



**Urbanna Town Council
Monthly Meeting
AGENDA
Town Council Chambers
390 Virginia St., Suite B
Thursday, June 22, 2023 7:00 PM**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Presentation
 - a. Delegate Keith Hodges-Legislative Update
 - b. Ron Courtney-Virtual tour proposal
- 6) Minutes
 - a. April 27 & May 11, 2023
- 7) Reports
 - a. Town Administrator
 - b. Treasurer's Report
 - c. Finance Committee
 - d. Pool Committee
 - e. Water Committee
 - f. Planning Commission
- 8) Public Comment
- 9) Public Comment Response Period
- 10) Old Business
 - a. 2023-2024 Budget
- 11) New Business
 - a. Project Funding Committee
 - b. Friends of Urbanna-Construction Improvements to Scottish Factor
- 12) Announcements
- 13) Adjourn

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**Agenda Item Summary
June 22, 2023**

Agenda Item: 4-Approval of Agenda

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Motion to approve agenda as presented

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Agenda Item Summary June 22, 2023

Agenda Item: Presentation-Delegate Keith Hodges

Background: Del. Keith Hodges will provide a legislative update regarding bills passed by the Virginia General Assembly in 2023 and how they may impact the residents of Urbana.

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**Agenda Item Summary
June 22, 2023**

Agenda Item: Minutes-April 27, 2023 & May 11, 2023

Background: Draft minutes attached

Fiscal Impact: NA

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s):

Note: If changes are requested at the meeting, approval of the minutes will be postponed to the next meeting.

Motion to approve the minutes from the April 27, 2023 and May 11, 2023 meetings as presented.

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**Town of Urbana
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
April 27, 2023**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 7:00pm

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Other Attendees

Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Hanson seconded

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 7-0

APPROVAL OF MINUTES

Councilmember Austin made a motion to approve the March 9, 2023 and March 23, 2023 minutes as presented

Councilmember Hanson seconded

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 7-0

REPORTS

Town Administrator

Lewis & Clark Circus was a success with several sold-out shows, and the Town earned \$2400
Presented a report on DMV statistics and included the results of an informal customer survey
From 2/14/2022 thru 12/31/2022

4314 transactions

\$329,090.09 brought in, with 4% earned by Town, approximately ~~\$40,000~~* (During the meeting the amount was incorrectly stated. The correct amount is \$13163.60)

Councilmember Hanson asked what can be done to get further business from DMV

Mr. Wheeler responded he had spoken with DMV and they have referred titling companies to us. Town will reach out to dealerships to gain more titling business.

78% of DMV Select-Urbanna customers are walk-ins

Town went into this not to earn money, but to bring people to the Town

Agreement with DMV is for 2 years

Additional discussion took place regarding DMV Select business

Councilmember Courtney asked whether or not it was true the DMV would need to bring in \$17,000 per week to break even. This information was confirmed.

Further discussion took place between Council and Staff to include reassessing the agreement with DMV in 2024.

Treasurer’s Report

Michele Hutton presented the March Treasurer’s report.



Treasurer’s Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 03/31/2023	Prior Year 3/31/22	Prior Month 2/28/23	Statement Date 3/31/23
Primis Bank General Operating Bank Account	695,908.41	834,760.97	799,760.39
Renter Water Deposits	-14,426.66	-19,451.66	-15,386.66
Net Operating General Bank Account	689,088.34	826,030.29	791,354.71
C & F Bank Pool Replacement Account (new 2/28/23)	(Truist) 36,763.69	832,487.30	832,487.30
C&F Bank Historic Trust (new 3/1/2023)	(Truist) 23,516.26	(Truist) 32,285.77	32,903.96
Primis Bank Water Fund Reserve	113,994.81	114,622.39	114,700.27
Primis Bank General Fund Reserve	94,750.60	95,080.68	95,121.06
Primis Bank Cares Local Recovery	237,671.07	238,068.89	238,230.65
Primis Bank DMV	0.00	100.00	1,439.46
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,502.85	2,503.49
Taber Trust – Account Value	1,502,728.75	871,833.31	857,356.55
Taxes listed below are collected for prior month(s)	3/31/22	2/28/23	3/31/23
Meals Tax collected in February	8,226.71	2,294.10	7,459.65
Lodging Tax collected in February	0.00	2,851.18	1,298.55
Cigarette Tax collected in February	469.22	417.09	618.19

MARCH EXPENDITURES:

- Business as usual

REVENUE as of 3/31/2023

Notes:

- C&F Bank accounts - interest accrues and posts quarterly.
- Cigarette Tax was successfully deposited to new C&F Historic Trust.
- Circus revenue for April will be \$2,400.00

April 25, 2023
06:45 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 04/25/23
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12100-0001	Lodging Tax											
29232.83		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.18	2851.18	1298.55	1982.71	0.00
Fund Total		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.18	2851.18	1298.55	1982.71	0.00
29232.83		3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.18	2851.18	1298.55	1982.71	0.00
Grand Total	Count: 1	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.18	2851.18	1298.55	1982.71	0.00

April 25, 2023
08:47 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 04/25/23
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12110-0001	Meals Tax - Local											
104925.82		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7458.65	8176.08	0.00
Fund Total		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7458.65	8176.08	0.00
104925.82		14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7458.65	8176.08	0.00
Grand Total	Count: 1	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7458.65	8176.08	0.00

April 25, 2023
08:49 AM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2022
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 04/25/23
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges										
249328.90		2878.73	65830.56	17448.96	37734.22	16137.37	37839.77	11922.27	30520.16	28966.81	0.00
Fund Total		2878.73	65830.56	17448.96	37734.22	16137.37	37839.77	11922.27	30520.16	28966.81	0.00
249328.90		2878.73	65830.56	17448.96	37734.22	16137.37	37839.77	11922.27	30520.16	28966.81	0.00
Grand Total	Count: 1	2878.73	65830.56	17448.96	37734.22	16137.37	37839.77	11922.27	30520.16	28966.81	0.00

Water Committee

Councilmember Justice reported the following:

- The Water Committee met on April 24th
- Observation well has been started for the new well, well #6
- Routine maintenance performed on the backup generator for the well

- HRSD has begun sewer upgrades throughout town, beginning with the Virginia Street area (not a part of water system upgrades)
- VDH infrastructure upgrade grant application is moving forward and will be considered beginning May 5, 2023
 - VDH has new requirements to include prioritizing list of the planned upgrades.
 - Information part of asset management plan developed by AH Environmental and incorporated into Cartegraph program
- Recommending the in-town water rate increased by 5%
 - Last increase was 2021
 - Some funding avenues not available due to in-town rates being more than 50% higher than out-of-town rates, this increase will start to close the gap
 - These rates are lower than Middlesex Water Authority, significantly so for in-town rates

Mayor Goldsmith reported he had attended a MPPDC meeting and learned we are currently in a “drought watch” and it was suggested we be prepared to use our water conservation plan

Finance Committee

Councilmember Sturgill reported the following:

- Finance Committee met April 21
- Working on final draft of FY2023-2024 budget
- Discussed taking over cemetery and determined to get feedback from the public prior to making a decision

Councilmember Hanson asked if we had received any legal advice regarding this matter

Andrea Erard explained there were legal and financial obligations, as well as maintenance and logistical issues that would need to be addressed.

Councilmember Chowning asked for more research to be done and to hold a public hearing on the matter.

Planning Commission

Councilmember Hanson reported the following:

- Don Drayer and Kristi Anzivino have updated the figures on the street sign replacement project
 - This information has been passed on to Garth Wheeler for further study
- Discussed updating the short-term rental ordinance
 - Ensure it meets State Code
 - What citizens would like [the policy] to be
- Urbanna Main Street will be holding a “walk-about” on May 16th
 - Attendees will start in groups at different points in town
 - Look at it through the eyes of a visitor to Urbanna

Pool Committee

Committee Chair Barbara Hartley reported the following:

- Pool committee met April 24th
- Discussed changes to be made to lower costs to within the allowed amount
- Bathhouse has been redesigned to be more “basic”
- Contractor recommended removing the sun shelf in the pool, which the committee rejected
- Revised cost estimate is approximately \$1,169,000
- Every effort will be made to use local subcontractors
- The committee is asking Council to approve an additional \$69,000 to the originally approved \$1,100,00

Marnie Harte made a presentation to Council outlining the recent changes made to plan and justifying the additional \$69,000 requested.

Ms. Harte answered questions from the attending public to include a description of the sun-shelf, certain changes made to original design, swimmer safety, access to those with disabilities, and fundraising/grants.

Mayor Goldsmith added majority of funding is from CARES money and Taber Fund. Continuing funding will be needed, perhaps from the County.

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

- AB Gravatt-spoke in favor of the DMV, questioned the survey which indicated a majority of the community wants a pool, spoke against using Taber Fund for pool, questioned pool membership choices
- Billy Mayo-spoke regarding street signs
- Martha Lowe-poke against the design of the pool, make it more a recreational pool than one designed for competition, and cost of pool to residents being too expensive
- Helen Chandler-spoke in favor of the pool
- Andy Anderson-spoke against taking over the cemetery, spoke in favor of short-term rentals, questioned making the bathroom available for year-round use
- Katie Wilson-spoke in favor of the pool and read “pro-pool” quotes from neighbors, and its draw to families with young children

Mayor Goldsmith responded the proposed design of the pool bathrooms gives flexibility to whether or not they can be used out of season by the public

Roy Kime spoke as a resident in favor of the pool and using Taber Fund for construction.

Mayor Goldsmith added he had asked a representative to speak to Town Council about diversifying our current funds the Taber Fund is invested

Councilmember Austin made a motion to approve the proposal for the pool construction at \$1,169,000, which includes the \$69,000 asked for by the Pool Committee.

Councilmember Chowning seconded

Councilmember Courtney spoke to her concerns about the need for it to be a competition pool, the contract from Heisler that indicates certain items that aren't included, the need for clarification on maintenance costs, and questioned the need to get the project done quickly.

Councilmember Sturgill questioned why we are in a rush to get this done.

Mayor Goldsmith responded the project has been in the works since 2019, the purpose of making it a competition pool is in order to not limit its uses, through his research he has learned maintenance costs to be approximately \$80,000 per year. He added if the pool doesn't go forward now, it will be “dead in the water”.

Further discussion and disagreement took place regarding minimizing the HVAC needed in order to lower costs, and sourcing work and products from local companies.

Councilmember Sturgill spoke to her concerns there wasn't more of a focus on small children and families when designing the pool.

Additional discussion took place about whether or not a cinder block structure would be cost effective/sufficient for the bathhouse.

Councilmember Chowning spoke to the importance of finding someone to develop a successful fundraising plan, including discussion on having a grant writer assist with the process.

Austin, Justice, Chowning, Goldsmith, Hanson voted yes

Courtney and Sturgill voted no

Motion passed 5-2

OLD BUSINESS

There was no Old Business

NEW BUSINESS

Michele Hutton reported on short-term rentals

- Current ordinance went in to effect in April of 2021
- Since then, she is in a constant battle to get people to follow the rules
- Cumbersome and time-consuming process
- Many do not have the required liability insurance
- There is no means available for her to adequately keep track of short-term rentals
- She reached out to all know short-term rentals at beginning of year with regulations, forms, and fees necessary under the current ordinance
 - Only received 2 replies
 - Sent out second letter in March with similar result
- Provided Council with a spreadsheet of status of currently known short term rentals
- Reported on research that indicates the impact short term housing has on housing availability, specifically rentals
- Websites exist that assist people with skirting local ordinances on short-term rentals
- As of 8/2021 60% of homes in Urbanna were owned by full-time residents, 40% owned by non-residents
 - As of the 2022 tax file, the town is now at 58% of homes owned by full-time residents, 42% owned by non-residents

Ms. Hutton is planning to send cease & desist letters to all non-compliant short-term rental owners

Ms. Erard added many localities are having this issue, and has drafted an updated ordinance for Council to consider. Councilmember Hanson asked if there was a limit to the number of short-term rentals allowed in the draft ordinance. Ms. Erard responded there was not but could be added at the recommendation of the Planning Commission. Additional discussion took place about the requirements and process under the current ordinance, and current problems with identifying payments being received from third party rental companies. Councilmember Austin suggested tabling the conversation in order for the Town Attorney and the Planning Commission to further work on the issue. Ms. Erard clarified that she was working on logistics with Ms. Hutton, it is up to the Planning Commission to limit types of uses, which she would also assist.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Justice seconded

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 7-0

Meeting adjourned at 8:52pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx

**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
May 11, 2023**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney
Beth Justice
Sandy Sturgill

Absent

Merri Hanson

Others Present

Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Martha Rodenburg-Town Clerk
Michele Hutton-Town Treasurer
Andrea Erard-Town Attorney
Members of the public and press

Mayor Goldsmith called the meeting to order at 7:00pm
All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Courtney seconded

Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

PRESENTATIONS

Virginia Municipal League-Essay contest winner-Viktorija Gobush

Joe Flores, Director of Fiscal Policy at the Virginia Municipal League (VML) presented Viktorija Gobush, a student at St. Clare Walker and resident of Urbanna, with a certificate and gift card to recognize her as the Region 8 winner of VML's "If I Were Mayor" essay. Her essay will be published in VML's monthly magazine "Virginia Town & City".

Miss Gobush read her essay to Council. If Miss Gobush was Mayor of Urbanna, she would build a teen center to keep the teens in our community busy & active.

Taber Fund Investment Options

Brain Manetz of Davenport & Company presented and reviewed different options for diversifying the Taber Fund investment funds, as well as fund managers.

Councilmember Chowning stated he looked at this as a means to grow the Taber Fund and replace the money withdrawn for the pool.

Further discussion took place regarding next steps.

Councilmember Austin made a motion to refer the review of possible diversification of Taber Funds to the Finance Committee for further study and return to Council with a recommendation.

Councilmember Sturgill seconded

Councilmember Chowning stated the public should be informed on a regular basis on what is being done to replace funds, and guidelines and restrictions should be developed for future withdrawals from the Taber Fund.

Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was no public comment

MATTERS OF TOWN COUNCIL

Ordinance 23-01

Roy Kime, Zoning Administrator gave an overview of the proposed Ordinance 23-01, which would amend the Town's zoning ordinance to allow, as a by-right use) the construction, modification, and operation of residential apartments and/or condominiums within the B-1 commercial district.

A joint public hearing of the Planning Commission and Council is scheduled for May 25, 2023.

Memorial Day Service

Garth Wheeler gave a preview of the Town's annual Memorial Day service to be held May 29, 2023 at the Town Marina.

Pool Update

Mayor Goldsmith reported the Pool Committee has shifted its focus to fundraising.

Well #6 Update

Mayor Goldsmith reported the observation well is completed, and the construction of well #6 is underway.

Roy Kime reported the well was going down to 850 ft.

- Core samples taken every 10 ft, show a layer of shells at approximately 80-90 ft., which indicates that was how high the sea level at that time.

ACTION ITEMS

Taber Fund

Requested action was taken earlier in the meeting after the presentation by Mr. Manetz.

ANNOUNCEMENTS

Mayor Goldsmith announced:

- Town had received a thank you letter from the Urbanna Oyster Festival Foundation thanking the Town for letting them use Town property
- Councilmember Sturgill has procured tables and chairs for the future pool, approximately 30 chairs and ½ dozen tables
- The items will be stored for us until needed

Councilmember Chowning inquired about the status of the Boundary Line Adjustment

- Mr. Wheeler responded the public hearings were being scheduled, with Middlesex possibly having their public hearing at their June Board of Supervisors meeting

Mr. Wheeler reported:

- Closing for 45 Cross Street (Old Town Hall) was scheduled for June 1
- Farmer's Market & Second Saturdays scheduled for May 27
- Abbey Road, a Beatles tribute band scheduled to play

Councilmember Austin reported there were 6 food trucks, 2 breweries, 2 wineries, and various vendors scheduled to attend the upcoming Second Saturdays

Councilmember Chowning recommended taking a look at [Oyster Rd] maintenance once the Montague marina is finished as this road has been historically maintained by the Town

Councilmember Sturgill inquired whether or not any grants had been applied for

- Staff responded that there were no current grant applications in process
- Staff has found a grant writer that will work on a per item basis

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Justice seconded

Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

Meeting adjourned at 7:45pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx

DRAFT

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**Agenda Item Summary
June 22, 2023**

Agenda Item: 7- Reports

Town Administrator Report-Garth Wheeler

Treasurer's Report-Michele Hutton

**May 2023 Treasurer's report attached*

Finance Committee Report-Councilmember Sandy Sturgill

Pool Committee Report-Mayor Goldsmith

Water Committee Report-Councilmember Beth Justice

Planning Commission Report-Councilmember Merri Hanson

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Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 05/31/2023	Prior Year	Prior Month	Statement Date
	5/30/22	4/30/23	5/31/23
Primis Bank General Operating Bank Account	669,848.80	769,420.31	902,493.13
Renter Water Deposits	-14,876.11	-15,361.66	15,426.66
Net Operating General Bank Account	662,185.58	768,314.63	896,624.86
C & F Bank Pool Replacement Account (new 2/28/23)	36,764.30	847,717.01	853,153.61
C&F Bank Historic Trust (new 3/1/2023)	28,469.63	33,566.84	34,668.28
Primis Bank Water Fund Reserve	114,051.97	114,770.66	114,853.67
Primis Bank General Fund Reserve	94,782.28	95,157.54	95,200.56
Primis Bank Cares Local Recovery	237,690.93	238,376.85	238,549.27
Primis Bank DMV	2,540.19	2,901.50	4,086.59
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,504.07	2,504.75
Taber Trust – Account Value	1,476,014.25	857,356.55	842,572.55
Taxes listed below are collected for prior month(s)	5/30/22	4/30/23	5/31/23
Meals Tax collected in May	18,371.10	3,862.77	10,065.80
Lodging Tax collected in May	236.94	1,982.71	2,522.36
Cigarette Tax collected in May	670.32	662.88	863.97

MAY EXPENDITURES:

- Business as usual

REVENUE as of 5/30/2023

Notes:

- C&F Bank accounts - interest to Pool account \$6,066.31. Interest to Historic rust \$237.44
- C&F – Funds from sale of old Town Hall placed in June at 4.5% interest.

Lodging Tax

June 1, 2023
02:12 PM

Town of Urbanna
2023 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 06/01/23
 Subtotal CAFR: No

Account No	Description	2023 Revenue Summary by Month											
		Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12100-0001	Lodging Tax	31754.39	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	2522.36
Fund Total		31754.39	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	2522.36
Grand Total	Count: 1	31754.39	3422.19	3213.42	7522.80	1946.30	3711.39	2527.39	756.10	2851.18	1298.55	1982.71	2522.36

Meals Tax

June 1, 2023
02:11 PM

Town of Urbanna
2023 Revenue Summary by Month

P

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 06/01/23
 Subtotal CAFR: No

Account No	Description	2023 Revenue Summary by Month											
		Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
100-12110-0001	Meals Tax - Local	114991.62	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	10065.80
Fund Total		114991.62	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	10065.80
Grand Total	Count: 1	114991.62	14635.00	14992.16	13319.79	10045.11	9883.46	14659.22	6727.91	5027.44	7459.65	8176.08	10065.80

Water Sales

June 1, 2023
01:32 PM

Town of Urbanna
2023 Revenue Summary by Month

P

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 06/01/23
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
500-17010-0001	Water Sales Charges	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88	19846.86
Fund Total		2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88	19846.86
Grand Total	Count: 1	2878.78	65830.56	17448.96	37734.22	16187.37	37839.77	11922.27	30520.16	28966.81	14905.88	19846.86

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Agenda Item Summary June 22, 2023

Agenda Item: Fiscal Year 2023-2024 Budget Resolution

Background: Council must approve the resolution for the adoption of the Budget and appropriation of funds as discussed at the Public Hearing held June 8, 2023.

Fiscal Impact:

Staff Recommendation: Vote to approve the resolution

Council Action Requested: Yes

Sample Motion(s): Motion to approve the Resolution to adopt the budget as prepared for the 2023-2024 fiscal year.

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RESOLUTION 2203 RES-004

FY2023-24 BUDGET APPROVAL & APPROPRIATIONS RESOLUTION

A RESOLUTION TO APPROVE AND APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTIMATED REVENUES FOR FY2023-2024 FOR THE OPERATING BUDGETS AND THE CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF URBANNA, VIRGINIA

WHEREAS the Urbanna Town Council has prepared and duly advertised a FY2023-2024 budget for informative and fiscal planning purposes; and

WHEREAS it is necessary to approve the FY2023-2024 budget and appropriate sufficient funds for the contemplated expenditures as are contained in the FY2023-2024 budget.

NOW THEREFORE BE IT RESOLVED by the Urbanna Town Council that:

SECTION 1

The following amounts aggregating \$2,121,984.49 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

SECTION 2

It is the intent of the Urbanna Town Council that all taxes levied during FY2023-2024 be appropriated for FY2023-2024.

SECTION 3

The Town Administrator may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

SECTION 4

The Town Administrator may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

SECTION 5

All outstanding encumbrances, both operating and capital, in all town funds at June 30, 2023 shall be an amendment to the adopted budget and shall be reappropriated to the 2023-2024 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements.

SECTION 6

Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Administrator may approve transfers between funds to enable the capital projects to be accounted for properly. Upon completion of a capital project, the Town Administrator is authorized to close out the project and transfer any remaining balances to the original funding source.

SECTION 7

The Town Administrator is authorized to approve transfers among capital projects as long as funding sources are consistent and total net appropriation is not increased. If the actual contract amount for a project is less than the appropriation, the Town Administrator may approve the transfer of excess funds back to the original funding source upon completion of the project.

SECTION 8

Upon completion of a grant program, the Town Administrator is authorized to close the grant and transfer balances back to the funding source.

SECTION 9

The Town Administrator is authorized to approve transfers among funds and as long as the total net appropriation is not increased.

SECTION 10

All appropriations are declared to be maximum, conditional and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2024, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2024.

SECTION 11

No department, agency or individual receiving appropriations under the provisions of this Resolution shall exceed the amount of its or his appropriation except with the prior consent and approval of the Town Council.

SECTION 12

The Town Administrator is authorized to make such rearrangements of positions and appropriations within the several departments under the control of the Town Council that may best meet the needs and interests of the Town of Urbanna, Virginia.

SECTION 13

This Resolution shall be effective on and after July 1, 2023.

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Agenda Item Summary June 22, 2023

Agenda Item: Project Funding Committee

Background: Multiple Councils have discussed having someone or some group develop methods and seek funding for town projects.

Fiscal Impact: None-volunteer

Staff Recommendation: Approve

Council Action Requested: Yes

Sample Motion(s): Move to create a Project Funding Committee. The purpose of the committee is to develop pathways including, but not limited to, grants, donations, fundraisers, and loans for current and future town projects. The committee should be comprised of at least 1 Member of Council and can have 4-6 total members. Committee members can be either town residents or from the surrounding area.

Initial committee to start with Sandy Sturgill as Chair, and Beth Justice as a member.

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Agenda Item Summary June 22, 2023

Agenda Item: 11b-Friends of Urbanna-Construction improvements to Scottish Factor

Background: Friends of Urbanna (FOU) has been recognized by Town Council as an advisory group for the Scottish Factor Store Museum. They are a 501c3 that is dedicated to preserving and promoting the history of the Town of Urbanna and the surrounding areas. Their focus has been to make improvements to the museum, while maintaining the building's historical accuracy. Several years ago, the front porch of the building was replaced. Unfortunately, the job was not done properly and has caused leaking to the foundation and the porch is separating from the building.

FOU has been working with an architect that specializes in historic buildings, more specifically, Scottish factor stores. They recently reached out to a contracting firm that specializes in such buildings and got an estimate to repair the foundation and the porch. The cost estimate is \$250,000.00.

FOU plans to make grant applications for the funding, and feel confident they can get those funds necessary. FOU is seeking a consensus from Town Council for them to move forward with applying for grants for this project.

The group will be making a presentation at an upcoming meeting, but wish to start ASAP due to timing constraints.

Fiscal Impact: N/A

Staff Recommendation: Town Council consent to allow FOU apply for grant funding for this project.

Council Action Requested: No

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