PERSONNEL SUB-TOTAL		470,103	535,062	653,747	701,614	779,255		
7		10000	1110	Salaries - Mayor	3,600	3,900	3,600	5,400	5,400		
8		10000	1111	Salaries - Town Council	14,400	15,600	14,400	25,200	21,600		
9		10000	1112	Salaries - Town Manager	73,396	88,188	87,550	125,000	125,000		
10		10000	1113	Salaries - Town Treasurer	66,212	65,659	67,020	66,381	66,385		
11		10000	1114	Salaries - Office Support Staff	58,021	84,407	170,965	144,019	144,057		
12		10000	1115	Salaries - Town Clerk	49,369	51,227	50,565	55,038	56,691		
13		10000	1116	Salaries - Community Development & Zoning	67,833	71,117	70,595	80,000	140,397		
14		10000	1117	Salaries - Construction Inspector	31,091	33,451	19,250	19,250	19,250		
15		10000	2100	FICA	27,816	31,472	37,025	39,802	45,775		
16		10000	2210	VRS	26,250	35,516	49,565	50,988	64,160		
17		10000	2300	MEDICAL INSURANCE	42,560	52,801	78,720	85,440	85,440	10,680 TOOK ACTUAL 2023 X 10%	
18		10000	2600	UNEMPLOYMENT INSC.	518	1,178	1,000	1,500	1,500		
19		10000	2700	WORKER'S COMPENSATION	9,037	546	3,492	3,597	3,600	3% INCREASE FOR 2024	
20											
21	100	10000	OPERATIONS SUB-TOTAL		314,661	472,518	500,457	703,012	631,935		
22		10000	3120	ACCOUNTING & AUDITING SERVICES	42,597	59,423	40,000	40,000	40,000		MARY EARHART - ACCRUAL AUDITING
23											RFC - STATE REPORTING
24		10000	3142	CONTRACT / PROFESSIONAL SERVICES	0	96,314	155,000	127,500	127,500	2,500	E&S AES CONSULTING SERVICES
25										50,000	ECONOMIC DEVELOPMENT CONSULTANT
26										75,000	SUMMIT PLANNING - DOWNTOWN ZONING UPDATE
27		10000	3150	LEGAL ADVISOR	4,178	16,619	4,600	16,620	16,620		TOWN ATTORNEY
28		10000	3320	IT SERVICES AND SOFTWARE	14,205	40,713	53,470	63,375	63,375	18,750	COMPUTER & IT REPAIR - SUMMIT TECH. SERVCs.
29										18,000	EDMUNDS
30										10,127	MICROSOFT 365, ADOBE, ZOOM, SAMs ETC.
31										16,500	NEW WEBSITE w/ REVIZE GOV WEBSITES
32		10000	3600	LEGAL ADVERTISING	0	0	12,000	8,755	6,325		COUNCIL, PLANNING COMMISSION, BZA ADVERTISING
33		10000	5110	OFFICE ELECTRIC	5,937	7,169	9,000	8,175	8,175	7,433	TOWN HALL
34		10000	5210	POSTAGE	3,576	3,762	7,140	7,283	7,300		DAILY AND ROUTINE MAILING / TAX BILLS
35		10000	5230	TELEPHONE - INTERNET	7,732	6,619	6,520	10,575	10,575	6,516	ATLANTIC BB INTERNET AND PHONE + 2 CELL PHONES
36		10000	5300	INSURANCE	45,008	63,513	27,897	34,525	34,525		VACORP INSC. - PROPERTY, LIABILITY, ETC.
37		10000	5307	REVITALIZATION	0	17,708	28,000	51,000	30,000		FAÇADE GRANT ECONOMIC DEVELOPMENT COMMITTEE
38		10000	5500	FOOD/CONFERENCE/ETC. REIMB.	1,815	1,878	3,100	7,300	7,300	800	ANNUAL VIRGINIA AICP & APA CONFERENCE
39										1,535	ANNUAL ECON DEVP AND TOURISM CONF
40										1,450	ANNUAL VGFOA CONFERENCE 2 ATENDEES
41										2,000	ANNUAL VML CONFERENCE 2 ATENDEES
42										1,500	2 SEMI-ANNUAL VLGMA CONFERENCES
43		10000	5700	TAPPAHANNOCK ART GUILD	0	0	0	4,500	4,500		
44		10000	5800	DAW THEATER FOUNDATION	0	0	0	40,000	40,000	DISTRIBUTION OF \$ CONTINGENT ON SERVICES AGRMT.	

	A	B	C	D	H	I	J	K	L	N	O
1	FUND	DEPT	GENERAL GOVERNMENT								
2	CODE	CODE	OBJECT	ACCOUNT	FY21	FY22	FY23	FY24	FY24	DETAIL	
3	100	10000	CODE	DESCRIPTION	ACTUALS	ACTUALS	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL
4	TOTAL				784,764	1,007,580	1,154,204	1,404,626	1,411,190		
5											
45		10000	5801	CHAMBER DUES	0	0	0	0	0		ESSEX COUNTY CHAMBER OF COMMERCE
46		10000	5802	ESSEX PUBLIC LIBRARY	4,000	4,000	4,000	7,000	7,000	5,000	General Operating Budget
47										2,000	Programs & Events
48		10000	5803	ESSEX TAPPAHANNOCK YOUTH	0	1,400	1,000	1,500	1,500	500	HIGH SCHOOL PROM DONATION
49										1,000	4th of JULY COMMITTEE/ FIREWORKS
50		10000	5804	AREA AGENCY ON AGING	0	3,000	3,000	5,379	5,380	5,379	BAY TRANSIT
51		10000	5805	ESSEX MUSEUM / HISTORICAL SOCIETY	6,500	7,500	6,000	6,500	6,500		
52		10000	5806	MIDDLE PENINSULA PLANN. COMM.	7,585	21,994	23,000	19,860	19,860	12,860	PDC Dues, Staff Support, etc.
53										7,000	Misc. SERVICES
54		10000	5809	TAPPAHANNOCK MAIN STREET	40,000	40,000	45,000	105,000	57,000	30,000	MOU EXECUTIVE DIRECTOR SALARY CONTRIBUTION
55										10,000	MOU OPERATIONS
56										15,000	ADDITIONAL STAFF SUPPORT
57										50,000	REQUEST FOR GRANT MATCH
58										2,000	funding match for VTC LOVE Works Sign
59		10000	5810	PROFESSIONAL DEVELOPMENT DUES	1,575	1,609	3,110	3,070	4,065	1,800	VIRGINIA MUNICIPAL LEAGUE DUES
60										400	UVA INSTITUTE OF GOVERNMENT - Paid in Spring
61										660	ICMA MEMBERSHIP FOR TOWN MANAGER - Paid in Fall
62										300	VLGMA MEMBERSHIP FOR TOWN MANAGER
63										804	AICP, APA, and VAZO MEMBERSHIPS
64										100	VA GOVERNMENT FINANCE OFFICERS ASSOC. (VGFOA)
65		10000	5820	MISC. OTHER	23,288	14,483	6,000	6,120	6,120	1,500	STAFF LUNCHEON AND CHRISTMAST PARTY
66										4,500	MISC. MONEY SET ASIDE
68		10000	5830	MARKTING AND TOURISM		10,000	22,000	84,545	84,545	32,835	CHARLES RYAN ASSOC. MARKETING
69										51,710	ADDITIONAL TOURISM AND SEASONAL BANNERS
70		10000	6001	OFFICE SUPPLIES	12,727	26,219	23,120	26,580	26,580	12,000	PAPER, PENS, PAPER CLIPS, ENVELOPES, INK, ETC.
71										2,040	COPIER LEASE
72										1,600	POSTAL METER
73										6,000	TOBACCO STAMPS
74										4,940	PITNEY BOWES 3500 MAIL ENVLEOPE STUFFER
75		10000	6007	EQUIPMENT REPAIRS	0	964	2,250	2,295	2,295		VEHICLE REPAIRS AND SERVICING FOR ADMIN VEHICLES
76		10000	6008	GAS	0	2,915	3,000	3,060	2,400	3,840	VEHICLE FUEL TOWN MANAGER AND ADMINISTRATION
77		10000	8100	CAPITAL OUTLAY	93,938	24,716	12,250	12,495	12,495		MISC. (TOWN HALL COMPUTERS REPLACED IN DEC. 2020)

	A	B	C	D	H	I	J	K	L	N	O
1	FUND	DEPT	POLICE								
2	CODE	CODE	OBJECT	ACCOUNT	FY21	FY22	FY23	FY24	FY24	DETAIL	
3	100	31000	CODE	DESCRIPTION	ACTUALS	ACTUALS	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL
4	TOTAL				967,103	992,807	1,049,018	1,081,920	1,110,540		
5											
6	100	31000	PERSONNEL SUB-TOTAL		745,687	767,326	799,698	864,534	897,930		
7		31000	1120	SALARIES - POLICE CHIEF	72,480	75,317	73,500	74,800	90,500		
8		31000	1121	SALARIES - LIEUTENANT	112,457	82,681	54,960	58,687	58,690		
9		31000	1122	SALARIES - PATROLMEN	346,515	362,125	357,680	380,544	380,550		
10		31000	1123	Salaries - Office Support Staff	0	0	46,430	53,058	53,060		
12		31000	1200	SALARIES - OVERTIME	23,349	27,510	28,800	29,376	29,375		
13		31000	1160	SALARIES - PART TIME	0	10,915	10,500	22,000	22,000		
14		31000	2100	FICA	41,172	41,419	43,490	47,313	51,530		
15		31000	2210	VRS	35,905	65,343	56,025	60,601	71,745		
16		31000	2300	MEDICAL INSURANCE	87,400	82,190	108,240	117,480	117,480	10,680	TOOK ACTUAL 2023 X 10%
17		31000	2700	WORKER'S COMPENSATION	26,409	19,826	20,073	20,675	23,000		3% INCREASE FOR 2024
18											
19	100	31000	OPERATIONS SUB-TOTAL		221,416	225,481	249,320	217,385	212,610		
20		31000	3142	CONTRACT / PROFESSIONAL SERVICES	0	3,656	8,000	8,160	8,160	5,000	GENE REAMS GRANT FINDER FOR CAPITAL ITEMS
21										3,000	ANIMAL CONTROL THROUGH SHERIFF'S OFFICE
22		31000	3150	LEGAL ADVISOR	900	900	900	918	900		COUNTY COMMONWEALTH ATTORNEY
23			3320	IT SERVICES AND SOFTWARE	0	0	0	3,000	3,000		EMAILS AND IT SERVICE
24		31000	3500	PRINTING	383	246	1,000	1,020	1,020		
25		31000	5110	ELECTRIC	5,063	6,506	7,500	7,650	7,650		ELECTRIC AT POLICE STATION
26		31000	5230	TELEPHONE - INTERNET	11,275	9,110	14,560	15,935	15,935		INTERNET, PHONE OVER INTERNET, AND CELL PHONES
27		31000	5300	INSURANCE	8,007	27,618	27,640	15,040	15,040		VML INSC. - PROPERTY, LIABILITY, ETC.
28		31000	5540	EDUCATION	4,145	6,307	9,170	11,353	11,355	5,520	ACADEMY \$460 PER OFFICER (12) PER YEAR
29										3,650	OTHER PROFESSIONAL DEVELOPMENT TRAININGS
30		31000	5820	MISC. OTHER	2,466	3,600	4,500	5,090	5,090		
32		31000	6001	EQUIPMENT AND SUPPLIES	8,384	9,139	12,000	13,240	13,240		POLICE EQUIPMENT
33		31000	6008	GAS	23,837	31,034	30,000	30,600	35,100		VEHICLE FUEL
34		31000	6009	CAR EXPENSE	17,461	17,295	22,700	23,154	13,895		VEHICLE MAINTENANCE
35		31000	6011	UNIFORMS	2,070	3,250	4,750	7,345	7,345		SHIRTS, PANTS, BELTS, BOOTS, ETC.
36		31000	8003	RADIO	888	989	2,000	2,040	2,040		RADIO / DISPATCH SYSTEM MAINTENANCE
37		31000	8100	CAPITAL OUTLAY	104,592	73,952	72,650	72,840	72,840	2,280	COPIER
38										1,800	AMMO
39										6,000	ANNUAL MAINTENANCE SYSTEM FOR CADS
40										11,450	ID NETWORKS ANNUAL PAYMENTS - Computer Aided Dispatch 1ST PYMT CALENDAR 2021 LAST PYMT 2025
41										16,450	MDTS ANNUAL LICENSING \$14,440 + MAINT. \$2,010
42										16,000	MISC.
43										9,000	BODY ARMOR REPLACEMENT - 2023 CIP
44										9,500	MOVEABLE SPEED SIGN

	A	B	C	D	H	I	J	K	L	N	O
1	FUND	DEPT	FIRE & RESCUE								
2	CODE	CODE	OBJECT	ACCOUNT	FY21	FY22	FY23	FY24	FY24	DETAIL	
3	100	32000	CODE	DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL
4	TOTAL				118,789	74,336	118,790	115,935	115,935		
5		32000	5840	VA DEPT FIRE PROG ATL GRANT	10,000	15,000	10,000	15,000	15,000		AID TO LOCALITIES STATE ENTITLEMENT GRANT
6		32000	5841	FIRE DEPT DONATIONS	98,789	49,395	98,790	90,935	90,935	49,395	General Fund
7										16,000	CIP
8										10,000	Ladder Truck
9		32000	5842	RESCUE SQUAD DONATIONS	10,000	9,941	10,000	10,000	10,000		TOWN DONATION TO RESCUE (PAID STAFF BY COUNTY)

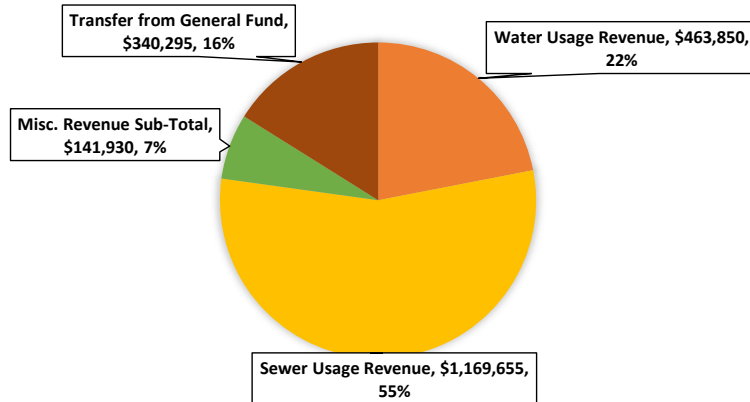
	A	B	C	D	H	I	J	K	L	N	O
1	FUND	DEPT	PUBLIC WORKS								
2	CODE	CODE	OBJECT	ACCOUNT	FY21	FY22	FY23	FY24	FY24	DETAIL	
3	100	40000	CODE	DESCRIPTION	ACTUALS	ACTUALS	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL
4	TOTAL				772,663	865,199	1,014,832	1,010,477	1,107,520		
5											
6	100	40000	PERSONNEL SUB-TOTAL		423,946	503,651	599,445	586,782	586,785		
7		40000	1150	SALARIES - GARBAGE & RECYCLING	n/a	124,259	117,155	117,490	117,490		
8		40000	1151	Overtime - Garbage & Recycling	n/a	19,456	18,850	21,148	21,149		
9		40000	1160	SALARIES - PUBLIC WORKS	n/a	150,809	171,246	172,515	172,515		
10		40000	1161	Overtime - Public Works	n/a	4,773	17,855	31,053	31,053		
11		40000	1170	SALARIES - EQUIPMENT REPAIR	n/a	50,196	49,358	52,320	52,320		
12		40000	1171	Overtime - Equipment Repair	n/a	321	3,560	3,631	3,632		
13		40000	1143	SALARIES - SNOW REMOVAL	426	6,123	6,552	6,552	6,552		
14		40000	1144	Overtime - Snow Removal	n/a	1,574	2,183	2,183	2,183		
15		40000	1172	SALARIES - PART TIME / SEASONAL	n/a	4,381	18,000	18,000	18,000		
16		40000	2100	FICA	27,702	31,086	30,965	32,504	32,504		
17		40000	2210	VRS	25,878	31,816	44,750	37,682	37,682		
18		40000	2300	MEDICAL INSURANCE	85,155	71,528	98,400	85,440	85,440	10,680	TOOK ACTUAL 2023 X 10%
19		40000	2700	WORKER'S COMPENSATION	14,956	7,329	20,571	6,264	6,265	3%	INCREASE FOR 2024
20											
21	100	40000	OPERATIONS SUB-TOTAL		348,717	361,548	415,387	423,695	520,735		
22		40000	3142	CONTRACT / PROFESSIONAL SERVICES		3,600	45,775	56,535	113,595	62,075	Misc. Contracts
23										51,520	LANDSCAPE VALORA MEDIAN STRIP & SIDEWALKS (APRIL - OCTOBER) price holds for 3 years
25		40000	3321	ACCESSORY EQUIPMENT & REPAIRS	1,515	2,474	7,000	7,140	7,200		LANDSCAPING MACHINERY AND POWER TOOL REPAIRS
26		40000	3801	SOLID WASTE DISPOSAL	30,000	15,000	30,000	30,000	30,000		
27		40000	5110	ELECTRIC	5,937	8,477	10,800	11,015	11,015	10,800	DPW SHOP (OLD Airport Hanger) and CTY DOG POUND
28		40000	5111	STREET LIGHTS	32,025	32,163	27,000	30,960	30,960		TOWN LIGHTS OWNED BY DOMINION
29		40000	5112	SPORTS LIGHTS	216	186	500	510	510		BSA BUILDING LIGHTS
30		40000	5140	PEST CONTROL	1,600	0	1,500	1,530	1,530		PEST CONTROL ALL OF BUILDINGS
31		40000	5230	TELEPHONE - INTERNET	1,017	3,283	4,500	4,590	4,590	4,500	DPW SHOP INTERNET AND CELL PHONES
32		40000	5300	INSURANCE	0	0	14,602	15,040	15,040		LIABILITY INSURANCE (VaCorp)
33		40000	5301	NEW AIRPORT DEBT PAYMENT	37,590	34,828	31,050	31,670	31,670	31,050	DEBT SERVICE ON NEW CTY. AIRPORT FOR T-HANGERS
34											INSURANCE ON OLD AIRPORT BUILDING
35		40000	5820	MISC. OTHER	6,921	2,007	7,500	7,650	7,650		CDL PHYSICALS AND OTHER MISC.
37		40000	6007	EQUIPMENT REPAIRS	28,527	8,689	10,000	12,000	12,000		VEHICLE REPAIRS AND SERVICING FOR DPW VEHICLES
38		40000	6008	GAS	60,294	60,052	52,500	53,550	65,495	52,500	VEHICLE FUEL
39		40000	6009	EQUIPMENT REPAIRS - GARBAGE & RECYCLE TRUCK	17,461	25,102	26,000	33,150	33,150		LINE TO SEPARATE COSTS FROM DPW EQUIPMENT
40		40000	6016	SIDEWALKS	15,732	3,500	10,000	11,725	11,725		SIDEWALK MAINTENANCE
41		40000	6017	STREETS	9,852	22,645	27,160	27,705	27,705	19,200	MILLINGS AND GRAVEL
42										7,960	RENTING STREET SWEEPER 8 TIMES A YEAR
43		40000	6018	SNOW REMOVAL	0	0	8,000	8,160	8,160		
44		40000	6020	ANIMAL CONTROL	337	0	3,000	3,000	3,000		ESSEX COUNTY ANIMAL CONTROL
45		40000	6021	SIGNS	999	318	1,500	1,530	1,530		STREET SIGNS
46		40000	6023	SHOP SUPPLIES	25,233	24,321	22,000	15,710	15,710		SAFETY EQUIPMENT, GEAR, SUPPLIES FOR DPW BUILDING
47				GARBAGE DUMPSTERS AND RECYCLE BINS				28,500	28,500	19,200	COMMERCIAL DUMPSTERS
48										4,500	RESIDENTIAL RECYC. BINS
49		40000	8100	CAPITAL OUTLAY	43,461	114,903	75,000	75,000	60,000		UNEXPECTED CAPITAL EXPENDITURES
50											2023 CIP EQUIPMENT w/ OPERATING CASH
51										12,000	ENCLOSED TRAILER FOR MOWER AND COMPACT TRACTOR

	A	B	C	D	H	I	J	K	L	N	O
1	FUND	DEPT	GENERAL SERVICES								
2	CODE	CODE	OBJECT	ACCOUNT	FY21	FY22	FY23	FY24	FY24	DETAIL	
3	100	90000	CODE	DESCRIPTION	ACTUALS	ACTUALS	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL
4	TOTAL				64,919	163,328	382,096	376,898	406,540		
5											
6	100	90000	PERSONNEL SUB-TOTAL		0	0	49,700	83,323	83,325		
7		90000	1143	SALARIES - GENERAL SERVICES	0	0	40,965	73,737	73,739		
8		90000	1144	Overtime - GENERAL SERVICES	0	0	8,735	9,586	9,586		
13											
14	100	90000	OPERATIONS SUB-TOTAL		64,919	163,328	332,396	293,575	323,215		
17		90000	3321	ACCESSORY EQUIPMENT & REPAIRS	0	0	5,000	5,100	5,100		LANDSCAPING MACHINERY AND POWER TOOL REPAIRS
18		90000	3322	MUNICIPAL BUILDING REPAIRS	10,550	18,395	31,950	13,830	25,055	22,505	MISC. BUILDING MATERIALS, REPAIRS, EQUIPMENT ETC.
19										2,550	LANDSCAPE VALORA T.H. - \$1,650 SHRUBS \$900 GRASS
20		90000	3325	CONTRACTURAL SERVICES	10,987	14,095	15,540	15,851	15,855	15,540	TOWN HALL AND P.D. BUILDING CLEANING
21		90000	4999	CARRY OVER CONTINGENCY	0	0	50,000	51,000	40,000		CONTINGENCY FOR INVOICES FROM LAST FISCAL YEAR
22		90000	5113	CHRISTMAS LIGHTS	14	0	700	714	1,200		PRINCE ST. HOLIDAY BEAUTIFICATION COMMITTEE
23											FAKE GREENERY IN LIGHT POLES
24		90000	6005	JANITORIAL SUPPLIES	83	250	425	434	425		
25		90000	6007	EQUIPMENT REPAIRS	0	13,935	12,000	12,240	12,000	12,000	VEHICLE REPAIRS AND SERVICING FOR W&S VEHICLES
26		90000	6008	GAS	0	22,231	28,200	28,764	43,080	28,200	VEHICLE FUEL
27		90000	6011	UNIFORMS	2,070	20,939	15,225	22,258	22,720	19,388	CINTAS UNIFORMS RENTAL CONTRACT (18 employees)
28										2,700	BOOTS (\$150 PER EMPLOYEE) EVERY JULY (18 employees)
29										630	\$30 FOR 1 HEAD STOCKING EVERY JULY (18 employees)
30		90000	6012	COUNCIL CONTINGENCY	0	40,455	109,456	107,935	120,300	94,855	AT LEAST 2% of AVAILABLE LOCAL REVENUE (\$96,335)
31		90000	6014	PARK EQUIPMENT	0	5,057	43,000	20,250	21,480	3,480	HANDICAP PORTER JOHNS \$125 A MONTH APRIL - SEPTEMBER
32										18,000	MISC. PARK RELATED SUPPLIES
33		90000	6022	AUTO TAGS	1,225	275	4,900	5,000	5,000		
34		90000	6023	SHOP SUPPLIES	25,233	14,451	10,000	10,200	11,000		SUPPLIES FOR GENERAL SERVICES DEPARTMENT

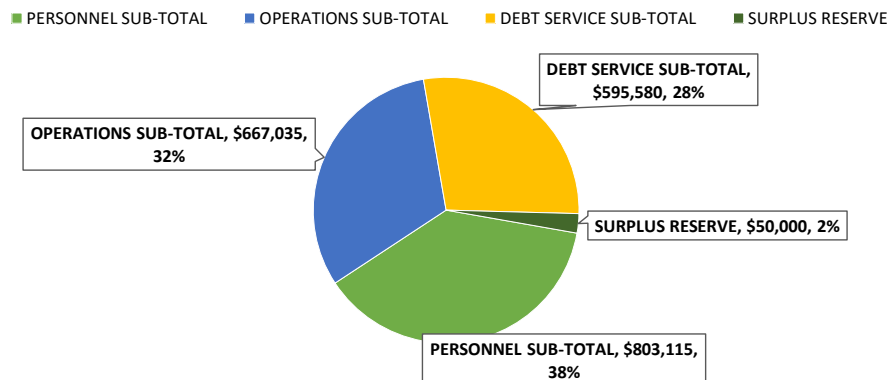
	A	B	C	D	H	I	J	K	L	N	O
1	FUND	DEPT	GENERAL	FUND TRANSFERS & DEBT							
2	CODE	CODE	OBJECT	ACCOUNT	FY21	FY22	FY23	FY24	FY24	DETAIL	
3	100	93100/95000	CODE	DESCRIPTION	ACTUALS	ACTUALS	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL
4	TOTAL				497,361	672,428	1,106,330	1,393,992	1,356,315		
5											
6	100	93100	0501	WATER & SEWER TRANSFER	320,000	233,830	345,000	340,295	340,295		
7											
8											
9	100	93100		CAPITAL PROJECTS TRANSFER	-	199,810	538,820	565,400	565,400		
10		93100	0301	TRANSFER to GENERAL GOVT. CIP FUND	0	98,980	513,820	467,000	467,000	35,000	\$35K FOR CIP RESERVE
11		93100	0502	TRANSFER to WATER & SEWER CIP FUND	0	100,830	25,000	98,400	98,400		TRANSFER to WATER & SEWER CIP FUND
12											
13											
14	100	95000		DEBT SERVICE	177,361	238,788	163,583	488,297	450,620		
16		95000	9101	TownHall/Well/Tank-Truist-2013-Principal	100,476	100,476	100,480	104,684	104,685	104,685	TOWN HALL LOAN REFINANCED INTO WELL & TANK LOAN
17		95000	9102	Police-Tkwood Bldg-Truist-2018 Principal	31,945	20,500	21,308	22,000	22,000	22,000	POLICE STATION -TEAKWOOD BLDG - Principal
18		95000	9113	Gibson/Brdge/Rvrpark-Atl Union-2021-Prin	14,614	14,994	14,620	10,863	10,865	10,863	ATL. UNION - GIBSON PROP./RAPP.RIVER PARK-PRINCIPAL
19		95000	9114	TownHall/Well/Tank-Truist-2013-Interest	7,381	5,321	5,325	1,073	1,075	1,073	TOWN HALL LOAN REFINANCED INTO WELL & TANK LOAN
20		95000	9115	Debt Issuance Costs	1,090	11,548	0	0	0		
21		95000	9116	Police-Tkwood Bldg-Truist-2018 Interest	12,090	11,379	0	9,877	9,875	9,877	POLICE STATION -TEAKWOOD BLDG - Interest
22		95000	9117	Jean Dr Pump-VML-USBank-2022-Principal (Need to add for 2024 Edmunds)		20,000		41,315	41,315	27,896	JEANETTE DR. PUMP STATION - PRINCIPAL
23		95000	9118	Jean Dr Pump-VML-USBank-2022-Interest		1,008		1,960	1,960	1,517	JEANETTE DR. PUMP STATION - INTEREST
24		95000	9118	Tractor-Zeroturn-USDA-2022-Principal		18,675	8,865	0	0	MOVED	\$66,950 at 3.25% for 10 years USDA-RD
25		95000	9119	Tractor-Zeroturn-USDA-2022-Interest		137	3,220	0	0	MOVED	\$66,950 at 3.25% for 10 years USDA-RD
26		95000	9120	Trash Truck-USDA-2022-Principal				11,368	11,370	11,368	\$123,500 AT 2.25% FOR 10 YEARS - TRASH TRUCK-PRINCIPAL
27		95000	9121	Trash Truck-USDA-2022-Interest				2,457	2,455	2,457	\$123,500 AT 2.25% FOR 10 YEARS - TRASH TRUCK-INTEREST
28		95000	9122	Gibson/Brdge/Rvrpark-Atl Union-2021-Int.				3,848	3,850	3,848	ATL. UNION - GIBSON PROP./RAPP.RIVER PARK-INTEREST
29		95000	9135	Patrol Veh-#34604-Truist-2021-Principal	9,765	4,472	9,765	9,302	9,305	9,302	FY2022 Patrol Vehicle Principal-Truist - Vin# 34604
30		95000	9136	Patrol Veh-#34604-Truist-2021-Interest		483		609	610	609	FY2022 Patrol Vehicle Interest-Truist - Vin# 34604
31		95000	9137	Central Park Land-United Bank-2021-Princ		15,486		32,806	32,805	32,806	Fall 2021 Loan for Central Park Land Purchase
32		95000	9138	Central Park Land-United-2021-Interest		14,309		26,784	26,785	26,784	Fall 2021 Loan for Central Park Land Purchase
33		95000	9140	Tractor-Zeroturn-USDA-2022-Principal				6,429	6,430	6,429	\$71,000 at 2.50% for 10 years - USDA- Principal
34		95000	9141	Tractor-Zeroturn-USDA-2022-Interest				1,612	1,615	1,611	\$71,000 at 2.50% for 10 years - USDA- Interest

 FY24 BUDGET As of: April 10, 2023		FY21 Council Adopted	FY22 Actuals	FY23 Council Adopted		FY24 Dept. Request		FY24 Town Manager
Water and Sewer Fund					2.1.23		4.1.23	
Water In Town per 1,000 gal (Fee \$12.62)	\$4.02	\$4.02	\$4.02		\$4.02		\$4.02	
Water Out of Town per 1,000 gal (Fee \$20.11)	\$6.03	\$6.03	\$6.03		\$6.03		\$6.03	
Sewer In Town per 1,000 gal (Fee \$12.62)	\$12.53	\$12.53	\$12.53		\$12.53		\$12.53	
Sewer Out of Town per 1,000 gal (Fee \$20.11)	\$18.80	\$18.80	\$18.80		\$18.80		\$18.80	
				(O - M)		(Q - O)		
Water Usage Revenue	\$403,722	\$388,402	\$447,165	16,685	\$463,850	0	\$463,850	
Sewer Usage Revenue	\$1,022,127	\$955,926	\$1,092,520	54,340	\$1,146,860	22,795	\$1,169,655	
Misc. Revenue Sub-Total	\$797,716	\$487,811	\$143,145	(1,215)	\$141,930	0	\$141,930	
Transfer from General Fund	\$320,000	\$233,830	\$345,000	(4,705)	\$340,295	0	\$340,295	
Total Revenue Water & Sewer	\$2,543,565	\$2,065,969	\$2,027,830	65,105	\$2,092,935	22,795	\$2,115,730	
Revenues over Expenditures	\$604,897	\$209,019	\$0		\$0		\$0	
PERSONNEL SUB-TOTAL	\$597,147	\$628,699	\$700,103	103,012	\$803,115	0	\$803,115	
OPERATIONS SUB-TOTAL	\$463,271	\$488,603	\$628,227	16,012	\$644,239	22,796	\$667,035	
DEBT SERVICE SUB-TOTAL	\$785,600	\$689,648	\$649,500	(53,919)	\$595,581	(1)	\$595,580	
SURPLUS RESERVE		\$50,000	\$50,000		\$50,000		\$50,000	
WATER & SEWER FUND EXPENSES	\$1,938,668	\$1,856,950	\$2,027,830	65,105	\$2,092,935	22,795	\$2,115,730	

WATER AND SEWER FUND REVENUE



Water and Sewer Fund Expenditures



FUND REVENUES

Fund	Adopted TBD	FY21	FY22	FY23	2.1.23	4.1.23
	Revenue Detail	ACTUAL	ACTUALS	BUDGET	PROJECTION	PROJECTION
	WATER & SEWER					
501	Interest Earned - Bank Deposits	-	-	240	250	250
501	Water Connections	25,875	17,650	8,800	8,800	8,800
501	Water Usage Charges	403,722	388,402	447,165	463,850	463,850
501	Sewer Usage Charges	1,022,127	955,926	1,092,520	1,146,860	1,169,655
501	Reconnection Fees	2,550	10,320	6,935	7,000	7,000
501	Administrative Fee	1,190	1,116	745	750	750
501	Sewer Connections	98,600	57,600	27,600	27,600	27,600
501	Water Usage Late Fee			13,415	12,850	12,850
501	Sewer Usage Late Fee			32,775	32,045	32,045
501	Miscellaneous	-	330,187	-	-	-
501	Essex County Share	141,001	70,938	52,635	52,635	52,635
501	G.O. Bond 2020b	528,500	-	-	-	-
501	New ACCT Fees	-	-	-	-	-
	Total Water & Sewer Revenue	2,223,565	1,832,139	1,682,830	1,752,640	1,775,435
	Transfers					
501	Transfer from General Fund	320,000	233,830	345,000	340,295	340,295
501	Transfer from W&S Reserve					
	Total Transfers	320,000	233,830	345,000	340,295	340,295
	Total Revenue Water & Sewer	2,543,565	2,065,969	2,027,830	2,092,935	2,115,730

	A	B	C	D	H	I	J	K	L	N	O
1	FUND	DEPT	WATER & SEWER FUND EXPENSES								
2	CODE	CODE	OBJECT	ACCOUNT	FY21	FY22	FY23	FY24	FY24	DETAIL	
3	501	45000	CODE	DESCRIPTION	ACTUALS	ACTUALS	ADOPTED	DEPT RQST	TWN MGR	COST	EXPENDITURE DETAIL
4	TOTAL				1,938,668	1,856,950	2,027,830	2,092,935	2,115,730		
5											
6	501	45000	PERSONNEL SUB-TOTAL		597,147	628,699	700,103	803,115	803,115		
7		45000	1150	SALARIES - SEWER		149,264	155,095	172,795	172,795		
8		45000	1151	Overtime - Sewer		21,228	31,755	32,831	32,831		
9		45000	1160	SALARIES - WATER		50,290	56,390	61,987	61,987		
10		45000	1161	Overtime - Water		9,630	7,835	11,778	11,778		
11		45000	1170	SALARIES - WASTEWATER PLANT		232,075	237,005	244,544	244,544		
12		45000	1171	Overtime - WasteWater Plant		17,752	20,720	46,463	46,464		
13		45000	2100	FICA	30,054	32,671	38,920	49,276	49,276		
14		45000	2210	VRS	29,928	33,373	55,625	68,082	68,082		
15		45000	2300	MEDICAL INSURANCE	72,960	70,142	88,560	106,800	106,800	10,680	TOOK ACTUAL 2023 X 10%
16		45000	2700	WORKER'S COMPENSATION	19,480	12,274	8,198	8,558	8,558		3% INCREASE FOR 2024
17											
18	501	45000	OPERATIONS SUB-TOTAL		463,271	488,603	628,227	644,239	667,035		
19		45000	3140	ENGINEERING	37,027	57,213	27,920	12,255	12,255		CHA COMPANIES
20		45000	3142	CONTRACT / PROFESSIONAL SERVICES	0	31,056	48,000	66,163	57,430	42,019	1) POLYMER INTO PRESS BELT THAT SEPERATES LIQUID FROM
21											SOLID THEN GETS PRESSED INTO "CAKE" OR BRICKS
22											2) VA PENNINSULAS PSA HAULS SLUDGE TO K&Q LANDFILL
23											CONTRACT SERVICES FOR REPAIRS
24		45000	3320	IT SERVICES AND SOFTWARE		9,015	46,750	30,425	30,425	10,075	METER READING SOFTWARE (AMI \$4,565 + ALD \$5,350 + Misc. \$160)
25										8,100	H2O CUSTOMER PORTAL (\$4,600 + \$1,750x2 a year)
26										9,250	SEWER PLANT AND PUMP STATION ALARMS
27										3,000	COMPUTER & IT REPAIR PLUS LogMeIn \$350 annual
28		45000	3500	PRINTING	0	750	750	765	765		
29		45000	5114	ELECTRIC - WATER WELL PUMPING	14,828	17,314	15,460	15,770	17,315		3 WATER WELLS - ANNUAL FIDELITY GENERATOR CHECK
30		45000	5115	ELECTRIC - WASTEWATER PLANT	132,291	134,490	123,950	126,430	130,245		ANNUAL FIDELITY GENERATOR CHECK
31		45000	5116	ELECTRIC - SEWER PUMPING	28,207	22,933	18,345	18,712	20,640		15 PUMP STATIONS - ANNUAL FIDELITY GENERATOR CHECK
32		45000	5210	POSTAGE	2,528	3,012	3,500	3,570	5,370		
33		45000	5230	TELEPHONE - INTERNET	7,732	6,044	8,000	6,910	6,910		ALL INTERNET AND PHONE BILLS
34		45000	5300	INSURANCE		0	14,602	15,040	15,040		LIABILITY INSURANCE (VaCorp)
35		45000	5500	FOOD/CONFERENCE/ETC. REIMB.	1,815	0	4,730	8,520	8,520	8,520	ANNUAL TRAININGS AND CONFERENCES FOR LICENSES
36		45000	5810	PROFESSIONAL DEVELOPMENT DUES	1,575	0	2,315	2,361	2,360	2,315	VA RURAL WATER \$400, VAMWA \$1,120, VAMSA \$795
37		45000	5811	WATER QUALITY LICENSES		0	960	979	5,120	1,020	DEQ, VDH, AND STAFF OPERATOR LICENSES
38										4,100	VDH ANNUAL WATERWORKS OPERATION FEE
39		45000	5820	MISC. OTHER	39,780	2,005	2,000	2,040	2,040		
41		45000	6025	SUPPLIES & REPAIRS - SEWER PUMP STATIONS	11,071	7,733	34,000	37,680	35,890		REPAIRS TO PUMP STATIONS
42		45000	6026	SUPPLIES & REPAIRS - WATER WELLS	5,271	6,878	14,000	20,280	19,260		WATER WELL CLOROX AND REPAIRS
43		45000	6027	METERS	1,494	1,132	4,000	4,080	4,080		REPLACEMENT FUNDING
44		45000	6028	SUPPLIES - WASTEWATER PLANT	126,270	149,143	151,990	155,030	155,030		LAB SUPPLIES, LAB TESTING, WWTP EQUIPMENT
45		45000	6029	SUPPLIES & REPAIRS - SEWER LINES	1,725	6,170	7,750	12,540	11,910		PARTS NEEDED FOR SEWER LINES
46		45000	6030	SUPPLIES & REPAIRS - WATER LINES	8,128	10,905	17,250	21,095	20,040		PARTS NEEDED FOR WATER LINES
48		45000	8100	CAPITAL OUTLAY	14,080	20,310	81,955	83,594	106,390		UNPLANNED EXPENDITURES AND PROJECTS W&S
49											

[illegible]

FY23 NON-PROFIT AGENCY FUNDING REQUEST

Town of Tappahannock

Section 1 - AGENCY INFORMATION		FY24 Total Request	
Agency:	Bay Aging/Bay Transit	\$	5,379
Address:	PO Box 610, Urbanna, VA 23175	Contact E-mail:	kpollack@bayaging.org
Contact:	Ken Pollock	Contact Phone:	804-250-2019 x1102
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY24 Program Request	
Program 1:	Bay Transit (Rivah Ride)	\$	5,379
Program 2:		\$	-
Program 3:		\$	-
Program 4:		\$	-
Program 5:		\$	-
Program 6:		\$	-
Program 7:		\$	-
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u>)			
"Rivah Ride" is a flexible fixed route public transit service that operates around the Town of Tappahannock from 7am-2pm Monday thru Friday. The service runs from Airport Road to the hospital with many stops in between. It has been very popular with local residents that do not have reliable transportation or do not drive. In FY 22 the Rivah Ride provided residents with 5,260 rides. The service is a collaboration with Essex County and the Federal Transit Administration (FTA) and Virginia Department of Rail and Public Transportation (DRPT). The local funds provided by the town and county are used as match for federal and state funds. Without the local funds this service could not operate. FTA covers 50% of the operating costs, DRPT 25% and the local funds make up 25%.			

AGENCY INFORMATION		FY24 Total Request	
Agency:	Bay Aging/Bay Transit	\$	5,379
Essex County-\$28,909, Department of Rail and Public Transportation-\$34,288, Administration \$68,576		Virginia Federal Transit TOTAL BUDGET-\$137,152	
Section 5 - IMPACT IF NOT FUNDED BY Town of Tappahannock (Briefly explain the impact on each program area if not funded by Town of Tappahannock.)			
If not fully funded, as was the case in FY 23 when service was cut from 7 hours to 6 hours per day, the dedicated public transit around the Town of Tappahannock will have to reduce or eliminate service to the town residents resulting in little or no access to employment, medical and health services, and retail stores. The impact if the service is not funded is that many seniors, people with disabilities, and others without reliable transportation will not be able to access medical services, employment opportunites and goods and services in town. Local businesses will not have the benefit of selling their products to a segment of the town residents and the town will not realize significant tax revenues. For towns like Tappahannock public transportation is an investment in the town, not a donation to a non-profit. The returns are financial and also in a better quality of life for the residents.			
Section 6 - ADDITIONAL INFORMATION			
In FY 22 Bay Transit requested \$5,070 from the town and received \$3,000. A supplemental request for \$2,070 was not approved. Bay Transit was able to access some leftover CARES Act funding to offset the difference and not interrupt service. In FY 23 Bay Transit requested \$5,222 and received \$3,000. We were not able to secure the \$2,222 needed to complete our budget and had to cut service by one hour, effective January 3, 2023. We humbly request the town fully fund Bay Transit in FY 24 in order to restore full service to the community.			

FY23 NON-PROFIT AGENCY FUNDING REQUEST

Town of Tappahannock

Section 1 - AGENCY INFORMATION		FY24 Total Request	
Agency:	DAW Theater Foundation	\$	40,000
Address:	154 Prince Street, Tappahannock, VA 22560	Contact E-mail:	dana.bartholomew@gmail.com
Contact:	Dana Bartholomew, President	Contact Phone:	520-661-4523
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY24 Program Request	
Program 1:	Fundraising consultant/firm to assist with tax credits and grants.	\$	40,000
Program 2:		\$	-
Program 3:		\$	-
Program 4:		\$	-
Program 5:		\$	-
Program 6:		\$	-
Program 7:		\$	-
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u>)			
Hire a firm or consultant to assist with finding and securing historic tax credits and grants.			

AGENCY INFORMATION		FY24 Total Request	
Agency:	DAW Theater Foundation	\$	40,000
Section 4 - OTHER FUNDING SOURCES (Please list any other source(s) of funding for the program(s).)			
We have also requested \$100,000 from the Board of Supervisors to be the first top tear private donor in our campaign efforts.			
Section 5 - IMPACT IF NOT FUNDED BY Town of Tappahannock (Briefly explain the impact on each program area if not funded by Town of Tappahannock.)			
If funding is not received we will still press forward with our campaign for individual and corporate sponsorship, but we firmly believe we will need diverse funding opportunities to achieve our goal of \$3.5M.			
Section 6 - ADDITIONAL INFORMATION			
Last year with help from the Town, County, and Main Street, we were able to complete a extensive feasibility study, complete a façade renovation, update our web and social presence, and create funding raising campaign materials. We have completed everything we committed to last and and will do the same in the coming year.			

FY23 NON-PROFIT AGENCY FUNDING REQUEST

Town of Tappahannock

Section 1 - AGENCY INFORMATION		FY24 Total Request	
Agency:	Essec County Museum and Historical Society	\$	6,500
Address:	218 South Water Lane, PO Box 404, Tappahannock, VA 22560	Contact E-mail:	director@ecmhs.org
Contact:	Tim Manley, Executive Director	Contact Phone:	(843) 324-1802
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY24 Program Request	
Program 1:		\$	6,500.00
Program 2:		\$	-
Program 3:		\$	-
Program 4:		\$	-
Program 5:		\$	-
Program 6:		\$	-
Program 7:		\$	-
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u>)			
•Equipment and maintenance for utilizing the Max Silver Memorial Courtyard for community and town events - \$1000 •HVAC unit replacement (share cost with Essex County) - \$2500 •Ceiling reinforcement in Essex Gallery and Curator Storeroom as preventative maintenance (cost shared with the county) - \$3000			

AGENCY INFORMATION		FY24 Total Request	
Agency:	Essec County Museum and Historical Society	\$	6,500
Section 4 - OTHER FUNDING SOURCES (Please list any other source(s) of funding for the program(s).)			
•Community Contributions (annual fund, memberships, special events) 49% •Rental Income (Dentist Office, upstairs offices) 12% •Other (Gift Shop, Investments, Grants) 21% •County Funding Request 18%			
Section 5 - IMPACT IF NOT FUNDED BY Town of Tappahannock (Briefly explain the impact on each program area if not funded by Town of Tappahannock.)			
Restriction of ECMHS funding request will impact other operational needs relative to the fulfillment of its mission (mortgage payments, building and maintenance costs, staffing and programming expenses).			
Section 6 - ADDITIONAL INFORMATION			
• Replacement of one of the museum's HVAC units was delayed last year due to unforeseen expenses involving the collapse of the ceiling over the Rappahannock River Gift Shop. Fortunately, the HVAC repair company was able to extend the unit's life a bit longer, but replacing the unit this year is a necessity. • Preventative work needs to be done in the Main Gallery, the Silver Gallery, and the Curator's Storeroom in order to prevent another ceiling collapse. It is only a matter of time before the problem repeats itself in this part of the Museum, so we would like to fix it before it does. • We would like to fully utilize the Courtyard and allow for additional Museum education and outreach programs, making sure that they are available to all Tappahannock and Essex County residents. Additional equipment and regular maintenance will help make this possible.			

FY23 NON-PROFIT AGENCY FUNDING REQUEST

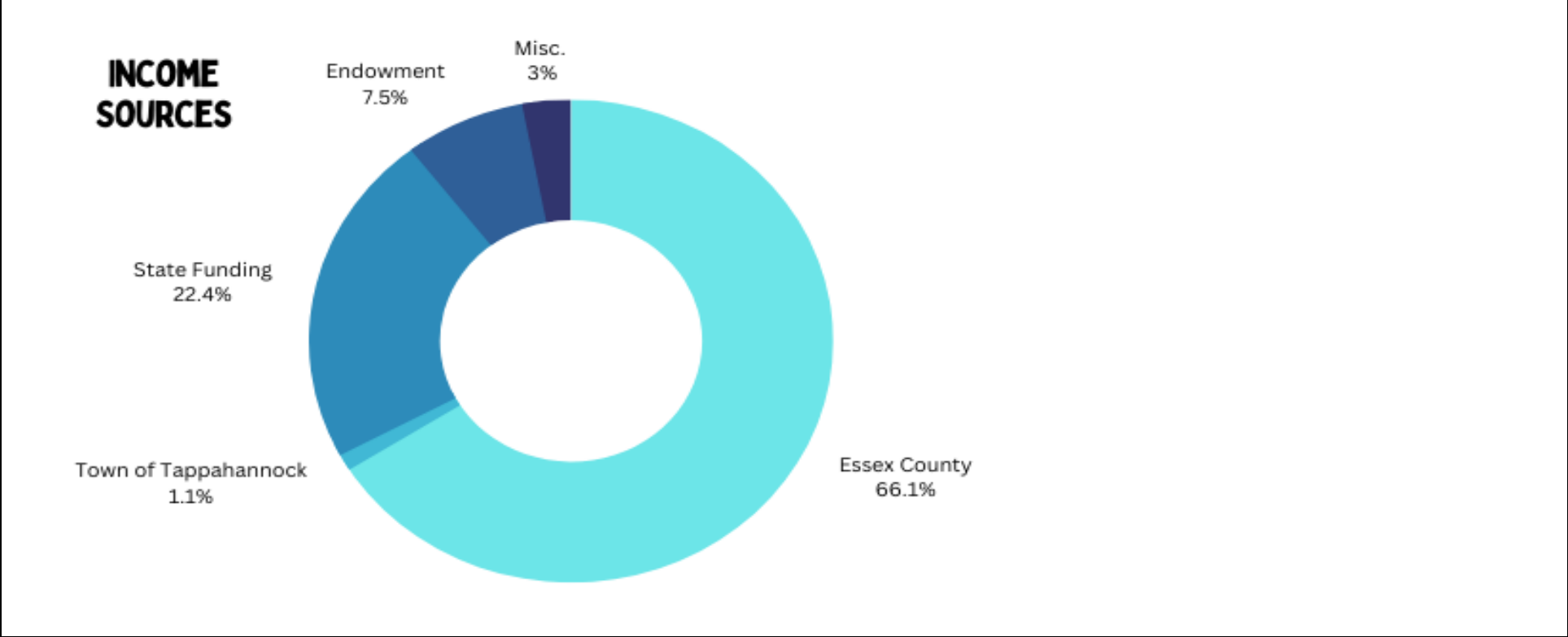
Town of Tappahannock

Section 1 - AGENCY INFORMATION		FY24 Total Request	
Agency:	Essex Public Library	\$ 7,000	
Address:	117 N Church Ln.	Contact E-mail:	DSmook@EPLVA.org
Contact:	Dana Smook	Contact Phone:	(804) 443-4945
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY24 Program Request	
Program 1:	General Operating Budget	\$ 5,000	
Program 2:	Programs & Events	\$ 2,000	
Program 3:		\$ -	
Program 4:		\$ -	
Program 5:		\$ -	
Program 6:		\$ -	
Program 7:		\$ -	
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u>)			
- General Operating Budget: covers cost of books and materials, equipment, technology, and supplies. These costs continue to rise. - Programs & Events: covers outside presenters we hire to offer programs and events; includes children's summer learning program; will allow us to bring a popular author to town for our signature annual Evening with a Writer event in Spring of 2024.			

AGENCY INFORMATION		FY24 Total Request	
Agency:	Essex Public Library	\$	7,000

Section 4 - OTHER FUNDING SOURCES
(Please list any other source(s) of funding for the program(s).)

- Essex County (in kind, covers personnel and facility maintenance)
 - State Aid to Public Libraries
 - Income from Endowment account
 - Misc. income from donations, prints, fares, and used book sale



Section 5 - IMPACT IF NOT FUNDED BY Town of Tappahannock

(Briefly explain the impact on each program area if not funded by Town of Tappahannock.)

- This funding demonstrates that the Town of Tappahannock is invested in serving its residents with a high quality public library.
- Without these funds, we would be unable to make technology upgrades during the fiscal year and would reduce the number of programs and events offered.
- A reduction in local funding (including what we receive from the Town of Tappahannock) also results in a reduction of state funding due to the formula used to calculate State Aid to Public Library.

Section 6 - ADDITIONAL INFORMATION

The Library Board of Directors is exploring options for improving or expanding our current building, which lacks space for the features expected in a modern library. We worked with an architect to complete a space needs study in 2022. The architect identified options for offering outdoor program space, adequate community meeting space, a family restroom, updated technology, and more. In today's environment of telework and distance learning, these features are critical and will make our community more livable. If you are interested in learning more about the library's space needs study, please contact Dana Smook.

MIDDLE PENINSULA
PLANNING DISTRICT COMMISSION

COMMISSIONERS

Essex County

Hon. Edwin E. Smith, Jr.
Hon. John C. Magruder
Ms. Sarah Pope

Town of Tappahannock

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Town of Urbanna

Hon. Marjorie Austin

Secretary/Director

Mr. Lewis L. Lawrence

December 20, 2022

Eric Pollitt

Tappahannock Town Manager

PO Box 266

Tappahannock, VA 22560

Dear Eric:

Recognizing that your jurisdiction may have already started its budget process for FY24 and given that the MPPDC Budget Committee does not meet until March or April, staff wanted to provide a placeholder for your local budget. Assuming no changes by the Commission, the budget request placeholder for FY24 is estimated to be \$37,370 per County and \$12,457 per Town.

As communicated in our letter dated June 1, 2022, the Commission reached a consensus on the need to increase FY24 dues to help support a new full-time Planner (hired August 15, 2022) as well as build the rainy-day fund. The breakdown of contributions support is as follows: \$26,591 per County and \$8,863 per Town for PDC dues with a separate continuation of \$600 in staff support for financial and bookkeeping support for the PAA. In addition, the Commission approved \$10,179 per County and \$3,393 per Town to engage in services from Advantus Strategies to represent Middle Peninsula localities year-round for General Assembly and State Agency support, effective November 2022. Please note that the above amount includes the pro-rated share of \$3,750 per County and \$1,250 per Town for Nov'22-June'23. If you desire to pay your pro-rated share in the current fiscal year, let me know and MPPDC will invoice you.

The Commission hopes your locality recognizes the complexity, importance and cost savings achieved by the work of the Commission. No other entity provides you the types of services that improve Middle Peninsula localities' ability to deliver governmental services more efficiently or works on behalf to address your problems with solutions to improve your community. In FY22, MPPDC was able to bring in \$18.44 in federal, state, or other funding for each dollar of dues provided by its localities. Also, not reflected in the table below, MPPDC successfully applied for over \$3.5M which was awarded to Gloucester, Mathews, and Middlesex Counties as well as \$5M that the PAA is administering.

Leverage Ratio	
FY23	\$ 23.33 : 1 and increasing
FY22	\$ 18.44 : 1
FY21	\$ 10.70 : 1
FY20	\$ 7.54 : 1

As in previous years, the Commission will bill the participating jurisdictions in July at the beginning of the fiscal year.

Sincerely,



Lewis L. Lawrence
Executive Director

FY23 NON-PROFIT AGENCY FUNDING REQUEST

Town of Tappahannock

Section 1 - AGENCY INFORMATION		FY24 Total Request	
Agency:	Tappahannock Art Guild	\$	4,500
Address:	PO Box 2547 Tappahannock, VA 22560	Contact E-mail:	tappartsguild@gmail.com
Contact:	Franklin S. Rixey	Contact Phone:	(804) 445-5131
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY24 Program Request	
Program 1:	Salary supprt for executive director	\$	4,500
Program 2:		\$	-
Program 3:		\$	-
Program 4:		\$	-
Program 5:		\$	-
Program 6:		\$	-
Program 7:		\$	-
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u>)			
Through a matching grant with the Virginia Commission for the Arts TAG would like to generate financial support to help fund: the salary of a proposed executive director			

AGENCY INFORMATION		FY24 Total Request	
Agency:	Tappahannock Art Guild	\$	4,500
Section 4 - OTHER FUNDING SOURCES (Please list any other source(s) of funding for the program(s).)			
Virginia Commission for the Arts, Dominion Energy Grant			
Section 5 - IMPACT IF NOT FUNDED BY Town of Tappahannock (Briefly explain the impact on each program area if not funded by Town of Tappahannock.)			
The Tappahannock Artists Guild was founded in 2011. Since that time this non-profit organization has been run entirely by volunteers. However, to ensure a sustainable future, with growth, it is clear that TAG will require a dependable, paid executive position.			
Section 6 - ADDITIONAL INFORMATION			
The Tappahannock Art Gallery has become an integral part of the historical downtown community, providing classes for children and adults, art exhibits for the community, participation in Farmer Markets, and support for the Mainstreet Organization. We are currently involved in funding and service support for the restoration of Prince Street. TAG will be better able to support the community with this paid position.			

FY23 NON-PROFIT AGENCY FUNDING REQUEST

Town of Tappahannock

Section 1 - AGENCY INFORMATION		FY24 Total Request	
Agency:	Tappahannock Main Street	\$	105,000
Address:	315 Duke Street, Tappahannock Virginia 22560	Contact E-mail:	director@tappahannockmainstreet.org
Contact:	Beth Sharpe, Director	Contact Phone:	804-994-7914
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY24 Program Request	
Program 1:	MOU funding for general operations	\$	40,000
Program 2:	Additional staffing support	\$	15,000
Program 3:	Grant matching opportunities	\$	50,000
Program 4:		\$	-
Program 5:		\$	-
Program 6:		\$	-
Program 7:		\$	-
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u>)			
In addition to our MOU we are requesting \$15,000 in staffing support. November of last year we hired Aariana Hudson as our event and marketing coordinator. She is on our office Monday- Wednesday and is leading our event efforts, social media and website, general office administrative work. We plan to continue to employ Aariana whether this request is funded or not, but not having to worry about fundraising for salary will allow us the maximum amount of time to focus on the growth we have set out for this year. Lastly, we would like to request \$50,000 to be used towards grant matching that would only be delivered to Main Street upon award.			

AGENCY INFORMATION		FY24 Total Request	
Agency:	Tappahannock Main Street	\$	105,000
Section 4 - OTHER FUNDING SOURCES (Please list any other source(s) of funding for the program(s).)			
In addition to our own fundraising efforts of roughly \$60,000 per year, we have also asked Essex County for \$65,000 in operations and \$30,000 in grant matching funds.			
Section 5 - IMPACT IF NOT FUNDED BY Town of Tappahannock (Briefly explain the impact on each program area if not funded by Town of Tappahannock.)			
If funding is not received we will still continue our efforts as planned, but part of our fundraising efforts will need to be focused on operational expenses instead of community enhancements.			
Section 6 - ADDITIONAL INFORMATION			
Thank you for your continued support of Tappahannock Main Street. The past two years we have worked to develop a relationship with the community and our partners. We have succesfully brought new and engaging opportunites to our downtown and citizens. As we press forward in the next two years you will see in a shift in our workplan from events to strengthening businesses and our downtown economy.			



Grant Matching Requests

Tappahannock Main Street is currently work on and researching multiple grant opportunities.

1. Business District Resurgence Grant (application in progress for up to \$150,000 in funding with a \$30,000 match for a total of a \$180,000 project). TMS is proposing the creation of an entrepreneurial and innovation hub through co-working space, networking and educational opportunities. The total project cost is estimated at \$200,000 so for a competitive application we need \$50,000 in funding. Our hope is that the town would support \$25,000 since all of the physical building improvement would be to their building and the County and Main Street would split the additional \$25,000 at \$12,500 each.
2. Downtown Investment Grant (application in progress for up to \$75,000 with a \$37,500 match for a total project of \$112,500). TMS has two application options. The first is the creation of a business investment guide to market what the region has to offer to new businesses, a strategic outreach plan, and the creation of targeted business incentives for new businesses that meet market gap criteria to be used to interior renovations and other specified allowable activities. The second is the creation of a new business grant incentive to be used for eligible new businesses within certain target markets to receive \$10,000 in funding support after their first year. Our hope is this could be split 3 ways between the Town, County and Main Street at \$12,500.
3. Financial Feasibility Study (in discussion with Luigi Castiglia for the old Essex Bank building for up to \$50,000 in funding with no match required, but value added with any match). This would allow a full financial and architectural feasibility to be conducted on the building to present the best and highest usage of the building for return on investment and overall economic health of the downtown.
4. Virginia Tourism Commission LoveWorks (in discussion with VTC for \$1,500 in funding with \$1,500 match). This will be used to create a 3D love sign that will be added to the VTC website and LoveWorks tourism campaign. Most of these projects cost around \$7,000. Tappahannock Main Street has the necessary match of \$1500, and we hope that the Town and County would split the overage of \$4,000 at \$2,000 each.
5. USDA Farmers' Market Leverage Program for \$50,000 with a \$12,500 match for a total project cost of \$65,500. This would be used to create a new strategic plan and build long-term organizational capacity. The current market plan has not been updated since 2007. There is great opportunity for growth and stronger economic development for the downtown. We are hoping the Town, County and Main Street would split this grant evenly at \$4,167 each.
6. Virginia Main Street Technical Assistance (awarded last week for \$15,000 with a match from TMS of \$5,000 for a \$20,000 project). The award will be used to rebrand the organization, revamp the website, and launch a mobile application dedicated promoting downtown retail and restaurant establishments. The mobile application will assist in

promoting repeat business by receiving exclusive discounts and giveaways, allow visitors to easily discover establishments, and create a closer business network through cooperative marketing. This project is fully funded and in progress now to be completed June 2023.

The above requests total \$44,000 in Town matching. We are requesting an even \$50,000 because to have a buffer for additional grants we are not aware of yet for FY23/34.

FY23 NON-PROFIT AGENCY FUNDING REQUEST

Town of Tappahannock

Section 1 - AGENCY INFORMATION		FY24 Total Request	
Agency:	Essex-Tappahannock Youth Association	\$	500
Address:	PO Box 811 Tappahannock, VA 22560	Contact E-mail:	l4channing@aol.com
Contact:	Sherina Logan	Contact Phone:	(804) 366-6555
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY24 Program Request	
Program 1:	Prom/After Prom	\$	500
Program 2:		\$	-
Program 3:		\$	-
Program 4:		\$	-
Program 5:		\$	-
Program 6:		\$	-
Program 7:		\$	-
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u>)			
Provide an alcohol and drug free prom night activities for youth in the community. Provide music, games, food and prizes at no cost to attendees.			

AGENCY INFORMATION		FY24 Total Request	
Agency:	Essex-Tappahannock Youth Association	\$	500
Section 4 - OTHER FUNDING SOURCES (Please list any other source(s) of funding for the program(s).)			
Essex County Board of Supervisors EHS PTO Local business supporters			
Essex County Board of Supervisors			
With the lack of funds comes the lack of entertainment, prizes and food for the attendees			
Section 6 - ADDITIONAL INFORMATION			
See attached letter			

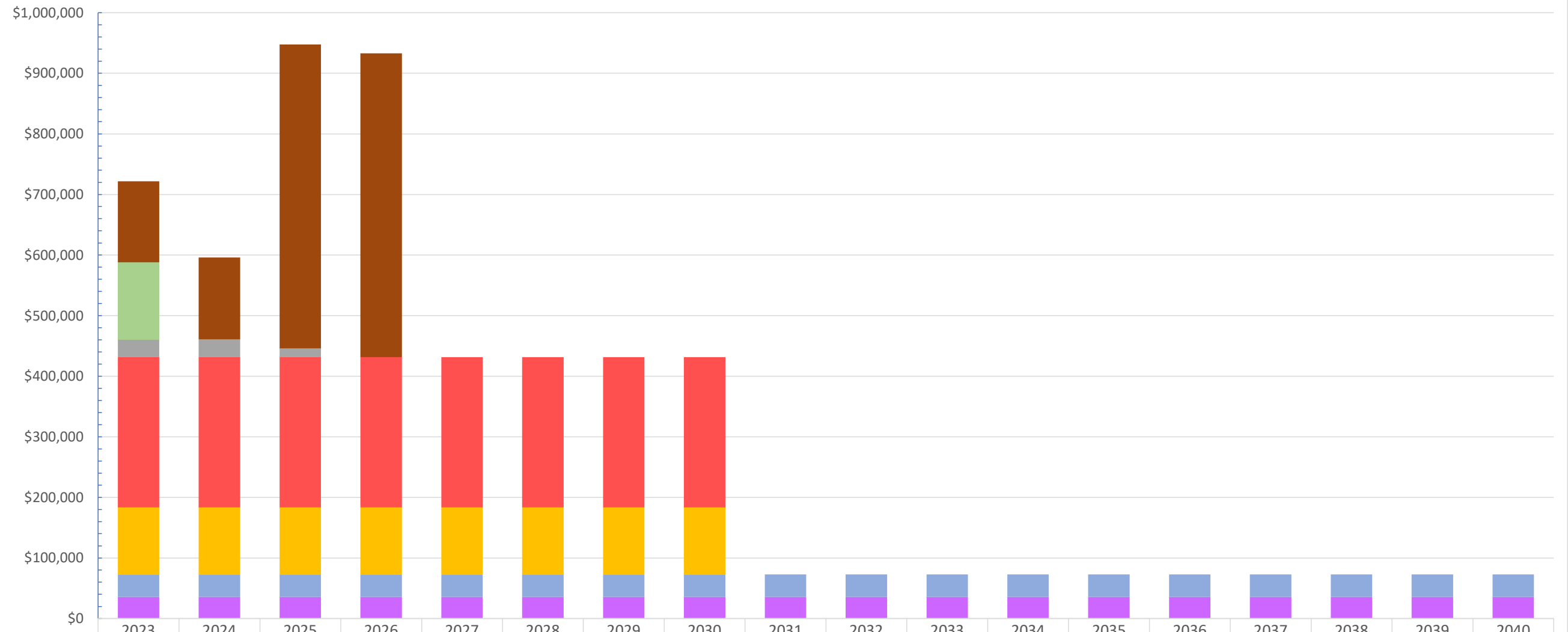
FY23 NON-PROFIT AGENCY FUNDING REQUEST

Town of Tappahannock

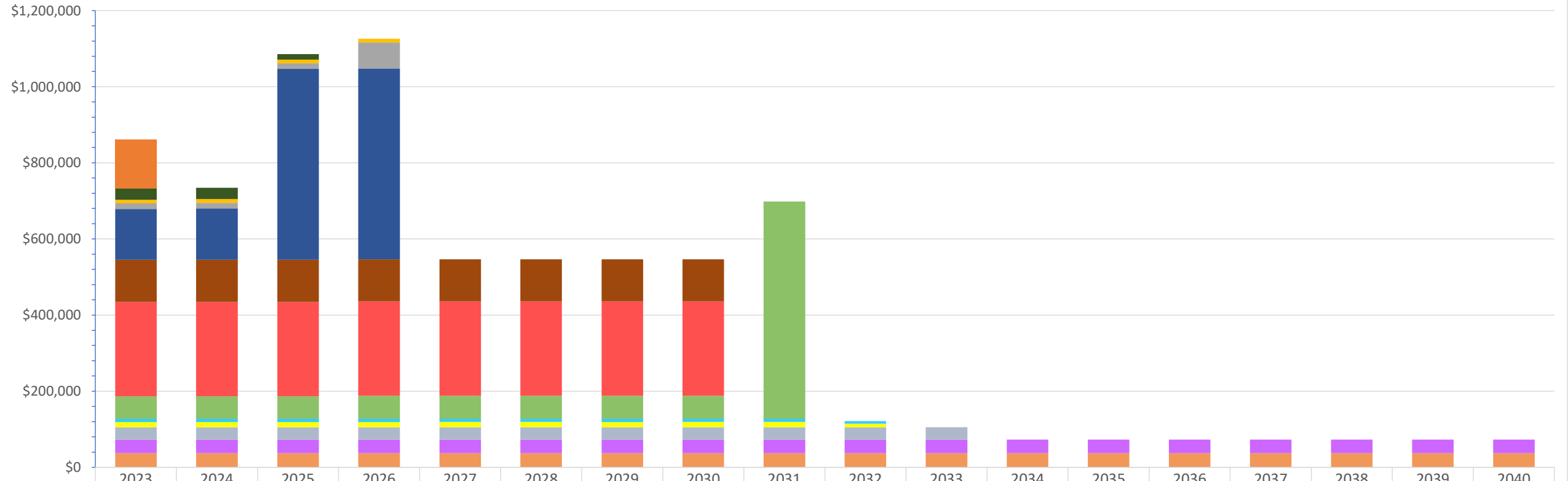
Section 1 - AGENCY INFORMATION		FY24 Total Request	
Agency:	Essex County/Richmond County July 4th Committee	\$	1,000
Address:	PO Box 1727 Tappahannock VA 22560	Contact E-mail:	rich@realradio804.com
Contact:	Rich Morgan	Contact Phone:	(804) 450-7476
Section 2 - FUNDING REQUESTS BY PROGRAM AREA		FY24 Program Request	
Program 1:	Essex County/Richmond County July 4th Committee	\$	1,000
Program 2:		\$	-
Program 3:		\$	-
Program 4:		\$	-
Program 5:		\$	-
Program 6:		\$	-
Program 7:		\$	-
Section 3 - DESCRIPTION AND JUSTIFICATION OF FUNDING NEEDS (Briefly describe how the funding would be used. <u>Bullets preferred.</u>)			
Donation goes toward the purchase of fireworks for the annual July 4th Fireworks display. Event also includes the annual Tappahannock versus Warsaw Oldtimers Softball game. Event rotates each year between Tappahannock and Warsaw. This year is in Warsaw. All profits are shared equally by both the Essex County and Richmond County Little Leagues and Fire Departments.			

AGENCY INFORMATION		FY24 Total Request	
Agency:	Essex County/Richmond County July 4th Committee	\$	1,000
Section 4 - OTHER FUNDING SOURCES (Please list any other source(s) of funding for the program(s).)			
We receive \$1,000 from each the Essex County, Richmond County and Town of Warsaw. Remainder comes from corporate and business sponsors at \$500 each.			
Section 5 - IMPACT IF NOT FUNDED BY Town of Tappahannock (Briefly explain the impact on each program area if not funded by Town of Tappahannock.)			
Problem would be Tappahannock would not contributing equally with the other \$1,000 government sponsors. Disadvantage could be reduced donation to the Little Leagues nad Fire Department and less money toward firework displays.			
Section 6 - ADDITIONAL INFORMATION			

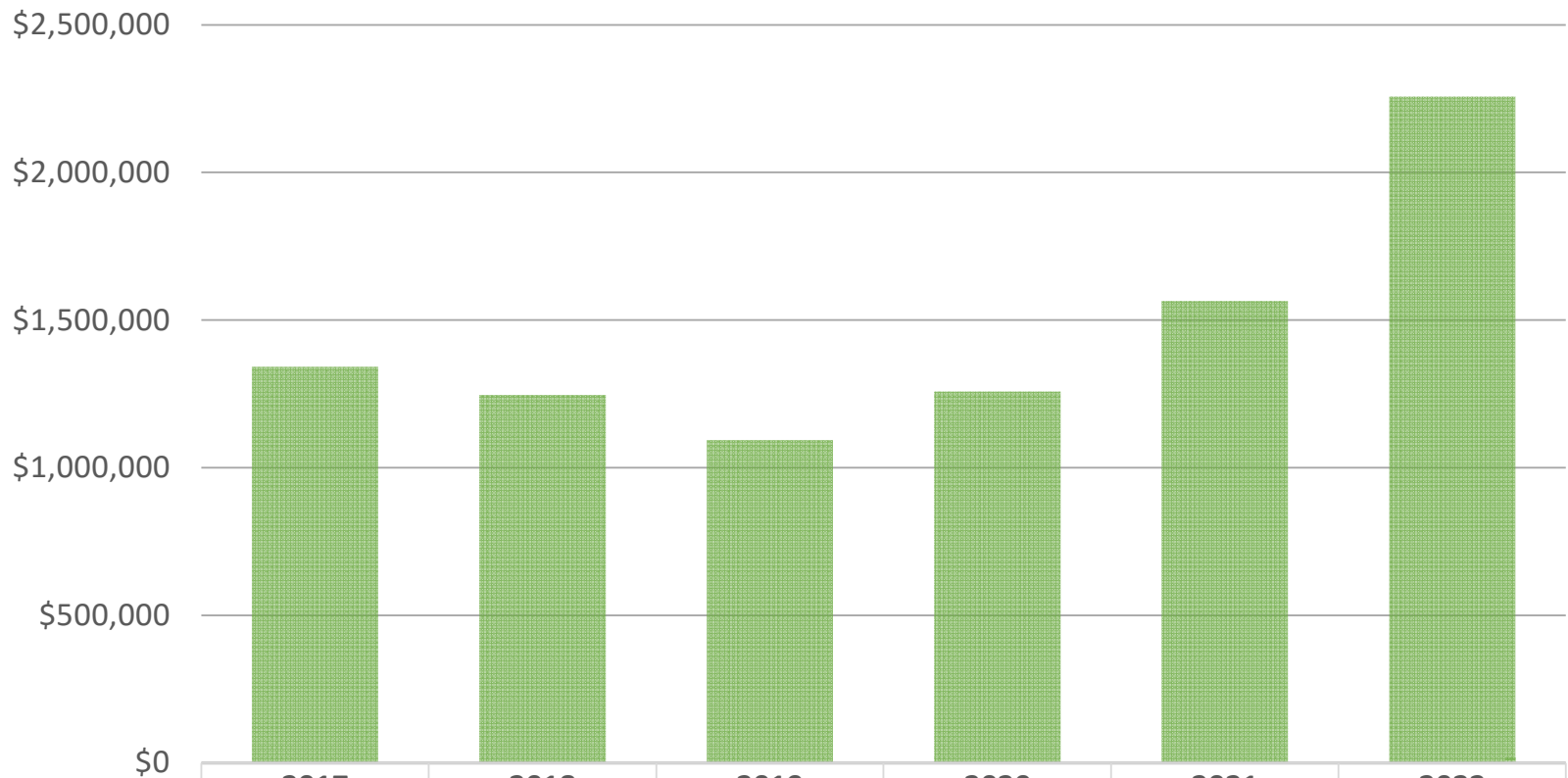
TAPPAHANNOCK W&S DEBT SCHEDULE JANUARY 2023

[illegible]

TAPPAHANNOCK OVERALL DEBT SCHEDULE JANUARY 2023

[illegible]

Unassigned Fund Balance History As of June 30 2022



■ History of Unassigned Fund Balance

2017

\$1,341,811

2018

\$1,246,235

2019

\$1,093,836

2020

\$1,258,240

2021

\$1,565,075

2022

\$2,258,385



FY24 BUDGET

As of:

FY23
ADOPTED

FY24
Dept.
Request

FY24 Town
Manager

Cemetery Fund

	Balance Forward	\$5,000	\$5,000	\$5,000
801-18990-0006	Sale of Lots	\$6,000	\$11,250	\$11,250
801-15010-0001	Interest	\$500	\$5,300	\$5,300
	CEMETERY REVENUE	\$11,500	\$21,550	\$21,550
	Revenues over Expenditures	\$0	\$0	\$0
801-43400-3150	Legal & Recording of Deeds	\$800	\$850	\$850
801-43400-3350	Grounds Maintenance (Grass/Escapes)	\$10,200	\$15,200	\$15,200
801-43400-5117	Lights	\$500	\$300	\$300
801-43400-6007	Repair Maintenance	\$0	\$5,200	\$5,200
801-43400-8101	Purchase of Lots	\$0	\$0	\$0
	CEMETERY FUND EXPENSES	\$11,500	\$21,550	\$21,550

2023-2024 FEE SUMMARY SHEET

REFUSE AND GARBAGE PICK UP FEES	
Description	Rate as of July 1, 2023
Residence Twice Weekly Pickup	\$12.00 - Monthly
Commerical Twice Weekly Pickup	\$25.00 - Monthly
Dumpster Twice Weekly Pickup	\$45.00 - Monthly
Extra Pickup - Residential or Commerical	\$25.00 per pickup Residential or Commerical
Brush or Miscellaneous Items Pickup	\$25.00 1/2 load or \$50.00 full load
Dumpster Purchase and Process Fee	\$250.00 one-time fee per purchase of any size dumpster

PERMIT FEES	
Description	Rate as of July 1, 2023
Basic Zoning Permits	\$50.00
Minor Site Plans	\$50.00
Major Site Plans *New Development	\$250.00
Subdivisions - Minor	\$500.00
Subdivisions - Major	\$250.00
Sign Permits - Single 32 square feet or less	\$500.00
Sign Permits - Multiple Large 32 square feet or more	\$100.00
Amendment to Zoning Text	\$50.00 plus associated costs
Variance	\$50.00 plus associated costs
Special Exception	\$50.00 plus associated costs

MISCELLANEOUS	
Description	Rate as of July 1, 2023
Dog Tags	Males - \$5.00
Dog Tags	Females - \$5.00
Dog Tags	Females - \$8.00
Water Reconnection Fee	\$30.00
DMV Stop Fees	\$25.00
Parking Tickets	\$30.00
Police Reports	\$5.00

Number of Pick Ups Per Week				
	2	3	4	5
Residential	\$24	\$224	\$424	\$624
Commercial Cans	\$50	\$250	\$450	\$650
Commercial Dumpster	\$90	\$290	\$490	\$690

Community Comparisons FY'24

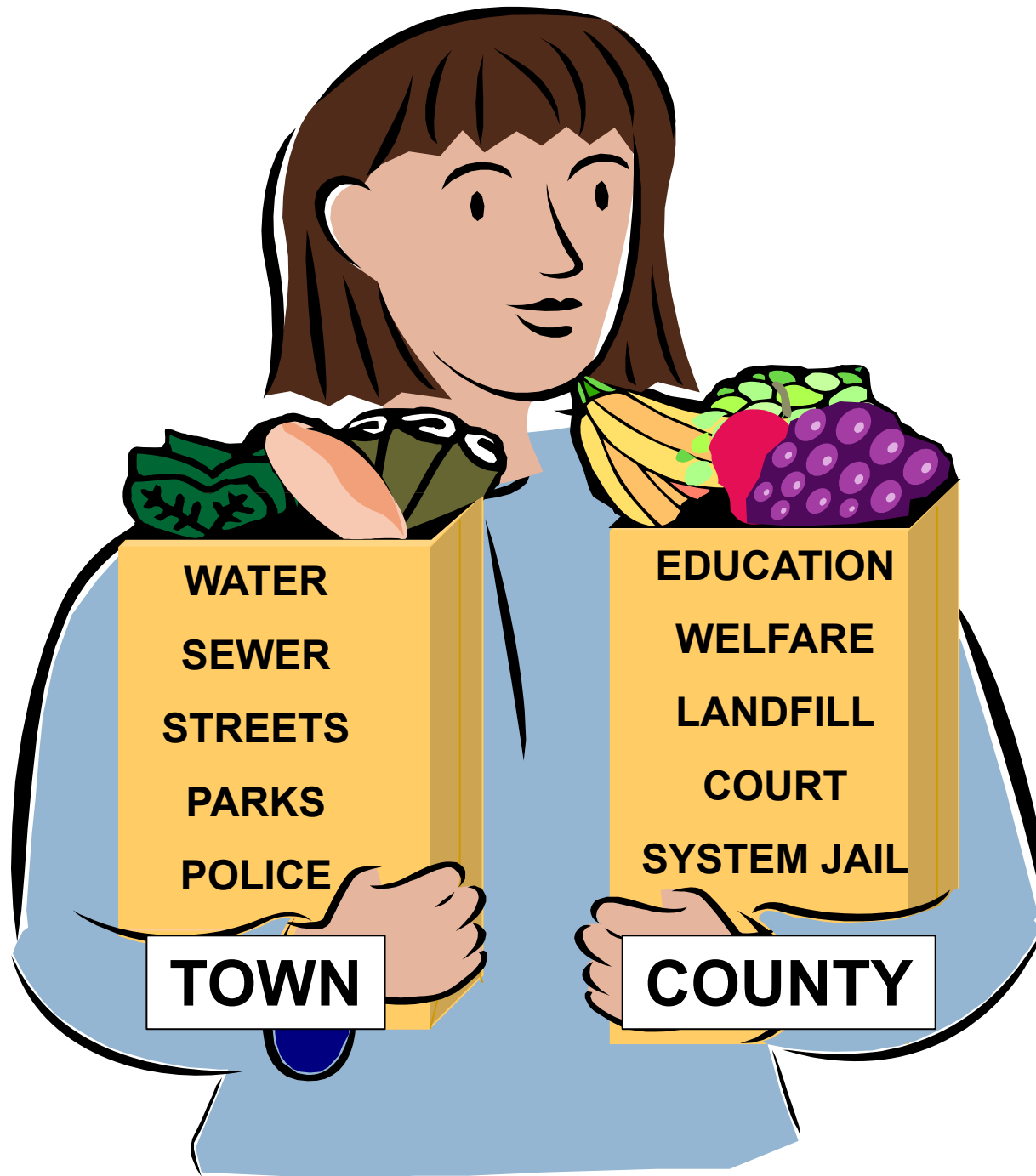
Community	UVA Population Estimate July 1, 2018	F.Y. 22 R.E. Tax	F.Y. 22 P.P. Tax	F.Y. 22 M. & T. Rate	Meals Tax %	Hotel Tax %	Cigarette Tax Per Pack*	Trash Residential Monthly Rate	Residential Weekly Pick-Up Rate	Contracted Trash Services
<i>Tappahannock</i>	2,397	\$0.09	\$1.25	\$0.40	6%	6%	\$0.15	\$12.00	2	No
<i>Ashland</i>	7,840	\$0.10	\$0.77	\$0.77	6%	8%	\$0.22		1	Yes
<i>Orange</i>	4,721	\$0.16	\$0.83	\$0.66	8%	5%	\$0.12	\$5.50	2	No
<i>Colonial Beach (1)</i>	3,587	\$0.80	\$3.20	\$3.20	5%	5%	\$0.30		1	No
<i>Kilmarnock</i>	1,418	\$0.09	\$0.16	\$0.16	5%	8%	\$0.30			
<i>Warsaw (1)</i>	1,489	\$0.16	\$0.60	\$0.60	5%	5%	\$0.40		2	No
<i>West Point</i>	3,261	\$0.67	\$2.64	\$2.40	4%	0%	\$0.60	\$10.00	1	No
<i>Windsor</i>	2,746	\$0.10	\$0.50	\$0.10	6%	0%	\$0.25		1	Yes
<i>Cape Charles</i>	1,003	\$0.22	\$1.00	\$1.00	6%	4%		\$14.87	1	Yes
<i>Chincoteague</i>	2,879	\$0.47	\$3.63		5%	2%	\$0.40	\$16.68	1.00	Yes
<i>Onancock</i>	1,215	\$0.60	\$3.72		5%	5%			1	Yes
<i>Smithfield</i>	8,441	\$0.19	\$1.00	\$0.15	6.25%	6%	\$0.40		1	Yes
Foot Note (1): Community does not bill for trash pick-up, service is included in tax rate.										



EGGS
BUTTER
MEAT

FRUIT
VEGETABLES
DRY GOODS

I've paid
double for my
groceries



WATER
SEWER
STREETS
PARKS
POLICE

TOWN

EDUCATION
WELFARE
LANDFILL
COURT
SYSTEM JAIL

COUNTY