



**Urbanna Town Council
Work Session
AGENDA
Town Council Chambers
390 Virginia Street Suite B
Thursday, May 12, 2022 7:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comment
6. Public Comment Response
7. Matters of the Town Council
 - a. Committee reports
 - i. Administrator's report
 - ii. Planning Commission
 - b. Preliminary budget FY 2022-2023*
 - c. Boundary line adjustment update*
 - d. BIG Grant-Marina improvements
8. Action Items
 - a. Middle Peninsula Planning District Commission-All Hazards Mitigation Plan
 - b. Planning Commission appointment
9. Adjourn

*Documents included

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**Agenda Item Summary
May 12, 2022**

Agenda Item: #7a-Reports

Background: Administrative and Committee reports

Fiscal Impact: NA

Staff Recommendation: NA

Council Action Requested: NA

Reports Scheduled

Town Administrator-Garth Wheeler
Planning Commission-Merri Hanson

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**Agenda Item Summary
May 12, 2022**

Agenda Item: #7b-Preliminary budget FY 2022-2023

Background: The Finance Committee is introducing this preliminary draft of the proposed FY22-23 budget, and recommends the following schedule for the approval process:

- Public hearing to be held June 9, 2022
- Public notice to be published in Southside Sentinel on May 26 and June 2, 2022
- Final approval of budget scheduled for June 23, 2022

Fiscal Impact: TBD

Council Action Requested: Not at this time

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2022-2023 Budget Proposed

4/7/2022		Adopted Budget 2020-2021	Actual 2020-2021	Variance 2021-2022	Adopted budget 2021-2022	Actual June thru March 2021-2022	Variance 2021-2022	Proposed Budget 2022-2023
	REVENUE							
100-11010-0001	Real Estate Taxes	\$230,000.00	\$250,396.70	\$20,396.70	\$250,000.00	253,330.66	(3,330.66)	\$ 277,000.00
100-11010-0002	Real Estate Taxes- Delinquent	\$1,500.00	\$6,332.14	\$4,832.14	\$1,500.00	\$ 1,122.23	377.77	\$ 1,500.00
100-11020-0001	Public Service Corp Taxes	\$3,200.00	\$3,192.58	-\$7.42	\$3,200.00	\$ 1,558.44	1,641.56	\$ 3,200.00
100-11030-0001	Personal Property Taxes	\$7,000.00	\$10,264.46	\$3,264.46	\$8,000.00	\$ 8,475.77	(475.77)	\$ 8,500.00
100-11030-0002	Personal Prop. Delinquent	\$100.00	\$153.09	\$53.09	\$100.00	\$ 193.29	(93.29)	\$ 100.00
100-11060-0001	Penalties	\$250.00	\$529.15	\$279.15	\$250.00	\$ 132.78	117.22	\$ 250.00
100-11060-0002	Interest Taxes	\$250.00	\$720.97	\$470.97	\$250.00	\$ 570.08	(320.08)	\$ 250.00
	TOTAL	\$242,300.00	\$271,589.09	\$29,289.09	\$263,300.00	\$265,383.25	-\$2,083.25	\$290,800.00
	LOCAL TAXES (OTHER)							
100-12010-0001	State sales tax	\$18,000.00	\$26,731.78	\$8,731.78	\$21,000.00	\$ 22,944.81	(1,944.81)	\$ 25,000.00
100-12020-0001	Consumer Utility tax	\$2,500.00	\$3,069.41	\$569.41	\$2,500.00	\$ 1,997.45	502.55	\$ 2,800.00
100-12030-0001	Business License Tax	\$7,500.00	\$7,587.94	\$87.94	\$7,500.00	\$ 22,663.10	(15,163.10)	\$ 7,500.00
100-12040-0001	cigarette tax				\$3,600.00	\$ 3,582.49	17.51	\$ -
100-12050-0001	Motor Vehicle License Tax	\$6,500.00	\$7,653.00	\$1,153.00	\$6,500.00	\$ 9,084.19	(2,584.19)	\$ 7,500.00
100-12060-0001	Bank Franchise Tax	\$30,000.00	\$49,209.00	\$19,209.00	\$30,000.00	-	30,000.00	\$ 45,000.00
100-12100-0001	Lodging Tax	\$7,000.00	\$3,598.51	-\$3,401.49	\$5,000.00	\$ 14,636.57	(9,636.57)	\$ 10,000.00
100-12110-0001	Meals Tax	\$100,000.00	\$125,173.79	\$25,173.79	\$120,000.00	\$ 106,369.66	13,630.34	\$ 120,000.00
100-12110-0002	Meals Tax Penalty	\$100.00	\$0.00	-\$100.00	\$100.00	\$ -	100.00	\$ 100.00
100-12110-0003	Oyster Festival Meals Tax	\$10,000.00	\$0.00	-\$10,000.00	\$10,000.00	\$ 11,600.65	(1,600.65)	\$ 10,000.00
100-12110-0004	Oyster Festival Meals Tax Penalty	\$50.00	\$0.00	-\$50.00	\$50.00	\$ -	50.00	\$ 50.00
100-12110-0005	Oyster festival business licenses							\$ 17,500.00
100-12160-0001	Communication Sales Tax	\$3,400.00	\$2,744.54	-\$655.46	\$3,400.00	\$ 1,944.50	1,455.50	\$ 2,500.00
	TOTAL OTHER LOCAL TAX	\$185,050.00	\$225,767.97	\$40,717.97	\$209,650.00	\$194,823.42	14,826.58	\$247,950.00
	TOTAL TAX	\$427,350.00	\$497,357.06	\$70,007.06	\$472,950.00	\$460,206.67	\$12,743.33	\$538,750.00
	PERMITS							
100-13030-0007	Zoning and Subdivision Permits	\$100.00	\$1,150.00	\$1,050.00	\$100.00	\$ 947.32	(847.32)	\$ 500.00
100-13030-0033	Motorized Carts	\$1,000.00	\$1,725.00	\$725.00	\$500.00	\$ 425.00	75.00	\$500.00
100-15010-0001	Interest Earned from Banks	\$400.00	\$0.00	-\$400.00	\$400.00	\$ -	400.00	\$ 200.00
100-15020-0001	Rental of property	\$1,200.00	\$0.00	-\$1,200.00	\$1,200.00	\$ 1,200.00	-	\$ 1,200.00
	CHARGES FOR SERVICES							
100-16120-0001	Annual Pool Memberships	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-16120-0002	Daily Pool Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-16120-0003	Pool Parties	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-16120-0005	Food and Beverage Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
	MISC. REVENUE							
100-18990-0001	Visitor Center donations	\$0.00	\$0.00	\$0.00	\$0.00	\$ 922.45	-\$922.45	\$ 600.00
100-18990-0013	visitor center merchandise donation							\$ 500.00
eliminate see a28	OF Foundation Reimbursement	\$24,700.00	\$0.00	-\$24,700.00	\$24,700.00	-	24,700.00	\$ -
100-18990-0014	Trolley Sponsorship and donations	\$0.00	\$0.00	\$0.00	\$4,500.00	\$ -	4,500.00	\$ -
100-18990-0021	Misc. Revenue	\$500.00	\$12,443.89	\$11,943.89	\$500.00	\$ 35,718.95	(35,218.95)	\$ 500.00
100-18990-0040	Cats Meow	\$300.00	\$530.00	\$230.00	\$300.00	\$ 1,062.00	(762.00)	\$ 500.00
100-22010-0009	PPTRA (TAX RELIEF)	\$5,995.11	\$5,995.11	\$0.00	\$6,000.00	\$ 5,995.11	4.89	\$ 5,996.00
100-24040-0007	Litter Control Grant	\$1,000.00	\$935.00	-\$65.00	\$1,000.00	\$ 1,329.00	(329.00)	\$ 1,000.00

**2022-2023 Budget
Proposed**

4/7/2022		Adopted Budget	Actual	Variance	Adopted budget	Actual June thru March	Variance	Proposed Budget
		2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2022-2023
100-24040-0012	Fire Program Funds	\$10,000.00	\$15,000.00	\$5,000.00	\$15,000.00	\$ -	15,000.00	\$ 15,000.00
		\$0.00	\$3,750.00	\$3,750.00			-	
	Art Grant Award	\$4,500.00	\$0.00	-\$4,500.00	\$0.00	\$ -	-	
	TOTAL OTHER FEES	\$49,695.11	\$41,529.00	-\$8,166.11	\$54,200.00	\$47,599.83	\$6,600.17	\$26,496.00
							-	
	FUND TRANSFERS IN						-	
100-41050-0110	Transfer In Historic Trust	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-41050-0500	Transfer in Water Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-41050-0710	Transfer in Unappropriated	\$7,035.00	\$0.00	-\$7,035.00	\$0.00	\$ -	-	\$ 14,245.00
100-41500-0100	Transfer in General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-41500-0101	Transfer in Pool Reserve	\$35,000.00	\$0.00	-\$35,000.00	\$0.00	\$ -	-	\$ -
	TOTAL TRANSFERS IN	\$42,035.00	\$0.00	-\$42,035.00	\$0.00	\$ -	-	\$ 14,245.00
							-	
	TOTAL REVENUES PLUS TRANSFERS	\$519,080.11	\$538,886.06	\$19,805.95	\$527,150.00	\$507,806.50	\$19,343.50	\$579,491.00

PROPOSED

2022-2023 Budget Proposed

4/7/2022		Adopted Budget 2020-2021	Actual 2020-2021	Variance 2021-2022	Adopted budget 2021-2022	Actual June thru March 2021-2022	Variance 2021-2022	Proposed Budget 2022-2023
	EXPENSES						-	
	TOWN COUNCIL						-	
100-11100-5540	Convention And Education	\$1,500.00	\$0.00	-\$1,500.00	\$1,500.00	\$ 1,480.64	19.36	\$ 1,500.00
100-11100-5810	Dues And Memberships	\$9,500.00	\$8,317.00	-\$1,183.00	\$9,500.00	\$ 8,824.00	676.00	\$ 9,500.00
	Total Town Council	\$11,000.00	\$8,317.00	-\$2,683.00	\$11,000.00	\$10,304.64	\$695.36	\$11,000.00
	TOWN TREASURER						-	
100-11200-1100	Salary and wages	\$32,498.00	\$25,274.34	-\$7,223.66	\$35,000.00	\$ 34,059.80	940.20	\$ 42,660.00
100-11200-1500	Potential Comp Time	\$1,125.00	\$0.00	-\$1,125.00	\$1,125.00	\$ -	1,125.00	
100-11200-2100	FICA	\$2,572.15	\$1,697.38	-\$874.77	\$2,500.00	\$ 2,419.23	80.77	\$ 3,242.16
100-11200-2210	VRS	\$350.00	\$3,197.49	\$2,847.49	\$350.00	\$ 2,364.98	(2,014.98)	\$ 400.00
100-11200-2300	Hospital Medical	\$8,000.00	\$5,740.00	-\$2,260.00	\$8,000.00	\$ 8,226.00	(226.00)	\$ 8,800.00
100-11200-2400	Group Insurance Life	\$60.00	\$618.15	\$558.15	\$60.00	\$ 365.13	(305.13)	\$ 639.90
	Unemployment Insurance				\$0.00	\$ 161.78	(161.78)	\$ -
eliminate	Telecommunications	\$480.00	\$560.00	\$80.00	\$480.00	\$ 720.00	(240.00)	\$ -
	TOTAL TOWN TREASURER	\$45,085.15	\$37,087.36	-\$7,997.79	\$47,515.00	\$48,316.92	-\$801.92	\$55,742.06
	TOWN CLERK							
100-11300-1100	Salary and wages							\$ 18,196.00
	overtime							\$ -
100-11300-2100	FICA							\$ 1,382.90
100-11300-2210	VRS							\$ -
100-11300-2300	Hospital/Medical							\$ 4,400.00
100-11300-2400	Group Insurance life							\$ 318.43
	TOTAL TOWN CLERK							\$ 24,297.33
	TOWN ADMINISTRATOR							
100-12110-1100	Salaries and Wages	\$28,308.80	\$45,396.98	\$17,088.18	\$60,000.00	\$41,313	18,687.20	\$ 54,000.00
100-12110-1500	unemp and mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$ 217.49		\$ -
100-12110-2100	FICA	\$2,165.62	\$3,383.36	\$1,217.74	\$4,600.00	\$ 3,160.56	1,439.44	\$ 4,104.00
100-12110-2100	VRS	\$15.00	\$1,698.44	\$1,683.44	\$0.00	\$ -	-	\$ -
100-12110-2300	Hospital Medical	\$8,000.00	\$9,840.00	\$1,840.00	\$0.00	\$ 2,460.00	(2,460.00)	\$ -
100-12100-2400	Group Insurance Life	\$230.00	\$210.50	-\$19.50	\$0.00	\$ -	-	\$ -
eliminate	Telecommunications	\$480.00	\$400.00	-\$80.00	\$480.00	\$ 400.00	80.00	\$ -
	TOTAL TOWN ADMINISTRATOR	\$39,199.42	\$60,929.28	\$21,729.86	\$65,080.00	\$ 47,550.85	17,529.15	\$58,104.00
	ADMINISTRATIVE TOTAL	\$95,284.57	\$106,333.64	\$11,049.07	\$123,595.00	\$106,172.41	\$17,422.59	\$149,143.39
	Professional Services							
100-12210-3150	Legal Services 12210	\$24,000.00	\$34,580.00	\$10,580.00	\$24,000.00	\$ 20,410.00	3,590.00	\$ 27,000.00
100-12240-3160	Audit	\$0.00	\$0.00	\$0.00	\$15,000.00	\$ -	15,000.00	\$ 5,000.00
100-12500-3000	Computer/Tech Support	\$5,000.00	\$17,058.02	\$12,058.02	\$5,000.00	\$ 31,111.58	(26,111.58)	\$ 10,000.00
100-12500-3001	Web Hosting	\$2,500.00	\$2,709.25	\$209.25	\$2,500.00	\$ 2,209.77	290.23	\$ 2,800.00
100-12500-9000	Professional Services (Comp Plan)	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-12500-9005	Professional Services (Code Codification)	\$0.00	\$0.00	\$0.00	\$0.00	\$ 1,785.00	(1,785.00)	\$ -
100-12500-9006	Accounting Software Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-12500-9050	Edmonds& Assoc. Annual Fees/Support	\$1,650.00	\$6,585.00	\$4,935.00	\$1,650.00	\$ 7,749.03	(6,099.03)	\$ 6,000.00
	TOTAL	\$33,150.00	\$60,932.27	\$27,782.27	\$48,150.00	\$63,265.38	-\$15,115.38	\$50,800.00
	OTHER ADMIN							

2022-2023 Budget Proposed

4/7/2022		Adopted Budget	Actual	Variance	Adopted budget	Actual June thru March	Variance	Proposed Budget
		2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2022-2023
100-12600-1100	Zoning Admin Salary parttime	\$28,228.00	\$37,740.87	\$9,512.87	\$20,000.00	\$ 40,274.40	(20,274.40)	\$ 27,000.00
					\$15,000.00			
100-12600-2100	FICA	\$2,165.00	\$2,837.87	\$672.87	\$2,660.00	\$ 3,081.12	(421.12)	\$ 3,001.69
100-12600-2210	VRS	\$15.00	\$964.63	\$949.63	\$0.00	\$ -	-	\$ -
100-12600-2300	Hospital Medical	\$135.00	\$194.46	\$59.46	\$0.00	\$ -	-	\$ -
100-12600-2400	Group Life Ins.							
								\$ 500.00
100-12600-2600	Unemployment Insurance (total payroll)	\$300.00	\$44.65	-\$255.35	\$300.00	\$ 201.29	98.71	
100-12600-3120	Accounting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	0
100-12600-3310	Repairs & Maintenance	\$5,000.00	\$1,906.45	-\$3,093.55	\$5,000.00	\$ 1,052.66	3,947.34	\$ 5,000.00
100-12600-3600	(Procedural) Advertising	\$2,000.00	\$1,253.78	-\$746.22	\$2,000.00	\$ 637.50	1,362.50	\$ 2,000.00
100-12600-3800	AS400 Services (Middlesex County)	\$0.00	\$0.00	\$0.00	\$6,000.00	\$ -	6,000.00	\$ -
100-12600-5510	Electrical Service	\$5,000.00	\$3,431.88	-\$1,568.12	\$5,000.00	\$ 3,739.18	1,260.82	\$ 5,000.00
100-12600-5210	Postal Services	\$2,500.00	\$1,742.45	-\$757.55	\$2,500.00	\$ 1,459.47	1,040.53	\$ 2,000.00
100-12600-5230	Telecommunications and cell phones	\$3,750.00	\$18,242.23	\$14,492.23	\$4,800.00	\$ 8,340.89	(3,540.89)	\$ 5,760.00
100-12600-5300	Insurance (VML)	\$17,000.00	\$16,143.00	-\$857.00	\$17,000.00	\$ 12,555.00	4,445.00	\$ 19,000.00
100-12600-5306	Surety Bonds	\$200.00	\$885.00	\$685.00	\$800.00	\$ 710.00	90.00	\$ 800.00
100-12600-5510	Mileage	\$500.00	\$85.90	-\$414.10	\$500.00	\$ 104.16	395.84	\$ 500.00
100-12600-5530	Meals and Lodging	\$500.00	\$361.46	-\$138.54	\$500.00	\$ 43.05	456.95	\$ 500.00
100-12600-5540	Convention and Educations	\$1,500.00	\$150.00	-\$1,350.00	\$1,500.00	\$ 783.88	716.12	\$ 1,500.00
100-12600-5810	Dues and Assoc	\$500.00	\$242.91	-\$257.09	\$500.00	\$ 853.00	(353.00)	\$ 700.00
100-12600-6001	Office Supplies	\$4,000.00	\$2,935.36	-\$1,064.64	\$4,000.00	\$ 2,894.11	1,105.89	\$ 4,000.00
100-12600-6002	Food Supplies	\$350.00	\$91.49	-\$258.51	\$350.00	\$ 36.99	313.01	\$ 350.00
100-12600-6005	Housekeeping and Janitorial	\$500.00	\$797.55	\$297.55	\$500.00	\$ 322.39	177.61	\$ 2,400.00
100-12600-6012	Books and Subscriptions	\$1,200.00	\$1,659.14	\$459.14	\$1,200.00	\$ 376.80	823.20	\$ 1,200.00
100-12600-8102	Furniture and Fixtures	\$500.00	\$1,166.75	\$666.75	\$500.00	\$ 378.30	121.70	\$ 500.00
100-12600-8107	EDP equip	\$5,000.00	\$6,363.53	\$1,363.53	\$5,000.00	\$ 4,411.23	588.77	\$ 5,000.00
100-12600-9300	General admin expn other	\$1,882.54	\$4,190.66	\$2,308.12	\$1,883.00	\$ 1,729.38	153.62	\$ 1,000.00
100-12600-8106	Sewerage Charges	\$600.00	\$182.99	-\$417.01	\$600.00	\$ 558.48	41.52	\$ 600.00
100-12600-9500	Town Hall Repairs/move	\$0.00	\$6,100.00	\$6,100.00	\$5,000.00	\$ 13,231.50	(8,231.50)	\$ 1,000.00
100-12600-9400	Thurston Properties rent					\$ 13,344.00	(13,344.00)	\$ 40,032.00
	TOTAL OTHER ADMIN	\$83,325.54	\$109,715.01	\$26,389.47	\$103,093.00	\$111,118.78	-\$8,025.78	\$129,343.69
	PUBLIC SAFETY							
100-32200-5612	Fire Dept. grant	\$10,000.00	\$15,000.00	\$5,000.00	\$15,000.00	\$ -	15,000.00	\$ 15,200.00
100-33300-3000	Reverse 911 Service	\$1,945.00	\$2,003.35	\$58.35	\$2,000.00	\$ -	2,000.00	\$ 2,000.00
	Sherrif contribution							
	TOTAL PUBLIC SAFETY	\$11,945.00	\$17,003.35	\$5,058.35	\$17,000.00	\$0.00	\$17,000.00	\$17,200.00
	PUBLIC WORKS							
100-42300-1900	Refuse contract	\$64,740.00	\$64,740.00	\$0.00	\$60,000.00	\$ 75,000.00	(15,000.00)	\$ 91,000.00
100-42300-3310	Repairs and Maint	\$3,000.00	\$2,105.03	-\$894.97	\$3,000.00	\$ 1,244.57	1,755.43	\$ 3,000.00
100-42300-5110	Electrical Service	\$9,500.00	\$10,412.40	\$912.40	\$9,500.00	\$ 6,487.26	3,012.74	\$ 10,000.00
100-42300-6030	Garbage supplies	\$1,000.00	\$430.68	-\$569.32	\$1,000.00	\$ -	1,000.00	\$ 500.00
100-42600-6035	Litter Grant	\$1,000.00	\$210.16	-\$789.84	\$1,000.00	\$ 190.09	809.91	\$ 1,000.00
100-42600-9500	Sidewalk Repairs (CIP)/vehicle replacement	\$10,000.00	\$5,484.07	-\$4,515.93	\$10,000.00	\$ -	10,000.00	\$ 5,000.00
100-42600-9500	CIP- pool A&E	\$35,000.00	\$0.00	-\$35,000.00	\$0.00	\$ -	-	\$ -
	TOTAL PUBLIC WORKS	\$124,240.00	\$83,382.34	-\$40,857.66	\$84,500.00	\$82,921.92	\$1,578.08	\$110,500.00
	MAINTENANCE							
100-71100-1300	Salaries and Wages	\$17,500.00	\$12,986.47	-\$4,513.53	\$19,500.00	\$ 15,069.24	4,430.76	\$ 20,884.50

2022-2023 Budget Proposed

4/7/2022		Adopted Budget	Actual	Variance	Adopted budget	Actual June thru March	Variance	Proposed Budget
		2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2022-2023
100-71100-2100	FICA	\$1,335.00	\$993.41	-\$341.59	\$1,335.00	\$ 1,152.73	182.27	\$ 1,587.22
100-71100-3310	Repairs and Maintenance	\$2,500.00	\$1,430.11	-\$1,069.89	\$2,500.00	\$ 3,193.50	(693.50)	\$ 3,000.00
100-71100-5110	Electrical Service	\$100.00	\$88.94	-\$11.06	\$100.00	\$ 70.19	29.81	\$ 100.00
100-71100-6003	Landscape and Gravel	\$4,000.00	\$19,180.86	\$15,180.86	\$4,000.00	\$ 5,074.43	(1,074.43)	\$ 5,000.00
100-71100-6006	Landscape Contract Services	\$9,000.00	\$8,966.50	-\$33.50	\$9,000.00	\$ 12,171.74	(3,171.74)	\$ 9,000.00
100-71100-6007	Repairs and Maintenance Supplies	\$800.00	\$1,451.36	\$651.36	\$800.00	\$ 1,357.72	(557.72)	\$ 800.00
100-71100-6008	Vehicle and Powered Equip Fuels	\$1,000.00	\$1,336.73	\$336.73	\$1,000.00	\$ 1,240.19	(240.19)	\$ 2,000.00
100-71100-6009	Vehicle and Powered Equip Supplies	\$500.00	\$3,871.68	\$3,371.68	\$500.00	\$ 1,267.16	(767.16)	\$ 500.00
100-71100-6014	Other Operating Supplies	\$300.00	\$1,062.57	\$762.57	\$300.00	\$ 68.50	231.50	\$ 300.00
100-71100-9500	CIP(street lights for Cross St)	\$12,600.00	\$23,278.02	\$10,678.02	\$12,600.00	\$ 18,717.22	(6,117.22)	\$ -
	Retaining Wall-VA St (CIP)	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
	TOTAL MAINT AND CONTRACT	\$49,635.00	\$74,646.65	\$25,011.65	\$51,635.00	\$59,382.62	-\$7,747.62	\$43,171.72
							-	
	POOL						-	
100-71320-1300	Salaries and Wages Part Time	\$5,000.00	\$0.00	-\$5,000.00	\$0.00	\$ -	-	
100-71320-2100	FICA	\$385.00	\$0.00	-\$385.00	\$0.00	\$ -	-	
100-71320-3310	Repairs and Maintenance	\$2,500.00	\$24.10	-\$2,475.90	\$0.00	\$ -	-	\$ -
100-71320-3315	Chemicals	\$2,500.00	\$0.00	-\$2,500.00	\$0.00	\$ -	-	\$ -
100-71320-5110	Electrical	\$750.00	\$107.01	-\$642.99	\$0.00	\$ -	-	\$ -
100-71320-6002	Food and Beverage (to sell)	\$350.00	\$1,000.00	\$650.00	\$0.00	\$ -	-	\$ -
100-71320-6003	Uniforms	\$400.00	\$0.00	-\$400.00	\$0.00	\$ -	-	\$ -
100-71320-6004	First Aid and Medical Supplies	\$100.00	\$0.00	-\$100.00	\$0.00	\$ -	-	\$ -
100-71320-6005	Housekeeping and Janitorial	\$100.00	\$0.00	-\$100.00	\$0.00	\$ -	-	\$ -
100-71320-6014	Other Operating Supplies	\$150.00	\$0.00	-\$150.00	\$0.00	\$ -	-	\$ -
100-71320-8102	Furniture and Fixtures	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
	Pool Reserve Fund	\$0.00	\$0.00	\$0.00	\$20,312.00	\$ 3,296.48	17,015.52	\$ 12,235.00
	TOTAL POOL	\$12,235.00	\$1,131.11	-\$11,103.89	\$20,312.00	\$3,296.48	\$17,015.52	\$12,235.00
							-	
	COMMUNITY DEVELOPMENT						-	
	Advertising (Rivers Realm)	\$5,000.00	\$5,389.00	\$389.00	\$5,000.00	\$ -	5,000.00	\$ 5,000.00
100-81100-5510	Promotional Requests	\$0.00	\$2,354.45	\$2,354.45	\$0.00	\$ 3,500.00	(3,500.00)	\$ 2,400.00
100-81100-5840	July 4th Celebration	\$6,500.00	\$7,600.00	\$1,100.00	\$6,500.00	\$ 6,441.10	58.90	\$ 13,000.00
100-81100-5842	Christmas Decorations	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ 1,000.00
100-81100-9600	Arts in the Middle Grant Match	\$9,000.00	\$0.00	-\$9,000.00	\$9,000.00	\$ -	9,000.00	\$ -
100-81100-5841	Tabor Park potty	\$750.00	\$500.00	-\$250.00	\$750.00	\$ -	750.00	\$ 750.00
100-81100-5840	Museum in the streets/blue water trail	\$500.00	\$91.50	-\$408.50	\$500.00	\$ -	500.00	\$ 1,000.00
100-81100-5870	TOTAL COMMUNITY DEVELOPMENT	\$21,750.00	\$15,934.95	-\$5,815.05	\$21,750.00	\$9,941.10	\$11,808.90	\$23,150.00
							-	
	OYSTER FEST						-	
100-81110-1400	Special Business License Allowance	\$22,000.00	\$0.00	-\$22,000.00	\$22,000.00	\$ 17,550.00	4,450.00	\$ -
100-81110-3600	Advertising	\$2,100.00	\$0.00	-\$2,100.00	\$2,100.00	\$ 1,820.36	279.64	\$ 17,550.00
100-81110-3800	Permits	\$200.00	\$0.00	-\$200.00	\$200.00	\$ 100.00	100.00	\$ 200.00
100-81110-6014	Other Operating Supplies	\$400.00	\$0.00	-\$400.00	\$400.00	\$ 3,156.95	(2,756.95)	\$ 400.00
	TOTAL OYSTER FEST	\$24,700.00	\$0.00	-\$24,700.00	\$24,700.00	\$22,627.31	\$2,072.69	\$18,150.00
							-	
	TROLLEY 81600						-	
100-81600-3800	Purchase of Services	\$9,500.00	\$0.00	-\$9,500.00	\$9,500.00	\$ -	9,500.00	\$ -
	TOTAL TROLLEY	\$9,500.00	\$0.00	-\$9,500.00	\$9,500.00	\$0.00	\$9,500.00	\$0.00
							-	
	VISITORS CENTER						-	

2022-2023 Budget Proposed

4/7/2022		Adopted Budget	Actual	Variance	Adopted budget	Actual June thru March	Variance	Proposed Budget
		2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2022-2023
100-81700-1300	Salaries and Wages Part time	\$7,200.00	\$3,224.43	-\$3,975.57	\$7,200.00	\$ 5,471.22	1,728.78	\$ 7,200.00
100-81700-1301	FICA	\$565.00	\$246.67	-\$318.33	\$565.00	\$ 418.56	146.44	\$ 547.20
100-81700-3320	Repairs and Maintenance	\$5,000.00	\$120.00	-\$4,880.00	\$5,000.00	\$ 1,300.00	3,700.00	\$ 10,000.00
100-81700-5110	Security Contracts	\$1,000.00	\$14,389.26	\$13,389.26	\$1,000.00	\$ -	1,000.00	\$ 2,500.00
100-81700-5230	Electrical Service	\$2,000.00	\$1,463.77	-\$536.23	\$2,000.00	\$ 1,377.55	622.45	\$ 2,000.00
100-81700-5231	Telecommunications	\$1,000.00	\$960.40	-\$39.60	\$1,000.00	\$ 753.92	246.08	\$ 1,000.00
100-81700-6007	Repairs and Maintenance	\$500.00	\$523.93	\$23.93	\$500.00	\$ 144.91	355.09	\$ 500.00
100-81700-6015	Merchandise for Resale	\$1,000.00	\$1,215.59	\$215.59	\$1,000.00	\$ 882.85	117.15	\$ 1,000.00
100-81700-8102	Furniture and Fixtures	\$500.00	\$0.00	-\$500.00	\$500.00	\$ -	500.00	\$ 500.00
100-81700-8105	Sewer Charges	\$500.00	\$269.43	-\$230.57	\$500.00	\$ 89.70	410.30	\$ 500.00
100-81700-8106	Supplies (Special Events & Other)	\$50.00	\$75.01	\$25.01	\$50.00	\$ 26.99	23.01	\$ 50.00
100-81700-9500	Foundation Repair	\$25,000.00	\$0.00	-\$25,000.00	\$0.00	\$ -	-	\$ -
100-81700-9500	TOTAL VISITORS CENTER	\$44,315.00	\$22,488.49	-\$21,826.51	\$19,315.00	\$10,465.70	\$8,849.30	\$25,797.20
	FUND TRANSFERS							
100-95100-9101	Transfer to Marina	\$9,000.00	\$0.00	-\$9,000.00	\$0.00	\$ -	-	\$ -
100-93000-0140	Transfer to General Fund Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	-	\$ -
100-93000-0100	TOTAL TRANSFERS/DEBT SERVICE	\$9,000.00	\$0.00	-\$9,000.00	\$0.00	\$0.00	-	\$0.00
				\$0.00				
	TOTAL EXPENDITURES	\$519,080.11	\$491,567.81	-\$27,512.30	\$523,550.00	\$469,191.70	\$54,358.30	\$579,491.00
	Second Saturdays							
100-18990-0046	Revenues							
100-811005844	Expenses							
	Flags and Banners - commerative							
130-18990-0055	Revenue				\$0.00	\$700.00	-\$700.00	\$2,000.00
130-81100-5850	Expense				\$0.00	\$0.00	\$0.00	\$2,000.00
	Farmers Market							
130-18990-0060	Revenues							
130-81100-5860	Expenses						-	
	MARINA REVENUE							
140-15020-0003	Marina and Transient Fees	\$20,000.00	\$53,526.11	\$33,526.11	\$30,000.00	51018.44	(21,018.44)	\$ 40,000.00
140-15020-0005	Oyster festival boat slip fees	\$9,000.00	\$100.00	-\$8,900.00	\$9,000.00	6864.25	2,135.75	\$ 9,000.00
140-15020-0006	Laundry Fees	\$350.00	\$965.75	\$615.75	\$350.00	742.25	(392.25)	\$ 500.00
140-15020-0008	Ice Sales	\$750.00	\$628.00	-\$122.00	\$750.00	673.00	77.00	\$ 750.00
140-15020-0009	Facility Fees(Pump out/facility user)	\$1,200.00	\$620.44	-\$579.56	\$500.00	390.75	109.25	\$ 500.00
140-15020-0010	Ramp Usage Fees	\$550.00	\$1,394.00	\$844.00	\$550.00	1137.00	(587.00)	\$ 1,000.00
140-41050-0100	Transfer in from General Fund	\$9,000.00	\$0.00	-\$9,000.00	\$0.00	0.00	-	\$ -
140-41050-0000	Transfer in-unappropriated previous years	\$0.00	\$0.00	\$0.00	\$0.00	0.00	-	\$ -
	loan							\$ 52,500.00
	big grant reimbursement							\$ 25,000.00
	MARINA INCOME	\$40,850.00	\$57,234.30	\$16,384.30	\$41,150.00	\$60,825.69	-\$19,675.69	\$129,250.00
	MARINA EXPENSE							
140-43100-1300	Salaries and Wages Part Time	\$23,000.00	\$22,095.94	-\$904.06	\$23,000.00	16834.11	6,165.89	\$ 23,000.00
140-43100-2100	FICA	\$1,760.00	\$1,690.32	-\$69.68	\$1,760.00	1287.82	472.18	\$ 1,750.00
140-43100-3310	Repairs and Maintenance	\$2,000.00	\$2,037.03	\$37.03	\$1,000.00	1709.50	(709.50)	\$ 1,750.00

2022-2023 Budget Proposed

4/7/2022		Adopted Budget	Actual	Variance	Adopted budget	Actual June thru March	Variance	Proposed Budget
		2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2022-2023
140-43100-5110	Electrical	\$6,000.00	\$7,431.59	\$1,431.59	\$6,000.00	9380.03	(3,380.03)	\$ 7,500.00
140-43100-5230	Telecommunications	\$1,200.00	\$1,706.90	\$506.90	\$1,200.00	1312.56	(112.56)	\$ 1,200.00
140-43100-5300	Insurance	\$1,500.00	\$1,489.00	-\$11.00	\$1,500.00	1510.00	(10.00)	\$ 1,550.00
140-43100-5400	Year-Round Toilet Rental	\$840.00	\$700.00	-\$140.00	\$840.00	1455.00	(615.00)	\$ 1,000.00
140-43100-6001	Office Supplies	\$150.00	\$355.40	\$205.40	\$200.00	7.99	192.01	\$ 200.00
140-43100-6001	Office Equipment	\$150.00	\$324.84	\$174.84	\$150.00	0.00	150.00	\$ 150.00
140-43100-6007	Repairs and Maint Supplies	\$1,000.00	\$2,120.40	\$1,120.40	\$2,000.00	4177.80	(2,177.80)	\$ 2,000.00
140-43100-6009	Dues and subscriptions	\$200.00	\$0.00	-\$200.00	\$200.00	0.00	200.00	\$ 200.00
140-43100-6100	Other operating supplies	\$600.00	\$1,646.48	\$1,046.48	\$600.00	1481.98	(881.98)	\$ 1,500.00
140-43100-8102	Furniture and Fixtures	\$700.00	\$347.11	-\$352.89	\$700.00	73.67	626.33	\$ 500.00
140-43100-8104	Sewer Charge	\$1,500.00	\$1,838.95	\$338.95	\$1,500.00	1553.20	(53.20)	\$ 1,450.00
140-43100-9500	Propane (hot water)	\$250.00	\$272.79	\$22.79	\$0.00	490.59	(490.59)	\$ 500.00
	BIG grant/virginia Street pier					1936.38	(1,936.38)	\$ 85,000.00
	Boat Ramp Repair (CIP)	\$0.00	\$2,734.86	\$2,734.86	\$0.00	16000.00	16,000.00	\$ -
140-95140-9500	Marina Reserve Account		\$0.00	\$0.00	\$500.00	0.00	500.00	
	TOTAL MARINA EXPENSE	\$40,850.00	\$46,791.61	\$5,941.61	\$41,150.00	\$59,210.63	-\$18,060.63	\$129,250.00
							-	
	DMV						-	
300-11010-0001	DMV Revenue						-	\$ 10,000.00
	advance from prior unallocated							\$ 36,421.00
	TOTAL DMV funds						-	\$ 46,421.00
	DMV Expenses						-	
300-11200-1100	Dmv salaries and wages					3,600.00	(3,600.00)	\$ 31,200.00
300-11200-2100	Dmv FICA					233.41	(233.41)	\$ 2,250.00
300-11200-2210	DMV VRS					552.20	(552.20)	\$ 312.00
300-11200-2300	group medical					2,499.00	(2,499.00)	\$ 8,800.00
300-11200-2400	DMV Group Life					84.63	(84.63)	\$ 546.00
300-11200-5230	DMV Telecommunications					120.00	(120.00)	\$ 480.00
300-11200-5510	DMV Mileage					17.55	(17.55)	\$ 100.00
300-12500-3000	DMV Computer/Tech support					4,271.12	(4,271.12)	\$ 1,000.00
300-12600-3310	DMV Repairs and Maintenance					-	-	\$ 200.00
300-12600-3600	DMV Advertising					-	-	\$ 1,200.00
300-12600-5530	DMV Meals and Lodging					-	-	\$ 100.00
300-12600-5540	DMV Conventions					-	-	\$ -
300-12600-5801	DMV Miscellaneous					-	-	\$ 100.00
300-12600-6001	DMV Office Spplies					403.00	(403.00)	\$ 50.00
300-12600-6012	DMV Books and Subscriptions					471.00	(471.00)	\$ 50.00
300-12600-8102	DMV Furniture and subscriptions					2,778.07	(2,778.07)	\$ 33.00
	Total DMV Expenses					\$ 15,029.98	\$ (15,029.98)	\$ 46,421.00
	Water Fund							
500-17010-0001	Water Sales	\$190,000.00	\$292,939.73	\$102,939.73	\$290,000.00	264,588.65	25,411.35	\$ 320,000.00
500-17010-0005	Interest Earned	\$250.00	\$0.00	-\$250.00	\$250.00	4,000.00	(3,750.00)	\$ 250.00
500-17010-0016	Water Shut-off Fees	\$150.00	\$4,000.00	\$3,850.00	\$150.00	24,082.64	(23,932.64)	\$ 150.00
	Transfer from water reserve	\$0.00	\$0.00	\$0.00	\$0.00	-	-	\$ -
	Transfer from previous years	\$0.00	\$1,857.50	\$1,857.50	\$0.00	-	-	\$ -
	Total Water Fund Revenue	\$190,400.00	\$298,797.23	\$108,397.23	\$290,400.00	\$292,671.29	-\$2,271.29	\$320,400.00
							-	
	Water Fund Expense						-	

2022-2023 Budget Proposed

4/7/2022		Adopted Budget	Actual	Variance	Adopted budget	Actual June thru March	Variance	Proposed Budget
		2020-2021	2020-2021	2021-2022	2021-2022	2021-2022	2021-2022	2022-2023
500-46100-13000	Salary and Wages	\$46,000.00	\$47,505.46	\$1,505.46	\$50,000.00	18,255.46	31,744.54	\$ 50,000.00
500-46100-1500	Comp Time Payout	\$1,500.00	\$0.00	-\$1,500.00	\$0.00	-	-	\$ -
eliminate	Part-Time Admin Asst	\$0.00	\$0.00	\$0.00	\$0.00	-	-	\$ -
500-46100-2100	FICA	\$3,635.00	\$3,300.12	-\$334.88	\$4,000.00	1,229.73	2,770.27	\$ 3,800.00
500-46100-2210	VRS	\$300.00	\$292.10	-\$7.90	\$0.00	227.10	(227.10)	\$ -
500-46100-2300	Medical					326.73		\$ 4,400.00
500-46100-2400	Group Life Insurance	\$375.00	\$626.99	\$251.99	\$0.00			\$ 98.26
500-46100-3000	Contractual Operator Services	\$12,480.00	\$34,348.50	\$21,868.50	\$12,480.50	25,477.60	(12,997.10)	\$ 13,000.00
500-46100-3100	Operating License (State)	\$2,215.00	\$2,212.50	-\$2.50	\$2,215.50	2,250.00	(34.50)	\$ 2,250.00
500-46100-3310	Repairs and Maintenance	\$30,000.00	\$31,635.00	\$1,635.00	\$30,000.00	53,897.99	(23,897.99)	\$ 2,250.00
500-46100-3320	Maint. Service Contract/ Tower	\$14,593.00	\$14,592.42	-\$0.58	\$14,593.00	1,140.00	13,453.00	\$ 14,500.00
500-46100-4320	Generator Service Contract	\$1,000.00	\$580.00	-\$420.00	\$1,000.00	-	1,000.00	\$ 1,200.00
500-46100-4500	VA811 Tickets	\$125.00	\$294.34	\$169.34	\$125.00	446.61	(321.61)	\$ 400.00
500-46100-5110	Electricity	\$6,500.00	\$7,671.93	\$1,171.93	\$6,500.00	5,341.15	1,158.85	\$ 6,500.00
500-46100-5120	Chemicals and Supplies	\$3,000.00	\$4,022.67	\$1,022.67	\$3,000.00	3,126.21	(126.21)	\$ 4,000.00
500-46100-5130	Other	\$500.00	\$5,055.06	\$4,555.06	\$500.00	-	500.00	\$ 500.00
500-46100-5230	Telecommunications	\$660.00	\$671.96	\$11.96	\$660.00	509.79	150.21	\$ 700.00
500-46100-5510	Water Emergency Mileage/misc	\$100.00	\$3,110.22	\$3,010.22	\$100.00	5,315.36	(5,215.36)	\$ 100.00
500-46100-6007	Repairs & Main. Supplies	\$4,000.00	\$1,960.73	-\$2,039.27	\$4,000.00	8,369.04	(4,369.04)	\$ 5,000.00
500-46100-6008	SCADA-Service/monitor	\$1,130.00	\$563.40	-\$566.60	\$1,130.00	-	1,130.00	\$ 1,130.00
500-46100-6009	Kamstrup Annual Support	\$1,100.00	\$851.79	-\$248.21	\$1,100.00	72.67	1,027.33	\$ 1,100.00
	Cartograph	\$0.00	\$5,000.00	\$5,000.00	\$3,252.43	-	3,252.43	\$ 3,252.00
500-93000-0001	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00	-	-	\$ -
500-93000-0002	Transfer to Water Fund Reserve	\$11,187.00	\$0.00	-\$11,187.00	\$155,743.57	-	155,743.57	\$ 38,694.94
500-46100-9500	Well Upgrades	\$0.00	\$33,117.50	\$33,117.50	\$0.00	34,238.00	(34,238.00)	\$ 27,524.80
500-46100-9500	CIP/line replacements	\$50,000.00	\$0.00	-\$50,000.00	\$0.00	-	-	\$ 100,000.00
	Debt Service							\$ 40,000.00
	Total Water Fund Expenses	\$190,400.00	\$197,412.69	\$7,012.69	\$290,400.00	\$160,223.44	\$130,176.56	\$320,400.00
							-	
							-	
	Taber Trust Fund						-	
710-15010-0002	Transfer in- Revenue	\$30,000.00	\$40,000.00	\$10,000.00	\$30,000.00	30,200.000	(200.00)	\$ 30,200.00
	Total Taber Trust Revenue	\$30,000.00	\$40,000.00	\$10,000.00	\$30,000.00	\$30,200.00	-\$200.00	\$30,200.00
							-	
							-	
	Taber Trust Fund Expenses						-	
710-32100-5610	Contribution to Library	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	10,000.000	-	\$ 10,000.00
710-32200-5610	Volunteer Fire Dept	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	10,000.000	-	\$ 10,000.00
710-32300-5610	Rescue Squad	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	10,200.000	(200.00)	\$ 10,200.00
710-32500-5610	Tabor Park Planning	\$0.00	\$28,217.00	\$28,217.00	\$0.00	-	-	\$ -
	TOTAL	\$30,000.00	\$58,217.00	\$28,217.00	\$30,000.00	\$30,200.00	-\$200.00	\$30,200.00
							-	
							-	
	General Fund Revenues	\$519,080.11	\$538,886.06	\$19,805.95	\$527,150.00	\$507,806.50	19,343.50	\$579,491.00
	General Fund Expenses	\$519,080.11	\$491,567.81	-\$27,512.30	\$523,550.00	\$469,191.70	54,358.30	\$579,491.00
	Revenue over Expenses	\$0.00	\$47,318.25	\$47,318.25	\$3,600.00	\$38,614.80	(35,014.80)	\$0.00
	Flags and Banners (Commerative) Revenue							\$2,000.00
	Flags and Banners (Commerative) Expense							\$2,000.00
	Revenue over Expense						-	\$0.00

**2022-2023 Budget
Proposed**

4/7/2022		Adopted Budget 2020-2021	Actual 2020-2021	Variance 2021-2022	Adopted budget 2021-2022	Actual June thru March 2021-2022	Variance 2021-2022	Proposed Budget 2022-2023
	Marina Fund Revenues	\$40,850.00	\$57,234.30	\$16,384.30	\$41,150.00	\$60,825.69	(19,675.69)	\$129,250.00
	Marina Fund Expenses	\$40,850.00	\$46,791.61	\$5,941.61	\$41,150.00	\$59,210.63	(18,060.63)	\$129,250.00
	Revenue over Expenses	\$0.00	\$10,442.69	\$10,442.69	\$0.00	\$1,615.06	(1,615.06)	\$0.00
	DMV Revenues				\$	-	-	\$ 46,421.00
	DMV Expenses				\$	15,029.98	(15,029.98)	\$ 46,421.00
	Revenue over Expenses				\$	(15,029.98)	15,029.98	\$0.00
							-	
							-	
	Water Fund Revenue	\$190,400.00	\$298,797.23	\$108,397.23	\$290,400.00	\$292,671.29	(2,271.29)	\$320,400.00
	Water Fund Expenses	\$190,400.00	\$197,412.69	\$7,012.69	\$290,400.00	\$160,223.44	130,176.56	\$320,400.00
	Revenue over Expenses		\$101,384.54		\$0.00	\$132,447.85	(132,447.85)	\$0.00
							-	
	Tabor Revenue	\$30,000.00	\$40,000.00		\$30,000.00	30,200.00	(200.00)	\$30,200.00
	Tabor Expenses	\$30,000.00	\$58,217.00		\$30,000.00	30,200.00	(200.00)	\$30,200.00
	Revenue over expenses	\$0.00	-\$18,217.00		\$0.00	\$0.00	-	\$0.00
							-	
	total 999,150,110 Income	\$0.00	\$452.44		\$0.00	469.930	(469.93)	\$ 6,400.00
	110 expense	\$0.00	\$0.00		\$0.00	-	-	\$ 6,400.00
		\$0.00	\$452.44		\$0.00	\$469.93	(469.93)	\$ -
							-	
	Total Budget Revenues	\$780,330.11	\$935,822.47	\$155,492.36	\$888,700.00	\$891,973.41	-\$3,273.41	\$1,114,162.00
	Total Budget Expenses	\$780,330.11	\$793,989.11	\$13,659.00	\$885,100.00	\$733,855.75	\$151,244.25	\$1,114,162.00
	TOTAL REVENUE OVER TOTAL EXPENSE	\$0.00	\$141,833.36	\$141,833.36	\$3,600.00	\$158,117.66	-\$154,517.66	\$0.00

PROPOSED

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**Agenda Item Summary
May 12, 2022**

Agenda Item: #7c-Boundary line adjustment update

Background: Middlesex County and the Town of Urbanna seek to approve a voluntary boundary line adjustment.

Fiscal Impact: There will be properties that are added to the real estate tax roll in the Town.

Staff Recommendation: Please review, ask questions and share any concerns.

Council Action Requested: None at this time.

Sample Motion(s): N/A

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**THE COUNTY OF MIDDLESEX, VIRGINIA
AND THE TOWN OF URBANNA, VIRGINIA**

THIS AGREEMENT is made and entered into this _____ day _____ of _____, 2022, by and between the County of Middlesex, Virginia (“the County”), a County of the Commonwealth of Virginia and the Town of Urbanna, Virginia (“the Town”), a Municipal Corporation of the Commonwealth of Virginia.

WITNESSETH:

WHEREAS the County and Town hereunto have entered into negotiations regarding a voluntary change of the boundary line between the Town incorporated boundary and the unincorporated portion of the County for the purpose of incorporating within the Town approximately _____ acres, the properties identified by Tax Map as 20B-G2A, 20B-1-2, 20B-1-2B, 20B-1-1, 20-27, 20-26, 20B-1-3C, 20B-1-3A, 19(12)- 1A, 19-12-1, 20B-12-20A in the SALUDA Magisterial District; and

WHEREAS the incorporation of the _____ acres into the Town will not adversely affect the ability of the County and/or the Town to meet the needs of its residents; and

WHEREAS all of the current property owners of the affected properties support the proposed property being incorporated into the Town; and

WHEREAS the County and the Town have each held a public hearing and approved this Agreement as required by Virginia Code Section 15.2-3107.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties agree as follows:

1. The County and Town agree that a new incorporated boundary line shall be established between the County and the Town by incorporating within the Town approximately _____ acres, the properties identified by Tax Map as 20B-1-2A, 20B-1-2, 20B-1-2B, 20B-1-1, 20-27, 20-26, 20B-1-3C, 20B-1-3A, 19(12)- 1A, 19-12-1, 20B-12-20A in the SALUDA Magisterial District. The _____ acres to be incorporated into the Town is shown more particularly on the plat entitled “ _____ ”; dated _____

- 2 prepared by Bay Design Group which is attached hereto as “Exhibit A”
0 and made a part of this Boundary Adjustment Agreement.
- 2 2. The Town and the County have agreed to be responsible for their own
2 expenses for notices of the public hearings required to be held by the Town
, Council and Board of Supervisors for the consideration of this Agreement.
- a 3. The Parties anticipate that the initial Town Zoning for the _____ acres
c once incorporated into the Town shall be _____.
- o 4. Pursuant to Section 15.2-3108 of the 1950 Code of Virginia, as amended,
p the Town and the County shall promptly petition the Circuit Court of
y Middlesex County, Virginia to have this common boundary line changed
o as agreed herein.
- f 5. The new Town corporate boundary line shall become effective once a final
w Order has been entered by the Circuit Court of Middlesex County, Virginia
h or other Court on final appeal.

i IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date written

c

h

COUNTY OF MIDDLESEX, VIRGINIA

p

l

By: _____

Lud H. Kimbrough, III, Chair

a

f
COMMONWEALTH OF
VIRGINIA COUNTY OF
MIDDLESEX, to-wit:
s

The foregoing instrument was acknowledged before me this _____ day of

t

_____, 2022, by Lud
H. Kimbrough, III, Chair of the Board of Supervisors of Middlesex County, Virginia.

a

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h

Notary Public

e

d

p

OF URBANNA, VIRGINIA

T
O
W N By: _____
N Barbara Hartley, Mayor

COMMONWEALTH OF VIRGINIA
COUNTY OF MIDDLESEX, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____,
2022, by Barbara Hartley, Mayor of the Town of Urbanna, Virginia.

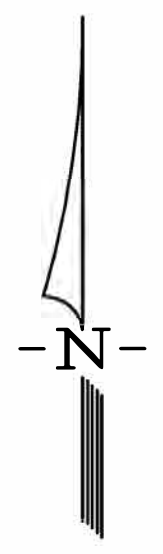
Notary Public

My commission expires: _____

Registration Number: _____

DRAFT

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"RED HILL ROAD"
STATE ROUTE 1101

"LAUREL FARMS LANE"
PRIVATE R/W

"VIRGINIA STREET"
ROUTE 227 & 602

"LAUREL HILL DRIVE"
PRIVATE R/W

"MAVERLY ROAD"
STATE ROUTE 1010

TAX MAP 20A(1) PARCEL 37
N/F
MIDDLESEX VOL
FIRE DEPT. &
CENTRAL MIDDLESEX
RESCUE SQUAD INC.
INST. #080319
D.B. 124 @ PG. 485
(PLAT @ PG. 487)

TAX MAP 20A(1) PARCEL 38
N/F
MIDDLESEX VOL
FIRE DEPT.
D.B. 88 @ PG. 223
D.B. 68 @ PG. 326 (PLAT)
D.B. 64 @ PG. 355 (PLAT)

TAX MAP 20A(1) PARCEL 39A
N/F
MIDDLESEX VOL FIRE DEPT.
D.B. 103 @ PG. 327
(PLAT @ PG. 329)
D.B. 68 @ PG. 326 (PLAT)

TAX MAP 20A(1) PARCEL 40
N/F
H&H FAMILY PROPERTIES, LLC
INST. #17-1955
D.B. 110 @ PG. 445 (PLAT)

TAX MAP 20A(1)
PARCEL 41
N/F
MICHAEL EDWARD
STATES &
SHERI NUNN STATES
INST. #20-1470
D.B. 127 @ PG. 389
(PLAT)

TAX MAP 20
PARCEL 25
N/F
TANYA F.T. BAYLOR
& GLENN H. BAYLOR
D.B. 417 @ PG. 308
P.C. 2 SLIDE 32-7
D.B. 64 @ PG. 254 (PLAT)

TAX MAP 19(12) PARCEL 1
N/F
THURSTON PROPERTIES, LLC
1.4786 ACRES
INST. #21-2899
P.C. 2 SLIDE 92-7
INST. #21-1665
P.B. 8 @ PG. 140

TAX MAP 19
PARCEL 204A
N/F
THURSTON
PROPERTIES, LLC
INST. #07-0407
P.C. 2 SLIDE 46-6
P.C. 2 SLIDE 5-7

TAX MAP 20
PARCEL 25A
N/F
GLENN H. BAYLOR
INST. #11-0961
P.C. 2 SLIDE 32-7

TAX MAP 20 PARCEL 26
N/F
THURSTON PROPERTIES, LLC
3.9881 ACRES
INST. #21-2899; P.C. 2 SLIDE 92-7
D.B. 428 @ PG. 506
D.B. 428 @ PG. 506
D.B. 417 @ PG. 859 (PLAT)

TAX MAP 20 PARCEL 27
N/F
THURSTON PROPERTIES, LLC
1.8071 ACRES
INST. #07-0079
P.B. 7 @ PG. 72

TAX MAP 20B(1)
PARCEL 2A
N/F
MIDDLESEX VOLUNTEER
FIRE DEPT., INC.
1.3 ACRES
INST. #08-0319
D.B. 124 @ PG. 487
(PLAT)

TAX MAP 20B(1)
PARCEL 2
N/F
MIDDLESEX VOLUNTEER
FIRE DEPT., INC.
0.801 ACRES
D.B. 151 @ PG. 107
(PLAT @ PG. 109)

TAX MAP 20B(1)
PARCEL 1
N/F
F.L. HALL FAMILY
LIMITED PARTNERSHIP
9.4837 ACRES
D.B. 330 @ PG. 792
P.B. 11 @ PG. 7

TAX MAP 20A(1)
PARCEL 70
N/F
LARRY S. CHOWNING
D.B. 296 @ PG. 278
D.B. 56 @ PG. 374
(PLAT)

TAX MAP 20B(1)
PARCEL 2B
N/F
THURSTON
PROPERTIES, LLC
0.721 ACRES
INST. #07-1724
D.B. 209 @ PG. 792
(PLAT)

TAX MAP 20B(2)
PARCEL 3
N/F
F.L. HALL FAMILY
LIMITED PARTNERSHIP
D.B. 330 @ PG. 792
D.B. 60 @ PG. 166
(PLAT)

TAX MAP 20B(13) PARCEL A
N/F
TOWN OF URBANNA
0.413 ACRES
D.B. 174 @ PG. 730
(PLAT @ PG. 732)

TAX MAP 20B(13)
PARCEL 4
N/F
EDWARD C. OWEN
& BARBARA C. OWEN
D.B. 418 @ PG. 62
P.B. 8 @ PG. 38

TAX MAP 20B(13)
PARCEL 5
N/F
OLDEN H. WILFONG, III
INST. #17-1511
P.C. 2 SLIDE 12-8
P.B. 8 @ PG. 38

WELL LOT
TOWN OF URBANNA
0.3759 ACRES
INST. #21-2899
P.C. 2 SLIDE 92-7

TAX MAP 19(12)
PARCEL 2
N/F
THOMAS H. HAMILTON, JR.
& LISA L. HAMILTON
INST. #11-1812
P.B. 8 @ PG. 140

TAX MAP 20B(1)
PARCEL 3A
N/F
TOWN OF URBANNA
0.9017 ACRES
INST. #21-2899
P.C. 2 SLIDE
92-7
D.B. 188 @
PG. 477

TAX MAP 20B(1)
PARCEL 3C
N/F
THE HAMPTON ROADS
SANITATION DISTRICT
1.0715 ACRES
D.B. 298 @ PG. 596
P.B. 14 @ PG. 277

TAX MAP 20B(1) PARCEL 3A1
N/F
GERALD D. SNELLINGS &
SHARLEEN B. SNELLINGS
INST. #08-1527
P.C. 2 SLIDE 12-8

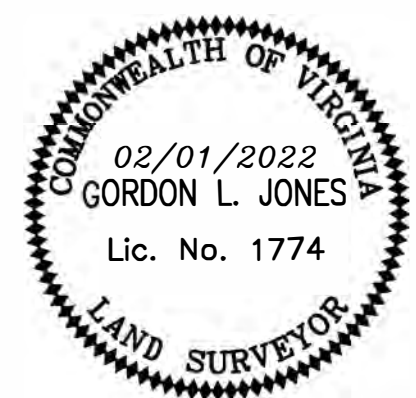
TAX MAP 20B(1)
PARCEL 3A2
N/F
TYLER WAKE DANIEL
INST. #19-1072
P.B. 6 @ PG. 150A

TAX MAP 20B(12)
PARCEL 20A
N/F
TOWN OF URBANNA
0.5579 ACRES
D.B. 131 @ PG. 325
(PLAT @ PG. 328)

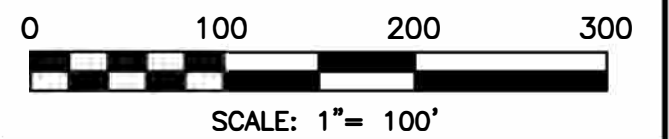
TAX MAP 20B(1)
PARCEL B
N/F
THE HARRIS TRUST
INST. #08-0962
D.B. 188 @ PG. 482
(PLAT)

TAX MAP 20B(1)
PARCEL 3B
N/F
JOHN K. MILBY
D.B. 401 @ PG. 271
D.B. 163 @ PG. 194
(PLAT)


I, THE UNDERSIGNED HEREBY CERTIFY THAT
THIS COMILED PLAT IS CORRECT TO THE
BEST OF MY KNOWLEDGE AND BELIEF.



COMPILED PLAT
SHOWING PARCELS
TO BE ANNEXED INTO
THE TOWN OF URBANNA
LOCATED IN MIDDLESEX COUNTY, VIRGINIA
DATE: FEBRUARY 1, 2022



COMP: HDC
CAD: HDC
CHECKED: GLJ
JN: 22004-01
FILED: 22004ANNEX



BAY
design group
Engineering Surveying & Land Planning
40 CROSS STREET, SUITE 100
P.O. BOX 51
URBANNA, VA 23176
804-693-2993 804-436-8425
www.baydesigngroup.com

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Agenda Item Summary May 12, 2022

Agenda Item: #7d-BIG Grant-Marina improvements

Background:

A committee was formed to conduct a study of waterfront usage on Urbanna Creek, including improvements to our Town Marina. This committee meets monthly. At the meeting last Friday, the discussion focused on an update provided by Preston Smith, the VA Boating Infrastructure Grant Administrator for the VA Dept. of Health.

During this meeting various options were discussed that would allow the Town to use current BIG grant funds to make improvements to the marina that would potentially enhance waterfront usage to residents and visitors alike.

Fiscal Impact: TBD

Staff Recommendation:

The recommendation that is tentatively approved by BIG:

- Replace the current standing pier on the north end of the pier coming out from the entrance to the marina with floating pier. Keep the same number of slips and replace the finger piers with 8 x 40 piers.
- Adjust the pier pointing north out into the creek at a slight angle to increase space for beach usage.
- Eliminate the ramp at the flag pole leading to the pier at the north end.

Council Action Requested: Not at this time

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Agenda Item Summary

Agenda Item: #8a-MPPDC All-Hazards Mitigation Plan

Background: The MPPDC All-Hazards Mitigation Plan is a federally mandated plan to assist localities and citizens with pre- and post-disaster mitigation funding. The complete document can be found on the Middle Peninsula Planning District Commission website (mppdc.com) or by following this link: [MPPDC All-Hazards Mitigation Plan](#)

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Resolution:

Motion to approve the Middle Peninsula Planning District Commission All-Hazards Mitigation Plan as presented.

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**Agenda Item Summary
May 12, 2022**

Agenda Item: #8b-Planning Commission appointment

Background: Due to the resignation of Alana Courtney from the Planning Commission, it is necessary to appoint a member of the community to complete her term which is to expire December 31, 2023. Carol Williams has served in this position in the past and is being appointed by Mayor Hartley to fill this vacancy.

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve the appointment of Carol Williams to the Planning Commission to fill a current vacancy. This appointment will take effect immediately, and the term will expire December 31, 2023.

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