



**Urbanna Town Council  
Public Hearings  
Monthly Meeting  
AGENDA  
Town Council Chambers  
390 Virginia St., Suite B  
Thursday, June 13, 2024 6:00 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Hearing
  - a. Ordinance No. 2024-04-Water Rates/Vote to Follow
  - b. FY 2024-2025 Budget Resolution 2024-RES-002/Vote to Take Place June 27
  - c. Special Use Permit-2-SUP-2024-Carts Inc./Vote to Follow
6. Public Comment
7. Council Comment
8. Minutes
9. Reports
  - a. Town Administrator
  - b. Treasurer
  - c. Planning Commission
10. Old Business
  - a. Museum Security
11. New Business
12. Public Comment
13. Announcements
14. Adjourn



**Agenda Item Summary  
June 13, 2024**

**Agenda Item: 4-**Approval of Agenda

**Staff Recommendation:** Approve

**Council Action Requested:** Yes

**Sample Motion(s):** Motion to approve agenda as presented.

**Agenda Item Summary**  
**June 13, 2024**

**Agenda Item: 5a-Water Rate Increase**

**Background:** Like much of the country's infrastructure, Urbanna's water system has aged and is in need of repair and upgrade. A 2021 water system study estimated the cost of these actions to approximate seven million dollars (\$7,000,000). No doubt today, that figure is higher. A more recent hydrant flow test confirmed low pressure issues in the town's central business district.

Funding sought by the town has been denied and two reasons cited. One, low in-town rates. Funding entities want to see a commitment to the improvement via a willingness to do what is necessary; such as rate increases, to cover loan amounts or provide matching funds. Two, disparity between in-town and out of town rates. Urbanna is out of the customary variance range between in-town and out of town rates and with this increase would still be out of the customary variance range; just not as much. Incremental increases such as the proposed ten percent (10%) though have been deemed more manageable for in-town users than one large increase. Under the proposal the existing \$15.25 gap becomes \$8.47. To close the gap completely this year the total increase would be approximately \$10.18 or over 22%.

**Fiscal Impact:** A ten percent (10%) increase on the in-town base charge will result in approximately \$12,000 of increased revenue. More based on usage above the base.

**Staff Recommendation:** Adopt as presented.

**Council Action Requested:** Adopt as presented.

**Sample Motion:** Motion to adopt Ordinance No. 2024-04, which would raise Town of Urbanna bi-monthly Water Rates for in-town customers to \$49.74 for minimum usage up to 6000 gallons and \$4.62 per 1000 gallons over 6000 effective July 1, 2024.

**ORDINANCE NO. 2024-04 - UNCODIFIED ORDINANCE**

BE IT ORDAINED by the Urbanna Town Council at its regular meeting on June 13, 2024 that the following service rates shall be effective as of July 1, 2024:

**Residential and Commercial Water Rate Schedule**

In-Town Water Rates:		
<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed increase</u>
0-6,000	\$45.22 minimum	\$49.74 minimum
6,001 & Up	\$4.20/1,000 gal over 6,000	\$4.62/1,000 gal over 6,000

Adopted: June 13, 2024

Certified to be true and accurate:

\_\_\_\_\_  
Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

From: John Anzivino <[janzivino5269@gmail.com](mailto:janzivino5269@gmail.com)>  
Sent: Sunday, June 9, 2024 6:45 PM  
To: [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)  
Subject: Fwd: Comments on Proposed FY 2025 Town Budget

Dear Mr. Costin,

Unfortunately, I will be unable to attend Thursday's Council meeting and comment in person concerning the Town's Proposed FY 2025 budget. I would like to offer several observations and would ask that they be included in the official record of the hearing.

As a former Town Manager/County Administrator and consultant with over 40 years of experience in serving the public who has lived and worked throughout the Commonwealth and country I am pleased to have owned property in Urbanna since 2008 and called Urbanna along with my wife of 50 years, Kristi, our home since 2016. We chose to live in Urbanna because it's a small town, provided basic municipal services to its residents and its location in proximity to Hampton Roads and Richmond. We recognize most services would be limited and that we wouldn't be able to access all the services of a larger, more developed area.

With that said and with experience in developing over twenty-five public sector budgets I would offer the following comments concerning Urbanna's proposed budget as it relates to some of those services. My comments include:

\* In a review of the Town's proposed budget, unless you are a member of the Town's Finance Committee, the average citizen has no way of knowing what the Council's intentions are, because there are only numbers and no description of what they mean. The budget is not large enough to be cumbersome and the Town is small enough that citizens should have an understanding of what it means. I would urge you to become more transparent in this area and explain what the numbers mean; Many local governments do this. and their citizens appreciate it.

\* With that said I understand that a relatively new service, in the form of support for DMV Select, has been zeroed out of the proposed budget due its operating at a financial loss to the Town. The public has no clear understanding of how many customers have visited and used this service annually or what the trends in growth or non-growth have been; only that it has not been profitable for the Town and it's probably going away. I would note that I have not used the service, but several of my friends who live in Urbanna or Middlesex have and they have raved about the quality of staff efficiency and convenience. Several other people I have spoken to don't even know that the service exists, but indicated that they would use it if a visit to the DMV were required. Without the service Urbanna and Middlesex residents will be required to travel to West Point, Gloucester, Mathews, Kilmarnock, Tappahannock, our immediate neighbors for services or further to visit a DMV site in person. While traveling to, or doing business in those communities, they may stop and have a meal, buy some gas or visit a business such as a pharmacy, clothing store, restaurant or some other form of retail or service use and pay potential taxes that accrue to that locality. Money that goes outside the Town and County and benefits their residents, not ours.. Since this is a relatively new service and has been a poorly advertised and is a service that benefits many with secondary impacts I would urge the Council to reconsider your current position and instead

consider how many customers have utilized the service, how the numbers have grown (I understand they have) during the short time it has been offered and think about how the service may be grown to move it to at least a break even position. Otherwise we'll all need to drive somewhere else if we need to visit DMV, losing time, spending money to get there and probably spending more money outside the town;

\* I also would like to comment on the proposed water budget and rate increase. We purchased property in town because we wanted reliable water service with adequate pressure for fire protection and we didn't want to maintain a well. Unfortunately, the system we connected to is becoming less reliable and numerous line breaks have recently been experienced where a large part of the system has been shut down due to inadequate design and the lack of working valves placed in strategic locations. I understand that the previous Council did good work on inventorying the lines and assessing their condition and that an estimate of around \$7 million was assigned to distribution system upgrades, I also understand that the current Council is seeking grants to replace the system which the Town does not qualify for due to published household income levels exceeding grant program requirements in relationship to current rates. While recent rate increases are beginning to close this gap it seems that this may be too little too late.. Utility systems and their operation are no longer as simple as they used to be. Federal and state regulations are in place, and must be met to protect the consumer and the environment. Distribution lines, required equipment and wells don't last forever which you and the system's customers are sadly finding out. Instead of saying we can't do anything due to a lack of available grants how about developing a plan which takes the system assessment information you've already paid for, developing a prioritized list of lines for replacement and attaching it to a well thought out financing plan that ties rate increases to retirement of debt? Instead of waiting for the big grant to become available simply begin to break the problem down to more sustainable bites and begin improvements as you're able to. That's the way utility issues are addressed in well-managed communities. Failure to do something will only lead to increased breaks in the aging lines (which costs money to fix), inconvenience for the system's customers and higher costs for replacement in the future

In closing, the Town has come a long way in building a first class public/community pool, obtaining a quality municipal building and hopefully replacing street signs that meet currently accepted standards. I know the Town's resources are limited and decisions made in a small town are very personal in nature due to the size of the community and your familiarity with your constituents. But please begin to think about 'what you want Urbanna to be when it grows up' and consider ways to get there. The path to building a more dynamic and well-managed community is not always the easiest one that creates the least amount of stress and often is one that requires the vision and courage to look beyond today.

Thanks for the opportunity to comment and best wishes in the decision-making process.

John Anzivino  
350 Howard Street

**Agenda Item Summary**  
**June 13, 2024**

**Agenda Item: 5b-Fiscal Year 2024-2025 Budget Public Hearing**

**Background:** Virginia Law requires localities to adopt a balanced budget by July 1 of each year for the next fiscal year; July 1-June 30. This is a public hearing in furtherance of that mandate Pursuant to Section 15.2 2506 Code of Virginia 1950, public notice has been given. The proposed budget has been and remains available for public inspection. The public hearing's purpose is to receive public comment on the proposed Fiscal Year 2024-2025 Budget for the Town of Urbanna.

The proposed budget is the result of the Finance Committee's work (Treasurer Michele Hutton, Mayor Goldsmith, Council member Larry Chowning, Chair Sandy Sturgill, and citizens Marnie Harte and Roy Kime).

A longer statement will be made which provides detail on the following:

- The proposed budget balances totaling 1,611,132
- General Fund balances at \$772,532
- Water Fund as proposed balances \$725,000
- The Taber fund balances at \$30,000
- Upton's point Marina balances at \$71,600
- Self-Funding community activities balance at \$12,000
- DMV select is proposed to be closed and thus total expenditures would balance at zero with total revenues at zero.

**Fiscal Impact:** As presented with projected revenues and expenditures.

**Staff Recommendation:** Adopt as presented on June 27.

**Council Action Requested:** Adopt as presented on June 27.

**Sample Motions:** To Be Provided on or before June 27 as Virginia Law requires a seven (7) day wait period between the public hearing on the proposed budget and adoption.

## **RESOLUTION 2024 RES-002**

### **FY2023-24 BUDGET APPROVAL & APPROPRIATIONS RESOLUTION**

#### **A RESOLUTION TO APPROVE AND APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTIMATED REVENUES FOR FY2024-2025 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 FY2024-2025 budget for informative and fiscal planning purposes; and

WHEREAS it is necessary to approve the FY2024-2025 budget and appropriate sufficient funds for the contemplated expenditures as are contained in the FY2024-2025 budget.

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

#### **SECTION 1**

The following amounts aggregating \$1,611,132 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, 2024 and ending June 30, 2025.

#### **SECTION 2**

It is the intent of the Urbanna Town Council that all taxes levied during FY2024-2025 be appropriated for FY2024-2025.

#### **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, 2024 shall be an amendment to the adopted budget and shall be reappropriated to the 2024-2025 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, 2025, 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, 2025.

#### 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, 2024.

Adopted: June 27, 2024

Certified to be true and accurate:

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Martha Rodenburg, Town Clerk

Ms. Austin	Aye	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain	Absent
Ms. Courtney	Aye	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent
Ms. Justice	Aye	Nay	Abstain	Absent
Ms. Sturgill	Aye	Nay	Abstain	Absent
Mayor Goldsmith	Aye	Nay	Abstain	Absent

	A	B	C	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024		Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column		2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
3		by rck												
4		REVENUE												
5	100-11010-0001	Real Estate Taxes		\$250,000.00	253,330.66	3,330.66	\$	277,000.00	254,513.61	(22,486.39)	250,000.00	\$ 246,112.15	(3,887.85)	246,000.00
6	100-11010-0002	Real Estate Taxes- Delinquent		\$1,500.00	\$ 1,122.23	(377.77)	\$	1,500.00	3,573.10	2,073.10	\$ 1,000.00	\$ 4,744.43	3,744.43	\$ 2,000.00
7	100-11020-0001	Public Service Corp Taxes		\$3,200.00	\$ 1,558.44	(1,641.56)	\$	3,200.00	-	(3,200.00)	\$ 1,600.00	\$ 3,169.04	1,569.04	\$ 3,200.00
8	100-11030-0001	Personal Property Taxes		\$8,000.00	\$ 8,475.77	475.77	\$	8,500.00	13,835.06	5,335.06	\$ 8,500.00	\$ 9,456.98	956.98	\$ 9,000.00
9	100-11030-0002	Personal Prop. Delinquent		\$100.00	\$ 193.29	93.29	\$	100.00	264.21	164.21	\$ 100.00	\$ 162.87	62.87	\$ 100.00
10	100-11060-0001	Penalties		\$250.00	\$ 132.78	(117.22)	\$	250.00	535.32	285.32	\$ 200.00	\$ 210.63	10.63	\$ 200.00
11	100-11060-0002	Interest Taxes		\$250.00	\$ 570.08	320.08	\$	250.00	944.32	694.32	\$ 500.00	\$ 774.95	274.95	\$ 500.00
12					-	-			-	-			-	-
13		TOTAL		\$263,300.00	\$265,383.25	\$2,083.25		\$290,800.00	\$273,665.62	-\$17,134.38	\$261,900.00	\$ 264,631.05	\$2,731.05	\$261,000.00
14					-	-			-	-			-	-
15		LOCAL TAXES (OTHER)												
16	100-12010-0001	State sales tax		\$21,000.00	\$ 22,944.81	1,944.81	\$	25,000.00	37,002.68	12,002.68	\$ 25,766.99	\$ 13,016.23	(12,750.76)	\$ 26,032.46
17	100-12020-0001	Consumer Utility tax		\$2,500.00	\$ 5,070.82	2,570.82	\$	2,800.00	2,793.73	(6.27)	\$ 2,500.00	\$ 4,373.74	1,873.74	\$ 2,500.00
18	100-12030-0001	Business License Tax		\$7,500.00	\$ 27,913.10	20,413.10	\$	7,500.00	10,301.87	2,801.87	\$ 7,500.00	\$ 1,900.00	(5,600.00)	\$ 10,000.00
19	100-12040-0001	cigarette tax- museum repairs			\$ 3,582.49	#VALUE!	\$	-	-	-	\$ -	\$ -	-	\$ 6,000.00
20	100-12050-0001	Motor Vehicle License Tax		\$6,500.00	\$ 9,084.19	2,584.19	\$	7,500.00	10,356.48	2,856.48	\$ 10,000.00	\$ 7,807.50	(2,192.50)	\$ 10,000.00
21	100-12060-0001	Bank Franchise Tax		\$30,000.00	\$55,838.00	25,838.00	\$	45,000.00	161,958.00	116,958.00	\$ 55,000.00	\$ -	(55,000.00)	\$ 55,000.00
22	100-12100-0001	Lodging Tax		\$5,000.00	\$ 19,572.94	14,572.94	\$	10,000.00	34,207.39	24,207.39	\$ 20,000.00	\$ 17,563.37	(2,436.63)	\$ 35,000.00
23	100-12100-0003	Lodging- Occupancy Tax Escrow							1,734.52		\$ -	\$ 117.77		
24	100-12110-0001	Meals Tax		\$120,000.00	\$ 144,224.75	24,224.75	\$	120,000.00	134,129.64	14,129.64	\$ 145,000.00	\$ 96,529.38	(48,470.62)	\$ 165,000.00
25	100-12110-0002	Meals Tax Penalty		\$100.00	\$ -	(100.00)	\$	100.00	241.68	141.68	\$ 100.00	\$ 852.95	752.95	\$ 500.00
26	100-12110-0003	Oyster Festival Meals Tax		\$10,000.00	\$ 11,600.65	1,600.65	\$	10,000.00	16,860.21	6,860.21	\$ 12,000.00	\$ 12,928.99	928.99	\$ 18,000.00
27	100-12110-0004	Oyster Festival Meals Tax Penalty		\$50.00	\$ -	(50.00)	\$	50.00	-	(50.00)	\$ -	\$ -	-	
28	100-12110-0006	Oyster festival business licenses		\$0.00	\$ -	-	\$	17,500.00	19,800.00	2,300.00	\$ 17,500.00	\$ 23,200.00	5,700.00	\$ 23,200.00
29	100-12160-0001	Communication Sales Tax		\$3,400.00	\$ 2,591.30	(808.70)	\$	2,500.00	2,529.22	29.22	\$ 2,500.00	\$ 990.42	(1,509.58)	\$ 2,000.00
30		TOTAL OTHER LOCAL TAX		\$206,050.00	\$302,423.05	96,373.05		\$247,950.00	\$431,915.42	183,965.42	\$297,866.99	\$ 179,280.35	(118,586.64)	\$ 353,232.46
31					-	-			-	-			-	
32		TOTAL TAX		\$469,350.00	\$567,806.30	98,456.30		\$538,750.00	\$705,581.04	166,831.04	\$559,766.99	\$ 443,911.40	(115,855.59)	\$614,232.46
33					-	-			-	-			-	
34		PERMITS												
35	100-13030-0007	Zoning and Subdivision Permits		\$100.00	\$ 1,147.32	1,047.32	\$	500.00	1,685.28	1,185.28	\$ 1,016.00	\$ 700.00	(316.00)	\$ 1,400.00
36	100-13030-0033	Golf Carts		\$500.00	\$ 1,775.00	1,275.00	\$	\$500.00	2,775.00	2,275.00	\$ 1,500.00	\$ 450.00	(1,050.00)	\$ 1,000.00
37	100-15010-0001	Interest Earned from Banks		\$400.00	\$ -	(400.00)	\$	200.00	492.00	(200.00)	\$ 22,984.50	\$ 119.62	(22,864.88)	\$ 500.00
38	100-15020-0001	Rental of property		\$1,200.00	\$ 1,200.00	-	\$	1,200.00	1,200.00	-	\$ 1,200.00	\$ -	(1,200.00)	\$ 57,200.00
39					-	-			-	-			-	
40		CHARGES FOR SERVICES							-	-			-	
41	100-16120-0001	Annual Pool Memberships		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ -	-	
42	100-16120-0002	Daily Pool Fees		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ 939,992.27	939,992.27	\$ 72,600.00
43	100-16120-0003	Pool Parties		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ -	-	
44	100-16120-0005	Food and Beverage Sales		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ -	-	
45					-	-			-	-	\$ -	\$ -	-	
46		MISC. REVENUE												
47	100-18990-0001	Visitor Center donations		\$0.00	\$ 598.79	598.79	\$	600.00	1,045.50	445.50	\$ 600.00	\$ 472.00	(128.00)	\$ 900.00
48	100-18990-0013	visitor center merchandise donation			\$ 743.16	743.16	\$	500.00	1,345.84	845.84	\$ 700.00	\$ 1,054.45	354.45	\$ 1,000.00
49	eliminate see a28	OF Foundation Reimbursement		\$24,700.00	-	(24,700.00)	\$	-	-	-	\$ -	\$ -	-	
50	100-18990-0014	Trolley Sponsorship and donations		\$4,500.00	\$ -	(4,500.00)	\$	-	-	-	\$ -	\$ -	-	
51	100-18990-0021	Misc. Revenue		\$500.00	\$ 45,412.11	45,412.11	\$	500.00	4,775.62	242,813.99	\$ 500.00	\$ 242,813.99	242,313.99	\$ 500.00
52	100-18990-0040	Cats Meow		\$300.00	\$ 1,490.00	1,190.00	\$	500.00	492.00	(8.00)	\$ 300.00	\$ 108.00	(192.00)	\$ 200.00
53	100-22010-0009	PPTRA (TAX RELIEF)		\$6,000.00	\$ 5,995.11	(4.89)	\$	5,996.00	9,914.81	3,918.81	\$ 6,000.00	\$ 5,995.11	(4.89)	\$ 6,000.00
54	100-24040-0007	Litter Control Grant		\$1,000.00	\$ 1,329.00	329.00	\$	1,000.00	1,595.00	595.00	\$ 1,000.00	\$ 2,085.00	1,085.00	\$ 2,000.00
55	100-24040-0012	Fire Program Funds		\$15,000.00	\$ 15,000.00	-	\$	15,000.00	15,000.00	-	\$ 15,000.00	\$ 15,000.00	-	\$ 15,000.00
56	100-18990-0051	M.O.M. Grant Museum			-	-			-	-			-	
57	100-18990-0052	Founders Day Donations			-	-			-	-			-	
58	100-18990-0042	Museum in the Streets			-	-			-	-			-	
59	100-18990-0044	PetSmart Charities			-	-			-	-			-	
60					-	-			-	-	\$ 7,200.00	\$ 7,200.00	-	
61		Art Grant Award		\$0.00	\$ -	-			-	-	\$ -	\$ -	-	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024			Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column			2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
62		TOTAL OTHER FEES			\$54,200.00	\$75,190.49	20,990.49		\$26,496.00	\$39,829.05	13,333.05	\$58,000.50	\$ 1,215,990.44	1,157,989.94	\$158,300.00
63							-			-	-			-	
64		FUND TRANSFERS IN					-			-	-	\$ -	\$ -	-	
65	100-41500-0100	Transfer in General Fund			\$0.00	\$ -	-	\$ -	-	-	-	\$ -	\$ -	-	
66	100-41050-0101	Transfer in Unappropriated			\$0.00			\$ 14,245.00				\$ -	\$ -	-	
67	100-41050-0110	Transfer In Historic Trust			\$0.00	\$ -	-	\$ -	-	-	-	\$ -	\$ -	-	
68	100-41050-0500	Transfer in Water Fund			\$0.00	\$ -	-	\$ -	-	-	-	\$ -	\$ -	-	
69	100-41500-1320	Transfer in Pool Reserve			\$0.00	\$ -	-	\$ -	-	-	-	\$ -	\$ -	-	
70		TOTAL TRANSFERS IN			\$0.00	\$ -	-	\$ 14,245.00		-	(14,245.00)	\$ -	\$ -	-	
71							-			-	-	\$ -	\$ -	-	
72		TOTAL GENERAL FUND REVENUES PLUS			\$523,550.00	\$642,996.79	119,446.79		\$579,491.00	\$745,410.09	165,919.09	\$617,767.49	\$ 1,659,901.84	1,042,134.35	\$772,532.46
73		TRANSFERS					-			-	-			-	

	A	B	C	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024		Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column		2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
74						-			-	-				
75		EXPENSES				-			-	-				
76		TOWN COUNCIL				-			-	-				
77	100-11100-5510	Mileage				-			-	-				
78	100-11100-5540	Convention And Education		\$1,500.00	\$ 1,480.64	19.36	\$	1,500.00	259.50	1,240.50	\$ 1,500.00	\$ -	1,500.00	\$ 1,000.00
79	100-11100-5810	Dues And Memberships		\$9,500.00	\$ 9,061.00	439.00	\$	9,500.00	8,061.00	1,439.00	\$ 9,500.00	\$ 15,360.00	(5,860.00)	\$ 15,360.00
80		Total Town Council		<b>\$11,000.00</b>	<b>\$10,541.64</b>	<b>\$458.36</b>		<b>\$11,000.00</b>	<b>\$8,320.50</b>	<b>\$2,679.50</b>	<b>\$11,000.00</b>	<b>\$ 15,360.00</b>	<b>-\$4,360.00</b>	<b>\$16,360.00</b>
81						-			-	-			-	
82		TOWN TREASURER				-			-	-			-	
83	100-11200-1100	Salary and wages		\$35,000.00	\$ 52,226.20	(17,226.20)	\$	45,177.00	45,150.20	26.80	\$ 47,500.00	\$ 25,971.20	21,528.80	\$ 31,055.26
84	100-11200-1500	Potential Comp Time		\$1,125.00	\$ -	1,125.00					\$ -	\$ -		
85	100-11200-2100	FICA		\$2,500.00	\$ 3,640.32	(1,140.32)	\$	3,433.45	2,996.20	437.25	\$ 3,610.00	\$ 1,716.71	1,893.29	\$ 2,360.20
86	100-11200-2210	VRS		\$350.00	\$ 4,048.99	(3,698.99)	\$	400.00	5,845.57	(5,445.57)	\$ 4,000.00	\$ 5,027.86	(1,027.86)	\$ 7,000.00
87	100-11200-2300	Hospital Medical		\$8,000.00	\$ 11,545.00	(3,545.00)	\$	8,800.00	12,120.00	(3,320.00)	\$ 12,000.00	\$ 5,040.00	6,960.00	\$ 14,000.00
88	100-11200-2400	Group Insurance Life		\$60.00	\$ 761.68	(701.68)	\$	677.66	980.16	(302.51)	\$ 800.00	\$ 559.76	240.24	\$ 800.00
89	100-11200-2600	Unemployment Insurance				-			-	-			-	
90		Unemployment Insurance		\$0.00	\$ 44.74	(44.74)	\$	-	-	-	\$ -	\$ -	-	
91	eliminate	Telecommunications		\$480.00	\$ 917.04	(437.04)	\$	-	-	-	\$ -	\$ -	-	\$ -
92	100-11200-5510	Mileage				-			-	-			-	
93		TOTAL TOWN TREASURER		<b>\$47,515.00</b>	<b>\$73,183.97</b>	<b>-\$25,668.97</b>		<b>\$58,488.11</b>	<b>\$67,092.13</b>	<b>-\$8,604.02</b>	<b>\$67,910.00</b>	<b>\$ 38,315.53</b>	<b>\$29,594.47</b>	<b>\$55,215.46</b>
94						-			-	-			-	
95		TOWN CLERK				-			-	-			-	
96	100-11300-1100	Salary and wages				-	\$	19,263.00	17,332.32	1,930.68	\$ 31,000.00	\$ 18,095.14	12,904.86	\$ 42,000.00
97		overtime				-	\$	-			\$ -	\$ -		
98	100-11300-2100	FICA				-	\$	1,382.90	1,158.05	224.85	\$ 2,356.00	\$ 1,216.53	1,139.47	\$ 3,192.00
99	100-11300-2210	VRS				-	\$	-	3,266.20	(3,266.20)	\$ 3,000.00	\$ 1,989.97	1,010.03	\$ 3,800.00
100	100-11300-2300	Hospital/Medical				-	\$	4,400.00	12,120.00	(7,720.00)	\$ 12,000.00	\$ 6,048.00	5,952.00	\$ 12,000.00
101	100-11300-2400	Group Insurance life				-	\$	337.10	459.60	(122.50)	\$ 400.00	\$ 474.85	(74.85)	
102		TOTAL TOWN CLERK				-	\$	<b>25,383.00</b>	<b>\$ 34,336.17</b>	<b>(8,953.17)</b>	<b>\$ 48,756.00</b>	<b>\$ 27,824.49</b>	<b>20,931.51</b>	<b>\$ 60,992.00</b>
103						-			-	-			-	
104		TOWN ADMINISTRATOR				-			-	-			-	
105	100-12110-1100	Salaries and Wages		\$60,000.00	\$ 57,927.20	2,072.80	\$	54,000.00	\$ 53,996.80	3.20	\$ 54,000.00	\$ 11,643.78	42,356.22	\$ 120,000.00
106	100-12110-1500	unemp and mileage		\$0.00	\$ 217.49		\$	-	\$ -	<b>\$0.00</b>			<b>\$0.00</b>	\$ 8,400.00
107	100-12110-2100	FICA		\$4,600.00	\$ 4,431.52	168.48	\$	4,104.00	\$ 4,130.62	(26.62)	\$ 4,104.00	\$ 944.29	3,159.71	\$ 9,120.00
108	100-12110-2100	VRS		\$0.00	\$ -	-	\$	-	\$ -	-	\$ -	\$ -	-	\$ -
109	100-12110-2300	Hospital Medical		\$0.00	\$ 2,460.00	(2,460.00)	\$	-	\$ -	-	\$ -	\$ -	-	
110	100-12100-2400	Group Insurance Life		\$0.00	\$ -	-	\$	-	\$ -	-	\$ -	\$ -	-	\$ -
111	100-12110-2400	unemployment Insurance				-			-	-			-	
112	eliminate	Telecommunications		\$480.00	\$ 480.00	-	\$	-	-	-	\$ -	\$ -	-	\$ -
113	eliminate	Mileage				-			-	-			-	
114		TOTAL TOWN ADMINISTRATOR		<b>\$65,080.00</b>	<b>\$ 65,516.21</b>	<b>(436.21)</b>		<b>\$58,104.00</b>	<b>\$58,127.42</b>	<b>(23.42)</b>	<b>\$58,104.00</b>	<b>\$ 12,588.07</b>	<b>45,515.93</b>	<b>\$137,520.00</b>
115						-			-	-			-	
116		ADMINISTRATIVE TOTAL		<b>\$123,595.00</b>	<b>\$149,241.82</b>	<b>-\$25,646.82</b>		<b>\$152,975.11</b>	<b>\$167,876.22</b>	<b>-\$14,901.11</b>	<b>\$185,770.00</b>	<b>\$ 94,088.09</b>	<b>\$91,681.91</b>	<b>\$270,087.46</b>
117						-			-	-			-	
118		Professional Services				-			-	-			-	
119	100-12210-3150	Legal Services 12210		\$24,000.00	\$ 27,160.00	(3,160.00)	\$	27,000.00	\$27,000.00	<b>\$0.00</b>	\$ 27,000.00	\$ 13,500.00	<b>\$13,500.00</b>	\$ 27,000.00
120	100-12240-3160	Audit		\$15,000.00	\$ -	15,000.00	\$	5,000.00	2,000.00	3,000.00	\$ 5,000.00	\$ -	5,000.00	\$ 5,000.00
121	100-12500-3000	Computer/Tech Support		\$5,000.00	\$ 40,042.81	(35,042.81)	\$	10,000.00	19,862.01	(9,862.01)	\$ 15,000.00	\$ 10,296.66	4,703.34	\$ 20,000.00
122	100-12500-3001	Web Hosting		\$2,500.00	\$ 2,898.26	(398.26)	\$	2,800.00	2,946.00	(146.00)	\$ 2,900.00	\$ 1,874.20	1,025.80	
123	100-12500-9000	Professional Services (Comp Plan)		\$0.00	\$ 498.75	(498.75)	\$	-	-	-	\$ -	\$ -	-	
124	100-12500-9005	Professional Services (Code Codification)		\$0.00	\$ 1,785.00	(1,785.00)	\$	-	-	-	\$ -	\$ -	-	
125	100-12500-9006	Accounting Software Purchase		\$0.00	\$ -	-	\$	-	1,471.32	(1,471.32)	\$ -	\$ -	-	
126	100-12500-9050	Edmonds& Assoc. Annual Fees/Support		\$1,650.00	\$ 7,749.03	(6,099.03)	\$	6,000.00	7,121.69	(1,121.69)	\$ 8,000.00	\$ 9,387.64	(1,387.64)	\$ 10,000.00
127		TOTAL		<b>\$48,150.00</b>	<b>\$80,133.85</b>	<b>-\$31,983.85</b>		<b>\$50,800.00</b>	<b>\$60,401.02</b>	<b>-\$9,601.02</b>	<b>\$57,900.00</b>	<b>\$ 35,058.50</b>	<b>\$22,841.50</b>	<b>\$62,000.00</b>
128						-			-	-			-	
129		OTHER ADMIN				-			-	-			-	
130	100-12600-1100	Zoning Admin Salary		\$20,000.00	\$ 49,620.00	(29,620.00)	\$	27,000.00	26,998.40	1.60	\$ 9,000.00	\$ 4,049.76	4,950.24	\$ -
131		parttime-cleaning		\$15,000.00							\$ -	\$ 1,375.00	(1,375.00)	\$ -
132	100-12600-2100	FICA		\$2,660.00	\$ 3,796.00	(1,136.00)	\$	3,001.69	2,065.18	936.51	\$ 1,032.59	\$ 414.95	617.64	\$ -
133	100-12600-2210	VRS		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ -	-	\$ -

	A	B	C	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024		Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column		2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
134	100-12600-2210	Hospital Medical				-			-	-			-	
135	100-12600-2300	Hospital Medical		\$0.00	\$ -	-	\$ -	-	-	-	\$ -	\$ -	-	\$ -
136	100-12600-2400	Group Life Ins.							-	-	\$ -	\$ -	-	\$ -
137									-	-	\$ -			\$ -
138	100-12600-2600	Unemployment Insurance ( total payroll)		\$300.00	\$ 390.92	(90.92)	\$ 500.00	773.01	(273.01)	\$ 800.00	\$ 183.49	616.51	\$ 800.00	
139	100-12600-3120	Accounting Services		\$0.00	\$ -	-	\$ 0	-	-	\$ -	\$ -	-	-	
140	100-12600-3310	Repairs & Maintenance		\$5,000.00	\$ 1,070.64	3,929.36	\$ 3,000.00	232.80	2,767.20	\$ -	\$ 944.93	(944.93)	\$ 2,000.00	
141	100-12600-3600	(Procedural) Advertising AS400 Services (Middlesex County)		\$2,000.00	\$ 1,840.20	159.80	\$ 2,000.00	7,182.92	(5,182.92)	\$ 5,000.00	\$ 4,882.14	117.86	\$ 7,500.00	
142	100-12600-3800	Electrical Service		\$6,000.00	\$ -	6,000.00	\$ -	-	-	\$ 2,000.00	\$ -	2,000.00		
143	100-12600-5510	Postal Services		\$5,000.00	\$ 4,668.02	331.98	\$ 5,000.00	5,116.92	(116.92)	\$ 5,000.00	\$ 2,464.82	2,535.18	\$ 5,000.00	
144	100-12600-5210	Telecommunications and cell phones		\$2,500.00	\$ 1,701.69	798.31	\$ 2,000.00	1,720.11	279.89	\$ 1,800.00	\$ 1,454.38	345.62	\$ 2,500.00	
145	100-12600-5230	Insurance (VML)		\$4,800.00	\$ 10,026.17	(5,226.17)	\$ 5,760.00	7,855.50	(2,095.50)	\$ 10,000.00	\$ 4,443.86	5,556.14	\$ 10,000.00	
146	100-12600-5300	Surety Bonds		\$17,000.00	\$ 16,105.00	895.00	\$ 18,000.00	21,356.00	(3,356.00)	\$ 18,000.00	\$ 4,552.00	13,448.00	\$ 19,000.00	
147	100-12600-5306	Mileage		\$800.00	\$ 710.00	90.00	\$ 800.00	175.00	625.00	\$ 800.00	\$ 730.89	69.11	\$ 800.00	
148	100-12600-5510	Meals and Lodging		\$500.00	\$ 174.36	325.64	\$ 500.00	1,046.32	(546.32)	\$ 500.00	\$ -	500.00	\$ 500.00	
149	100-12600-5530	Convention and Educations		\$500.00	\$ 505.19	(5.19)	\$ 500.00	-	500.00	\$ 500.00	\$ -	500.00	\$ 500.00	
150	100-12600-5540	Dues and Assoc		\$1,500.00	\$ 1,358.88	141.12	\$ 1,500.00	2,426.44	(926.44)	\$ 1,500.00	\$ -	1,500.00	\$ 1,500.00	
151	100-12600-5810	Office Supplies		\$500.00	\$ 1,313.00	(813.00)	\$ 700.00	870.00	(170.00)	\$ 1,500.00	\$ 75.00	1,425.00	\$ 4,000.00	
152	100-12600-6001	Food Supplies		\$4,000.00	\$ 4,016.04	(16.04)	\$ 4,000.00	4,580.23	(580.23)	\$ 4,000.00	\$ 2,116.92	1,883.08	\$ 4,000.00	
153	100-12600-6002	Housekeeping and Janitorial		\$350.00	\$ 53.88	296.12	\$ 350.00	170.03	179.97	\$ 300.00	\$ 84.43	215.57	\$ 200.00	
154	100-12600-6005	Books and Subscriptions		\$500.00	\$ 395.26	104.74	\$ 2,400.00	1,391.20	1,008.80	\$ 1,500.00	\$ 519.59	980.41	\$ 1,000.00	
155	100-12600-6012	Furniture and Fixtures		\$1,200.00	\$ 932.69	267.31	\$ 1,200.00	857.26	342.74	\$ 1,000.00	\$ 854.32	145.68	\$ 1,600.00	
156	100-12600-8102	EDP equip		\$500.00	\$ 1,004.12	(504.12)	\$ 500.00	658.54	(158.54)	\$ 500.00	\$ 35.26	464.74	\$ 200.00	
157	100-12600-8107	General admin expn other		\$5,000.00	\$ 4,430.17	569.83	\$ 4,168.28	2,500.00	1,668.28	\$ 3,000.00	\$ 586.01	2,413.99	\$ 1,000.00	
158	100-12600-9300	Sewerage Charges		\$1,883.00	\$ 5,923.33	(4,040.33)	\$ 1,000.00	1,324.39	(324.39)	\$ 1,000.00	\$ 2,100.00	(1,100.00)	\$ 1,000.00	
159	100-12600-8106	Town Hall Repairs/move		\$600.00	\$ 910.92	(310.92)	\$ 600.00	358.85	241.15	\$ 600.00	\$ 75.60	524.40	\$ 1,000.00	
160	100-12600-9500	Thurston Properties rent		\$5,000.00	\$ 13,231.50	(8,231.50)	\$ 1,000.00	10,018.55	(9,018.55)	\$ 1,000.00	\$ -	1,000.00	\$ -	
161	100-12600-9400	<b>TOTAL OTHER ADMIN</b>		<b>\$103,093.00</b>	<b>\$144,193.98</b>	<b>-\$41,100.98</b>	<b>\$125,511.97</b>	<b>\$139,709.65</b>	<b>-\$14,197.68</b>	<b>\$98,332.59</b>	<b>\$51,959.35</b>	<b>\$46,373.24</b>	<b>\$115,700.00</b>	
162						-		-	-			-		
163		<b>PUBLIC SAFETY</b>				-		-	-			-		
164		Fire Dept. grant		\$15,000.00	\$ -	15,000.00	\$ 15,200.00	15,000.00	200.00	\$ 15,200.00	\$ 15,000.00	200.00	\$ 15,000.00	
165	100-32200-5612	Reverse 911 Service		\$2,000.00	\$ -	2,000.00	\$ 2,000.00	-	2,000.00	\$ 2,000.00	\$ -	2,000.00	\$ 2,000.00	
166	100-33300-3000	Sherrif contribution								\$ -			\$ -	
167		<b>TOTAL PUBLIC SAFETY</b>		<b>\$17,000.00</b>	<b>\$0.00</b>	<b>\$17,000.00</b>	<b>\$17,200.00</b>	<b>\$15,000.00</b>	<b>\$2,200.00</b>	<b>\$17,200.00</b>	<b>\$15,000.00</b>	<b>\$2,200.00</b>	<b>\$17,000.00</b>	
168						-		-	-			-		
169		<b>PUBLIC WORKS</b>				-		-	-			-		
170		Refuse contract		\$60,000.00	\$ 90,500.00	(30,500.00)	\$ 91,000.00	93,000.00	(2,000.00)	\$ 91,000.00	\$ 54,160.00	36,840.00	\$ 90,600.00	
171	100-42300-1900	Repairs and Maint		\$3,000.00	\$ 1,244.57	1,755.43	\$ 3,000.00	2,225.01	774.99	\$ 3,000.00	\$ 490.86	2,509.14	\$ 5,000.00	
172	100-42300-3310	Electrical Service		\$9,500.00	\$ 8,957.23	542.77	\$ 10,000.00	10,625.29	(625.29)	\$ 11,000.00	\$ 5,101.25	5,898.75	\$ 11,000.00	
173	100-42300-5110	Garbage supplies		\$1,000.00	\$ -	1,000.00	\$ 500.00	-	500.00	\$ 500.00	\$ -	500.00	\$ 500.00	
174	100-42300-6030	Litter Grant		\$1,000.00	\$ 190.09	809.91	\$ 1,000.00	1,966.34	(966.34)	\$ 3,000.00	\$ -	3,000.00	\$ -	
175	100-42600-6035	Vehicle Replacement (Capital)				-		-	-			-		
176	100-42300-9500	Sidewalk Repairs (CIP)		\$10,000.00	\$ -	10,000.00	\$ 5,000.00	2,650.00	2,350.00	\$ -	\$ -	-	\$ 5,000.00	
177	100-42300-9501	Vehicle Replacement CIP		\$0.00	\$ -	-	\$ -	-	-	\$ -		-		
178	100-42300-9500	<b>TOTAL PUBLIC WORKS</b>		<b>\$84,500.00</b>	<b>\$100,891.89</b>	<b>-\$16,391.89</b>	<b>\$110,500.00</b>	<b>\$110,466.64</b>	<b>\$33.36</b>	<b>\$108,500.00</b>	<b>\$59,752.11</b>	<b>\$48,747.89</b>	<b>\$112,100.00</b>	
179						-		-	-			-		
180		<b>MAINTENANCE</b>				-		-	-			-		
181		Salaries and Wages		\$19,500.00	\$ 22,274.90	(2,774.90)	\$ 22,117.00	16,252.50	5,864.50	\$ 11,900.00	\$ 4,517.44	7,382.56	\$ -	
182	100-71100-1300	FICA		\$1,335.00	\$ 1,703.96	(368.96)	\$ 1,680.89	1,243.36	437.53	\$ 904.90	\$ 363.79	541.11	\$ -	
183	100-71100-2100	Unemployment Insurance				-		-	-			-		
184	100-71100-2600	Repairs and Maintenance		\$2,500.00	\$ 3,193.50	(693.50)	\$ 3,000.00	1,856.97	1,143.03	\$ 3,000.00	\$ 137.71	2,862.29	\$ 5,600.00	
185	100-71100-3310	Electrical Service		\$100.00	\$ 83.37	16.63	\$ 100.00	81.76	18.24	\$ 100.00	\$ 81.72	18.28	\$ 160.00	
186	100-71100-5110	bristow Pavillion				-		-	-	\$ 7,200.00			\$ 150.00	
187	100-71100-6003	Landscape and Gravel		\$4,000.00	\$ 6,877.93	(2,877.93)	\$ 5,000.00	7,938.08	(2,938.08)	\$ 7,500.00	\$ 3,380.98	4,119.02	\$ 7,500.00	
188	100-71100-6006	Landscape Contract Services		\$9,000.00	\$ 15,981.44	(6,981.44)	\$ 7,673.83	18,505.35	(10,831.52)	\$ 13,000.00	\$ 12,894.00	106.00	\$ 25,000.00	
189	100-71100-6005	Housekeeping/Janitorial				-		-	-			-		
190	100-71100-6007	Repairs and Maintenance Supplies		\$800.00	\$ 2,500.74	(1,700.74)	\$ 800.00	1,761.70	(961.70)		\$ 941.99	(941.99)	\$ 1,800.00	
191	100-71100-6008	Vehicle and Powered Equip Fuels		\$1,000.00	\$ 1,946.55	(946.55)	\$ 2,000.00	2,019.26	(19.26)	\$ 2,100.00	\$ 441.60	1,658.40	\$ 1,000.00	
192														

	A	B	C	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024		Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column		2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
193	100-71100-6009	Vehicle and Powered Equip Supplies		\$500.00	\$ 1,859.54	(1,359.54)	\$	500.00	1,626.33	(1,126.33)	\$ 750.00	\$ 154.20	595.80	\$ 350.00
194	100-71100-6014	Other Operating Supplies-Pool		\$300.00	\$ 326.02	(26.02)	\$	300.00	-	300.00	\$ 300.00	\$ -	300.00	\$ 300.00
195	100-71100-9500	CIP Tabor Park		\$12,600.00	\$ 18,717.22	(6,117.22)	\$	-	12,373.13	(12,373.13)	\$ -	\$ -	-	\$ -
196		<b>TOTAL MAINT AND CONTRACT</b>		<b>\$51,635.00</b>	<b>\$75,465.17</b>	<b>-\$23,830.17</b>		<b>\$43,171.72</b>	<b>\$63,658.44</b>	<b>-\$20,486.72</b>	<b>\$46,754.90</b>	<b>\$22,913.43</b>	<b>\$23,841.47</b>	<b>\$41,860.00</b>
197						-			-	-			-	
198		<b>POOL</b>				-			-	-	\$ -	\$ -	-	
199	100-71320-1300	Salaries and Wages Part Time		\$0.00	\$ -	-		-	-	-	\$ -	\$ -	-	\$ 72,600.00
200	100-71320-2100	FICA		\$0.00	\$ -	-		-	-	-	\$ -	\$ -	-	
201	100-71320-2600	Unemployment Insurance				-		-	-	-			-	
202	100-71320-3310	Repairs and Maintenance		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ 1,481.63	(1,481.63)	
203	100-71320-3315	Expenses from general fund		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ 263,643.80	(263,643.80)	
204	100-71320-3320	Chemicals				-		-	-	-			-	
205	100-71320-3600	Maintenance contracts				-		-	-	-			-	
206	100-71320-6002	Electrical		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ 177.76	(177.76)	
207	100-71320-6003	Food and Beverage (to sell)		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ -	-	
208	100-71320-6004	Uniforms		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ -	-	
209	100-71320-6005	First Aid and Medical Supplies		\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ 939,687.42	(939,687.42)	
210		Housekeeping and Janitorial				-		-	-	-			-	
211	100-71320-6014			\$20,312.00	\$ -	20,312.00	\$	12,235.00	39,399.77	(27,164.77)	\$ -	\$ 1,293.75	(1,293.75)	
212	100-71320-8102	Other Operating Supplies		\$0.00	\$ -	-	\$	-	-	-		\$ -	-	
213		<b>TOTAL POOL</b>		<b>\$20,312.00</b>	<b>\$3,296.48</b>	<b>\$17,015.52</b>		<b>\$12,235.00</b>	<b>\$39,399.77</b>	<b>-\$27,164.77</b>	<b>\$0.00</b>	<b>\$1,206,284.36</b>	<b>-\$1,206,284.36</b>	<b>\$72,600.00</b>
214		<b>TOTAL POOL</b>				-			-	-			-	
215						-			-	-			-	
216		Community Development				-			-	-			-	
217		<b>Procedural advertising</b>		<b>\$5,000.00</b>	<b>\$ 5,000.00</b>	<b>-</b>	<b>\$</b>	<b>5,000.00</b>	<b>5,368.00</b>	<b>(368.00)</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>5,000.00</b>	<b>\$ 2,500.00</b>
218		Advertising (Rivers Realm)				-			-	-			-	
219		Procedural Advertising				-			-	-			-	\$75,100.00
220	100-81100-5840	Promotional Events		\$0.00	\$ 4,084.25	(4,084.25)	\$	2,400.00	3,630.00	(1,230.00)	\$ 3,000.00	\$ 3,457.87	(457.87)	\$ 4,000.00
221	100-81100-5842	July 4th Celebration		\$6,500.00	\$ 6,441.10	58.90	\$	13,000.00	16,576.79	(3,576.79)	\$ 14,500.00	\$ 7,214.60	7,285.40	\$ 15,000.00
222	100-81100-9600	Christmas Decorations		\$0.00	\$ 4,602.00	(4,602.00)	\$	1,000.00	2,900.68	(1,900.68)	\$ -	\$ -	-	\$ -
223	100-81100-5860	Arts in the Middle Grant Match		\$9,000.00	\$ 154.06	8,845.94	\$	-	-	-	\$ 750.00	\$ -	750.00	
224	100-81100-5841	Tabor Park potty		\$750.00	\$ -	750.00	\$	750.00	430.00	320.00	\$ 500.00	\$ 1,910.00	(1,410.00)	\$ 1,000.00
225	100-81100-5870	Museum in the streets/blue water trail		\$500.00	\$ -	500.00	\$	1,000.00	-	1,000.00	\$ 1,000.00	\$ -	1,000.00	\$ 1,500.00
226		<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>\$21,750.00</b>	<b>\$20,281.41</b>	<b>\$1,468.59</b>		<b>\$23,150.00</b>	<b>\$28,905.47</b>	<b>-\$5,755.47</b>	<b>\$24,750.00</b>	<b>\$12,582.47</b>	<b>\$12,167.53</b>	<b>\$24,000.00</b>
227						-			-	-			-	
228		<b>OYSTER FEST</b>				-			-	-			-	
229	100-81110-1400	Special Business License Allowance		\$22,000.00	\$ 17,550.00	4,450.00	\$	17,550.00	19,800.00	(2,250.00)	\$ 17,500.00	\$ 23,200.00	(5,700.00)	\$ 23,200.00
230	100-81110-3600	Advertising		\$2,100.00	\$ 1,820.36	279.64		-	-	-	\$ 2,000.00	\$ 60.72		\$ 150.00
231	100-81110-3800	Permits		\$200.00	\$ 100.00	100.00	\$	200.00	200.00	-	\$ 200.00	\$ 100.00	100.00	\$ 200.00
232	100-81110-6014	Other Operating Supplies		\$400.00	\$ 3,156.95	(2,756.95)	\$	400.00	277.93	122.07	\$ 400.00	\$ 400.00	-	\$ 400.00
233		<b>TOTAL OYSTER FEST</b>		<b>\$24,700.00</b>	<b>\$22,627.31</b>	<b>\$2,072.69</b>		<b>\$18,150.00</b>	<b>\$20,277.93</b>	<b>-\$2,127.93</b>	<b>\$20,100.00</b>	<b>\$23,760.72</b>	<b>-\$3,660.72</b>	<b>\$23,950.00</b>
234						-			-	-			-	
235		<b>TROLLEY 81600</b>				-			-	-	\$ 8,500.00	\$ -		
236	100-81600-3800	Purchase of Services		\$9,500.00	\$ -	9,500.00	\$	-	-	-	\$ 8,500.00	\$ 8,615.00	(115.00)	\$ 8,600.00
237		<b>TOTAL TROLLEY</b>		<b>\$9,500.00</b>	<b>\$0.00</b>	<b>\$9,500.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,500.00</b>	<b>\$8,615.00</b>	<b>-\$115.00</b>	<b>\$8,600.00</b>
238						-			-	-			-	
239		<b>VISITORS CENTER</b>				-			-	-			-	
240	100-81700-1300	Salaries and Wages Part time		\$7,200.00	\$ 8,422.83	(1,222.83)	\$	7,664.68	10,062.07	(2,397.39)	\$ 10,000.00	\$ 5,513.88	4,486.12	\$ 10,300.00
241	100-81700-1301	FICA		\$565.00	\$ 644.35	(79.35)	\$	582.52	769.71	(187.19)	\$ 760.00	\$ 421.80	338.20	\$ 760.00
242	100-81700-3310	Unemployment Insurance				-			-	-			-	
243	100-81700-3320	Repairs and Maintenance		\$5,000.00	\$ 10,675.00	(5,675.00)	\$	10,000.00	4,600.00	5,400.00	\$ -	\$ -	-	\$ 5,000.00
244	100-81700-5110	Security Contracts		\$1,000.00	\$ 1,269.46	(269.46)	\$	2,500.00	2,473.54	26.46	\$ 3,000.00	\$ 1,692.92	1,307.08	\$ 3,500.00
245	100-81700-5230	Electrical Service		\$2,000.00	\$ 1,693.76	306.24	\$	2,000.00	3,565.59	(1,565.59)	\$ 2,200.00	\$ 1,076.35	1,123.65	\$ 1,000.00
246	100-81700-5231	Telecommunications		\$1,000.00	\$ 920.10	79.90	\$	1,000.00	1,063.50	(63.50)	\$ 2,000.00	\$ 585.14	1,414.86	\$ 1,500.00
247	100-81700-6007	Repairs and Maintenance		\$500.00	\$ 858.62	(358.62)	\$	500.00	392.53	107.47	\$ 500.00	\$ 53.49	446.51	\$ 500.00
248	100-81700-6015	Merchandise for Resale		\$1,000.00	\$ 1,107.62	(107.62)	\$	1,000.00	532.07	467.93	\$ 500.00	\$ 2,418.35	(1,918.35)	\$ 1,000.00
249	100-81700-8102	Furniture and Fixtures		\$500.00	\$ -	500.00	\$	-	446.00	(446.00)	\$ -	\$ -	-	
250	100-81700-8105	Sewer Charges		\$500.00	\$ 89.70	410.30	\$	500.00	239.62	260.38	\$ 300.00	\$ 37.80	262.20	\$ 75.00



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024			Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column			2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
251	100-81700-8106	Supplies (Special Events & Other)			\$50.00	\$ 45.89	4.11	\$	50.00	219.11	(169.11)	\$ 500.00	\$ 462.05	37.95	\$ 1,000.00
252	100-81700-9500	Foundation Repair			\$0.00	\$ -	-	\$	-	-	-	\$ -	\$ -	-	-
253	100-81700-9500	<b>TOTAL VISITORS CENTER</b>			<b>\$19,315.00</b>	<b>\$25,727.33</b>	<b>-\$6,412.33</b>		<b>\$25,797.20</b>	<b>\$24,363.74</b>	<b>\$1,433.46</b>	<b>\$19,760.00</b>	<b>\$12,261.78</b>	<b>\$7,498.22</b>	<b>\$24,635.00</b>
254							-			-	-			-	-
255							-			-	-			-	-
256		FUND TRANSFERS					-			-	-			-	-
257		Debt service- Gen Fund					-			-	-			-	-
258	100-95100-9101	Transfer to Marina			\$0.00	\$ -	-	\$	-	\$ -	-	\$ -	\$ -	-	-
259	100-93000-0140	Transfer to General Fund Reserve			\$0.00	\$ -	-	\$	-	\$ -	-	\$ -	\$ -	-	-
260	100-93000-0100	TOTAL TRANSFERS/DEBT SERVICE			\$0.00	\$0.00	-		\$0.00	\$0.00	-	\$ -	\$ -	-	\$ -
261							-			-	-			-	-
262		<b>TOTAL GENERAL FUND EXPENDITURES</b>			<b>\$523,550.00</b>	<b>\$621,859.24</b>	<b>-\$98,309.24</b>		<b>\$579,491.00</b>	<b>\$670,058.88</b>	<b>-\$90,567.88</b>	<b>\$587,567.49</b>	<b>\$1,542,275.81</b>	<b>-\$954,708.32</b>	<b>\$772,532.46</b>
263															
264		<b>SELF FUNDING COMMUNITY ACTIVITIES</b>													
265		Second Saturdays													
266		Revenues										\$ -	\$ -		
267	132-02020-2200	Second Saturdays - merchandise donation				\$379.00	\$379.00		\$500.00	\$248.00	-\$252.00	\$ 300.00	\$ -	\$0.00	\$ -
268	132-02020-2222	Second Saturdays Sponsors				\$4,250.00	\$4,250.00		\$2,500.00	\$12,500.00	\$10,000.00	\$ 3,400.00	\$ 800.00	\$800.00	\$ 10,000.00
269		Total SS Rev				\$4,629.00	\$4,629.00		\$3,000.00	\$12,748.00	\$9,748.00	\$3,700.00	\$800.00	\$800.00	\$10,000.00
270															
271		Expenses													
272	132-13200-1000	Second Saturday Advertising				\$1,207.09	-\$1,207.09		\$500.00	\$817.83	-\$317.83	\$ 500.00	\$ 200.61	\$200.61	\$ 1,000.00
273	132-13200-2000	Second Saturated Merchandise				\$1,319.70	-\$1,319.70		\$500.00	\$441.79	\$58.21	\$ 500.00	\$ -	\$0.00	\$ 500.00
274	132-13200-3000	Second Saturday Entertainment				\$1,400.00	-\$1,400.00		\$1,500.00	\$5,130.00	-\$3,630.00	\$ 2,000.00	\$ 5,590.00	\$5,590.00	\$ 5,900.00
275	132-13200-4000	Second Saturday Security				\$368.00	-\$368.00		\$500.00	\$368.00	\$132.00	\$ 700.00	\$ 1,153.92	\$1,153.92	\$ 2,600.00
276		Total SS Expense				\$4,294.79	-\$4,294.79		\$3,000.00	\$6,757.62	-\$3,757.62	\$3,700.00	\$6,944.53	\$6,944.53	\$10,000.00
277		Revenue over Expense				\$334.21	\$334.21		\$0.00	\$5,990.38	\$5,990.38	\$0.00	-\$6,144.53	-\$6,144.53	\$0.00
278															
279		Flags and Banners - commemorative													
280	130-18990-0055	Revenue			\$0.00	\$4,100.00	\$4,100.00		\$2,000.00	\$5,015.00	\$3,015.00	\$ 2,000.00	\$ 150.00	\$150.00	\$ 2,000.00
281	13081100-5850	Expense			\$0.00	\$2,932.95	-\$2,932.95		\$2,000.00	\$4,878.92	-\$2,878.92	\$ 2,000.00	\$ 739.31	\$739.31	\$ 2,000.00
282		Revenue over Expense				\$1,167.05	\$7,032.95		\$0.00	\$136.08	\$5,893.92	\$0.00	-\$589.31	-\$589.31	\$0.00
283															
284															
285		Farmers Market												\$0.00	
286	135-81100-1350	Revenues			\$300.00	\$300.00	\$300.00		\$1,000.00	\$1,781.00	-\$781.00	\$ 1,000.00	\$ -	\$0.00	
287	135-35000-1000	Expenses			0	510	(510.00)	\$	1,000.00	1,781.00	(781.00)	\$ 1,000.00	\$ -	\$0.00	
288		Revenue over expense			\$	(210.00)	\$ 810.00	\$	-	\$ -	\$0.00	\$ -	\$ -	\$0.00	\$ -
289															
290															
291		<b>MARINA REVENUE</b>					-			-	-				
292	140-15020-0003	Marina and Transient Fees			\$30,000.00	71092.44	41,092.44	\$	40,000.00	75,062.95	35,062.95	\$ 50,000.00	\$ 38,703.75	-\$11,296.25	\$ 60,000.00
293	140-15020-0005	Oyster festival boat slip fees			\$9,000.00	6864.25	(2,135.75)	\$	9,000.00	6,850.00	(2,150.00)	\$ 7,000.00	\$ 7,707.50	\$707.50	\$ 7,000.00
294	140-15020-0006	Laundry Fees			\$350.00	854.25	504.25	\$	500.00	1,063.25	563.25	\$ 600.00	\$ 913.00	\$313.00	\$ 1,000.00
295	140-15020-0008	Ice Sales			\$750.00	793.00	43.00	\$	750.00	466.50	(283.50)	\$ 750.00	\$ 383.00	-\$367.00	\$ 750.00
296	140-15020-0009	Facility Fees(Pump out/facility user)			\$500.00	525.75	25.75	\$	500.00	500.00	-	\$ 500.00	\$ 300.00	-\$200.00	\$ 500.00
297	140-15020-0010	Ramp Usage Fees			\$550.00	1597.00	1,047.00	\$	1,000.00	2,275.00	1,275.00	\$ 1,500.00	\$ 1,140.00	-\$360.00	\$ 2,250.00
298	140-41050-0100	Transfer in from General Fund			\$0.00	0.00	-	\$	-	-	-	\$ -	\$ -	\$0.00	\$ -
299	140-41050-0101	Transfer in-unappropriated previous years			\$0.00	0.00	-	\$	-	-	-	\$ -	\$ -	\$0.00	
300	140-41050-0012	Paddle on Rentals										\$ 55.00	\$55.00	\$ 100.00	
301	140-41050-0102	loan						\$	52,500.00			\$ -	\$ -	\$0.00	
302	140-41050-0103	big grant reimbursement						\$	25,000.00			\$ -	\$ -	\$0.00	

	A	B	C	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024		Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column		2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
303												\$ -	\$0.00	
304		MARINA INCOME		\$41,150.00	\$81,726.69	\$40,576.69		\$129,250.00	\$86,217.70	-\$43,032.30	\$60,350.00	\$49,202.25	-\$11,147.75	\$71,600.00
305						-			-	-				
306		MARINA EXPENSE				-			-	-				
307	140-43100-1300	Salaries and Wages Part Time		\$23,000.00	25401.82	(2,401.82)	\$	24,357.00	24,099.15	257.85	\$ 25,000.00	\$ 17,209.32	-\$7,790.68	\$ 28,000.00
308	140-43100-2100	FICA		\$1,760.00	1943.20	(183.20)	\$	1,750.00	1,843.57	(93.57)	\$ 1,750.00	\$ 1,316.51	-\$433.49	\$ 2,584.00
309	140-43100-2600	Unemployment Insurance				-			-	-			\$0.00	
310	140-43100-3310	Repairs and Maintenance		\$1,000.00	4514.51	(3,514.51)	\$	1,750.00	2,267.12	(517.12)	\$ 2,000.00	\$ 773.90	-\$1,226.10	\$ 1,500.00
311	140-43100-5110	Electrical		\$6,000.00	11444.40	(5,444.40)	\$	7,143.00	11,289.82	(4,146.82)	\$ 8,500.00	\$ 6,479.65	-\$2,020.35	\$ 12,000.00
312	140-43100-5230	Telecommunications		\$1,200.00	1629.88	(429.88)	\$	1,200.00	1,432.89	(232.89)	\$ 1,300.00	\$ 1,167.68	-\$132.32	\$ 2,300.00
313	140-43100-5300	Insurance		\$1,500.00	1510.00	(10.00)	\$	1,550.00	793.00	757.00	\$ 1,550.00	\$ 1,659.46	\$109.46	\$ 1,700.00
314	140-43100-5400	Year-Round Toilet Rental		\$840.00	1665.00	(825.00)	\$	1,000.00	700.00	300.00	\$ 1,000.00	\$ 320.00	-\$680.00	\$ 750.00
315	140-43100-6001	Office Supplies		\$200.00	7.99	192.01	\$	200.00	590.98	(390.98)	\$ 200.00	\$ 167.02	-\$32.98	\$ 300.00
316	140-43100-6001	Office Equipment		\$150.00	0.00	150.00	\$	150.00	-	150.00	\$ -	\$ 964.91	\$964.91	\$ -
317	140-43100-6007	Repairs and Maint Supplies		\$2,000.00	5253.58	(3,253.58)	\$	2,000.00	2,891.08	(891.08)	\$ 2,000.00	\$ -	-\$2,000.00	\$ 1,000.00
318	140-43100-6009	Dues and subscriptions		\$200.00	0.00	200.00	\$	200.00	100.00	100.00	\$ 200.00	\$ -	-\$200.00	\$ 200.00
319	140-43100-6100	Other operating supplies		\$600.00	5428.78	(4,828.78)	\$	500.00	694.26	(194.26)	\$ 500.00	\$ 2.00	-\$498.00	\$ 500.00
320	140-43100-6200	Ice		\$0.00	0.00	-	\$	-	463.54	(463.54)	\$ 300.00	\$ 224.00	-\$76.00	\$ 300.00
321	140-43100-8102	Furniture and Fixtures		\$700.00	73.67	626.33	\$	500.00	3,108.70	(2,608.70)	\$ 500.00	\$ -	-\$500.00	\$ -
322	140-43100-8103	Debt Service				-			-	-			\$0.00	
323	140-43100-8103	Sewer Charge		\$1,500.00	2116.19	(616.19)	\$	1,450.00	2,779.59	(1,329.59)	\$ 2,000.00	\$ 857.52	-\$1,142.48	\$ 1,500.00
324	140-43100-8104	Propane (hot water)		\$0.00	490.59	(490.59)	\$	500.00	318.26	181.74	\$ 500.00	\$ 147.75	-\$352.25	\$ 250.00
325	140-95140-0051	B.I.G. Grant Match				-			-	-			\$0.00	
326	140-41050-0103	BIG grant/virginia Street pier			1936.38	(1,936.38)	\$	85,000.00	3,339.32	81,660.68	\$ 13,050.00	\$ 135.50	-\$12,914.50	\$ -
327		Boat Ramp Repair (CIP)		\$0.00	16000.00	16,000.00	\$	-	-	-	\$ -	\$ -	\$0.00	\$ 18,716.00
328	140-95140-9500	Marina Reserve Account		\$500.00	0.00	500.00	\$	-	-	-	\$ -	\$ -	\$0.00	
329		TOTAL MARINA EXPENSE		\$41,150.00	\$79,415.99	-\$38,265.99		\$129,250.00	\$56,711.28	\$72,538.72	\$60,350.00	\$31,425.22	-\$28,924.78	\$71,600.00
330						-			-	-				
331		DMV				-			-	-				
332						-			-	-				
333	300-11010-0001	DMV Revenue		\$0.00	\$0.00	-	\$	10,000.00	21,931.60	11,931.60	\$ 20,000.00	\$ 5,021.00	-\$14,979.00	\$ -
334		advance from prior unallocated		\$0.00	\$0.00	\$0.00	\$	36,421.00	\$0.00	-\$36,421.00	\$ 32,817.00	\$ -	-\$32,817.00	\$ -
335		TOTAL DMV funds		\$	-	\$	-	\$ 46,421.00	\$ 21,931.60	\$ (24,489.40)	\$ 52,817.00	\$ 5,021.00	-\$47,796.00	\$ -
336						-			-	-				
337		DMV Expenses				-			-	-				
338	300-11200-1100	Dmv salaries and wages			13,200.00	(13,200.00)	\$	33,040.00	33,002.24	37.76	\$ 34,700.00	\$ 18,903.60	-\$15,796.40	0
339	300-11200-2100	Dmv FICA			871.01	(871.01)	\$	2,250.00	2,152.10	97.90	\$ 2,637.00	\$ 1,238.67	-\$1,398.33	0
340	300-11200-2210	DMV VRS			1,601.95	(1,601.95)	\$	312.00	4,450.95	(4,138.95)	\$ 2,000.00	\$ 2,490.80	\$490.80	0
341	300-11200-2300	group medical			4,165.00	(4,165.00)	\$	8,800.00	12,120.00	(3,320.00)	\$ 12,000.00	\$ 6,048.00	-\$5,952.00	0
342	300-11200-2400	DMV Group Life			282.10	(282.10)	\$	578.20	717.12	(138.92)	\$ 700.00	\$ 407.55	-\$292.45	0
343	300-11200-5230	DMV Telecommunications			200.00	(200.00)	\$	480.00	400.00	80.00	\$ 480.00	\$ 200.00	-\$280.00	0
344	300-11200-5510	DMV Mileage			17.55	(17.55)	\$	100.00	514.36	(414.36)	\$ 100.00	\$ 198.48	\$98.48	0
345	300-12500-3000	DMV Computer/Tech support			4,271.12	(4,271.12)	\$	327.80	-	327.80	\$ -	\$ -	\$0.00	\$ -
346	300-12600-3310	DMV Repairs and Maintenance			-	-	\$	200.00	193.45	6.55	\$ 150.00	\$ -	-\$150.00	\$ -
347	300-12600-3600	DMV Advertising			-	-	\$	-	-	-	\$ -	\$ -	\$0.00	\$ -
348	300-12600-5530	DMV Meals and Lodging			-	-	\$	100.00	-	100.00	\$ -	\$ -	\$0.00	
349	300-12600-5540	DMV Conventions			-	-	\$	-	-	-	\$ -	\$ -	\$0.00	\$ -
350	300-12600-5801	DMV Miscellaneous			-	-	\$	100.00	-	100.00	\$ -	\$ -	\$0.00	
351	300-12600-6001	DMV Office Spplies			403.00	(403.00)	\$	50.00	547.99	(497.99)	\$ 50.00	\$ -	-\$50.00	\$ -
352	300-12600-6012	DMV Books and Subscriptions			471.00	(471.00)	\$	50.00	192.00	(142.00)	\$ -	\$ -	\$0.00	
353	300-12600-8102	DMV Furniture and subscriptions			2,778.07	(2,778.07)	\$	33.00	-	33.00	\$ -	\$ -	\$0.00	\$ -
354		Total DMV Expenses		\$	28,260.80	\$ (28,260.80)	\$	46,421.00	\$ 54,290.21	\$ (7,869.21)	\$ 52,817.00	\$ 29,487.10	\$29,487.10	\$ -
355						-			-	-				
356		Water Fund				-			-	-				
357	500-17010-0001	Water Sales with 10 increase local		\$290,000.00	316,217.77	26,217.77	\$	320,000.00	313,923.07	(6,076.93)	\$ 325,000.00	\$ 195,116.71	-\$129,883.29	\$ 375,000.00
358	500-17010-0005	Interest Earned		\$250.00	4,000.00	3,750.00	\$	250.00	-	(250.00)	\$ 4,000.00		-\$4,000.00	\$ -
359	500-17010-0016	Water Shut-off Fees/new hook up		\$150.00	24,082.64	23,932.64	\$	150.00	8,275.00	8,125.00	\$ 150.00	\$ 4,000.00	\$3,850.00	\$ -
360		snap revenues		\$0.00	-	-	\$	-	68,909.55	68,909.55	\$ 1,056,000.00	\$ 760,321.61	-\$295,678.39	\$ 350,000.00
361		Transfer from previous years		\$0.00	-	-	\$	-	-	-	\$ -	\$ -	\$0.00	

	A	B	C	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024		Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column		2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
362		<b>Total Water Fund Revenue</b>		<b>\$290,400.00</b>	<b>\$344,300.41</b>	53,900.41		<b>\$320,400.00</b>	<b>\$391,107.62</b>	70,707.62	<b>\$1,385,150.00</b>	<b>\$959,438.32</b>	<b>\$959,438.32</b>	<b>\$725,000.00</b>
363						-			-	-				
364		<b>Water Fund Expense</b>				-			-	-				
365	500-46100-13000	Salary and Wages		\$50,000.00	31,690.05	18,309.95	\$	51,475.00	44,330.72	7,144.28	\$	62,400.00	\$ 30,445.16	<b>-\$31,954.84</b> \$ 101,944.74
366	500-46100-1500	Comp Time Payout		\$0.00	-	-	\$	-	-	#VALUE!	\$	-	\$ -	<b>\$0.00</b> \$ -
367		eliminate Part-Time Admin Asst		\$0.00	-	-	\$	-	-	-	\$	-	\$ -	<b>\$0.00</b> \$ -
368	500-46100-2100	FICA		\$4,000.00	2,213.30	1,786.70	\$	3,912.00	3,216.80	695.20	\$	3,912.00	\$ 2,305.16	<b>-\$1,606.84</b> \$ 2,280.00
369	500-46100-2210	VRS		\$0.00	322.72	(322.72)	\$	-	366.95	(366.95)	\$	-	\$ 71.20	<b>\$71.20</b> \$ -
370	500-46100-2300	Medical					\$	4,400.00	-	-	\$	-	\$ -	<b>\$0.00</b> \$ -
371	500-46100-2400	Group Life Insurance		\$0.00	453.36		\$	98.26	459.84		\$	-	\$ 83.78	<b>\$83.78</b> \$ -
372	500-46100-3000	Contractual Operator Services		\$12,480.50	38,811.60	(26,331.10)	\$	13,000.00	15,385.00	(2,385.00)	\$	15,000.00	\$ 8,300.00	<b>-\$6,700.00</b> \$ 16,000.00
373	500-46100-3100	Operating License (State)		\$2,215.50	2,250.00	(34.50)	\$	2,250.00	2,600.00	(350.00)	\$	2,600.00	\$ 2,250.00	<b>-\$350.00</b> \$ 2,600.00
374	500-46100-3310	Repairs and Maintenance		\$30,000.00	62,370.92	(32,370.92)	\$	2,250.00	35,513.88	(33,263.88)	\$	10,000.00	\$ 19,938.00	<b>\$9,938.00</b> \$ 25,000.00
375	500-46100-3320	Maint. Service Contract/ Tower		\$14,593.00	1,140.00	13,453.00	\$	13,913.00	16,197.60	(2,284.60)	\$	14,500.00	\$ 8,098.80	<b>-\$6,401.20</b> \$ 16,000.00
376	500-46100-4320	Generator Service Contract		\$1,000.00	-	1,000.00	\$	1,200.00	-	1,200.00	\$	1,200.00	\$ -	<b>-\$1,200.00</b> \$ 1,200.00
377	500-46100-4500	VA811 Tickets		\$125.00	1,091.31	(966.31)	\$	400.00	590.50	(190.50)	\$	400.00	\$ 146.49	<b>-\$253.51</b> \$ 300.00
378	500-46100-5110	Electricity		\$6,500.00	6,576.19	(76.19)	\$	6,500.00	8,978.63	(2,478.63)	\$	7,000.00	\$ 4,563.64	<b>-\$2,436.36</b> \$ 9,000.00
379	500-46100-5120	Chemicals and Supplies		\$3,000.00	3,770.21	(770.21)	\$	4,000.00	3,188.00	812.00	\$	5,000.00	\$ 4,258.45	<b>-\$741.55</b> \$ 6,000.00
380	500-46100-5130	Other		\$500.00	-	500.00	\$	500.00	-	500.00	\$	-	\$ 400.00	<b>\$400.00</b> \$ 500.00
381	500-46100-5230	Telecommunications		\$660.00	685.95	(25.95)	\$	700.00	724.49	(24.49)	\$	500.00	\$ 350.57	<b>-\$149.43</b> \$ 700.00
382	500-46100-5510	Water Emergency Mileage/misc		\$100.00	5,315.36	(5,215.36)	\$	100.00	-	100.00	\$	100.00	\$ -	<b>-\$100.00</b> \$ 100.00
383	500-46100-6007	Repairs & Main. Supplies		\$4,000.00	9,454.47	(5,454.47)	\$	4,000.00	1,385.25	2,614.75	\$	4,000.00	\$ 1,377.77	<b>-\$2,622.23</b> \$ 4,000.00
384	500-46100-6008	SCADA-Service/monitor		\$1,130.00	-	1,130.00	\$	1,130.00	1,109.38	20.62	\$	1,200.00	\$ 1,185.00	<b>-\$15.00</b> \$ 2,600.00
385	500-46100-6009	Kamstrup Annual Support		\$1,100.00	72.67	1,027.33	\$	1,100.00	466.28	633.72	\$	1,100.00	\$ -	<b>-\$1,100.00</b> \$ 1,000.00
386	500-95000-0100	Debt Service				-			-	-				<b>\$0.00</b>
387	500-46100-6010	Cartegraph		\$3,252.43	-	3,252.43	\$	3,252.00	2,810.89	441.11	\$	3,250.00	\$ 2,951.43	<b>-\$298.57</b> \$ 3,250.00
388		rent				-			-	-				<b>\$0.00</b> \$ 12,000.00
389		snap expenses		\$0.00	-	-	\$	-	31,503.55	(31,503.55)	\$	1,056,000.00	\$ 735,207.00	<b>-\$320,793.00</b> \$ 300,000.00
390	500-93000-0002	Transfer to Water Fund Reserve distribution system upgrade /well upgrades		\$155,743.57	-	155,743.57	\$	38,694.94	-	38,694.94	\$	-	\$ -	<b>\$0.00</b> \$ -
391	500-46100-9500	Debt Service		\$0.00	34,238.00	(34,238.00)	\$	127,524.80	94,012.70	33,512.10	\$	144,188.00	\$ 27,882.00	<b>-\$116,306.00</b> \$ 168,525.26
392	500-95000-0100	Debt Service				-		40,000.00	-	#VALUE!	\$	52,800.00	\$ 25,149.61	<b>-\$27,650.39</b> \$ 52,000.00
393		<b>Total Water Fund Expenses</b>		<b>\$290,400.00</b>	<b>\$200,456.11</b>	<b>\$89,943.89</b>		<b>\$320,400.00</b>	<b>\$262,840.46</b>	<b>\$57,559.54</b>		<b>\$1,385,150.00</b>	<b>\$874,964.06</b>	<b>-\$510,185.94</b> <b>\$725,000.00</b>
394						-			-	-				<b>\$0.00</b>
395						-			-	-				<b>\$0.00</b>
396		<b>Taber Trust Fund</b>				-			-	-				<b>\$0.00</b>
397	710-15010-0002	Transfer in- Revenue		\$30,000.00	30,200.00	200.00	\$	88,200.00	80,200.00	(8,000.00)	\$	-	\$ -	<b>\$0.00</b>
398		<b>Total Taber Trust Revenue</b>		<b>\$30,000.00</b>	<b>\$30,200.00</b>	<b>-\$200.00</b>		<b>\$88,200.00</b>	<b>\$88,200.00</b>	<b>-</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b> <b>\$30,000.00</b>
399						-			-	-				<b>\$0.00</b>
400						-			-	-				<b>\$0.00</b>
401		<b>Taber Trust Fund Expenses</b>				-			-	-				<b>\$0.00</b>
402	100-81100-5900	Contribution to Library		\$10,000.00	10,000.00	-	\$	10,000.00	10,000.00	-	\$	10,000.00	\$ -	<b>\$0.00</b> \$ 10,000.00
403	100-8100-5910	Volunteer Fire Dept		\$10,000.00	10,000.00	-	\$	10,000.00	10,000.00	-	\$	10,000.00	\$ -	<b>\$0.00</b> \$ 10,000.00
404	100-81100-5920	Rescue Squad		\$10,000.00	10,200.00	(200.00)	\$	10,200.00	10,200.00	-	\$	10,200.00	\$ -	<b>\$0.00</b> \$ 10,000.00
405	710-32500-5610	Tabor Park Planning/ (Pool Reserve)Pool reserve		\$0.00	-	-	\$	58,000.00	58,000.00	-	\$	-		<b>\$0.00</b> \$ -
406		<b>TOTAL</b>		<b>\$30,000.00</b>	<b>\$30,200.00</b>	<b>-\$200.00</b>		<b>\$88,200.00</b>	<b>\$88,200.00</b>	<b>\$0.00</b>		<b>\$30,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b> <b>\$30,000.00</b>
407						-			-	-				<b>\$0.00</b>
408						-			-	-				<b>\$0.00</b>
409		General Fund Revenues		\$523,550.00	\$642,996.79	119,446.79		\$579,491.00	745,410.09	165,919.09		\$1,659,901.84	\$1,659,901.84	<b>\$1,659,901.84</b> \$772,532.46
410		General Fund Expenses		\$523,550.00	\$621,859.24	-\$98,309.24		\$579,491.00	\$670,058.88	-\$90,567.88		\$0.00	\$1,542,275.81	<b>\$1,542,275.81</b> \$772,532.46
411		Revenue over Expenses		\$0.00	\$21,137.55	21,137.55		\$0.00	\$75,351.21	75,351.21		\$1,659,901.84	\$117,626.03	<b>\$117,626.03</b> \$0.00
412						-			-	-				
413		Social events				-			-	-				
414		FB+SS+FM Revenue			\$9,029.00	\$9,029.00		\$6,000.00	\$19,544.00	\$11,982.00		\$6,700.00	\$950.00	<b>\$950.00</b> \$12,000.00
415		FB+SS+FM Expense			\$7,737.74	-\$7,737.74		\$6,000.00	\$13,417.54	-\$7,417.54		\$6,700.00	\$7,683.84	<b>\$7,683.84</b> \$12,000.00
416		Revenue over Expense			\$1,291.26	\$1,291.26		\$0.00	\$6,126.46	\$4,564.46		\$0.00	-\$6,733.84	<b>-\$6,733.84</b> \$0.00
417						-			-	-				
418		Marina Fund Revenues		\$41,150.00	\$81,726.69	40,576.69		\$129,250.00	\$86,217.70	(43,032.30)		\$60,350.00	\$49,202.25	<b>\$49,202.25</b> \$71,600.00
419		Marina Fund Expenses		\$41,150.00	\$79,415.99	(38,265.99)		\$129,250.00	\$56,711.28	72,538.72		\$60,350.00	\$31,425.22	<b>\$31,425.22</b> \$71,600.00
420		Revenue over Expenses		\$0.00	\$2,310.70	\$2,310.70		\$0.00	\$29,506.42	\$29,506.42		\$0.00	\$17,777.03	<b>\$17,777.03</b> \$0.00
421						-			-	-				
422		DMV Revenues		\$0.00	\$ -	-	\$	46,421.00	21,931.60	24,489.40	\$	52,817.00	\$ 5,021.00	<b>-\$47,796.00</b> \$ -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		As of May 6 , 2024			Adopted budget	Actual July thru June	Variance		Adopted Budget	Actual July thru June	Variance	Adopted Budget	Actual July Thru December	Variance	Proposed Budget
2		with adjustments made to variance column			2021-2022	2021-2022	2021-2022		2022-2023	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025
423		DMV Expenses				\$ 28,260.80	(28,260.80)		\$ 46,421.00	54,290.21	(7,869.21)	\$ 52,817.00	\$ 29,487.10	-\$23,329.90	\$ -
424		Revenue over Expenses				-\$28,260.80	-\$28,260.80		\$0.00	-\$32,358.61	-\$32,358.61	\$0.00	-\$24,466.10	-\$24,466.10	\$0.00
425															
426															
427															
428		Water Fund Revenue			\$290,400.00	\$344,300.41	\$53,900.41		\$320,400.00	\$391,107.62	\$70,707.62	\$1,385,150.00	\$959,438.32	-\$425,711.68	\$725,000.00
429		Water Fund Expenses			\$290,400.00	\$200,456.11	\$89,943.89		\$320,400.00	\$262,840.46	\$57,559.54	\$1,385,150.00	\$874,964.06	-\$510,185.94	\$725,000.00
430		Revenue over Expenses			\$0.00	\$143,844.30	\$143,844.30		\$0.00	\$128,267.16	\$128,267.16	\$0.00	\$84,474.26	\$84,474.26	\$0.00
431							-			-	-				
432		Tabor Revenue			\$30,000.00	30,200.000	200.00		\$88,200.00	\$88,200.00	-	\$0.00	\$0.00	\$0.00	\$30,000.00
433		Tabor Expenses			\$30,000.00	30,200.000	(200.00)		\$88,200.00	\$88,200.00	-	\$30,200.00	\$0.00	\$0.00	\$30,000.00
434		Revenue over expenses			\$0.00	\$0.00	-		\$0.00	\$0.00	-	-\$30,200.00	\$0.00	\$0.00	\$0.00
435							-			-	-			\$0.00	
436		total 999,150,110 Income			\$0.00	570.200	570.20		\$ 6,400.00	455.46	(5,944.54)	\$ 6,400.00	\$ 29.79	\$29.79	
437		110 expense			\$0.00	-	-		\$ 6,400.00	-	6,400.00	\$ 6,400.00	\$ -	\$0.00	
438					\$0.00	\$570.20	\$570.20		\$ -	\$ 455.46	\$6,855.46	\$ -	\$ 29.79	\$29.79	\$ -
439							-			-	-				
440		Total Budget Revenues			\$885,100.00	\$1,108,823.09	\$223,723.09		\$1,176,162.00	\$1,352,866.47	\$176,704.47	\$3,171,318.84	\$2,674,543.20	-\$496,775.64	\$1,611,132.46
441		Total Budget Expenses			\$885,100.00	\$967,929.88	-\$82,829.88		\$1,176,162.00	\$1,145,518.37	\$30,643.63	\$1,541,617.00	\$2,485,836.03	\$944,219.03	\$1,611,132.46
442		TOTAL REVENUE OVER TOTAL EXPENSE			\$0.00	\$140,893.21	\$140,893.21		\$0.00	\$207,348.10	\$207,348.10	\$1,629,701.84	\$188,707.17	\$188,707.17	\$0.00

From: **Steve Hollberg** <[shollberg@gmail.com](mailto:shollberg@gmail.com)>  
Date: Mon, Jun 10, 2024 at 11:15 AM  
Subject: DMV - Support for Council to Drop DMV  
To: Ted Costin <[t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)>

Dear Mr. Costin, Mr. Mayor and Members of Council

I have served multiple terms as Mayor and Council person and have insight as to the original intent and downstream struggle for the DMV operated by the Town of Urbanna.

I understand the intent is for Council and Mayor to take action to suspend DMV efforts in the Town of Urbanna. Thank you, thank you and thank you again.

The service at DMV branch in Urbanna is exceptional, the employee we have there is and has been, from my observations, a super employee. Nothing I say can take away from that opinion I have of the DMV branch from a curb side user, so to speak and from Council interactions.

However, the DMV operation has had plenty of time to try to build up to a profitable or breakeven proposition, which I suspected from the start would likely never occur. I supported venturing into the business with guarded confidence that somehow this would breakeven, if given the chance. In fact, during my tenure, the DMV additional state business which was supposed to be available to improve profitability apparently has not worked out, for whatever reason. Either the volume is not there, the time to attend to it is not available or a little of both.

The original intent included an idea that the operation would be one more reason for people to travel to town to do business "IN TOWN". It became, however, one reason for the Town to invest in a larger quarters to accommodate the additional people load and, ironically, the headquarters were moved to the perimeter.

I do not read the financials as frequently as when I was Mayor or in Council, generally. I have not yet seen a report that indicated a breakeven status. As I recall, we were losing about \$30K or more per year on this venture. Urbanna cannot afford to subsidize services for the population load outside its jurisdiction. The County of Middlesex did not try to do what Urbanna has attempted, likely concluding what it has taken Council four years to figure out. From a financial standpoint, it's good for the State of Virginia to shift burden to Urbanna and just not good for Urbanna.

My arguments have in the past fallen on deaf ears. Finally, can we please conclude this chapter in Urbanna's history, accept that we did our best and move on. That money is needed elsewhere.

With deep gratitude,

Steven S Hollberg

Steven S Hollberg CPA PC  
P.O. Box 1180  
Urbanna, VA 23175  
(804)758-1272  
[shollberg@gmail.com](mailto:shollberg@gmail.com)

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From: John Anzivino <[janzivino5269@gmail.com](mailto:janzivino5269@gmail.com)>  
Sent: Sunday, June 9, 2024 6:45 PM  
To: [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)  
Subject: Fwd: Comments on Proposed FY 2025 Town Budget

Dear Mr. Costin,

Unfortunately, I will be unable to attend Thursday's Council meeting and comment in person concerning the Town's Proposed FY 2025 budget. I would like to offer several observations and would ask that they be included in the official record of the hearing.

As a former Town Manager/County Administrator and consultant with over 40 years of experience in serving the public who has lived and worked throughout the Commonwealth and country I am pleased to have owned property in Urbanna since 2008 and called Urbanna along with my wife of 50 years, Kristi, our home since 2016. We chose to live in Urbanna because it's a small town, provided basic municipal services to its residents and its location in proximity to Hampton Roads and Richmond. We recognize most services would be limited and that we wouldn't be able to access all the services of a larger, more developed area.

With that said and with experience in developing over twenty-five public sector budgets I would offer the following comments concerning Urbanna's proposed budget as it relates to some of those services. My comments include:

\* In a review of the Town's proposed budget, unless you are a member of the Town's Finance Committee, the average citizen has no way of knowing what the Council's intentions are, because there are only numbers and no description of what they mean. The budget is not large enough to be cumbersome and the Town is small enough that citizens should have an understanding of what it means. I would urge you to become more transparent in this area and explain what the numbers mean; Many local governments do this. and their citizens appreciate it.

\* With that said I understand that a relatively new service, in the form of support for DMV Select, has been zeroed out of the proposed budget due its operating at a financial loss to the Town. The public has no clear understanding of how many customers have visited and used this service annually or what the trends in growth or non-growth have been; only that it has not been profitable for the Town and it's probably going away. I would note that I have not used the service, but several of my friends who live in Urbanna or Middlesex have and they have raved about the quality of staff efficiency and convenience. Several other people I have spoken to don't even know that the service exists, but indicated that they would use it if a visit to the DMV were required. Without the service Urbanna and Middlesex residents will be required to travel to West Point, Gloucester, Mathews, Kilmarnock, Tappahannock, our immediate neighbors for services or further to visit a DMV site in person. While traveling to, or doing business in those communities, they may stop and have a meal, buy some gas or visit a business such as a pharmacy, clothing store, restaurant or some other form of retail or service use and pay potential taxes that accrue to that locality. Money that goes outside the Town and County and benefits their residents, not ours.. Since this is a relatively new service and has been a poorly advertised and is a service that benefits many with secondary impacts I would urge the Council to reconsider your current position and instead

consider how many customers have utilized the service, how the numbers have grown (I understand they have) during the short time it has been offered and think about how the service may be grown to move it to at least a break even position. Otherwise we'll all need to drive somewhere else if we need to visit DMV, losing time, spending money to get there and probably spending more money outside the town;

\* I also would like to comment on the proposed water budget and rate increase. We purchased property in town because we wanted reliable water service with adequate pressure for fire protection and we didn't want to maintain a well. Unfortunately, the system we connected to is becoming less reliable and numerous line breaks have recently been experienced where a large part of the system has been shut down due to inadequate design and the lack of working valves placed in strategic locations. I understand that the previous Council did good work on inventorying the lines and assessing their condition and that an estimate of around \$7 million was assigned to distribution system upgrades, I also understand that the current Council is seeking grants to replace the system which the Town does not qualify for due to published household income levels exceeding grant program requirements in relationship to current rates. While recent rate increases are beginning to close this gap it seems that this may be too little too late.. Utility systems and their operation are no longer as simple as they used to be. Federal and state regulations are in place, and must be met to protect the consumer and the environment. Distribution lines, required equipment and wells don't last forever which you and the system's customers are sadly finding out. Instead of saying we can't do anything due to a lack of available grants how about developing a plan which takes the system assessment information you've already paid for, developing a prioritized list of lines for replacement and attaching it to a well thought out financing plan that ties rate increases to retirement of debt? Instead of waiting for the big grant to become available simply begin to break the problem down to more sustainable bites and begin improvements as you're able to. That's the way utility issues are addressed in well-managed communities. Failure to do something will only lead to increased breaks in the aging lines (which costs money to fix), inconvenience for the system's customers and higher costs for replacement in the future

In closing, the Town has come a long way in building a first class public/community pool, obtaining a quality municipal building and hopefully replacing street signs that meet currently accepted standards. I know the Town's resources are limited and decisions made in a small town are very personal in nature due to the size of the community and your familiarity with your constituents. But please begin to think about 'what you want Urbanna to be when it grows up' and consider ways to get there. The path to building a more dynamic and well-managed community is not always the easiest one that creates the least amount of stress and often is one that requires the vision and courage to look beyond today.

Thanks for the opportunity to comment and best wishes in the decision-making process.

John Anzivino  
350 Howard Street

**Staff Report**  
2024-SUP Application-02

**Location:** 131 Grace Street

**Property Owner:** SRJ Associates

**Lessor:** Carts Inc.

**Applicant:** Nick DiStasio

**Request:** To allow for sales/service of vehicles (primarily recreational) permitted with a special use permit by Town Code (Zoning) Section 17-4.6.3 (11).

**Acreage:** +/- .516 acres

**Map:** 20A-21-8

**Zoning District:** General Commercial District (B-1)

**Overlay District(s):** None

**Use:** Recreation vehicle sales and service involving a 3500 square foot cinder block building.

**Adjacent Composition:** Mix of Commercial and Residential (single family/multifamily) with institutional uses nearby.

**Environmental:** This is a developed site and no exterior additions are proposed that would alter the land as it exists requiring any concerns to be addressed.

**Comprehensive Plan:** General, Retail and Services

Supporting language for this request aligning to this designation follows:

*Economic Goals and Objectives Goal: Expand the economic activities commensurate with the existing character and lifestyle of the local community.*

*Objectives: ... 2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions.... 3. Encourage light industrial uses (no nuisance problems) and commercial operations, especially those related to water and tourism related activities, in areas so designated on the Future Land Use Exhibit G. 5. Provide an environment for the types of employment that will sustain the local work force through their working years.*

This request appears compatible as it combines commercial functions related to recreation and tourism



## **Zoning Compliance:**

The lack of a Special Use Permit for this business at this location came to staff's attention when asked to provide zoning approval on a DMV form to expand the product line. There are no applicable setbacks or minimum lot sizes in the B-1 district. There is a 35-foot height restriction which the approximate one and a half story building does not exceed. However, the number and types of signage as well as illumination are non-compliant. For instance, a portable message board sign violates Section 17-7.3 as does the vehicle wrap, mounted electronic message board, and numerous temporary signs. Taken in total the amount of fixed and vehicle signage on site approximates the maximum allowed, but condition 7 has been drafted to assure the total square footage is not exceeded and condition 6 is intended to assure compliance to a prohibition on illumination that is not of constant intensity (flashing or fading) that is present on the Grace Street side of the building.

## **Analysis:**

Various state agencies, to include the Virginia Department of Transportation, and contractors were contacted for comments on this case and none were received.

The ordinance, at Section 17-9.4, does not list specific concerns to consider when reviewing a Special Use Permit (noise, odor, fumes/dust, etc) although light and air are called out. However, the ordinance recognizes the authority to impose conditions to mitigate adverse situations related to the general health, safety, and welfare of those on and about the property. The general health, safety, and welfare extends to the nature and condition of all adjacent uses and structures and the effect upon them by the use proposed as well as the impairment, now or in the future, of the character of the district; the district being the General Commercial District. As this is an existing mixed-use area the proposed use can be considered generally compatible with no negative impacts to include reduction to land values. The standards of consideration continue to consideration of Comprehensive Plan compliance which is detailed above and, as noted, is compatible. Avoiding traffic congestion is also given as a standard and with ample distance given to entrance and exit on two streets as well as area for parking, this presents no concerns.

Proposed conditions 1, 2, and 3 are standard as is condition 8. Product display (condition 5) is tied to the hours of operation. The hours contained in condition 4 are at the applicant's request for flexibility to meet demand which is seasonal, but, at the same time, prohibit late night excessive activity. Conditions 6 and 7 are justified above.

## **Suggested Permit Conditions:**

1. All federal, state and local laws shall be observed at all times.
2. The property shall be maintained in a clean and orderly manner at all times.
3. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
4. Hours of operation shall not exceed 8 am and 9 pm, seven days per week, but no outside activity after 9 pm.
5. Product display and temporary signage shall be limited to the hours of operation.

6. Existing lighting shall be maintained to allow safe egress and ingress as well as security. However, all lighting must be constant intensity.
7. Signage shall be limited to four (4) existing building mounted signs, one (1) existing building mounted digital message board, and one (1) wrapped vehicle.
8. No additional signage, such as but not limited to banners and bandit signs are permitted following second weekend in November until March first. No devices such as moving inflatables, that draw attention to the premises or product are permitted except for three days associated with July 4, Labor Day, and Memorial Day.
9. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council.



Special Use Permit Application Number \_\_\_\_\_

## Town of Urbanna, Virginia

### Application for Special Use Permit – Standard Form

The undersigned property owner or agent for the property owner, of the following property hereby applies for a Special Use Permit in accordance with Chapter 17, Urbanna Town Code, Article 9, Zoning Ordinance of Urbanna, Virginia.

#### Applicant / Property Owner Information

Carts Inc.

Applicant Name

131 Grace Ave.

Applicant Address

Urbanna

City/Town

VA

State

23175

Zip Code

540-735-4092

Applicant phone number

Applicant fax number

You are the ( ) property owner; ☒ agent for the property owner.

Note: If you are the agent for the property owner written consent of the owner must be attached to this application.

SRJ Associates

Property Owner Name

PO Box 1100

Property Owner Mailing Address

Urbanna

City/Town

VA

State

23175

Zip Code

804-815-8374

Property owner telephone number

Property owner fax number

#### Location of Property

131 Grace Ave.

Street Address

20A-21-B

Tax parcel ID number

#### General Description of Property

3500sqft CB Building with Bay doors and gravel parking lot

Current Zoning District B-1 Tax Map 20A DC 21 Lot(s) B

Overlay District(s): Flood Zone ☒ Zone X ( ) Zone AE  
Chesapeake Bay ( ) RMA ( ) RPA

Historic District ( ) Yes ☒ No

#### Existing Use(s) of Property

Golf cart retail sales. Golf cart parts sales and service.

Is this application a request to amend an existing special use permit?

Yes / ☒ No

If so, explain the amendment(s).

Describe the proposed change in use or change in structure(s) for the property.

Would like to add the ability to sell low speed vehicles, automotive and trailer sales. There will be no change in structures for the property.

Maximum Building Height(s) with Proposed Change

Number of Dwelling Units/Density Calculations

**Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations**

Does this property have any conditions attached to it from a previous application for a special use permit? If so, please list them here.

Demonstrate how the proposed special use will not negatively impact the surrounding properties or detract from the neighborhood character in terms of public health, safety, and welfare. How will such impacts be mitigated or avoided?

The property is currently used for similar purpose and does not affect the neighbors and the property kept neat and clean.

Attach a site plan / plot plan / survey plat showing location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

**Notes**

- (1) Special use permits are issued subject to approval of a site plan. Permits may be issued for either a limited or indefinite period of time and shall be revocable by the Town Council for failure to adhere to the applicable conditions. Unless otherwise specified, work must begin within one year and be completed within 2 and one-half years.
- (2) The Town Council may include, as part of the ordinance granting any special use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This permit shall expire and may be revoked if the work performed does not conform to the approved site plan and application (drawings/site plan/elevations), the conditions attached thereto, or other applicable regulations. The permit shall be revoked if the use made of the property does not conform to the use applied for and approved hereby.
- (4) This application for a special use permit must be accompanied by three (3) copies of any required site plans or plot plans. Plans are to be drawn to scale, showing actual dimensions of all existing and proposed structures/alterations.



**Attach the Names and Addresses of All Adjacent Property Owners to this Application:** *Please include lot numbers*

**Applicant(s) Remarks:**


*Use a separate sheet if necessary.*

**Application Fee:** A \$300.00 application fee for Level 1 applicants or \$1500 fee for Level 2 applicants must be paid to the Town of Urbanna. In addition, the applicant is responsible for the cost of advertising and for expenses of notifying the adjacent property owners. The application fee must be paid before any action is taken. The fee is non-refundable.

In making this application, the Applicant requests that the Town of Urbanna approve the location, modifications, or construction of the above proposed special use on the property described above.

 _____ Property Owner Signature	_____ Date	 _____ Applicant Signature (If Not Property Owner)	5/6/2024 _____ Date
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If this application is not signed by the property owner, Agent hereby swears and affirms that he has legally sufficient power of attorney to obligate the owner for all matters relating to this application.

 _____ Agent Signature	5/6/2024 _____ Date
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**For Office Use by the Urbanna Zoning Administrator and the Planning Commission**

Town Official Receiving Application	Date
Permit Level _____	Fee paid \$ _____
	Date Paid/Received by _____
Actions Taken:	Special Use Permit Application Number _____
Application returned for correction/additional information	Date
Public Hearing advertised	Date
Adjacent property owner notifications mailed	Date
Action by Planning Commission	Dates
Action by Town Council	Date
Additional Action - Describe	Date
Additional Action - Describe	Date

(Revised 7/2013)



Nick DiStasio &lt;nick@carsincva.com&gt;

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**RE: Carts Inc SUP**

1 message

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**eric@masonrealty.com** <eric@masonrealty.com>  
To: Nick DiStasio <nick@carsincva.com>

Mon, May 6, 2024 at 4:44 PM

Nick,

Please be advised that SRJ Associates, the owner of the property that you are currently leasing, is aware of your submission of an application for the SUP through the Town of Urbanna and we are fully supportive of your actions. Let me know if I can do anything in support of your application to expedite same.

Eric Johnson, Member  
SRJ Associates, LLC

President  
Mason Realty Inc.  
Urbanna, VA 23175  
804-815-8374

-----Original Message-----

From: "Nick DiStasio" <nick@carsincva.com>  
Sent: Monday, May 6, 2024 4:24pm  
To: "eric@masonrealty.com" <eric@masonrealty.com>  
Subject: Carts Inc SUP

Eric,

Could you please reply to this with a letter that states that you are aware and approve of the SUP that is being submitted. Thank you.

**Nick DiStasio**

General Manager at Carts Inc.

**Address** 205B Wallace Lane, Fredericksburg, VA 22408**Phone** (540) 369-2647**Email** nick@carsincva.com**Website** <http://www.cartsincva.com/>

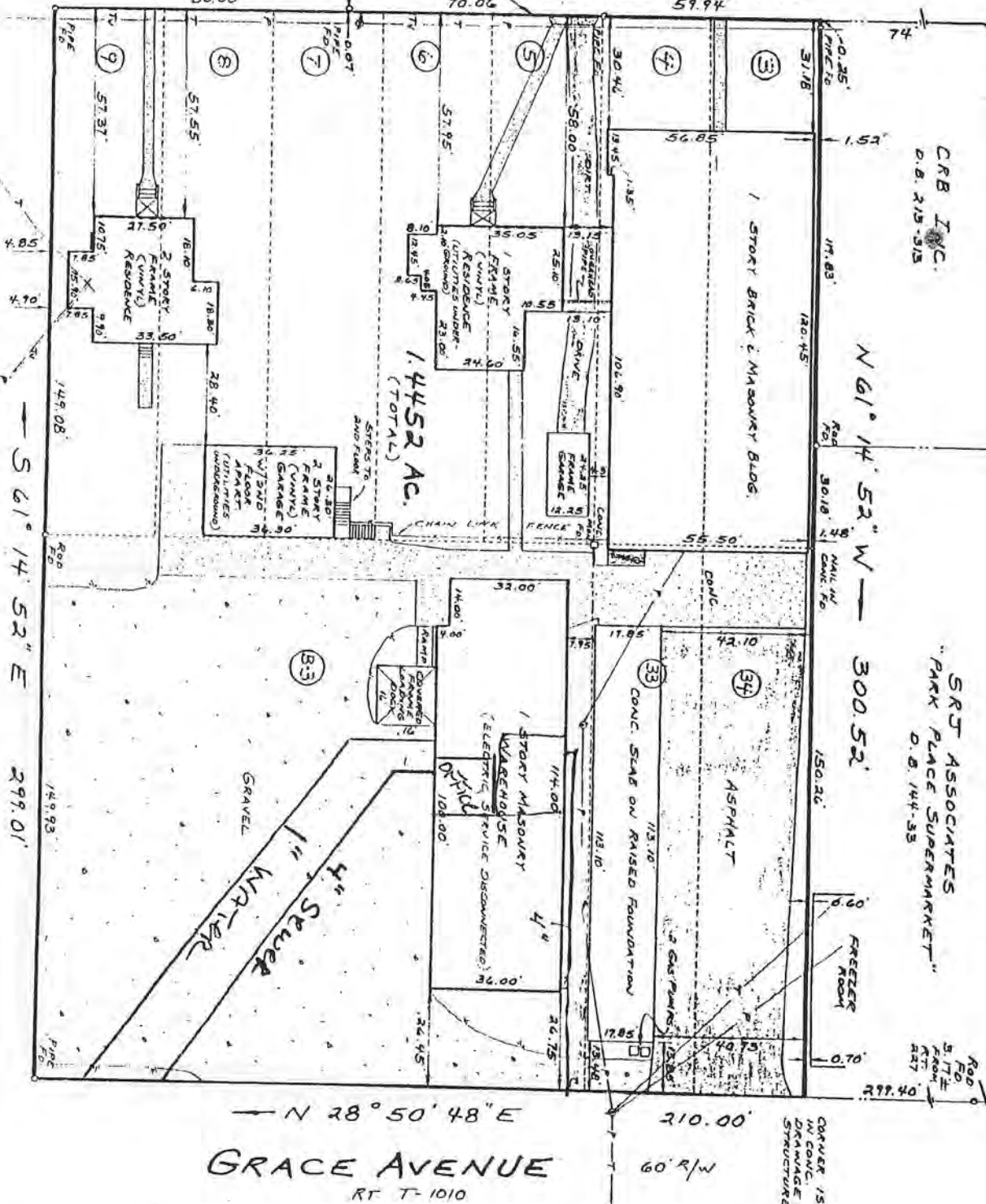
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IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

RAPPAHANNOCK AVENUE 40' R/W  
RT. T-1001

S 28° 26' 02" W — 210.00'

80.00' 70.00' LINE IS ALONG BACK OF CURB ± 59.94'



CRB INC.  
D.B. 215-515

SRT ASSOCIATES  
"PARK PLACE SUPERMARKET"  
D.B. 144-33

KELLER, LEWIS & ASSOCIATES, P.A.  
Land Surveyors and Planners  
Farmers & Fishermen Building  
Suite 202  
P.O. Box 689  
Mathews, Virginia 22109  
(804) 725-5772

PARK STREET 60' R/W  
RT. T-1019

S 61° 14' 52" E 299.01'

N 28° 50' 48" E  
GRACE AVENUE  
RT. T-1010

HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE ON THIS DATE AND IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS UNLESS SHOWN HEREON.



F.E.M.A.  
ZONE: X (OUTSIDE 500 YR. FLOOD PLAIN)  
COMM. NO.: 510292  
PANEL NO.: 0001A  
DATE OF FIRM: 11-3-89

PLAT OF  
PROPERTY TO BE CONVERTED  
SRT ASSOCIATES  
BEING  
LOTS 3, 4, 5, 6, 7, 8, 9, 33, 34  
OF  
"PARK PLACE"  
TOWN OF URBANNA  
MIDDLESEX COUNTY  
VIRGINIA

SCALE: 1"=30' DATE: 11-

D.B. 215 PG. 161  
D.B. 150 PG. 567  
D.B. 93 PG. 347  
D.B. 117 PG. 568  
D.B. 47 PG. 345  
D.B. 11 PG. 128  
D.B. 81 PG. 286  
S.R.P.B. 3 PG. 251

CODE: 93-324M

## ORDINANCE NO. 2024-05

ORDINANCE NO. 2024-05 GRANTS A SPECIAL USE PERMIT (2024 SUP APPLICATION 02) FOR 131 GRACE STREET [20A-21-8 ] TO ALLOW FOR THE SALES/SERVICE OF VEHICLES (PRIMARILY RECREATIONAL). THE PROPERTY IS LOCATED IN THE B-1 ZONING DISTRICT AND CONSISTS OF +/- .516 ACRES.

BE IT ORDAINED by the Urbanna Town Council, at the regularly scheduled meeting on June 13, 2024, that a Special Use Permit is hereby granted for Lot 20A-21-8, 131 Grace Street, to allow for the sales and service of vehicles, primarily recreational vehicles, subject to the following terms and conditions:

1. All federal, state and local laws shall be observed at all times.
2. The property shall be maintained in a clean and orderly manner at all times.
3. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
4. Hours of operation shall not exceed 8 am and 9 pm, seven days per week, but no outside activity after 9 pm.
5. Product display and temporary signage shall be limited to the hours of operation.
6. Existing lighting shall be maintained to allow safe egress and ingress as well as security. However, all lighting must be constant intensity.
7. Signage shall be limited to four (4) existing building mounted signs, one (1) existing building mounted digital message board, and one (1) wrapped vehicle.
8. No additional signage, such as but not limited to banners and bandit signs are permitted following second weekend in November until March first. No devices such as moving inflatables, that draw attention to the premises or product are



permitted except for three days associated with July 4, Labor Day, and Memorial Day.

9. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council.

This Ordinance shall take effect upon adoption.

Vote:

Sandy Sturgill  
Merri Hanson  
William Goldsmith  
Larry Chowning  
Beth Justice  
Marjorie Austin



















**Agenda Item Summary**  
**June 13, 2024**

**Agenda Item:** 8-Minutes

**Background:** Draft minutes attached

**Fiscal Impact:** NA

**Staff Recommendation:** Approve

**Council Action Requested:** Yes

**Sample Motion(s):** Motion to approve the minutes of the January 25, 2024 meeting and public hearings.

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

**Town of Urbanna  
Town Council  
Public Hearing  
Work Session  
Council Chambers-390 Virginia St. Suite B  
January 25, 2024**

**CALL TO ORDER & ROLL CALL**

**Members of Council**

**Present**

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

**Others Present**

Ted Costin-Town 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 7:01pm  
All present said the Pledge of Allegiance

**APPROVAL OF AGENDA**

**Councilmember Austin made a motion to approve the agenda as presented**  
**Councilmember Sturgill seconded**  
**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes**  
**Motion passed 7-0**

**PUBLIC HEARING**

**Special Use Permit Application-2023-SUP-04-Harte-Miniature Pony**  
**Councilmember Austin made a motion to open the public hearing**  
**Councilmember Hanson seconded**  
**Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes**  
**Motion passed 7-0**

Mayor Goldsmith opened the public hearing  
Town Administrator Ted Costin presented the staff report for SUP Application 2023-SUP-04. The applicant, Marnie Harte of 301 Kent Street, is requesting permission to allow for the keeping of a miniature pony at her property. Mr. Costin reported, after a public hearing by the Planning Commission on December 12, 2023, they recommended the application be approved subject to certain conditions.

Councilmember Hanson commented the condition to erect a privacy fence was not required by the Planning Commission, but volunteered by the applicant to do so.



The applicant, Marnie Harte, spoke regarding her application and discussed some of the improvements that would be made to ensure the safety of the public and Teddy, her miniature pony. Some of the improvements included erecting a privacy fence along one side of the property to prevent people from entering the neighboring property. Teddy spends winters at a farm.

**Public Comment**

Mike Sheffield spoke in favor of the SUP.

**Councilmember Austin made a motion to close the public hearing**

**Councilmember Hanson seconded**

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

**Motion passed 7-0**

**Councilmember Austin made a motion to approve 2023-SUP Application-04 for Marnie Harte and Sean Hackney subject to the conditions contained in the staff report before us this evening**

**Councilmember Sturgill seconded**

Mr. Costin asked Council if they wanted to amend the conditions to add a signage requirement

**Councilmember Austin made a motion to amend the previous motion to erect signage to caution and educate on the feeding process**

**Councilmember Hanson made a motion to accept the amendment**

**Councilmember Sturgill seconded**

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

**Motion passed 7-0**

**Councilmember Hanson made a motion to approve the motion as amended to accept the special use permit for Marnie Harte**

**Councilmember Austin seconded**

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

**Motion passed 7-0**

**Special Use Permit Application-2023-SUP-05-Jay Wolfson-Small Town Burger**

**Councilmember Austin made a motion to open the public hearing**

**Councilmember Sturgill seconded**

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

**Motion passed 7-0**

Mayor Goldsmith opened the public hearing

Mr. Costin presented the staff report for the SUP application 2023-SUP Application-05. The applicant is Jay Wolfson, owner of Small Town Burger (STB), who is requesting permission to construct a restaurant with outdoor tables and seating on property located at 241 Virginia Street (Town Green). The restaurant's kitchen will be a mobile food truck. Mr. Costin reported after a public hearing by the Planning Commission on December 12, 2023, they recommended the application be approved subject to certain conditions.

Letters of from the public regarding the application have been added to the public file.

Councilmember Hanson and Mr. Costin clarified that since STB is classified as Class 2 establishment by the Health Department, it would be inspected twice a year.

The applicant, Jay Wolfson, owner of Small Town Burger spoke regarding his application. Small Town Burger is a family business serving high end burgers, lobster rolls, and hot dogs. The space would also include restrooms (which would be



open to the public), hand washing stations, fire pits, golf cart parking, and cornhole. They plan to be involved in and supportive of the community.

Councilmember Austin asked if STB would be seeking an ABC license, to which Mr. Wolfson responded they would not.

Councilmember Justice asked about ADA compliance. Mr. Wolfson responded since they were not constructing a building, they were not required to.

Councilmember Sturgill asked if it would be pet friendly, to which Mr. Wolfson responded that dogs were welcome.

Councilmember Hanson asked about health standards required for food trucks compared to restaurants. Mr. Wolfson responded the trucks are self-contained and held to same standards.

#### **Public Comment**

AB Gravatt spoke in support of the application  
Mike Sheffield spoke in support of the application  
Sarah Kimble spoke against the application  
Russell Buxton spoke against the application  
Kathy Vesley spoke against the application

Mr. Wolfson responded to the public comment by saying that good businesses are good for the town.

**Councilmember Austin made a motion to close the public hearing**

**Councilmember Justice seconded**

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

**Motion passed 7-0**

Mayor Goldsmith closed the public hearing

**Councilmember Hanson made a motion to approve 2023-SUP Application-05 for Small Town Burger subject to the conditions contained in the staff report.**

**Councilmember Sturgill seconded**

Councilmember Sturgill commented she couldn't vote to deny since all conditions were met.

Councilmember Courtney stated she would be abstaining from the vote due to a conflict of interest.

Councilmember Austin commented if [the Town's] zoning and comprehensive plan were streamlined, we wouldn't be here.

Councilmember Chowning commented to thank Sarah Kimble and all the restaurant owners in town. Council's charge is to keep Urbanna vital and the need to think out-of-the-box for future success.

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

**Courtney abstained**

**Motion passed 6-0-1**

### **Ordinance 2024-001-Bad Check Fee**

**Councilmember Austin made a motion to open the public hearing**

**Councilmember Sturgill seconded**

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

**Motion passed 7-0**

Town Treasurer, Michele Hutton, presented the background on the ordinance, which would raise the bad check fee from \$20 to \$50, and recommended Council's approval.

- Maximum amount allowed by State
- Would protect the Town from loss of money, should banks raise their bad check fees

Councilmember Courtney asked how many bad checks are received. Ms. Hutton responded there are very few received, but those have cost Town money due to bank fees, mailing costs, and staff time.

Councilmember Hanson asked how much the banks charged. Ms. Hutton responded Primis bank currently charges \$10.

Further discussion took place about staff time and other costs associated with processing bad checks. If ordinance passes at \$50, the fee can be lowered with a Council vote, but would not have to be formally advertised.

Councilmember Chowning voiced his concerns with setting the fee too high, and would be more comfortable with the fee being \$35.

### **Public Comment**

There was no public comment

**Councilmember Austin made a motion to close the public hearing**

**Councilmember Hanson seconded**

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

**Motion passed 7-0**

The vote on whether or not to approve the ordinance will take place at the next Town Council meeting. State law requires a vote to raise fees outside of the budget process be taken at least 7 days after the public hearing.

### **PUBLIC COMMENT**

There was no public comment

### **COUNCIL COMMENT**

Mr. Goldsmith commented, in a conversation with the Town Manager of Kilmarnock, they had positive comments regarding Small Town Burger.

### **ANNOUNCEMENTS**

Councilmember Austin asked for thoughts and prayers for Lucille Redmond who was in the hospital recovering from an accident.

Ms. Hutton reminded everyone about the Military Banner program. Deadline is April 12<sup>th</sup>.

**ADJOURN**

**Councilmember Austin made a motion to adjourn**

**Councilmember Hanson seconded**

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

**Motion passed 7-0**

**Meeting adjourned at 8:23pm**

**Submitted by:**

---

**Martha J. Rodenburg**

**Town Clerk**

**Approved by Town Council xx/xx/xxxx**



**Agenda Item Summary  
June 13, 2024**

**Agenda Item: 9-Reports**

**Town Administrator**-Ted Costin (report attached)

**Treasurer Report**-Michele Hutton

**Planning Commission**-Ted Costin



## TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175  
PHONE: 804-758-2613, FAX: 804-758-0389

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To: The Honorable Mayor and Members of the Town Council

From: P. S. T. (Ted) Costin, Administrator

Date: June 6, 2024

Subject: Monthly Report – June 2024

Since my last report I met with citizens, council members, and professionals in various combinations regarding the pool operations, July 4 events, “No Wake” on Urbanna Creek, and other topics.

As to the pool, the opening took place and operational issues are being addressed as they arise. No complaints have been received concerning the services of the staff. We are looking to partner with the library as they kick off their summer reading program, have a YMCA proposal under review, and the swim team is practicing. I will remind everyone; town residents are entitled to three passes and those can be obtained at the office during regular hours.

As to July 4<sup>th</sup>/6<sup>th</sup> events, the schedule has been set and is being advertised.

I was able to meet virtually with a DWR staff member (no county involvement) regarding the “No Wake” status for Urbanna Creek and learned the town is the holder of the permit and the permit is still active. This means with establishing readable signs at the five locations permitted, DWR staff can enforce the “No Wake” designation. The permit is assignable to another party if there is interest to do so and acceptance.

A meeting was held with Church View at which time they were advised they were not selected to continue trash service in the town beyond June. Written confirmation followed and other matters were discussed.

Several virtual meetings regarding financing of Phase II of the Water Project were held. Another meeting will be held on June 11 involving Bond Counsel, USDA, Davenport, and others.

Hydrant flow testing has been a topic of discussion and email exchange with county officials for the purposes of improving the entire county’s Insurance Services Office (ISO) rating. That testing occurred on June 4 and the results revealed no new issues. This appears to be a closed and successful item for ISO purposes. However, no notification was given to the town about the test. County officials have apologized for the oversight. As these tests or trainings are needed the town should support the effort with the expectation of advance notice to avoid high usage periods and time to share the information with the general public.

If you have any questions or concerns, please bring them forward.

Thank you.



## **Agenda Item Summary June 13, 2024**

### **Agenda Item: 10a- Security and Fire Alarm at Museum**

**Background:** Our current security company, Johnson Controls has many issues maintaining a cellular signal. We have had them on site on numerous occasions to rectify trouble signals. This creates many calls to the Town Treasurer and Mayor from Johnson Control dispatch. These are false readings. However, we are required to respond and there have been times when staff found the system's alarm activating and no call was received.

Reached out to Starbrite for a bid to take over the current system.

**Fiscal Impact:** See example which follows.

**Staff Recommendation:** Consideration of changing security company from Johnson Controls to Starbrite Security, Inc. After the first year of service from Starbrite the Town will save \$2,655.80 per year, based on current rates.

Also, Starbrite is a local company and service will be more responsive. Currently, we wait long periods of time for a technician due to their location in Hampton, Norfolk or further distances.

**Council Action Requested:** Approve

**Sample Motion(s):** Motion to authorize the Town Administrator to execute a yearly contract, not to exceed \$4700.00, with Startbrite for fire and security monitoring at the Scottish Factor Store/Museum.

**RE: Fiscal Impact:**

Current Cost of Johnson Controls \$909.95 /quarter = \$3,639.80 per year

Starbrite Quote, also see supporting documents:

Scenario #1. - #1 (\$1,787.80) + #2 (\$852.00) = \$2,639.80 – Fire & Burglary Panel

Scenario #2 - #1 (\$1,787.80) + #3 (\$2,112.25) = \$3,900.50 – Fire & Burglary if need to switch to Honeywell

Scenario #3 - #1 (\$1,787.80) + #4 (\$2,832.25) = \$4,620.05 – Fire Burglary switch to Honeywell & motion detectors.

Monitoring per month = \$82.00 or \$984.00 per year

**The below scenarios are for the first year Only!**

Scenario #1.	Scenario # 2	Scenario # 3
\$3,639.80 – Johnson Controls	\$3,639.80 – Johnson Controls	\$3,639.80 – Johnson Controls
-( \$2,639.80 ) – Starbrite	-( \$3,900.50 ) – Starbrite	-( \$4,620.05 ) – Starbrite
+ <u>(984.00)</u> – Starbrite Monitoring	+ <u>(984.00)</u> – Starbrite Monitoring	+ <u>(984.00)</u> – Starbrite Moni
<b>\$16.00 – Savings</b>	<b>\$1,244.70 – More</b>	<b>\$1,964.25 – More</b>

**After change over from Johnson to Starbrite:**

\$3,639.80 – Johnson Controls

+ (984.00) – Starbrite Monitoring

**\$2,655.80 per year savings**

**Note:** Starbrite's monitoring contracts are for one year with auto-renewal

**From:** Michaelene Fortner <[starbritesecurity@gmail.com](mailto:starbritesecurity@gmail.com)>

**Sent:** Wednesday, May 15, 2024 3:42 PM

**To:** [m.hutton@urbannava.gov](mailto:m.hutton@urbannava.gov)

**Subject:** Security bid from Starbrite Security

Hi Michele,

Thank you for allowing me the opportunity to bid on this job! I have several suggestions, which I will outline as succinctly but carefully as I can so you can relay the information to the Town Council. I will also have four (4) attachments of printed estimates for you to compare.

The museum has three (3) separate and independent systems, so I will go through each one and lay out my ideas:

**Card Reader** system on the front door:

This system logs the first person in the door and the last person out, sends the message to your computer program. Since the door is not locked, or sometimes even closed, in between those times, the card reader does nothing else. **If you pay a monthly fee** for this service, my suggestion would be to discontinue paying for that and let me program individual codes in the security system, which would do exactly the same thing. **If you do NOT pay a monthly fee**, then I would leave this system alone.

**Fire Alarm Control Panel** (FACP) **See Estimate # 1**

Starbrite Security installed this panel in 2005. Pull stations, heat detectors, strobe lights and horn/strobes are basically good forever, however, smoke detectors have a 10 year lifespan ONLY (this is an industry standard that applies to any kind of smoke, in any application) so I am strongly recommending that ALL of the smoke detectors be replaced as soon as possible. In addition, I cannot re-use the Johnson Controls Inc (JCI) cell communicator as it is assigned to them, but can replace theirs with mine to achieve the same purpose: dialing out to the monitoring station. I CAN re-use their antenna! I have included the recurring monthly fee for monitoring, which is slightly higher for an FACP because they have different rules of engagement, reporting to the monitoring station every 24 hours on 2 phone lines instead of once weekly.

**Burglar / Intrusion system** **See Estimates # 2, 3 & 4**

Starbrite Security also installed this panel in 2005. While I was there to look things over, I tried several codes that I've gathered through the years to see if I could gain access to system programming. I could not. Either I just don't have the code JCI used this time or they programmed what is known as Installer Lockout, meaning NO ONE else can access the panel. There's one more thing I can try before determining this, which takes a bit of time but will default the entire panel back to the manufacturer's settings. Since I have all the original programming, it's not a problem to try first (**Estimate 2**) before proceeding any further.

If that fails, then the only way to do anything with this panel is to replace it. I've given two (2) ideas on how to go about this. If this is the option you choose, I am suggesting we update to a Honeywell system at that time. Their wireless equipment is more trustworthy, and I can get replacement parts for every aspect of the system long into the future.

**Estimate # 3** is to replace the panel (the main brain of the system) with a Honeywell Vista 20P, a keypad with a wireless receiver inside it (compatibility) plus ADD a cell communicator made by Alula called a



BAT communicator which has a remote cell phone app that can send notifications for opening, closing, alarms, troubles, or whichever signals you wish to receive. I've already checked the signal strength in the basement. I can get 3 or 4 signal bars near the window. USE THIS BID IF all of the hardwired door switches and hardwired motion detectors are behaving properly and not giving false alarms.

**Estimate # 4** is the same as #3 except replacing all motion detectors if they are misbehaving and causing false alarms. The ones that are there (Bravo 6) are technically obsolete, but if they're working well, I don't bother them. The newer Bravo 3-DP is digital and pet immune for fewer false alarms. USE THIS BID IF you're having false alarms from motion detectors or you just want them updated.

Whew! 😊 I sure hope you can understand all that but if you want or need to ask ANY questions, or get further clarification on any part of this, please call or text my cell phone!! I look forward to working with you soon!! 😊

Thanks again,

Michaelene

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Michaelene A. Fortner, owner  
Starbrite Security Inc.  
DCJS # 11-2456

Starbrite Security Inc.

P.O. Box 659  
Cobbs Creek, VA 23035

# Estimate

Date	Estimate #
5/15/2024	774

Name / Address
Town of Urbanna Visitor's Center & Museum P.O. Box 179 Urbanna VA 23175

#1 Fire panel ONLY

			Project
			Town of Urbanna M...
Description	Qty	Cost	Total
smoke detector, Sys Sens 4W i3 series	12	61.90	742.80T
Telguard cellular communicator, commercial fire, Verizon	1	375.00	375.00T
Labor, per hour; commercial fire panel	5	125.00	625.00
re-programming monitoring information, test communication pathway, set up protocol			
monitoring, commercial fire system with supervision + 24 hour test signal, per month	1	30.00	30.00
Telguard cellular monitoring, primary with weekly test, per month	1	15.00	15.00
		<b>Subtotal</b>	\$1,787.80
		<b>Sales Tax (0.00)</b>	\$0.00
		<b>Total</b>	\$1,787.80

Starbrite Security Inc.

P.O. Box 659

Cobbs Creek, VA 23035

# Estimate

Date	Estimate #
5/15/2024	775

Name / Address
Town of Urbanna Visitor's Center & Museum P.O. Box 179 Urbanna VA 23175

#2 Burg panel update  
if I can default  
= installer code

			Project
			Town of Urbanna M...
Description	Qty	Cost	Total
DSC wireless door/window transmitter, slim line 433 MHz	4	60.00	240.00T
Alula Bat-Connect-V cellular communicator, Verizon	1	215.00	215.00T
Labor; installation, programming & instruction	4	90.00	360.00
replace wireless transmitters, install cellular communicator & telephone app, test communication			
Monitoring per month, landline or voice over internet protocol (VOIP)	1	22.00	22.00
Alula Bat-Connect cellular monitoring, primary with weekly test, per month	1	15.00	15.00
		<b>Subtotal</b>	\$852.00
		<b>Sales Tax (0.00)</b>	\$0.00
		<b>Total</b>	\$852.00

Starbrite Security Inc.

P.O. Box 659

Cobbs Creek, VA 23035

# Estimate

Date	Estimate #
5/15/2024	776

Name / Address
Town of Urbanna Visitor's Center & Museum P.O. Box 179 Urbanna VA 23175

#3 Burg panel upgrade  
if I cannot default  
installer code  
(switch to Honeywell)

			Project
			Town of Urbanna M...
Description	Qty	Cost	Total
Honeywell Vista 20P control panel with 6160 Alpha RF keypad (receiver keypad)	1	625.00	625.00T
Ademco wireless transmitter, door/window, 2 zone	4	60.00	240.00T
Alula Bat-Connect-V cellular communicator, Verizon	1	215.00	215.00T
Ademco zone expander module, 4219 hardwired 8 zone	1	185.25	185.25T
Labor; installation, programming & instruction	9	90.00	810.00
Monitoring per month, landline or voice over internet protocol (VOIP)	1	22.00	22.00
Alula Bat-Connect cellular monitoring, primary with weekly test, per month	1	15.00	15.00
		<b>Subtotal</b>	\$2,112.25
		<b>Sales Tax (0.00)</b>	\$0.00
		<b>Total</b>	\$2,112.25

Starbrite Security Inc.

P.O. Box 659

Cobbs Creek, VA 23035

# Estimate

Date	Estimate #
5/15/2024	777

Name / Address
Town of Urbanna Visitor's Center & Museum P.O. Box 179 Urbanna VA 23175

#4 Burg panel upgrade  
if I cannot default  
installer code and you  
want motion detectors  
replaced  
(Honeywell)

			Project
			Town of Urbanna M...
Description	Qty	Cost	Total
Honeywell Vista 20P control panel with 6160 Alpha RF keypad (receiver keypad)	1	625.00	625.00T
DSC Bravo 3 digital motion, pet immune	6	45.00	270.00T
Ademco wireless transmitter, door/window, 2 zone	4	60.00	240.00T
Alula Bat-Connect-V cellular communicator, Verizon	1	215.00	215.00T
Ademco zone expander module, 4219 hardwired 8 zone	1	185.25	185.25T
Labor; installation, programming & instruction	14	90.00	1,260.00
Monitoring per month, landline or voice over internet protocol (VOIP)	1	22.00	22.00
Alula Bat-Connect cellular monitoring, primary with weekly test, per month	1	15.00	15.00
		<b>Subtotal</b>	\$2,832.25
		<b>Sales Tax (0.00)</b>	\$0.00
		<b>Total</b>	\$2,832.25