

The Regular Meeting of the Urbanna Town Council was held on May 23, 2019 in the Council Chambers at Town Hall at 7:00 pm. Mayor Gravatt opened the meeting with the Pledge of Allegiance. Ms. Gailey called the roll to which the following answered present: Diane Gravatt, William Goldsmith, Bill Smith, Barbara Hartley, Boyd Wiley, Larry Chowning and George Devries. Also present were Holly Gailey – Town Administrator, Traci Wright – Town Treasurer, John Gill – Zoning Administrator, Andy Bury – Town Attorney, one member of the press and 7 guests.

The first item on the agenda was public comment. Town resident Kristi Anzivino voiced concerns about the consent agenda. She stated that all items included within the consent agenda should be listed under the heading. She also asked the recording secretary be more detailed in the minutes to expand on actions that have occurred. Ms. Anzivino also commented on the Coffee with Council. Although she feels that it is a great concept, however, during the ones she has attended, there has been no conversation back and forth. In addition, she stated that council members should have better follow through with contacting the concerned citizens that attended and voiced a concern to offer an explanation or a resolve to whatever issue was brought to their attention.

Seeing there were no other public comments, Mayor Gravatt closed the public comment.

The next item on the agenda was a public hearing for Special Use Permit #2019-SUP-02, Where the Sidewalk Ends. The Planning Commission's recommendation to town council is attached to the minutes. John Gill presented the owners of the restaurant and the recommendation from the Planning Commission. Mayor Gravatt opened the public hearing. Seeing there were no public concerns, the public hearing was closed. Town Council members reviewed the plan and asked general questions about products, hours and trash receptacles. Larry Chowning specifically asked that they be sensitive to parking in regards to Chandler's Automotive and the Southside Sentinel. After the brief discussion there was a motion presented by Planning Commission Chairman, George Devries. I move that the Urbanna Town Council accept the recommendation of the Planning Commission and that Where the Sidewalk Ends, LLC/William Hight, Property Owner, be issued a Special Use Permit to operate a restaurant at 280-A Virginia Street with the following conditions:

1. The applicant must furnish the Town of Urbanna with evidence of the Commonwealth of Virginia Health Department approval.
2. The applicant must furnish the Town of Urbanna with evidence of the County of Middlesex Building Inspector's approval, if required.
3. The dumpster location and surrounding area will be kept neat and orderly. It is preferable that the dumpster be housed in an enclosed blind.
4. The applicant will collect and forward to the Town of Urbanna meals tax in compliance with Urbanna Town Code.
5. Water and sewer bills will be kept current at all times.
6. Applicant must obtain a Town of Urbanna business license.
7. The restaurant is located in a B-1 district with overlays including but not limited to Historic district overlay. Applicant must comply with all rules and regulations of all applicable districts.
8. Applicant will comply with all Town of Urbanna, County of Middlesex, Commonwealth of Virginia laws and ordinances. If live music is offered, applicant must comply with the Town Noise ordinance.

9. Any changes in ownership/membership of the business will terminate this permit and require application for a new Special Use Permit.
10. Applicant will abide by any limitations to operating hours as established by the Town during special events such as the Urbanna Oyster Festival.

The motion was seconded by Barbara Hartley. Mayor Gravatt called for a roll call vote to which the following responded aye: Devries, Hartley, Chowning, Smith, Goldsmith and Wiley.

At this time, Mayor Gravatt asked if there were any changes to the agenda. Under the consent agenda, there was no motion to accept. Bill Smith stated that the minutes reflected attachments that were not attached to the minutes. He asked that the document be completed with the specific attached documentation before voting to approve. Barbara Hartley requested that the specific items included in the consent agenda be itemized so that everyone is fully aware of what is being voted on. There was a general conversation about the minutes being placed on the consent agenda.

Moving to the next item on the agenda, Town Administrator, Holly Gailey presented the proposed FY 19/20 Budget. The presentation has been attached to the minutes. There were comments made during the presentation in regards to funding request from outside sources to include the Urbanna Beautification Committee, the Urbanna Business Association, Arts in the Middle, and the Urbanna Swim Team. Bill Smith voiced concerns over the funds that have been proposed for these entities stating that the more funding the town gives, the less there is to spend on capital projects or the priority list that the council created in January 2019 to benefit the tax payers. Barbara Hartley stated that there is also the element of quality of life and the job of a council member is to serve the community and that does not mean squeezing nickels. She continued to say that if the town was not able to assist with various events, Urbanna would not be such a great place to live. At this time, Town Attorney, Andy Bury stated that council will have time to discuss the particulars of the budget at the public hearing and the purpose of this meeting was to present the budget.

At this time, Town Administrator, Holly Gailey reported that the town had been awarded a \$1500 grant through the Virginia is for Lovers 50 Year Celebration to build a LOVE sign to put at the marina. She noted that one of the towns dock masters created the concept. She also announced that the town has been awarded the Boating Infrastructure Grant that was applied for maintenance funds. Ms. Gailey responded to inquiries about the marina dredge scheduling with the contractor. She noted that Bay Design Group has been engaged to facilitate the meeting with the contractor, Army Corp of Engineers and Virginia Marina Resources Commission. This meeting must take place before the project can begin.

Under old business, Barbara Hartley asked when the town sign will be installed. There was a discussion about the delay in getting the surveyor's report and having to deal with the VDOT right of way. The project is continuing to move forward but is taking time to complete the survey.

Mayor Gravatt was asked about the trolley in regards to advertisement sales to help fray the cost of the trolley. She noted that she had already sold \$3150 thus far. Larry Chowning is assisting with the trolley advertising sales.

Under announcements, Mayor Gravatt announced that Traci Wright has resigned from her position with the town and that we will be seeking applicants for a replacement.

With there being no further business, George Devries made a motion to adjourn at 8:52 p.m. seconded by Barbara Hartley. Ms. Gailey called the roll to which the following answered aye: George Devries, Barbara Hartley, Bill Smith, Larry Chowning, Boyd Wiley, and William Goldsmith.

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Clerk



## Town of Urbanna

May 21, 2019

### MEMORANDUM

To: Urbanna Town Council

From: Urbanna Planning Commission

Subject: Special Use Permit Application 2019-SUP-02

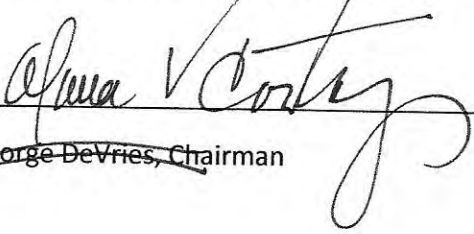
The Urbanna Planning Commission has conducted a public hearing and has considered a request by Where the Sidewalk Ends, LLC/William Hight, Property Owner, for the issuance of a Special Use Permit to operate a restaurant at 281-A Virginia Street. After due consideration the Planning Commission makes the following recommendation to Town Council:

Because the Planning Commission finds that after notice and hearing as required herein, that the proposed special use permit for 280-A Virginia Street, (Tax Map # 20A-1-44) will not adversely affect the health, safety, or welfare of persons residing or working on the premises or in the neighborhood, will not unreasonably impair an adequate supply of light and air to adjacent property, nor increase congestion in the streets, nor impair the character of the district or adjacent districts, nor be incompatible with the Comprehensive Plan nor be likely to reduce or impair the value of buildings or property of surrounding areas, but that such establishment or use will be in accord with Chapter 17 of the Urbanna Town Code; therefore the Planning Commission of the Town of Urbanna recommends to the Urbanna Town Council approval of Special Use Permit Application #2019-SUP-02 with the following conditions:

1. The applicant must furnish the Town of Urbanna with evidence of the Commonwealth of Virginia Health Department approval.
2. The applicant must furnish the Town of Urbanna with evidence of the County of Middlesex Building Inspector's approval, if required.
3. The dumpster location and surrounding area will be kept neat and orderly. It is preferable that the dumpster be housed in an enclosed blind.
4. The applicant will collect and forward to the Town of Urbanna meals tax in compliance with Urbanna Town Code.
5. Water and sewer bills will be kept current at all times.
6. Applicant must obtain a Town of Urbanna business license.

7. The restaurant is located in a B-2 district with overlays including but not limited to Historic district overlay. Applicant must comply with all rules and regulations of all applicable districts.
8. Applicant will comply with all Town of Urbanna, County of Middlesex, Commonwealth of Virginia and federal laws and ordinances. If live music is offered, applicant must comply with the Town Noise ordinance.
9. Any changes in ownership/membership of the business will terminate this permit and require application for a new Special Use Permit
10. Applicant will abide by any limitations to operating hours as established by the Town during special events such as the Urbanna Oyster Festival.

For the Urbanna Planning Commission:

A handwritten signature in black ink, appearing to read "George DeVries", written over a horizontal line.

~~George DeVries, Chairman~~



|                                   | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|-----------------------------------|--------------------------|-------------------------|--------------------------|
| Real Estate Taxes                 | \$250,000.00             | \$250,000.00            | \$250,000.00             |
| Real Estate Taxes- Delinquent     | \$1,500.00               | \$1,500.00              | \$1,500.00               |
| Public Service Corp Taxes         | \$3,300.00               | \$3,300.00              | \$3,300.00               |
| Personal Property Taxes           | \$7,000.00               | \$7,000.00              | \$7,000.00               |
| Personal Prop. Delinquent         | \$100.00                 | \$100.00                | \$100.00                 |
| Penalties                         | \$500.00                 | \$500.00                | \$500.00                 |
| Interest Taxes                    | \$500.00                 | \$500.00                | \$500.00                 |
| <b>TOTAL</b>                      | <b>262,900.00</b>        | <b>262,900.00</b>       | <b>\$262,900.00</b>      |
| <b>LOCAL TAXES (OTHER)</b>        |                          |                         |                          |
| State sales tax                   | \$21,000.00              | \$21,000.00             | \$21,000.00              |
| Consumer Utility tax              | \$2,500.00               | \$2,500.00              | \$2,500.00               |
| Business License Tax              | \$7,500.00               | \$7,500.00              | \$7,500.00               |
| Motor Vehicle License Tax         | \$6,500.00               | \$6,500.00              | \$6,500.00               |
| Bank Franchise Tax                | \$25,000.00              | \$25,000.00             | \$30,000.00              |
| Lodging Tax                       | \$7,000.00               | \$7,000.00              | \$7,000.00               |
| Meals Tax                         | \$100,000.00             | \$100,000.00            | \$100,000.00             |
| Meals Tax Penalty                 | \$75.00                  | \$75.00                 | \$100.00                 |
| Oyster Festival Meals Tax         | \$10,000.00              | \$10,000.00             | \$10,000.00              |
| Oyster Festival Meals Tax Penalty | \$50.00                  | \$50.00                 | \$50.00                  |
| Communication Sales Tax           | \$3,400.00               | \$3,400.00              | \$3,400.00               |
| <b>TOTAL OTHER LOCAL TAX</b>      | <b>183,025.00</b>        | <b>183,025.00</b>       | <b>\$188,050.00</b>      |
| <b>TOTAL TAX</b>                  | <b>\$445,925.00</b>      | <b>\$445,925.00</b>     | <b>\$450,950.00</b>      |
| <b>PERMITS</b>                    |                          |                         |                          |
| Zoning and Subdivision Permits    | \$100.00                 | \$100.00                | \$100.00                 |
| Motorized Carts                   | \$400.00                 | \$400.00                | \$1,000.00               |
| Interest Earned from Banks        | \$300.00                 | \$300.00                | \$400.00                 |
| Rental of property                | \$1,200.00               | \$1,200.00              | \$1,200.00               |
| <b>CHARGES FOR SERVICES</b>       |                          |                         |                          |
| Annual Pool Memberships           | \$1,000.00               | \$1,000.00              | \$2,000.00               |
| Daily Pool Fees                   | \$3,000.00               | \$3,000.00              | \$2,500.00               |
| Pool Parties                      | \$200.00                 | \$200.00                | \$200.00                 |
| Food and Beverage Sales           | \$1,500.00               | \$1,500.00              | \$1,500.00               |
| <b>MISC. REVENUE</b>              |                          |                         |                          |
| Visitor Center Sales              | \$0.00                   | \$0.00                  | \$0.00                   |
| OF Foundation Reimbursement       | \$22,600.00              | \$22,600.00             | \$20,000.00              |
| Trolley Sponsorship and donations | \$0.00                   | \$0.00                  | \$4,500.00               |
| Misc. Revenue                     | \$500.00                 | \$500.00                | \$500.00                 |
| Cats Meow                         | \$300.00                 | \$300.00                | \$300.00                 |
| PPTRA (TAX RELIEF)                | \$5,995.11               | \$5,995.11              | \$5,995.11               |
| Litter Control Grant              | \$1,000.00               | \$1,000.00              | \$1,000.00               |
| Fire Program Funds                | \$10,000.00              | \$10,000.00             | \$10,000.00              |
| M.O.M. Grant Museum               | \$0.00                   | \$0.00                  | \$0.00                   |
| Founders Day Donations            | \$0.00                   | \$0.00                  | \$0.00                   |
| Museum in the Streets             | \$0.00                   | \$0.00                  | \$0.00                   |
| PetSmart Charities                | \$0.00                   | \$0.00                  | \$0.00                   |
| Art Grant Award                   | \$0.00                   | \$0.00                  | \$4,500.00               |
| <b>TOTAL OTHER FEES</b>           | <b>\$48,095.11</b>       | <b>\$48,095.11</b>      | <b>\$55,695.11</b>       |
| <b>FUND TRANSFERS IN</b>          |                          |                         |                          |
| Transfer In Historic Trust        | \$0.00                   | \$0.00                  | \$0.00                   |
| Transfer in Water Fund            | \$0.00                   | \$0.00                  | \$0.00                   |
| Transfer in Unappropriated        | \$67,939.04              | \$126,229.04            | \$0.00                   |
| Transfer in General Fund          | \$0.00                   | \$0.00                  | \$0.00                   |

|                              | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|------------------------------|--------------------------|-------------------------|--------------------------|
| Transfer in Pool Reserve     | \$0.00                   | \$0.00                  | \$0.00                   |
| TOTAL TRANSFERS IN           | \$67,939.04              | \$126,229.04            | \$0.00                   |
|                              |                          |                         |                          |
| TOTAL REVENUES PLUS TRANSFER | \$561,959.15             | \$620,249.15            | \$506,645.11             |
|                              |                          |                         |                          |

|   | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|---|--------------------------|-------------------------|--------------------------|
| <b>EXPENDITURES</b>                     |                          |                         |                          |
| <b>TOWN COUNCIL</b>                     |                          |                         |                          |
| Mileage                                 | \$200.00                 | \$200.00                |                          |
| Convention And Education                | \$500.00                 | \$500.00                | \$1,000.00               |
| Dues And Memberships                    | \$8,200.00               | \$8,200.00              | \$8,200.00               |
| Total Town Council                      | \$8,900.00               | \$8,900.00              | \$9,200.00               |
|   |                          |                         |                          |
| <b>TOWN TREASURER</b>                   |                          |                         |                          |
| Salary and wages                        | \$26,682.95              | \$26,682.95             | \$27,435.76              |
| Overtime allowance                      | \$2,516.00               | \$2,516.00              | \$2,887.50               |
| FICA                                    | \$2,234.00               | \$2,234.00              | \$2,325.00               |
| VRS                                     | \$750.00                 | \$750.00                | \$950.00                 |
| Hospital Medical                        | \$7,622.40               | \$7,622.40              | \$7,622.40               |
| Group Insurance Life                    | \$108.00                 | \$108.00                | \$75.00                  |
| Unemployment Insurance                  | \$25.00                  | \$25.00                 |                          |
| Telecommunications                      | \$480.00                 | \$480.00                | \$480.00                 |
| Mileage                                 | \$100.00                 | \$100.00                |                          |
| TOTAL TOWN CLERK                        | \$40,518.35              | \$40,518.35             | \$41,775.66              |
|   |                          |                         |                          |
| <b>TOWN ADMINISTRATOR</b>               |                          |                         |                          |
| Salaries and Wages                      | \$27,105.00              | \$27,105.00             | \$27,872.00              |
| Potential Comp Time Payout              | \$1,825.00               | \$1,825.00              | \$1,876.00               |
| FICA                                    | \$2,214.00               | \$2,214.00              | \$2,276.00               |
| VRS                                     | \$15.00                  | \$15.00                 | \$15.00                  |
| Hospital Medical                        | \$7,622.40               | \$7,622.40              | \$7,622.40               |
| Group Insurance Life                    | \$370.00                 | \$370.00                | \$370.00                 |
| unemployment Insurance                  | \$25.00                  | \$25.00                 |                          |
| Telecommunications                      | \$480.00                 | \$480.00                | \$480.00                 |
| Mileage                                 | \$300.00                 | \$300.00                |                          |
| TOTAL TOWN ADMINISTRATOR                | \$39,956.40              | \$39,956.40             | \$40,511.40              |
|   |                          |                         |                          |
| <b>ADMINISTRATIVE SALARIES</b>          | \$89,374.75              | \$89,374.75             | \$91,487.06              |
|   |                          |                         |                          |
| <b>Professional Services</b>            |                          |                         |                          |
| Legal Services 12210                    | \$24,000.00              | \$24,000.00             | \$24,000.00              |
| Audit                                   | \$3,000.00               | \$3,000.00              | \$2,000.00               |
| Computer/Tech Support                   | \$500.00                 | \$500.00                | \$5,000.00               |
| Web Hosting                             | \$1,550.00               | \$1,550.00              | \$2,000.00               |
| Professional Services (Comp Plan)       | \$0.00                   | \$8,500.00              | \$0.00                   |
| Professional Services (Code Codificatio | \$0.00                   | \$8,760.00              | \$0.00                   |
| Accounting Software Purchase            | \$35,000.00              | \$35,000.00             | \$0.00                   |
| Edmonds& Assoc. Annual Fees/Support     |                          |                         |                          |
| TOTAL                                   | \$64,050.00              | \$81,310.00             | \$33,000.00              |
|   |                          |                         |                          |
| <b>OTHER ADMIN</b>                      |                          |                         |                          |
| Zoning Admin Salary                     | \$27,050.00              | \$27,050.00             | \$28,050.00              |
| Part-time Admin Assistant               | \$5,200.00               | \$5,200.00              | \$8,580.00               |
| FICA                                    | \$2,468.00               | \$2,468.00              | \$2,805.00               |
| Unemployment Insurance (payroll)        | \$25.00                  | \$25.00                 | \$300.00                 |
| Accounting Services                     | \$4,800.00               | \$4,800.00              | \$5,500.00               |
| Repairs & Maintenance                   | \$10,000.00              | \$10,000.00             | \$5,000.00               |
| Advertising                             | \$1,200.00               | \$1,200.00              | \$1,200.00               |
| AS400 Services (Middlesex County)       | \$6,000.00               | \$6,000.00              | \$6,000.00               |
| Electrical Service                      | \$5,000.00               | \$5,000.00              | \$5,000.00               |
| Postal Services                         | \$2,500.00               | \$2,500.00              | \$2,500.00               |
| Telecommunications                      | \$3,750.00               | \$3,750.00              | \$3,750.00               |
| Insurance (VML)                         | \$14,600.00              | \$14,600.00             | \$14,600.00              |
| Surety Bonds                            | \$200.00                 | \$200.00                | \$200.00                 |
| Mileage                                 | \$250.00                 | \$250.00                | \$1,000.00               |
| Meals and Lodging                       | \$500.00                 | \$500.00                | \$1,000.00               |



|                             | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|-----------------------------|--------------------------|-------------------------|--------------------------|
| Convention and Educations   | \$500.00                 | \$500.00                | \$1,000.00               |
| Dues and Assoc              | \$500.00                 | \$500.00                | \$500.00                 |
| Office Supplies             | \$3,000.00               | \$3,000.00              | \$4,000.00               |
| Food Supplies               | \$500.00                 | \$500.00                | \$500.00                 |
| Housekeeping and Janitorial | \$500.00                 | \$500.00                | \$500.00                 |
| Books and Subscriptions     | \$1,200.00               | \$1,200.00              | \$1,200.00               |
| Furniture and Fixtures      | \$1,000.00               | \$1,000.00              | \$500.00                 |
| EDP equip                   | \$3,000.00               | \$3,000.00              | \$3,000.00               |
| General admin expn other    | \$3,000.00               | \$3,000.00              | \$2,000.00               |
| Sewerage Charges            | \$500.00                 | \$500.00                | \$500.00                 |
| Town Hall Repairs           | \$15,000.00              | \$26,530.00             | \$0.00                   |

|                                    | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|------------------------------------|--------------------------|-------------------------|--------------------------|
| TOTAL OTHER ADMIN                  | \$112,243.00             | \$123,773.00            | \$99,185.00              |
| PUBLIC SAFETY                      |                          |                         |                          |
| Fire Dept. grant                   | \$10,000.00              | \$10,000.00             | \$10,000.00              |
| Reverse 911 Service                | \$1,945.00               | \$1,945.00              | \$1,945.00               |
| TOTAL PUBLIC SAFETY                | \$11,945.00              | \$11,945.00             | \$11,945.00              |
| PUBLIC WORKS                       |                          |                         |                          |
| Refuse contract                    | \$53,950.00              | \$53,950.00             | \$53,950.00              |
| Repairs and Maint                  | \$2,500.00               | \$2,500.00              | \$2,600.00               |
| Electrical Services                | \$9,500.00               | \$9,500.00              | \$9,500.00               |
| Garbage supplies                   | \$1,000.00               | \$1,000.00              | \$1,000.00               |
| Litter Grant                       | \$1,000.00               | \$1,000.00              | \$1,000.00               |
| Vehicle Replacement (Capital)      | \$0.00                   | \$12,000.00             |                          |
| Sidewalk Repairs (CIP)             |                          |                         | \$12,000.00              |
| TOTAL PUBLIC WORKS                 | \$67,950.00              | \$79,950.00             | \$80,050.00              |
| BUILDINGS AND GROUNDS              |                          |                         |                          |
| Salaries and Wages                 | \$11,271.00              | \$11,271.00             | \$17,500.00              |
| FICA                               | \$863.00                 | \$863.00                | \$1,340.00               |
| Unemployment Insurance             | \$25.00                  | \$25.00                 |                          |
| Repairs and Maintenance            | \$2,000.00               | \$2,000.00              | \$2,000.00               |
| Electrical Service                 | \$100.00                 | \$100.00                | \$100.00                 |
| Landscape and Gravel               | \$4,000.00               | \$4,000.00              | \$2,500.00               |
| Landscape Contract Services        | \$9,000.00               | \$9,000.00              | \$9,000.00               |
| Housekeeping/Janitorial            | \$50.00                  | \$50.00                 | \$0.00                   |
| Repairs and Maintenance Supplies   | \$800.00                 | \$800.00                | \$800.00                 |
| Vehicle and Powered Equip Fuels    | \$1,000.00               | \$1,000.00              | \$1,000.00               |
| Vehicle and Powered Equip Supplies | \$500.00                 | \$500.00                | \$500.00                 |
| Other Operating Supplies           | \$300.00                 | \$300.00                | \$300.00                 |
| Taber Park Playground              | \$0.00                   | \$2,500.00              | \$0.00                   |
| Retaining Wall-VA St (CIP)         |                          |                         | \$15,000.00              |
| TOTAL MAINT AND CONTRACT           | \$29,909.00              | \$32,409.00             | \$50,040.00              |
| POOL                               |                          |                         |                          |
| Salaries and Wages Part Time       | \$17,500.00              | \$17,500.00             | \$18,500.00              |
| FICA                               | \$1,301.00               | \$1,301.00              | \$1,416.00               |
| Unemployment Insurance             | \$50.00                  | \$50.00                 |                          |
| Repairs and Maintenance            | \$2,500.00               | \$2,500.00              | \$2,500.00               |
| Chemicals                          | \$4,000.00               | \$4,000.00              | \$4,000.00               |
| Maintenance contracts              | \$1,500.00               | \$1,500.00              | \$1,500.00               |
| Advertising                        | \$250.00                 | \$250.00                |                          |
| Electrical                         | \$1,500.00               | \$1,500.00              | \$1,500.00               |
| Food and Beverage (to sell)        | \$1,000.00               | \$1,000.00              | \$1,000.00               |
| Uniforms                           | \$400.00                 | \$400.00                | \$400.00                 |
| First Aid and Medical Supplies     | \$100.00                 | \$100.00                | \$100.00                 |
| Housekeeping and Janitorial        | \$100.00                 | \$100.00                | \$100.00                 |
| Other Operating Supplies           | \$500.00                 | \$500.00                | \$500.00                 |
| Furniture and Fixtures             | \$500.00                 | \$500.00                | \$500.00                 |
| TOTAL POOL                         | \$31,201.00              | \$31,201.00             | \$32,016.00              |
| COMMUNITY DEVELOPMENT              |                          |                         |                          |
| Advertising                        | \$10,000.00              | \$10,000.00             | \$5,500.00               |
| Procedural Advertising             | \$1,200.00               | \$1,200.00              | \$1,200.00               |
| Mileage                            | \$50.00                  | \$50.00                 |                          |
| Promotional Requests               | \$3,000.00               | \$3,000.00              | \$14,837.05              |
| July 4th Celebration               | \$9,000.00               | \$9,000.00              | \$11,000.00              |
| Christmas Decorations              | \$0.00                   | \$0.00                  | \$0.00                   |
| Arts in the Middle Grant Match     | \$0.00                   | \$0.00                  | \$9,000.00               |
| Tabor Park potty                   | \$3,000.00               | \$3,000.00              | \$750.00                 |

|                             | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|-----------------------------|--------------------------|-------------------------|--------------------------|
| Museum in the streets       | \$0.00                   | \$0.00                  | \$500.00                 |
| TOTAL COMMUNITY DEVELOPMENT | \$26,250.00              | \$26,250.00             | \$42,787.05              |
|                             |                          |                         |                          |

|                                    | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|------------------------------------|--------------------------|-------------------------|--------------------------|
| OYSTER FEST                        |                          |                         |                          |
| Special Business License Allowance | \$22,600.00              | \$22,600.00             | \$20,000.00              |
| Advertising                        | \$1,000.00               | \$1,000.00              | \$1,150.00               |
| Permits                            | \$100.00                 | \$100.00                | \$100.00                 |
| Other Operating Supplies           | \$500.00                 | \$500.00                | \$300.00                 |
| TOTAL OYSTER FEST                  | 24,200.00                | 24,200.00               | 21,550.00                |
| TROLLEY 81600                      |                          |                         |                          |
| Purchase of Services               | \$8,364.00               | \$8,364.00              | \$9,500.00               |
| Total                              | \$8,364.00               | \$8,364.00              | \$9,500.00               |
| VISITORS CENTER                    |                          |                         |                          |
| Salaries and Wages Part time       | \$7,200.00               | \$7,200.00              | \$5,000.00               |
| FICA                               | \$575.00                 | \$575.00                | \$385.00                 |
| Unemployment Insurance             | \$25.00                  | \$25.00                 |                          |
| Repairs and Maintenance            | \$5,000.00               | \$5,000.00              | \$5,000.00               |
| Security Contracts                 | \$800.00                 | \$800.00                | \$800.00                 |
| Electrical Service                 | \$2,000.00               | \$2,000.00              | \$2,000.00               |
| Telecommunications                 | \$1,000.00               | \$1,000.00              | \$1,000.00               |
| Repairs and Maint Supplies         | \$500.00                 | \$500.00                | \$500.00                 |
| Merchandise for Resale             | \$500.00                 | \$500.00                | \$500.00                 |
| Furniture and Fixtures             | \$500.00                 | \$500.00                | \$500.00                 |
| Sewer Charges                      | \$500.00                 | \$500.00                | \$500.00                 |
| Supplies (Special Events & Other)  | \$200.00                 | \$200.00                | \$200.00                 |
| Foundation Repair                  | \$25,000.00              | \$40,000.00             | \$0.00                   |
| TOTAL VISITORS CENTER              | \$43,800.00              | \$58,800.00             | \$16,385.00              |
| FUND TRANSFERS/DEBT SERVICE        |                          |                         |                          |
| Debt service- Gen Fund             | \$32,024.00              | \$32,024.00             | \$0.00                   |
| Transfer to Marina                 | \$15,648.40              | \$15,648.40             | \$18,700.00              |
| Transfer to General Fund Reserve   | \$5,000.00               | \$5,000.00              | \$0.00                   |
| TOTAL TRANSFERS/DEBT SERVICE       | \$52,672.40              | \$52,672.40             | \$18,700.00              |
| TOTAL EXPENDITURES                 | \$561,959.15             | \$620,249.15            | \$506,645.11             |

|  | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|--|--------------------------|-------------------------|--------------------------|
| <b>MARINA FUND</b>                     |                          |                         |                          |
| Marina and Transient Fees              | \$28,500.00              | \$28,500.00             | \$30,000.00              |
| Oyster festival boat slip fees         | \$9,000.00               | \$9,000.00              | \$9,000.00               |
| Laundry Fees                           | \$300.00                 | \$300.00                | \$500.00                 |
| Ice Sales                              | \$500.00                 | \$500.00                | \$600.00                 |
| Facility Fees(Pump out/facility user)  | \$500.00                 | \$500.00                | \$1,500.00               |
| Ramp Usage Fees                        | \$550.00                 | \$550.00                | \$550.00                 |
| Transfer in from General Fund          | \$15,648.40              | \$15,648.40             | \$18,700.00              |
| Transfer in-unappropriated previous ye | \$0.00                   | \$17,154.50             | \$0.00                   |
| <b>MARINA INCOME</b>                   | <b>\$54,998.40</b>       | <b>\$72,152.90</b>      | <b>\$60,850.00</b>       |
|  |                          |                         |                          |
| <b>MARINA EXPENSE</b>                  |                          |                         |                          |
| Salaries and Wages Part Time           | \$24,000.00              | \$24,000.00             | \$23,000.00              |
| FICA                                   | \$1,836.00               | \$1,836.00              | \$1,760.00               |
| Unemployment Insurance                 | \$50.00                  | \$50.00                 |                          |
| Repairs and Maintenance                | \$2,000.00               | \$2,000.00              | \$2,000.00               |
| Electrical                             | \$6,000.00               | \$6,000.00              | \$6,000.00               |
| Telecommunications                     | \$1,200.00               | \$1,200.00              | \$1,200.00               |
| Insurance                              | \$1,500.00               | \$1,500.00              | \$1,500.00               |
| Year-Round Toilet Rental               | \$840.00                 | \$840.00                | \$840.00                 |
| Office Supplies                        | \$150.00                 | \$150.00                | \$150.00                 |
| Office Equipment                       | \$150.00                 | \$150.00                | \$150.00                 |
| Repairs and Maint Supplies             | \$1,000.00               | \$1,000.00              | \$1,000.00               |
| Dues and subscriptions                 | \$200.00                 | \$200.00                | \$200.00                 |
| Other operating supplies               | \$600.00                 | \$600.00                | \$600.00                 |
| Furniture and Fixtures                 | \$500.00                 | \$500.00                | \$700.00                 |
| Debt Service                           | \$8,222.40               | \$8,222.40              | \$0.00                   |
| Sewer Charge                           | \$1,500.00               | \$1,500.00              | \$1,500.00               |
| Propane (hot water)                    | \$250.00                 | \$250.00                | \$250.00                 |
| B.I.G. Grant Match                     | \$0.00                   | \$17,154.50             | \$0.00                   |
| Boat Ramp Repair (CIP)                 | \$5,000.00               | \$5,000.00              | \$20,000.00              |
| <b>TOTAL MARINA</b>                    | <b>\$54,998.40</b>       | <b>\$72,152.90</b>      | <b>\$60,850.00</b>       |



|  | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|--|--------------------------|-------------------------|--------------------------|
| Water Fund                             |                          |                         |                          |
| Water Sales                            | \$200,000.00             | \$200,000.00            | \$200,000.00             |
| Interest Earned                        | \$275.00                 | \$275.00                | \$200.00                 |
| Water Shut-off Fees                    | \$150.00                 | \$150.00                | \$150.00                 |
| Transfer from water reserve            | \$0.00                   | \$0.00                  | \$0.00                   |
| Transfer from previous years           | \$0.00                   | \$53,531.77             | \$0.00                   |
| Total Income                           | \$200,425.00             | \$253,956.77            | \$200,350.00             |
| Water Fund Expense                     |                          |                         |                          |
| Salary and Wages                       | \$46,544.00              | \$46,544.00             | \$47,161.00              |
| Comp Time Payout                       | \$1,825.00               | \$1,825.00              | \$1,876.00               |
| Part-Time Admin Asst                   |                          |                         | \$8,580.00               |
| FICA                                   | \$3,701.00               | \$3,701.00              | \$4,410.00               |
| VRS                                    | \$765.00                 | \$765.00                | \$450.00                 |
| Group Life Insurance                   | \$374.00                 | \$374.00                | \$374.00                 |
| Contractual Operator Services          | \$12,480.00              | \$12,480.00             | \$12,480.00              |
| Operating License (State)              | \$2,250.00               | \$2,250.00              | \$2,215.00               |
| Repairs and Maintenance                | \$30,000.00              | \$30,000.00             | \$30,000.00              |
| Maint. Service Contract/ Tower         | \$14,593.00              | \$14,593.00             | \$14,593.00              |
| Generator Service Contract             | \$1,000.00               | \$1,000.00              | \$1,000.00               |
| VA811 Tickets                          | \$125.00                 | \$125.00                | \$125.00                 |
| Electricity                            | \$6,500.00               | \$6,500.00              | \$6,500.00               |
| Chemicals and Supplies                 | \$4,000.00               | \$4,000.00              | \$3,000.00               |
| Other                                  | \$500.00                 | \$500.00                | \$500.00                 |
| Telecommunications                     | \$660.00                 | \$660.00                | \$660.00                 |
| Water Emergency Mileage                | \$100.00                 | \$100.00                | \$100.00                 |
| Repairs & Main. Supplies               | \$3,000.00               | \$3,000.00              | \$4,000.00               |
| SCADA-Service/monitor                  | \$1,130.00               | \$1,130.00              | \$1,130.00               |
| Kamstrup Annual Support                | \$1,100.00               | \$1,100.00              | \$1,100.00               |
| Distribution System Upgrades           | \$0.00                   | \$30,000.00             | \$0.00                   |
| Debt Service                           | \$21,576.00              | \$21,576.00             | \$0.00                   |
| Transfer to General Fund               | \$0.00                   | \$0.00                  | \$0.00                   |
| Transfer to Water Fund Reserve         | \$43,202.00              | \$62,232.77             | \$10,096.00              |
| Well Upgrades                          | \$0.00                   | \$4,501.00              | \$0.00                   |
| Water Tower Security/ drainage for tow | \$5,000.00               | \$5,000.00              | \$50,000.00              |
| TOTAL WATER FUND                       | \$200,425.00             | \$253,956.77            | \$200,350.00             |

|                           | Approved Budget FY 18-19 | Amended Budget FY 18-19 | Proposed FY 19/20 Budget |
|---------------------------|--------------------------|-------------------------|--------------------------|
| Taber Trust Fund          |                          |                         |                          |
| Transfer in- Revenue      | \$40,000.00              | \$46,000.00             | \$30,000.00              |
| TOTAL                     | \$40,000.00              | \$46,000.00             | \$30,000.00              |
| Taber Trust Fund Expenses |                          |                         |                          |
| Contribution to Library   | \$9,000.00               | \$9,000.00              | \$10,000.00              |
| Volunteer Fire Dept       | \$10,000.00              | \$10,000.00             | \$10,000.00              |
| Rescue Squad              | \$9,000.00               | \$9,000.00              | \$0.00                   |
| Woman's Club Donation     | \$0.00                   | \$0.00                  | \$0.00                   |
| Tabor Park Planning       | \$12,000.00              | \$18,000.00             | \$10,000.00              |
| TOTAL                     | \$40,000.00              | \$46,000.00             | \$30,000.00              |
| General Fund Revenues     | 561,959.15               | 620,249.15              | 506,645.11               |
| General Fund Expenses     | 561,959.15               | 620,249.15              | 506,645.11               |
| Revenue over Expenses     | 0.00                     | 0.00                    | 0.00                     |
| Marina Fund Revenues      | 54,998.40                | 72,152.90               | 60,850.00                |
| Marina Fund Expenses      | 54,998.40                | 72,152.90               | 60,850.00                |
| Revenue over Expenses     | 0.00                     | 0.00                    | 0.00                     |
| Water Fund Revenue        | 200,425.00               | 253,956.77              | 200,350.00               |
| Water Fund Expenses       | 200,425.00               | 253,956.77              | 200,350.00               |
| Revenue over Expenses     | 0.00                     | 0.00                    | 0.00                     |
| Total Budget Revenues     | 857,382.55               | 992,358.82              | 797,845.11               |
| Total Budget Expenses     | 857,382.55               | 992,358.82              | 797,845.11               |
| Revenues over Expenses    | 0.00                     | 0.00                    | 0.00                     |