



URBANNA TOWN COUNCIL WORK SESSION

AGENDA

Thursday, July 23, 2026 - 6:00 pm

Middlesex Volunteer Fire Department - 330 Virginia St., Meeting Room - Urbanna, VA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
 - a. July 09, 2026 Regular Meeting Draft Minutes
7. Public Comment 1 & Council Response to Public Comment 1
8. Work Session Matters
 - a. BZA volunteer form
 - b. Purchasing Policy
 - c. Luna
 - d. Town Administrator Recruitment kickoff discussion & August 6th meeting
9. Public Comment 2 & Council Response to Public Comment 2
10. Council Announcements & Requests
11. Closed Meeting - If Needed
12. Adjourn or Recess



Agenda Item Summaries – Opening the Meeting

JULY 23, 2026 WORK SESSION

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote (all in favor, any opposed)*

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. Temporary disability or medical condition that prevents their physical attendance.
2. Must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. Their principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. Personal matter and identifies with specificity the nature of the personal matter (work, vacation, etc.). (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)



**TOWN
COUNCIL**

Agenda Item Summary

JULY 23, 2026 WORK SESSION

Agenda Item: 6 – APPROVAL OF MINUTES

6.a. July 09, 2026 Regular Meeting Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments.

Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the July 09, 2026 minutes as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)

TOWN OF URBANNA, VIRGINIA
Town Council — Regular Meeting
MINUTES
July 9, 2026 — 6:00 p.m.

A regularly scheduled meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 9th day of July, 2026, beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA.

1. Call to Order

Vice Mayor Larry Chowning, presiding, called the regular meeting of the Urbanna Town Council to order at 6:03 p.m. on July 9, 2026.

2. Approval of Electronic Participation by a Council Member (if needed)

No electronic participation was requested for this meeting.

3. Roll Call of Members

Marjorie Austin..... Present
Larry Chowning, Vice Mayor..... Present
Alana Courtney..... Absent at roll call
Beth Justice..... Present
Martha Lowe..... Absent
Bruce Murray..... Present
Robbie Wilson, Mayor..... Absent

A quorum was established.

Others Present:

Andrea Erard, Town Attorney

Michelle Hutton, Town Treasurer

Members of the public

It was noted that Council Member Lowe was absent due to a pre-arranged vacation. Council Member Courtney arrived later in the meeting, at approximately 6:38 p.m., during Council Announcements & Requests (Item 12).

4. Pledge of Allegiance

Those present stood and recited the Pledge of Allegiance.

5. Review and Adoption of Meeting Agenda

One addition to the agenda was presented: a resolution by Council to appoint new representatives to the Middle Peninsula Planning District Commission (PDC), added as Item 10E under New Business. It was confirmed that a single vote could approve the amendment and the agenda as a whole.

Councilmember Austin made a motion to approve the agenda as amended. Councilmember Justice seconded. The motion was approved by unanimous voice vote.

6. Approval of Minutes — June 25, 2026 Work Session

Councilmember Austin made a motion to approve the June 25, 2026 work session draft minutes as presented. Councilmember Justice seconded. The motion was approved by unanimous voice vote.

7. Reports

a. Treasurer Staff Report (Michelle Hutton)

The Treasurer's report was emailed to Council in advance; no questions were received in reply. Treasurer Hutton highlighted that the Town earned \$5,667 in interest last month. Bills paid in May included engineering work at the bridge and the Town's annual \$5,000 payment to the Town of Kilmarnock, which is collected for the Rivers Realm. She also transferred \$6,000 from the operating account into the USDA account to cover the monthly loan payments at the end of the fiscal year. The Treasurer's office has been working on closing out the past fiscal year and is very close to having everything updated and entered into the system. Treasurer Hutton asked whether there were any questions; there were none.

b. Town Administrator Report

Vice Mayor Chowning read the written report submitted by Mayor Wilson highlighting items accomplished in the month of June:

1. The FY 2026-2027 budget was approved and is now in operation, along with the budget amendment bringing the purchase of the Town Hall into the FY 2025-2026 budget.
2. The Town was able to recover \$14,250 from USDA on the well project by closing out its retainage.
3. The swimming pool season has been successful thus far.
4. The new DEQ well water permit was received and the old permit terminated. The Mayor has reached out to all major parties involved in the Town's water system operations to establish relationships and receive status updates.
5. Numerous repair projects have been started or are ongoing — mostly small items such as weed control, sidewalks, new flags on Main Street, and dock repairs at the marina park. The report thanked the volunteers and employees who make this possible, noting that these small items add up to a more pleasant and safe town.
6. The bridge geotechnical drilling is confirmed for the end of July; an earlier date has been requested if at all possible.
7. The Department of Wildlife Resources completed its review of the Town's no-wake zone and found the Town to be in non-compliance, which was not a surprise. Resolving this situation is a priority.

The report described the theme of the night's agenda as "clean-up" — closing out past issues and positioning the Town to begin moving forward on a growing list of future priorities. The Mayor welcomed Vice Mayor Chowning to his new role and thanked him for running the meeting, and welcomed the new members of Council at their first meeting, noting that volunteering for Council is a true act of public service.

8. Public Comment 1 & Council Response

No members of the public offered comment during the first public-comment period.

9. Old Business

a. Marr Legal Bill

Town Attorney Erard reviewed the background: before the Town purchased 300 Virginia Street, many attempts were made to reach a deal to purchase 390 Virginia Street. Because the transaction involved a homeowner-association element, Council retained attorney William A. Marr Jr., who concentrates his practice in that area. Mr. Marr was ultimately unable to reach an agreement with the sellers.

Vice Mayor Chowning read the staff background: in July 2024, Attorney Marr was retained to assist with the purchase of the 390 Virginia Street property, which was unsuccessful. In February 2026, the Town received Mr. Marr's legal bill. In April 2026, the previous mayor sent a written letter to Mr. Marr requesting renegotiation of the charges; the outcome of that letter is unknown. In June 2026, Mayor Wilson contacted Mr. Marr and negotiated the bill down by \$5,000, to a total of \$15,000. A \$5,000 retainer was paid at the beginning of the engagement. Fiscal impact: \$15,000 from the financial contingency fund amended into the FY 2025-2026 budget; funds are available for this payment.

During discussion, it was noted that Council was not aware of this bill until after the transition. Councilmember Murray stated that he did not like it, but the Town has an obligation to pay.

Councilmember Austin made a motion to approve payment of \$15,000 to William A. Marr Jr., Esquire, for the legal services retained for the purchase of 390 Virginia Street. Councilmember Justice seconded. The roll was called:

Marjorie Austin..... Aye

Larry Chowning..... Aye

Beth Justice..... Aye

Bruce Murray..... Aye

(Council Member Courtney had not yet arrived; Council Member Lowe and Mayor Wilson were absent.)

The motion passed 4-0.

10. New Business

a. Purchasing Policy

A written purchasing policy was presented documenting what has been the Town's longstanding practice — that a bill of \$5,000 or more must be approved by the chair of the finance committee and/or a majority vote of Council — so that there is no confusion about what is or is not being done. It was presented as a starting point, to be refined and enhanced going forward.

In response to a question about who signs Town checks, Treasurer Hutton explained that two signatures are required; the authorized signers are currently Robbie Wilson, Marjorie Austin, and Meribel, but because Mayor Wilson is serving in the administrator position and approves the bills, he does not sign checks, so there is no conflict of interest. Members also questioned

whether the \$5,000 threshold should be adjusted. Vice Mayor Chowning asked that the item be tabled so that it can be discussed further when Mayor Wilson, Council Member Lowe, and the other absent members are present.

Councilmember Austin made a motion to table the purchasing policy until the next regular meeting. Councilmember Justice seconded. The motion was approved by unanimous voice vote.

b. VML Civility Pledge

Councilmember Austin presented the VML civility pledge, a code addressing how members of Council treat not only each other but the public as well. In response to a question as to whether the Town had done something similar before, she explained that Council first adopted the pledge a couple of years ago, so it is nothing new; with new members now on Council, she asked that it be adopted again and said she will present it again in January when the newly elected members are seated. Councilmember Austin read the pledge aloud: the Town of Urbanna pledges to practice and promote civility within the governing body; the elected officials enact the pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the community; the pledge ensures all communication, both spoken and written, is open, honest, and transparent, cultivating trust and relationships; it ensures mutual respect in achieving municipal goals, recognizing that patience, tolerance, and civility are imperative to success; and it creates the opportunity for finding common ground and engaging in civil discussion through active listening and thoughtful participation.

Councilmember Austin made a motion to adopt the VML Civility Pledge. Councilmember Justice seconded. The motion was approved by unanimous voice vote.

c. Town Administrator Management and Recruitment Support Contract

Vice Mayor Chowning described this as the most important item of the night. The Town has been seeking help to find an administrator, and complicated zoning matters require expertise the Town has always had to hire for. A contract was presented from Local Solutions, Inc. (LSI), John Edwards, who served as town manager of West Point for approximately thirty years. Mr. Edwards's role is essentially that of a recruiter and advisor — to find the right person at the right price and protect the Town's interests. Councilmember Austin stated that Mr. Edwards's advice to date has been spot-on and has held up to her own research. Members noted that Mayor Wilson has done a fabulous job handling town administration while also working full-time, that this is a step the Town needs to take to move ahead, and that these matters should be put in order rather than left to the incoming council.

Councilmember Austin made a motion to adopt the contract with Local Solutions, Inc. Councilmember Justice seconded. The roll was called:

Marjorie Austin..... Aye
Larry Chowning..... Aye
Beth Justice..... Aye

Bruce Murray..... Aye
(Council Member Courtney had not yet arrived; Council Member Lowe and Mayor Wilson were absent.)

The motion passed 4-0.

d. Martha Lowe BZA Resignation

Town Attorney Erard explained that, with Ms. Lowe's appointment to the Town Council, she is unable to serve on both the Council and the Board of Zoning Appeals, and she has tendered her resignation from the BZA. Members of the BZA are appointed by the court, and it is customary for Council to recommend a person to the court for appointment. Council was asked what process it wished to use — existing applications of interest on file, or announcing the vacancy for open applications.

Council agreed that people should be able to apply, noting that some residents who were previously weekenders now live in town full-time. In response to a question about the application deadline and past practice, Treasurer Hutton noted a BZA vacancy has not been advertised in quite a while, and Town Attorney Erard advised there is no legal requirement governing the advertisement period, but that the law provides a BZA member continues to serve until replaced, so sooner is better. By consensus, Council set an application deadline of the end of July. Mayor Wilson will create an application, post the vacancy on the Town website, and advertise it in the newspaper.

e. Resolution — Appointment of Middle Peninsula Planning District Commission Representatives

This item, added to the agenda at the start of the meeting, was taken up following Public Comment 2. Currently, Bill Goldsmith and Ted Costin are the Town's representatives to the PDC, and new members must be appointed. The PDC has called an emergency meeting for the following Tuesday and wants all localities represented. Only one representative votes when present; terms end with the member's term of office, and it has been customary for the Mayor to serve as the primary representative. Councilmember Austin offered to serve as the alternate, noting she could not attend the Tuesday meeting due to a scheduled surgery.

Councilmember Austin made a motion to adopt the resolution appointing Mayor Robbie Wilson as the Town's primary representative to the Middle Peninsula Planning District Commission and Councilmember Marjorie Austin as alternate. Councilmember Justice seconded. The roll was called:

Marjorie Austin..... Aye
Larry Chowning..... Aye
Beth Justice..... Aye
Bruce Murray..... Aye
(Council Member Courtney had not yet arrived; Council Member Lowe and Mayor Wilson were absent.)

The motion passed 4-0.

11. Public Comment 2 & Council Response

Daniel Snead addressed Council with questions regarding the Local Solutions, Inc. contract and the Marr legal bill:

Question: Is the \$2,000-per-week arrangement an advisory role or a part-time job? Response: Mr. Edwards is a consultant; he will limit his other projects, and he reports to the Council, with day-to-day coordination through Mayor Wilson.

Question: In light of the Marr bill, does the Town know what the consultant is spending its money on? Response: Yes — his itemized bill comes to the Town, and it is public information, available in the meeting packet online and at the Town office.

Councilmembers Austin and Justice added that Council evaluated other options and providers before selecting LSI; the selection was based on best fit for the Town rather than price alone, though Mr. Edwards's pricing was in line with the market and he was not the highest. He has done zoning work for the Town before, has been very efficient, and is local, being based in West Point — a small town with many of the same issues as Urbanna.

The commenter expressed appreciation, and Council responded that it is working to move the Town back toward normal operations.

12. Council Announcements & Requests

Councilmember Austin

Reported on the upcoming Second Saturday event this Saturday featuring the Michael Clark Band, a new food truck — Cajun Carryout — alongside the regular Dragon Run Dogs vendor. On July 26 the band The Misfits will hold a fundraiser for the Second Saturday program, which is funded by sponsors and donations rather than the Town; beer will be sold at the fundraiser, and beer sales may begin at regular Second Saturdays as well. Two misting tents will be set up next month to help with the heat. (Council Member Courtney arrived at this point in the meeting.) Councilmember Austin will be absent this Saturday for medical reasons; Treasurer Hutton and her husband, and Daniel with Franktronics will help staff the event.

Councilmember Justice

Reported on the July 4th weekend celebration. Because of the extreme heat, the main event was postponed rather than asking volunteers and attendees to endure the conditions. The morning children's activities went forward while it was cooler and were a great success: children decorated their bikes and paraded behind Mayor Wilson's decorated golf cart, complimentary face painting was provided, a misting tent was set up, and ice cream was served. She thanked Mayor Wilson and his family, including his wife and daughter Shannon, and Treasurer Hutton, who purchased the decorations and supplies. She noted the event opened her eyes to the need for more activities for the young people in town, which she hopes to help with during her remaining term. The full event — including Ray Pittman's band and Sweet Justice — has been moved to Labor Day Saturday, and many of the same vendors are expected. The military band, which had been scheduled for Friday evening, appreciated being given the option to pass because of the heat and will try to send volunteers for Labor Day.

Council commended Councilmember Justice for making the postponement decision early: because the cancellation was made more than 24 hours in advance, the Town was able to move its ABC certificate, cancel and rebook the police detail for Labor Day, and incur no loss of revenue, shifting those costs to the actual event. Other localities, including venues in Richmond, made similar cancellations. Going forward, the same policy will apply to Second Saturday events: if weather requires it, a postponement decision will be made around noon on the day of the event.

Councilmember Chowning

Announced that Westminster Canterbury will send a busload of residents on Wednesday for a historical tour of the town, after which the visitors will eat in Urbanna's restaurants. Westminster Canterbury arranges this tour once every three or four years.

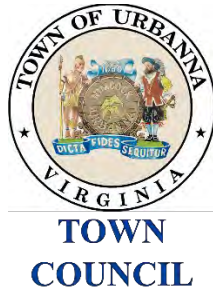
13. Adjournment

There being no further business, a motion to adjourn was made and seconded; the meeting was adjourned by unanimous voice vote at 6:44 p.m.

Respectfully submitted,

Preparer name and title

Approved: date of adoption



Agenda Item Summary

JULY 23, 2026 WORK SESSION

Agenda Item: 7 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

After each speaker has been heard, Mayor asks for any council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members shall limit their response to only those comments immediately preceding their response.



TOWN COUNCIL

Agenda Item Summary JULY 23, 2026 WORK SESSION

Agenda Item: 8 – WORK SESSION MATTERS

8.a. Board of Zoning Appeals (BZA) – Volunteer Interest Form to Fill Vacancy

Background:

Martha J. Lowe has resigned from the Town of Urbanna Board of Zoning Appeals (BZA) following her appointment to Town Council; under the Code of Virginia § 15.2-2308 a BZA member may not simultaneously hold another public office in the Town, which created this vacancy. The Town is now seeking a resident volunteer to fill the seat.

Term: The vacant seat's current term expires August 31, 2026. Under § 15.2-2308, a person appointed to a vacancy serves only the remainder of the unexpired term; the appointee is then eligible to be recommended for the full succeeding five-year term (September 1, 2026 – August 31, 2031). BZA members serve staggered five-year terms and are appointed by the Circuit Court of Middlesex County upon the recommendation of Town Council.

Role: The BZA is a five-member, quasi-judicial citizen board. It hears and decides appeals from determinations of the Zoning Administrator, considers applications for variances from the strict terms of the Zoning Ordinance, and decides certain special exceptions and map interpretations — giving residents a fair, local avenue to resolve zoning matters. The board meets on an as-needed basis when appeals or applications are filed, so the time commitment is modest.

Why serve: This is a meaningful way to give back to the community. Members help ensure the Town's zoning rules are applied fairly and consistently, protecting both individual

property rights and the character of Urbanna's neighborhoods. No special professional background is required — only residency within the Town limits and a willingness to weigh each matter impartially.

How to apply: The BZA Member Interest & Registration Form will be available on the Town's website and in hard copy at the Town Office, 300 Virginia Street, during regular business hours. Completed forms are due by Friday, August 14, 2026 at 4:00 PM.

Fiscal Impact: None

Staff Recommendation & Council Action Requested: Authorize staff to advertise the BZA vacancy and make the Interest & Registration Form available on the Town website and at the Town Office, and direct that completed forms be collected through the stated deadline and qualified candidates brought back to Council for recommendation to the Circuit Court of Middlesex County.



TOWN OF URBANNA, VIRGINIA

INTEREST & REGISTRATION FORM

Board of Zoning Appeals (BZA) Member · Remainder of Term Through August 31, 2026

PURPOSE OF THIS FORM:

The Town of Urbanna is accepting expressions of interest from qualified residents who wish to be considered for appointment to fill a current vacancy on the Board of Zoning Appeals (BZA). Under Virginia Code § 15.2-2308, BZA members are appointed by the Circuit Court of Middlesex County; the Town Council will review submissions and may recommend candidates to the Court. The appointment covers the unexpired portion of the vacant term, which expires August 31, 2026; the appointee may also be considered for reappointment to the full five-year term beginning September 1, 2026. Completion of this form does not guarantee appointment or recommendation.

DEADLINE: Friday, August 14, 2026 at 4:00 PM

SUBMIT TO: Urbanna Town Office · 300 Virginia St · Urbanna, VA 23175

SECTION 1 — APPLICANT INFORMATION

FULL LEGAL NAME (FIRST · MIDDLE · LAST · SUFFIX) *

DATE OF BIRTH *

PHONE NUMBER *

EMAIL ADDRESS *

SECTION 2 — PHYSICAL / RESIDENTIAL ADDRESS

Must be your current physical residence address within town limits. P.O. Boxes are not accepted here.

STREET ADDRESS *

CITY / TOWN *

STATE *

ZIP *

COUNTY

SECTION 3 — MAILING ADDRESS

☐ Same as physical / residential address above

MAILING STREET ADDRESS / P.O. BOX

CITY / TOWN

STATE

ZIP

TOWN OF URBANNA — BOARD OF ZONING APPEALS (BZA) REGISTRATION FORM (continued)

SECTION 4 — ELIGIBILITY CONFIRMATION

Check each box to confirm you meet the stated requirement. Incomplete eligibility sections will disqualify your submission.

- ☐ I am a current resident of the Town of Urbanna and reside within its corporate limits, as required for membership on the Board of Zoning Appeals by Virginia Code § 15.2-2308.
- ☐ I am at least 18 years of age (or the minimum age required by applicable Virginia state law).
- ☐ I hold no other public office in the Town of Urbanna, and I understand that under Virginia Code § 15.2-2308 a BZA member may hold no other public office in the locality, except that one member may also serve on the local planning commission and any member may be appointed an officer of election.
- ☐ I am not aware of any current legal, ethical, or financial conflict of interest that would prevent me from serving on the Board of Zoning Appeals.
- ☐ I understand this appointment fills a vacancy and, as required by Virginia Code § 15.2-2308, covers only the unexpired portion of the vacant term, which expires August 31, 2026. Members may be reappointed, but this appointment carries no guarantee of reappointment to the term beginning September 1, 2026.
- ☐ I understand that appointment to the Board of Zoning Appeals is made by the Circuit Court of Middlesex County, and that the Town Council's role is limited to reviewing and recommending candidates to the Court.

SECTION 5 — BACKGROUND & STATEMENT OF INTEREST

CURRENT OCCUPATION / EMPLOYER

PRIOR CIVIC, BOARD, OR GOVERNMENT SERVICE (IF ANY)

STATEMENT OF INTEREST *

Briefly describe why you wish to serve on the BZA and any relevant experience (zoning, land use, real estate, construction, law).

TOWN OF URBANNA — BOARD OF ZONING APPEALS (BZA) REGISTRATION FORM (continued)

SECTION 6 — PUBLIC RECORDS ACKNOWLEDGMENT

☐

I understand and acknowledge that this registration/interest form and all information submitted herein — including but not limited to my full legal name, address(es), contact information, and statement of interest — may be considered a public record under applicable Virginia law and MAY BE RELEASED TO THE PUBLIC, including through posting on the Town's official website, distribution to media, inclusion in public meeting agendas or minutes, transmittal to the Circuit Court of Middlesex County, or in response to a Freedom of Information Act (FOIA) request.

★ *You must check this box to submit a complete application.*

SECTION 7 — CERTIFICATION & SIGNATURE

By signing below, I certify that all information provided in this form is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation may result in immediate disqualification from consideration and/or removal from office if discovered after appointment (see Virginia Code § 15.2-2308).

APPLICANT SIGNATURE

PRINTED NAME

DATE

SUBMISSION INSTRUCTIONS

Email:

In Person: Town Hall · 300 Virginia Street · Urbanna, VA 23175 (regular business hours)

Mail: Town of Urbanna · P.O. Box 179, Urbanna, Virginia 23175

Questions: Town Office · (804) 758-2613

All submissions must be received no later than the deadline noted above. Late or incomplete submissions may be disqualified.

FOR OFFICE USE ONLY

RECEIVED BY

DATE & TIME RECEIVED

APPLICATION #



TOWN COUNCIL

Agenda Item Summary JULY 23, 2026 WORK SESSION

Agenda Item: 8 – WORK SESSION MATTERS

8.b. Purchasing Policy Review – Decision Worksheet

Background: At its July 9, 2026 meeting, Council tabled readoption of the Town's one-page Small Purchase Procedures so the full body could discuss it. Three reference documents have since been assembled: the current procedures; the Town of West Point purchasing manual, provided by consultant John Edwards as an example; and a framework Purchasing Policy drafted by the Town Attorney with the dollar thresholds left blank for Council to set. Because Urbanna's population is under 3,500, the Virginia Public Procurement Act does not require the Town to follow its procurement methods (Va. Code § 2.2-4343(A)(12)) — the thresholds and procedures are local choices. The attached worksheet places the three documents side by side and organizes the choices into nine decisions.

Fiscal Impact: None directly. The policy determines the approval levels, competition requirements, and reporting that will govern future Town purchases.

Staff Recommendation & Council Action Requested: Work through the nine decision blocks in the attached worksheet and record Council's direction on the Decision Summary page. The completed summary fills the blanks in the Town Attorney's draft; the finished policy will return for adoption at a regular meeting.

Attachments: 8.b. Purchasing Policy Decision Worksheet; West Point Purchasing Manual (example); Town Attorney's draft Urbanna Purchasing Policy

TOWN OF URBANNA

Purchasing Policy — Work Session Decision Worksheet

Prepared for the council work session · July 2026

Purpose. At the July 9 meeting, council postponed readopting the existing Small Purchase Procedures so the full body could discuss it. This worksheet puts each major point of the policy side by side with the Town of West Point purchasing policy (the example provided by John Edwards) and the framework draft provided by the town attorney, lays out options, and gives space to record the council's decision.

The attorney's draft is the destination. It provides sound structure — a Purchasing Officer (the Town Administrator), tiered thresholds, ethics rules, recordkeeping, and a violations clause — but leaves every dollar amount blank and a handful of subjects unaddressed. Each decision below feeds a specific blank or gap in that draft; the completed worksheet fills in his document for adoption.

Is Urbanna required to follow the state procurement law? No. The Virginia Public Procurement Act exempts any town with a population under 3,500 from nearly all of its requirements (Va. Code § 2.2-4343(A)(12)). Urbanna (pop. 508, 2020 census) is well under that line, so the Act's procurement methods — including the small purchase procedures of § 2.2-4303(G) — **do not apply to us**. Council has an essentially free hand to set thresholds and procedures that fit the town. A short list of provisions applies to every town regardless of size: the ethics-in-public-contracting rules (§§ 2.2-4367–4377), required nondiscrimination contract clauses, bid-withdrawal-for-error, and construction bond/retainage rules. And purchases made with federal grant money follow federal rules (micro-purchase threshold now \$15,000) no matter what our local policy says.

Was West Point required to? Also no. West Point's population (3,414 at the 2020 census) is also under the 3,500 line, so its manual's wholesale incorporation of the VPPA — and its \$50,000 no-sealed-bid ceiling, which mirrors § 2.2-4303(G) — was a voluntary policy choice, not a compliance requirement. That's a reasonable choice for a town sitting close to the line, but it means council should treat the West Point column below as one town's preference, not as what the law demands. Items below that trace back to West Point's voluntary VPPA adoption are flagged with “ VPPA note.”

At a Glance: Current Policy vs. West Point vs. Attorney's Draft

Datapoint	Urbanna today	West Point	Attorney's draft
VPPA required?	No — exempt (pop. 508, under the 3,500 line of § 2.2-4343(A)(12))	No — also exempt (pop. 3,414), but adopts the Act voluntarily	Doesn't invoke the VPPA; borrows its methods for the top tiers
Routine purchases	Nothing under \$1,000 requires quotes or stated approval	Dept. heads to \$1,000; PO over \$300	Tier exists — “best price, documented”; amount BLANK
Staff/Administrator ceiling	Not defined — practice is Administrator approves bills	Town Manager: \$1,000–\$10,000	Purchasing Officer (= Town Administrator) tier; amount BLANK
Finance Committee	Chair “and/or” council over \$5,000 — chair alone could approve any amount	Full committee approves \$10,000–\$25,000	Omitted entirely — no committee role
Council approval	Over \$5,000 (with the “and/or”)	Over \$25,000	Above BLANK amount, plus any unbudgeted purchase

Datapoint	Urbanna today	West Point	Attorney's draft
Quotes / competition	3 quotes \$1,000–\$5,000; 3 informal written bids over \$5,000	Left to manager's regs; “whenever practicable”	Four tiers: discretion → 3 quotes → 4 written quotes → sealed bids/RFP; amounts BLANK
Exemptions	13 categories fully exempt — incl. legal services & “signed contract”	None — follows VPPA (voluntarily) instead	None — and no carve-out for recurring bills (utilities, debt service)
Professional / legal services	Exempt entirely	Treated like any purchase	Silent — falls into dollar tiers; no engagement-letter requirement
Unauthorized purchases	Not addressed	Town not obligated; discipline	Not obligated unless council ratifies; discipline for willful repeats
Emergency / sole source	Not addressed	Referenced; authority set by manager	Records required — but the procedure itself is never defined
Ethics / conflicts	Not addressed	COIA; gifts prohibited (binds all towns, even VPPA-exempt)	COIA; gifts prohibited
Reporting to council	Not addressed	Not addressed	Purchases above BLANK amount reported to council

Decisions to Make

Work through each block, check an option (or write in your own), and record the decision. Gray italic lines under each option note the tradeoff.

DECISION 1 — Routine purchase tier — small buys with no quotes

Our current policy	West Point policy	Attorney's draft
Silent below \$1,000. In practice, staff purchase routine items and the Administrator approves bills.	Department heads authorize up to \$1,000 on their own; competition not required.	Tier exists (§ 4): "purchasing agent discretion; best price reasonably available," price documented. Amount BLANK — this decision fills it.

On July 9 a figure of ~\$750 was floated for what can move without extra signatures.

☐ **\$750**

Tight control; more items need a second approval, more paperwork for a volunteer-run town.

☐ **\$1,000** — (West Point's level, set in 2012)

Familiar number; matches our current quote threshold so tiers line up cleanly.

☐ **\$2,500**

Less paperwork and faster routine operations; more spending moves without a second set of eyes.

☐ **Other:** _____

COUNCIL DECISION (amount): _____

DECISION 2 — Town Administrator approval ceiling

Our current policy	West Point policy	Attorney's draft
No administrator tier exists on paper. Everything from the routine level to \$5,000 needs only quotes; over \$5,000 jumps to the Finance chair "and/or" council.	Town Manager approves purchases from \$1,000 up to \$10,000.	Names the Town Administrator as "Purchasing Officer" (§ 2) who executes purchases administratively up to a ceiling (§ 5). Amount BLANK — this decision fills it.

The town is recruiting an Administrator now — this tier defines what that position can approve without waiting for a meeting.

☐ **\$5,000** — (keeps today's council trigger)

Most council oversight; routine repairs can stall between monthly meetings.

☐ **\$10,000** — (West Point's level)

Operational flexibility; council still controls the budget line, but sees mid-size purchases only in reports.

☐ **\$7,500** — (middle ground)

Splits the difference; a less "round" number to remember.

☐ **Other:** _____

COUNCIL DECISION (amount): _____

DECISION 3 — Finance Committee role — fixing the “and/or”

Our current policy	West Point policy	Attorney's draft
“Chair of the Finance Committee and/or a majority vote by the governing body” — as written, the chair alone can authorize any amount. Concern raised directly on July 9.	The full Finance Committee (a vote, not one person) approves the middle band, \$10,000–\$25,000; council above that.	The Finance Committee appears nowhere — effectively the “no committee tier” option, chosen by omission. Council should confirm this deliberately.

- ☐ **No committee tier** — Administrator up to their ceiling, council above it.

Simplest and clearest lines of accountability; every mid-size purchase waits for a council meeting.

- ☐ **Full committee approves a middle band** — (West Point model)

Faster than waiting for council; adds a scheduling step and requires the committee to meet and record votes.

- ☐ **Committee notified, not approving** — Administrator approves; Finance Committee gets same-week notice of purchases in the middle band.

Keeps speed with visibility; notice is not consent — some may want a real check.

- ☐ **Other:** _____

COUNCIL DECISION (choose model): _____

DECISION 4 — Council approval trigger

Our current policy	West Point policy	Attorney's draft
Over \$5,000 (with the ambiguity above). Also: anything expected to exceed its budgeted amount needs authorization.	Council approves everything over \$25,000; below that, an appropriated budget line is authority enough.	Council approval required above a BLANK amount, and for any unbudgeted purchase (\$ 5). This decision fills the blank.

Whatever number is chosen here should also be the trigger for professional-services engagements (Decision 7).

- ☐ **Keep \$5,000**

Maximum oversight; council votes on relatively small purchases at every meeting.

- ☐ **\$10,000**

Fewer routine votes while keeping council on anything sizable for a town our budget's size.

- ☐ **\$25,000** — (West Point's level)

Council only sees large matters; leans heavily on reporting for everything below.

- ☐ **Other:** _____

COUNCIL DECISION (amount): _____

DECISION 5 — Quote requirements

Our current policy	West Point policy	Attorney's draft
3 quotes, oral or written, for \$1,000–\$5,000; “no less than three informal written bids” over \$5,000.	Left to regulations issued by the Town Manager; policy requires competition “whenever practicable.”	Four tiers (\$ 4), all amounts BLANK: discretion → 3 quotes (oral/written, attempts documented) → 4 written quotes “when practicable” → formal sealed bids/RFP with public notice and council award.

 VPPA note: West Point's “competition whenever practicable” phrasing and its \$50,000 ceiling come from VPPA § 2.2-4303(G), and the attorney's top two tiers (4 written quotes; sealed bids/RFP) are also VPPA-style procedures. Urbanna is exempt — these are design choices, not requirements.

☐ **Adopt the attorney's four-tier structure and set the two upper boundaries** — 4-written-quote tier starts at \$ _____; formal sealed bidding/RFP starts at \$ _____.

Handles a future big project (e.g., bridge work) cleanly inside the policy; the top tiers will rarely trigger at our size and add formality when they do.

☐ **Three tiers only — no formal-bid tier** — 3 quotes (oral or written) above the routine tier; 3 written quotes above the Administrator's ceiling; for an unusually large project, council sets the process by resolution.

Matches how the town actually operates; leaves big-project procedure to be invented when one arrives.

☐ **West Point approach** — Policy states the competition principle; Administrator issues written procedures.

Flexible; less for council to enforce directly, depends on having an Administrator in place.

☐ **Other:** _____

COUNCIL DECISION (model + boundary amounts):

DECISION 6 — The exemption list — 13 categories

Our current policy	West Point policy	Attorney's draft
Utilities, postage, legal services, maintenance contracts, contributions, "purchases with a signed contract," etc. are exempt from the small purchasing policy entirely.	No local exemption list — the manual incorporates the VPPA by reference instead (a voluntary choice; see page 1).	No exemption list — which closes the legal-services loophole, but strictly read, recurring bills (utilities, debt service, an annual \$5,000 payment) would need quotes or council approval each cycle. Needs a carve-out.

The legal-services and signed-contract exemptions are why a \$20,000 legal engagement could run its course without council ever seeing it in the purchasing process. 🗳️ VPPA note: because Urbanna is exempt from the Act, the exemption list is purely a local design choice.

☐ **Add a recurring-payments carve-out to the attorney's draft** — Short provision: payments under existing approved obligations (utilities, debt service, payroll, previously awarded contracts) are exempt from competition and re-approval, but still appear in reporting.

Completes the attorney's framework with minimal text; keeps his no-loophole design intact.

☐ **Exempt from competition only** — Keep a fuller exemption list for quotes/bids, but every category still follows the approval tiers and appears in reports.

Fixes the visibility gap while sparing staff pointless quote-gathering; more text than the carve-out.

☐ **Keep the current 13 as-is**

No change to learn; leaves the gap that produced the surprise legal bill and conflicts with the attorney's draft.

☐ **Other:** _____

COUNCIL DECISION (choose model): _____

DECISION 7 — Professional and legal services

Our current policy	West Point policy	Attorney's draft
Fully exempt. The Marr engagement (retained 2024, \$20,000 billed, negotiated to \$15,000 in 2026) reached council only when the bill did.	Treated like other procurement under the manual and VPPA (the Act caps professional-services small purchases at \$80,000).	Silent — professional services simply fall into the dollar tiers. No engagement-letter or fee-cap requirement; whether an open-ended hourly engagement trips the council threshold depends on how “expected amount” is read — the exact ambiguity behind the Marr bill.

 VPPA note: the \$80,000 professional-services cap is a VPPA limit that does not bind Urbanna. The options below are about internal control and visibility — good-practice choices, not state requirements.

☐ **Engagement letter + cap, council approval above the council trigger** — Written scope and a not-to-exceed amount before work starts; council approves engagements expected to exceed the Decision 4 amount, and any engagement with no cap.

Directly prevents a repeat of the Marr situation; adds a step before hiring any professional.

☐ **All professional-service engagements require council approval** — Regardless of amount.

Maximum control; even a \$500 survey or title search waits for a meeting.

☐ **Leave exempt (current)**

No new process; the gap stays open.

☐ **Other:** _____

COUNCIL DECISION (choose model): _____

DECISION 8 — Purchase orders and documentation

Our current policy	West Point policy	Attorney's draft
No purchase order requirement; no documentation requirements stated.	PO required for every purchase over \$300; quotes kept in the purchase file.	Solid recordkeeping section (§ 6): retain quotes, bids, sole-source/emergency justifications, contracts, POs, and council approvals per the Library of Virginia retention schedule — but POs are never actually required at any amount.

☐ **PO over \$300** — (West Point)

Strong paper trail; real workload in a small office.

☐ **PO over \$500–\$1,000**

Trail on meaningful purchases without papering coffee filters and flags.

☐ **No PO system — quote documentation only** — Keep quotes and approvals in the file; no PO forms.

Lightest lift; weakest tool for catching commitments before invoices arrive.

☐ **Other:** _____

COUNCIL DECISION (amount / model): _____

DECISION 9 — Oversight provisions — check all that council wants

Our current policy	West Point policy	Attorney's draft
None of these exist in the current policy.	Has the unauthorized-purchase clause and ethics section; no monthly obligations report.	Has ethics + gift ban (§ 3), a softened unauthorized-purchase clause with a council-ratification path (§ 7), and a reporting hook — “purchases above \$BLANK reported to council” (§ 2). Missing: obligations detail, check-signing separation, and any section authorizing emergency/sole-source purchases.

These are add-ons, not either/or — check each one to include. Items marked “gap” are absent from the attorney's draft and would be added to it.

☐ **Monthly obligations report (expands attorney § 2)** — Set his blank reporting threshold at \$_____, and expand the report to include open contracts and engagements with billed-to-date, plus any invoice unpaid over 60 days.

The single strongest fix for “we never knew about the bill”; a recurring staff task.

☐ **Check-signing separation (gap)** — Codify practice: two signatures per check; the approver of a purchase may not sign its check.

Already the practice — writing it down costs nothing and survives personnel changes.

☐ **Unauthorized-purchase clause — already in attorney § 7** — His version is softer than West Point's: purchases outside the policy don't obligate the town unless council ratifies case-by-case; discipline for repeated or willful violations.

Check to keep as drafted; the ratification path suits a volunteer-run town better than West Point's flat prohibition.

☐ **Emergency & sole-source provisions (gap)** — Attorney § 6 requires keeping justifications for these purchases but no section authorizes them — add one: Administrator may act in a genuine emergency, reporting to council at the next meeting; sole-source purchases need a written justification.

Completes a dangling reference in the draft; requires trust in the emergency judgment call.

☐ **Ethics section — already in attorney § 3** — COIA reference + gift ban.

COUNCIL DECISION (items checked + reporting amount):

Town of West Point Purchasing Manual

PART ONE - POLICY

Approved by the Town Council: _____

SECTION 1 ADMINISTRATION OF PROCUREMENT FUNCTIONS

1.1 Authority

The statutes governing the procurement of goods and services from nongovernmental sources are contained in the Virginia Public Procurement Act. Procurement of goods and services shall be conducted to be cost effective and beneficial to the Town and its residents, and to otherwise conform to the goals of the Virginia Public Procurement Act.

1.2 Delegation of Authority

The Town Council delegates the procurement responsibility to the Town Manager subject to the limitations and terms included in this Policy. In all cases, reference to a Town or other official in this Manual shall be deemed to include designees of the official. The Town Manager shall be responsible for the purchase of all goods and services for the Town and for disposal of surplus property. The Town Manager may designate one or more additional persons to be responsible for procurement and for disposal of surplus personal property. Any purchase not made in accordance with the applicable laws, this Policy and Regulations issued by the Town Manager and directives of the Town Manager's designee shall be deemed an unauthorized purchase for which the Town shall not be obligated. Any employee who engages in the purchase of goods or services in a manner inconsistent with the applicable laws, this Policy, Regulations issued by the Town Manager and directives of the Town Manager's designee shall be subject to disciplinary measures as defined in the Town's Personnel Policies. No obligation shall be made for any purchase in excess of the amount appropriated for that purpose as reflected in the Town budget.

1.3 Purpose and Applicability

- 1.3.1 This Policy is adopted to guide the Town in obtaining high quality goods and services at reasonable cost, in conducting all procurement procedures in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, in providing access to the Town's public business for all qualified vendors, and in promoting efficient procurement practices among all Town departments.
- 1.3.2 Rules governing contract awards shall be made clear in advance of the competition, specifications shall reflect the procurement needs of the Town rather than being drawn to favor a particular vendor, and the Town and the vendor shall freely exchange information concerning what is sought to be procured and what is offered. In addition, surplus property is to be disposed of on a competitive basis whenever practicable.
- 1.3.3 This Policy and Regulations and Directives issued pursuant to this Policy establish means of purchasing materials, supplies, equipment and services by the Town. Unless specifically exempted in this manual, these Policies and related Regulations and Procedures are applicable to all departments and agencies of Town government funded in whole or in part by the Town.
- 1.3.4 Procurement of goods and services and disposal of surplus property shall be conducted in accordance with the Virginia Public Procurement Act, ("the Act"), except as amended by alternative regulations adopted by the Town Council. The provisions of the Act are incorporated herein by reference, except as amended by alternative regulations.

**SECTION 2 AUTHORITY TO:
AWARD, REJECT AND CANCEL SOLICITATIONS
APPROVE DISPOSAL OF SURPLUS PROPERTY
MAKE DETERMINATIONS OF NONRESPONSIBILITY
SIGN CONTRACTS
ESTABLISH POLICIES, REGULATIONS AND PROCEDURES GOVERNING PROCUREMENT
FUNCTIONS**

2.1 General Authority

The Town reserves the right to accept, reject or cancel any or all solicitations or parts thereof, to waive informalities, and to reissue solicitations. The Town also reserves the right to award the contract as it deems will best serve its interests. It further reserves the right to award the contract on a lump sum basis, individual item basis, or such combination as shall best serve the interests of the Town. This may include multiple awards if provided for in the solicitation.

2.2 Authority for Award and for Execution of Contracts, Change Orders

The levels of authority for the award of contracts, rejection and cancellation of solicitations, and other procurement functions including the purchase of goods and services, construction, sole source purchases, emergency purchases, issuance of change orders, and debarment of vendors are listed below. No contracts may be awarded or purchases authorized at any level unless adequate funds have been appropriated by the Council. Once funds have been appropriated by Council, no additional approval by Council is necessary. Authority for any procurement functions not specified in this Section shall be determined by the Town Manager. Subject to Paragraph 2.5 of this Section, the Town Manager and/or the Town Manager's designee shall have authority to sign all contracts which have been properly awarded.

2.2.1 Department Head Authorization Level

Department Heads may authorize all purchases up to \$ 1,000.

All purchases in excess of \$ 300 require a Purchase Order.

2.2.2 Town Manager Authorization Level

The Town Manager may authorize purchases over \$ 1,000 and up to \$ 10,000.

2.2.3 The Finance Committee Authorization Level

The Finance Committee may authorize purchases over \$ 10,000 and up to \$ 25,000.

2.2.4 The Town Council Authorization Level

The Town Council must authorize all purchases over \$ 25,000.

2.5 Award of Term Contracts

For purposes of this Policy, the procedure for award of term contracts shall be determined by the estimated value of the contract for the initial term of the contract. The Town Manager and/or the Town Manager's designee shall establish the length of these contracts and the number of renewal terms.

SECTION 3 SMALL PURCHASE PROCEDURES

Competitive sealed bids or competitive negotiation shall not be required for single or term contracts for goods and services if the aggregate or the sum of all phases is not expected to exceed \$50,000. Small purchase procedures

directed to the Town Attorney.

7.1.2 In accordance with the Virginia Public Procurement Act, solicitation or acceptance of gifts from bidders, offerors, contractors or subcontractors is prohibited. No official or employee shall have a personal interest in a transaction or contract if such interest is prohibited by the Virginia Conflict of Interests Act. The Town Manager shall endeavor to provide appropriate information regarding these prohibitions to employees and affected volunteers.

SECTION 8 NONDISCRIMINATION

The Town does not discriminate in the solicitation or award of contracts because of race, religion, color, gender, age, disability, status as a service disabled veteran, or national origin of the bidder or offeror. It is the responsibility of Town employees, particularly those employees involved in procurement, to ensure that all vendors are permitted equal opportunity and access to participate in Town procurement opportunities, and that no vendor be denied equal opportunity or access because of race, religion, color, gender, or national origin.

Town of Urbanna, Virginia

Purchasing Policy

Adopted by resolution of the Urbanna Town Council, _____

1. Purpose

This policy establishes procedures for the procurement of goods, services, insurance, and construction by the Town of Urbanna ("Town"). It is intended to:

- Ensure public funds are spent responsibly and obtain the best value for taxpayers
- Promote fair and open competition among vendors
- Provide clear authority and accountability for purchasing decisions

2. Purchasing Officer

The Town Administrator serves as the Purchasing Officer, responsible for:

- Overseeing all Town purchasing activity
- Approving purchases within the thresholds below
- Maintaining vendor and bid records
- Reporting purchases above \$_____ to Council

Town Employees may initiate purchases within the approved budget but may not obligate the Town beyond the thresholds in Section 4 without Purchasing Officer or Council approval.

3. General Requirements

- All purchases must be within an adopted budget line item or be approved via budget amendment.
- No purchase may be artificially divided into smaller purchases to avoid a competition threshold ("split purchasing" is prohibited).
- Town officials and employees may not have a personal or financial interest in a Town contract, per the State and Local Government Conflict of Interests Act (Va. Code § 2.2-3100 et seq.).
- Gifts or gratuities from vendors to Town officials/employees involved in purchasing decisions are prohibited.

4. Purchase Thresholds and Procedures

Purchase Amount	Method Required
Up to \$_____	Purchasing agent discretion; obtain best price reasonably available. No formal quotes required, but price should be documented.
\$_____to \$_____	Informal competition. Obtain a minimum of three (3) written or verbal quotes; document quotes obtained (or attempted) and basis for selection.
\$_____to \$_____	Small purchase / open market procedure Solicit written quotes from at least four (4) vendors when practicable.
\$_____to \$_____	Formal competitive sealed bidding or competitive negotiation (RFP) required public notice/advertisement, sealed bid or proposal opening, and Council award approval.

5. Public Contract Award and Approval

- Purchases within the Purchasing Officer's threshold may be executed administratively.
- Purchases above \$_____ or any purchase not budgeted require Town Council approval prior to award.
- All contracts must be in writing and signed by the Town Administrator/Mayor as authorized by Council and in accordance with this policy.

6. Recordkeeping

The Purchasing Officer will retain, per the Library of Virginia's records retention schedule:

- Quotes, bids, and proposals received
- Justification for sole-source and emergency purchases
- Signed contracts and purchase orders
- Documentation of Council approvals

7. Violations

Purchases made in violation of this policy may be ratified by Council on a case-by-case basis but do not obligate the Town absent such ratification. Repeated or willful violations by staff may result in disciplinary action.



TOWN COUNCIL

Agenda Item Summary JULY 23, 2026 WORK SESSION

Agenda Item: 8 – WORK SESSION MATTERS

8.c. The Luna – Proposed Berthing at the Town Marina (Slips 34–35)

Background: The Colonial Seaport Foundation, a 501(c)(3) nonprofit based on the lower Chesapeake Bay, has asked the Town about berthing its sailing vessel Luna at the Urbanna Town Marina, in slips 34 and 35. Luna is a working replica of a 1768 Virginia two-masted trading sloop, operated by the Foundation as a hands-on maritime-education vessel that offers pierside programs, classroom lectures, and underway field trips on 17th- and 18th-century Chesapeake maritime history. She typically sails the region from spring through fall for educational programming and historical events. She is currently docked in Deltaville, and the proposal would be for her to dock in Urbanna for approximately one week a month.

She would occupy two slips when in port that are otherwise rentable to boaters. While Luna occupies them, they would be removed from the Town's rentable inventory. At the standard slip rate for this period, staff estimates the Town would forgo about \$3,000 in slip rental revenue if both slips are unavailable for the full period. That amount could be reduced if a schedule is negotiated so one or both slips remain available for rent when Luna is not present.

Fiscal Impact: Estimated up to \$3,000 in forgone slip rental revenue (slips 34–35); potentially less depending on a negotiated berthing schedule and any offsetting fees or in-kind community benefit provided by the Foundation.

Staff Recommendation & Council Action Requested: Discuss and provide direction to staff on whether to pursue an arrangement with the Colonial Seaport Foundation for Luna to berth in slips 34–35, and on parameters for a negotiated schedule intended to minimize the Town's lost slip rental revenue.



TOWN COUNCIL

Agenda Item Summary JULY 23, 2026 WORK SESSION

Agenda Item: 8 – WORK SESSION MATTERS **8.d. Town Administrator Recruitment Discussion**

Background: The Town Council is beginning the process to recruit its next Town Administrator. To guide the Council's discussion, staff has prepared a decision worksheet covering the candidate profile—full- or part-time status, experience level, residency, desirable attributes, salary range, benefits, and target start date—and the recruitment process, including advertising, application review, and interviews. Draft full-time and part-time job descriptions, a draft position announcement, and a salary survey of fifteen area towns are attached. Decisions recorded on the worksheet fill the blanks in those documents so the position can be advertised promptly.

Also, the normal meeting schedule has three weeks between the July 23rd meeting and the August 13th meeting of the Town Council. To expedite the process of recruiting a new town administrator, staff would like to call a meeting for August 6th to allow council to complete the work on job descriptions and advertising. This would allow time to advertise the position in mid-August and get applications back by mid-September.

Fiscal Impact: Determined by council's decisions on position status, salary range, and benefits. The position is currently budgeted at \$104,000 (part-time). The attached survey shows a median full-time administrator salary of \$124,400 among the fifteen towns surveyed.

Staff Recommendation & Council Action Requested: Work through the attached decision worksheet and record council's direction on each item.

Approve calling a meeting for August 6th.

Attachments: 8.d. Town Administrator Recruitment Decision Worksheet
Job Description – Old Town Administrator Job Description
Job Description – Town Administrator (Full-Time draft)
Job Description – Town Administrator (Part-Time draft)
Draft Position Announcement

TOWN OF URBANNA

Town Administrator Recruitment — Work Session Decision Worksheet

Prepared for the council work session · July 23, 2026

Purpose. The Town Council is beginning the process to recruit its next Town Administrator. This worksheet walks council through the two halves of that discussion — what kind of candidate the Town wants, and how it wants to run the search — with options, tradeoffs, and space to record each decision. Staff have drafted a full-time job description, a part-time job description, and a position announcement; each decision below fills a blank or settles a choice in those documents so the position can be advertised promptly.

The drafts job descriptions. Both job descriptions carry the same duties — the Administrator serves as Chief Administrative Officer, Subdivision Agent, and Zoning Administrator — and the same qualifications (Bachelor's required, MPA highly preferred, extensive local-government experience, with an equivalency clause). What they leave open is what kind of hire council wants: full- or part-time, seasoned or emerging, at what salary, with what benefits, on what timeline, and found through what process. The position announcement is currently written as full-time; if council chooses part-time, it will be revised to match.

What the salary survey shows. Staff surveyed fifteen area towns. Thirteen staff the job full-time; only Urbanna and Irvington use a part-time administrator. The median full-time salary in the sample is \$124,400. Pay loosely tracks town size: every surveyed town over 1,500 residents pays \$107,000 or more, while Urbanna's nearest population peers — Mineral (pop. 532) and Irvington (pop. 470) — pay \$90,000 (full-time) and \$33,000 (part-time). Urbanna's most recent arrangement, \$104,000 for a part-time schedule, works out to roughly \$66.70 per hour at 30 hours per week — about \$138,700 if annualized to full-time hours, which would rank near the top of the survey.

At a Glance: What Nearby Towns Pay

Town	Population	Salary	Full/part-time	Data year
West Point	3,595	\$150,000	Full-time	2026
Smithfield	9,112	\$147,000	Full-time	2026
Chincoteague	3,309	\$146,100	Full-time	2024
Tappahannock	2,193	\$129,000	Full-time	2025
Warsaw	1,692	\$128,300	Full-time	2024
Cape Charles	1,314	\$125,400	Full-time	2024
Bowling Green	1,284	\$124,400	Full-time	2024
Kilmarnock	1,457	\$120,000	Full-time	2022
Windsor	2,947	\$107,100	Full-time	2025
Onancock	1,177	\$105,600	Full-time	2024
Exmore	1,396	\$104,800	Full-time	2024
URBANNA	508	\$104,000	Part-time	2026
Mineral	532	\$90,000	Full-time	2024

Montross	353	\$67,200	Full-time	2024
Irvington	470	\$33,000	Part-time	2024

Source: staff salary survey (attached). Median full-time salary: \$124,400.

Part I — What Is Council Looking For in a Town Administrator?

Work through each block, check an option (or write in your own), and record the decision. Gray italic lines under each option note the tradeoff.

DECISION 1 — Full-time or part-time?		
Urbanna today	The draft documents	What the survey shows
The position is budgeted part-time at \$104,000 (2026). One person carries the CAO, Subdivision Agent, and Zoning Administrator roles.	Both versions are drafted. Part-time is capped at 30 hours/week with the hourly rate left blank; full-time is salaried/exempt with a full benefits package. The announcement is written as full-time.	Thirteen of fifteen towns are full-time. The only other part-time town, Irvington, is a quarter of Urbanna’s pay and has no zoning-administrator duty attached.

This is the first question on the discussion outline — it drives the salary, the benefits, which job description gets adopted, and how the announcement reads.

- ☐ **Full-time — the norm among surveyed towns**
Deepest capacity for zoning, budget season, projects, and emergencies; largest candidate pool. Costs the most — salary plus benefits.
- ☐ **Part-time, maximum 30 hours/week — the current model**
Lowest cost and matches today’s budget. Smaller pool — most career administrators want full-time — and the 30-hour cap strains during budget season, big projects, or emergencies.
- ☐ **Start part-time, revisit as workload demands**
Keeps cost down now; converting later is its own negotiation, and a good part-time hire can be lost to another town’s full-time offer.
- ☐ **Other:** — _____

COUNCIL DECISION (status):

DECISION 2 — Experienced or early-career?

Urbanna today	The draft documents	Data notes
Vacant — no stated preference on record.	Both drafts ask for “extensive, progressively responsible experience” in local government, a Bachelor’s degree (MPA highly preferred), and include an equivalency clause.	This decision and the salary decision (Decision 5) move together — seasoned administrators in the survey command \$120,000–\$150,000; emerging professionals land nearer the lower band.

☐ **Seasoned administrator — keep the draft language**

Arrives ready for the zoning, budget, and personnel duties on day one; commands the higher end of the pay range and may treat a small town as a stepping stone.

☐ **Open to early-career candidates** — soften “extensive” to a stated minimum (e.g., 3–5 years)

Wider and less expensive pool with upside energy and tenure; steeper learning curve and more council involvement in the first year.

☐ **Require Virginia land-use / zoning experience specifically** — may be combined with either option above

The Zoning Administrator hat is the specialized part of this job; requiring it narrows the pool but de-risks the Town’s most technical duty.

☐ **Other:** — _____

COUNCIL DECISION *(experience language for the announcement):*

DECISION 3 — Residency

Urbanna today	The draft documents	What the law says
No residency requirement on the books.	Both drafts and the announcement are silent on residency.	Virginia generally bars residency conditions for local jobs (Va. Code § 15.2-1505), but excepts agency heads and officials serving at the governing body's pleasure — so council may lawfully require, prefer, or skip residency for this position. Nonelected officers are otherwise not required to live in town (§ 15.2-1525).

☐ **No requirement**

Widest pool — housing inside town limits is scarce; commuting administrators are common in small towns.

☐ **Preference, not requirement** — announcement says residency or nearby proximity “preferred”

Signals the expectation without shrinking the pool; a preference is hard to enforce later.

☐ **Require residency (or within ___ miles / within ___ months of hire)**

Strongest local presence and emergency availability; smallest pool, and may deter otherwise strong applicants.

☐ **Other:** — _____

COUNCIL DECISION (*residency model*):

DECISION 4 — Desirable candidate attributes — check all that matter; star the top three

Every applicant will claim the basics. The attributes checked here are what gets probed in interviews and weighted when candidates are compared — and the top three can be named in the announcement’s “The Role” paragraph.

- ☐ **Municipal finance & budgeting**
- ☐ **Virginia land use, zoning & subdivision administration** — the position is the Zoning Administrator
- ☐ **Grant writing & administration**
- ☐ **Infrastructure & capital project management** — water, streets, waterfront
- ☐ **Personnel leadership in a small staff**
- ☐ **Community engagement & communication** — residents, businesses, festival partners
- ☐ **Economic development & tourism**
- ☐ **Technology, records & FOIA administration**
- ☐ **Other:** — _____

COUNCIL DECISION (*top three attributes*):

DECISION 5 — Salary range

Urbanna today	The draft documents	What the survey shows
\$104,000 budgeted, part-time — roughly \$66.70/hour at 30 hours/week, or about \$138,700 annualized to full-time hours.	The announcement reads “the anticipated hiring range is _____” — this decision fills that blank. The part-time description has a “\$____ per hour” blank.	Median full-time salary \$124,400. Population peers: Mineral \$90,000 (FT), Montross \$67,200 (FT), Irvington \$33,000 (PT).

A published range draws more applicants than “commensurate with experience” — many candidates skip ads without one. Whatever is chosen here should be a range council can actually fund in the FY27 budget.

- ☐ **\$95,000 – \$115,000 (full-time)** — population-peer band, brackets today’s budget figure
Affordable and defensible against peers; below the survey median, so seasoned candidates may pass.
- ☐ **\$110,000 – \$130,000 (full-time)** — competitive with the mid-survey towns
Draws experienced administrators; commits real money — the top of this range is \$26,000 over today’s budget line before benefits.
- ☐ **\$60 – \$70 per hour (part-time)** — holds today’s \$104,000 at 30 hours
Continuity with the current arrangement; only fits if Decision 1 lands part-time.
- ☐ **No published range — “commensurate with qualifications”**
Maximum negotiating flexibility; weakest ad response, and every applicant conversation starts with the money question.
- ☐ **Other:** — _____

COUNCIL DECISION (*range — or hourly rate if part-time*):

DECISION 6 — Benefits

Urbanna today	The draft documents	Notes
Benefits as currently provided to the part-time incumbent.	The full-time draft promises health, dental, and vision insurance, PTO, and Virginia Retirement System participation. The part-time draft is silent on benefits.	VRS coverage attaches to full-time positions of participating employers; part-time positions are generally not VRS-eligible (1VAC55-20-320). Benefits typically add 25–35% on top of salary for a full-time hire.

- ☐ **Full-time package as drafted** — health / dental / vision, PTO, VRS

The standard offer candidates will expect for a full-time post; the real cost of Decision 1's full-time choice shows up here.

- ☐ **Part-time — wages only**

Cheapest; makes the post unattractive to anyone needing coverage.

- ☐ **Part-time plus pro-rated PTO and/or a benefits stipend**

Sweetens a part-time offer at modest cost; a stipend needs a defined dollar figure before advertising.

- ☐ **Other:** — _____

COUNCIL DECISION (*benefits package*):

DECISION 7 — When does council want the position filled?

Working backward: a 30-day advertising window, two to three weeks of review and interviews, an offer, and a typical four-week notice period put a new administrator at the desk roughly three months after the ad posts. Advertising this month supports a late-October / November start.

- ☐ **As soon as possible — target a fall 2026 start** — post the announcement within days of this session

Shortest gap; leaves the least room to re-advertise if the first pool disappoints.

- ☐ **Target January 1, 2027**

Aligns with the new calendar year and mid-fiscal-year budget rhythm; extends the vacancy.

- ☐ **Open until filled — no target date**

Maximum flexibility to wait for the right person; searches without a deadline drift, and interim coverage must hold indefinitely.

- ☐ **Other:** — _____

COUNCIL DECISION (*target start date*):

Part II — The Recruitment Process

DECISION 8 — Advertising — where, and for how long?

Where the ad runs shapes who applies: professional boards reach career administrators; local outlets reach the regional and second-career pool. Check all that council wants; the open and close dates in the announcement follow from the window chosen below.

- ☐ **Virginia Municipal League (VML) classifieds**
- ☐ **VLGMA / ICMA job boards** — career local-government managers
- ☐ **GovernmentJobs.com or similar statewide boards**
- ☐ **Southside Sentinel and area newspapers**
- ☐ **Town website and social media**
- ☐ **Direct/regional outreach** — word of mouth through neighboring administrators
- ☐ **Other:** — _____

How long should the position stay open?

- ☐ **Two weeks**
Fast; risks a thin pool for a specialized post.
- ☐ **30 days**
The common window for administrator searches; balances speed and reach.
- ☐ **Open until filled, with a first-review date of** _____
Keeps the door open if the pool is thin; needs the first-review date so early applicants know the real deadline.

COUNCIL DECISION (outlets + advertising window):

DECISION 9 — Who reviews applications and builds the shortlist?

Applications should be handled discreetly — many candidates will be employed elsewhere and applying in confidence.

- ☐ **Full council reviews every application**
Everyone sees everything; slowest, and seven readers means seven schedules before a shortlist exists.
- ☐ **A committee (e.g., Mayor plus two members) screens and shortlists 3–5 for the full council**
Faster and keeps the field confidential to a small group; members outside the committee rely on its judgment for the cut.
- ☐ **Staff or an outside reviewer screens for minimum qualifications; council ranks the qualified pool**
Least council workload on the front end; puts the first cut in non-elected hands.
- ☐ **Other:** — _____

COUNCIL DECISION (review model):

DECISION 10 — Interviews and selection

Council may interview and discuss candidates in closed session under the personnel exemption (Va. Code § 2.2-3711(A)(1)); the vote to appoint must be taken in an open meeting.

☐ **Full council interviews finalists in closed session — one round**

Simplest; one meeting may not surface enough to compare finalists on the specialized duties.

☐ **Two rounds — committee interviews first, finalists advance to the full council**

Better filtering; adds two to three weeks to the calendar.

☐ **Add a community component for finalists — town tour, meet staff, informal reception**

Tests fit both directions and sells the town to the candidate; extends the process and reduces confidentiality at the finalist stage.

☐ **Other: —** _____

Reference and background checks conducted by: _____

COUNCIL DECISION *(interview format + who conducts references):*

m.rodensburg@urbannava.gov

From: Marjorie Austin <m.austin@urbannava.gov>
Sent: Thursday, August 10, 2023 3:54 PM
To: Martha Rodenburg
Subject: Town Admin Job Description

Town of Urbanna Job Description

POSITION: Town Manager (or Town Administrator)

FLSA: Exempt

GENERAL STATEMENT OF JOB: Under general supervision from the Town Council, performs administrative and management work as the chief administrative officer for the Town. Work involves representing the Town Council daily, coordinating and directing Town operations and managing staff. Additional work involves making policy recommendations to the Town Council and carrying out Council directives. The employee is responsible for the development and administration of the Town Budget. This position is the main contact for citizens who have questions about Town policies or operations. The employee must demonstrate considerable understanding of the operation of local government in Virginia, initiative and sound judgement in all phases of work and courtesy with frequent contacts with employees, other government officials and the public. Employee must exercise independent judgment, confidentiality, creativity, and initiative in carrying out duties and responsibilities. Employee must use tact and courtesy in maintaining a positive public image. Reports to the Town Council.

ESSENTIAL JOB FUNCTIONS:

During times of emergency and other critical situations, is the point of contact to serve and coordinate for the public in whatever capacity is necessary and possible. Direct other staff members to follow suit, if at all possible.

Serves as the chief administrative officer for the Town. Directs the daily operation of the government; oversees Town staff; is the main point of contact for the Council with citizens; responds to citizen complaints.

Receives and responds to directives from the Town Council; prepares policy recommendations for Council consideration; represents the Town as directed by Council before regional, state and federal agencies.

Attends meetings and work sessions of the Town Council, prepares Council meeting agendas and provides recommendations for Council decisions. Attends meetings of committees created by Council as needed.

Drafts resolutions, memoranda and other original documents for the Town Council and for the agenda package for Town Council as well as other committee and commission meetings; prepares, distributes, and posts the agenda packages per required deadlines.

Prepares and administers the Town budget. Prepares monthly reports for Town Council concerning the financial status of the Town in conjunction with the Town Treasurer. Works with the Town Treasurer to procure goods and services needed by the Town and reviews and approves accounts payable.

Assigns duties to staff as needed to meet goals. Has confidence in staff to carry out assigned directives. Maintains good relationship with staff. Oversees Manager of the Town Marina for the Council. Supervises the operation of the Town Swimming Pool. Coordinates with Director/Curator of the Town Museum.

Oversees the permitting process and safety of Town Festivals and events. Coordinates with the Oyster Festival Foundation concerning all aspects of the annual Virginia Oyster Festival.

Acts as the Town contact with regional as well as state departments and officials.

Assists in the office as needed with general town issues. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS:

All Town employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel by the Town Manager. This would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

JOB LOCATION AND CONDITIONS:

Duties are performed primarily in an office environment and in other meeting locations throughout the Town, often during evening hours.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Has a thorough knowledge of the principals of public administration. Has experience in the development and administration of a local government budget. Can work independently and make sound recommendations to the governing body based on

existing conditions. Can demonstrate sound judgement and initiative in dealing with a variety of local government issues. Has the vision to not only consider current circumstances but to think about the needs of the community in future years and to bring the Council recommendations based on those perceived needs. Can demonstrate fairness, discretion, and understanding when working with Town Council members, staff and citizens. Has strong oral and written communication skills.

Broad knowledge of and proficiency with personal computers and commonly used Microsoft Office software products to include Outlook, Word, Excel, Access, and Power Point.

Ability to prepare correspondence, reports, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech.

Ability to deal effectively with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress. Ability to speak with poise, voice control and confidence and to articulate information to others.

Must be able to meet deadlines and work on several tasks at once.

As the administrative leader of the Town government, exhibits a positive and enthusiastic attitude. Supports the decisions of the Town Council, even in the face of criticism.

Acts independently but keeps the Town Council informed concerning important issues facing the Town.

EDUCATION AND EXPERIENCE:

Preferred possession of a degree in Municipal Government, or related degree with major course work in public administration, planning, or related experience in the private sector equivalent to these skills.

Preferred one (1) to three (3) years of progressively responsible experience in a similar position in a government setting or the private sector. Experience as a working Intern in local government may count as experience.

PHYSICAL REQUIREMENTS:		

C= Continuous - over 6 hours a day F= Frequent - between 3 and 6 hours a day							O= Occasional - less than 3 hours a day I= Intermittent - several times a week/month							P= Periodic - several times a year N/A= Not applicable to position							
LIFT/CARRY							EQUIPMENT USAGE & OPERATION														
	C	F	O	I	P	N/A		C	F	O	I	P	N/A		C	F	O	I	P	N/A	
1 to 10 lbs.	☐	☒	☐	☐	☐	☐	Standard Office Equip.	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
11 to 20 lbs.	☐	☐	☒	☐	☐	☐	Motor Vehicle	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
21 to 50 lbs.	☐	☐	☐	☐	☒	☐	Vehicle requiring CDL	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
51 to 75 lbs.	☐	☐	☐	☐	☐	☒	Other (explain)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
76 to 100 lbs.	☐	☐	☐	☐	☐	☒															
PUSH/PULL							WORK WITH/NEAR														
	C	F	O	I	P	N/A		C	F	O	I	P	N/A		C	F	O	I	P	N/A	
1 to 10 lbs.	☐	☒	☐	☐	☐	☐	Machinery	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
11 to 20 lbs.	☐	☐	☒	☐	☐	☐	Electricity	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
21 to 50 lbs.	☐	☐	☐	☐	☒	☐	Power Tools	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
51 to 75 lbs.	☐	☐	☐	☐	☐	☒	Chemicals	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
76 to 100 lbs.	☐	☐	☐	☐	☐	☒	Fumes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
							Heights	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	
MOVEMENT							ENVIRONMENT														
	C	F	O	I	P	N/A		C	F	O	I	P	N/A		C	F	O	I	P	N/A	
Carrying	☐	☒	☐	☐	☐	☐	Indoors	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Bend/Stoop/Twist	☐	☐	☒	☐	☐	☐	Outdoors	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Kneel/Crawl	☐	☐	☐	☒	☐	☐	Extreme Heat	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Reach Above Shoulders	☐	☐	☒	☐	☐	☐	Extreme Cold	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Reach Below Shoulders	☐	☐	☒	☐	☐	☐	Dusty	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Grasp/Squeeze	☒	☐	☐	☐	☐	☐	Excessive Noise	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Climb Stairs/Ladder	☐	☐	☒	☐	☐	☐	Other (explain)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	
Uneven Walking Surface	☐	☐	☒	☐	☐	☐															
Even Walking Surface	☐	☐	☒	☐	☐	☐															
ENDURANCE							VISION REQUIREMENTS (Check all that apply)														
	C	F	O	I	P	N/A															
Stationary Position (stand or sit)	☐	☒	☐	☐	☐	☐		Depth Perception ☐													
Move, Traverse (walk)	☐	☐	☒	☐	☐	☐		Color Vision ☐													
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	☒	☐	☐	☐	☐	☐		Peripheral Vision ☐													
														Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes ☐							

Marjorie Austin
Urbanna Town Council

Town of Urbanna, Virginia

Job Description: Town Administrator

FLSA Status: Exempt / Full-Time

Compensation: Commensurate with qualifications and experience

Job Summary

Serving under the direction of the Town Council, the Town Administrator acts as the Chief Administrative Officer, Subdivision Agent, and Zoning Administrator for the Town of Urbanna. This position is responsible for the overall daily administration of the Town government, overseeing business affairs, managing personnel, and ensuring that all policies, regulations, and legal directives of the Council are efficiently executed.

Essential Duties and Responsibilities

Leadership & Administration

- Oversees the daily business affairs and operations of the Town government under the direction of the Town Council.
- Serves as the primary communications link to the Town Council, ensuring every member is fully and completely informed of all relevant information regarding the functioning of the Town in a timely manner.
- Suggests and implements regulations, rules, and procedures necessary for the efficient operation of the Town.
- Behaves in a highly professional manner at all times, maintaining professional communication on behalf of the Town and as a private individual across all mediums, including social media.

Zoning & Planning

- Serves officially as the Town's Subdivision Agent and Zoning Administrator, enforcing the Town Code and relevant Commonwealth of Virginia laws.
- Attends and provides administrative and technical support for meetings of the Planning Commission.

Personnel Management

- Selects, organizes, and directs all Town personnel in a manner that best serves the Town government, subject to Council policies and the laws of the Commonwealth.

- Evaluates the effectiveness of Town operations and takes the necessary actions to achieve optimum performance levels from all staff.

Financial & Business Operations

- Oversees the general business affairs of the Town, including daily financial operations.
- Plays a primary role in the development, execution, and administration of the annual Town budget.
- Assures the proper enforcement of all Town franchises, leases, contracts, and permits.

Council Support

- Attends evening Town Council meetings and committee work sessions.
- Devotes all necessary skills and attention to researching, analyzing, and providing sound professional recommendations to Town Council on Town operations, infrastructure projects, and public policy.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of public administration, municipal finance, and local government operations.
- Thorough knowledge of Virginia land use laws, zoning administration, and subdivision regulations.
- Exceptional ability to communicate effectively, both orally and in writing, with elected officials, staff, businesses, and town residents.
- Ability to exercise sound, independent professional judgment and maintain absolute confidentiality on sensitive Town matters.
- Strong leadership skills to build a collaborative, effective team environment among Town staff.

Minimum Education and Experience

- A Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field. (A Master's degree in Public Administration is highly preferred).
- Extensive, progressively responsible experience in local government administration, zoning, or public sector management.
- An equivalent combination of education, training, and experience that provides the required knowledge and skills may be considered.

Special Requirements & Working Conditions

- **Schedule Flexibility:** Must be available to work non-standard hours, specifically required evening meetings with the Town Council, Planning Commission, and other civic committees.
- **Benefits:** This full-time position includes a comprehensive benefits package, which typically encompasses health, dental, and vision insurance, paid time off (PTO), and participation in the Virginia Retirement System (VRS).

Town of Urbanna, Virginia

Job Description: Town Administrator

FLSA Status: Exempt / Part-Time (Maximum 30 hours per week)

Compensation: \$____per hour

Job Summary

Serving under the direction of the Town Council, the Town Administrator acts as the Chief Administrative Officer, Subdivision Agent, and Zoning Administrator for the Town of Urbanna. This position is responsible for the overall daily administration of the Town government, overseeing business affairs, managing personnel, and ensuring that all policies, regulations, and legal directives of the Council are efficiently executed.

Essential Duties and Responsibilities

Leadership & Administration

- Oversees the daily business affairs and operations of the Town government under the direction of the Town Council.
- Serves as the primary communications link to the Town Council, ensuring every member is fully and completely informed of all relevant information regarding the functioning of the Town in a timely manner.
- Suggests and implements regulations, rules, and procedures necessary for the efficient operation of the Town.
- Behaves in a highly professional manner at all times, maintaining professional communication on behalf of the Town and as a private individual across all mediums, including social media.

Zoning & Planning

- Serves officially as the Town's Subdivision Agent and Zoning Administrator, enforcing the Town Code and relevant Commonwealth of Virginia laws.
- Attends and provides administrative and technical support for meetings of the Planning Commission.

Personnel Management

- Selects, organizes, and directs all Town personnel in a manner that best serves the Town government, subject to Council policies and the laws of the Commonwealth.

- Evaluates the effectiveness of Town operations and takes the necessary actions to achieve optimum performance levels from all staff.

Financial & Business Operations

- Oversees the general business affairs of the Town, including daily financial operations.
- Plays a primary role in the development, execution, and administration of the annual Town budget.
- Assures the proper enforcement of all Town franchises, leases, contracts, and permits.

Council Support

- Attends evening Town Council meetings and committee work sessions.
- Devotes all necessary skills and attention to researching, analyzing, and providing sound professional recommendations to Town Council.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of public administration, municipal finance, and local government operations.
- Thorough knowledge of Virginia land use laws, zoning administration, and subdivision regulations.
- Exceptional ability to communicate effectively, both orally and in writing, with elected officials, staff, businesses, and town residents.
- Ability to exercise sound, independent professional judgment and maintain absolute confidentiality on sensitive Town matters.
- Strong leadership skills to build a collaborative, effective team environment among Town staff.

Minimum Education and Experience

- A Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field. (A Master's degree in Public Administration is highly preferred).
- Extensive, progressively responsible experience in local government administration, zoning, or public sector management.
- *An equivalent combination of education, training, and experience that provides the required knowledge and skills may be considered.*

Special Requirements & Working Conditions

- **Hours:** This is a part-time position strictly limited to a maximum of thirty (30) hours in any single workweek.
- **Schedule Flexibility:** Must be available to work non-standard hours, specifically required evening meetings with the Town Council, Planning Commission, and other civic committees.

POSITION ANNOUNCEMENT

Town Administrator – Town of Urbanna, Virginia

Position: Town Administrator

Status: Full-Time, Exempt

Salary: Commensurate with qualifications and experience, plus comprehensive benefits package

Open Date: [Insert Date]

Close Date: [Insert Date / Open Until Filled]

About the Town:

Located on the scenic Rappahannock River, the historic Town of Urbanna is a vibrant, waterfront community known for its rich maritime heritage and annual Oyster Festival. Urbanna offers a high quality of life, a welcoming community, and a unique blend of small-town charm with progressive vision.

The Role:

The Town of Urbanna is seeking a dedicated, collaborative, and experienced municipal professional to serve as its next full-time Town Administrator. Serving under the direction of the Town Council, the Administrator acts as the Chief Administrative Officer, managing the daily operations and business affairs of the Town.

Uniquely, this position also serves as the Town's official Subdivision Agent and Zoning Administrator. The successful candidate will play a critical role in shaping the community's future by executing Council policies, managing Town personnel, overseeing the annual budget, and guiding local land use and planning initiatives.

Key Responsibilities:

- Manage daily Town operations and foster a high-performing, collaborative team environment among Town staff.
- Serve as the primary liaison to the Town Council, providing sound, objective recommendations and ensuring they are fully informed on all Town matters.
- Enforce the Town Code and Virginia land use laws as the Zoning Administrator and Subdivision Agent.
- Develop, execute, and administer the annual Town budget and capital improvement plans.
- Provide administrative and technical support during meetings for the Town Council, Planning Commission, and Board of Zoning Appeals.

- Represent the Town regionally and maintain strong, positive relationships with residents, local businesses, and community stakeholders.

Qualifications:

- A Bachelor's degree in Public Administration, Business Administration, Political Science, or a closely related field. (A Master's degree in Public Administration is highly preferred).
- Extensive, progressively responsible experience in local government administration, public sector management, or zoning administration.
- Comprehensive knowledge of municipal finance, human resources, and Virginia land use laws.
- Exceptional interpersonal and communication skills, with a proven ability to build consensus and exercise independent, professional judgment.

Compensation & Benefits:

The Town of Urbanna offers a competitive salary depending on qualifications. The anticipated hiring range is _____. The position includes a full benefits package featuring health, dental, and vision insurance, paid time off (PTO), and participation in the Virginia Retirement System (VRS).

How to Apply:

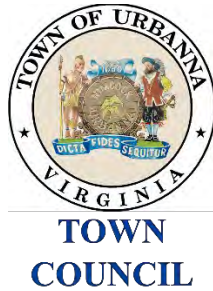
Interested candidates should submit a cover letter, resume, and at least three professional references to:

[Insert Contact Name/Title]

Email: [Insert Email Address]

Mailing Address: [Insert Town Mailing Address, e.g., P.O. Box 339, Urbanna, VA 23175]

The Town of Urbanna is an Equal Opportunity Employer.



Agenda Item Summary

JULY 23, 2026 WORK SESSION

Agenda Item: 9 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

After each speaker has been heard, Mayor asks for any council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members shall limit their response to only those comments immediately preceding their response.



TOWN COUNCIL

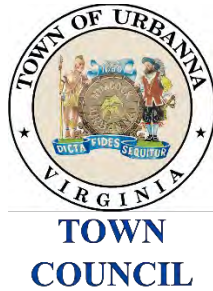
Agenda Item Summary

JULY 23, 2026 WORK SESSION

Agenda Item: 10 – COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor calls on each council member by name to share any announcements or requests.

This time is generally used for individual council members to share information with other council members and the public and to make any announcements of interest to citizens. Council members may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.



Agenda Item Summary

JULY 23, 2026 WORK SESSION

Agenda Item: 11 – CLOSED MEETING - IF NEEDED

Motion: I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss the performance reviews of the Town Administrator and Town Attorney.

Motion, Second, Discussion, Roll Call (Aye, Nay, Abstain)

Reconvene/Certification of Closed Meeting

Motion: I move to reconvene in open session and certify that only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by Town Council; and only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by Town Council in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950.

Motion, Second, Roll Call [Each member must individually certify. If any council member votes against certification, he/she must so state at this time.]

Action on Closed Meeting (if necessary)

Action on matters discussed in Closed Session, if necessary.

Agenda Item: 12 – ADJOURN OR RECESS

Motion to adjourn. No second needed. Voice Vote (all in favor, any opposed)