



Town of Urbanna
Annual Report



**Town of Urbanna,
Virginia
Annual Report
2021 - 2022**

Barbara Hartley, Mayor
Town of Urbanna, Virginia

October 13, 2022

To the People of Urbanna

Dear Citizens:

I am pleased to present what might be Urbanna's first ever publicly presented Annual Report. We have much to be proud of, even as we struggle to meet needs and expectations still hanging out in the future.

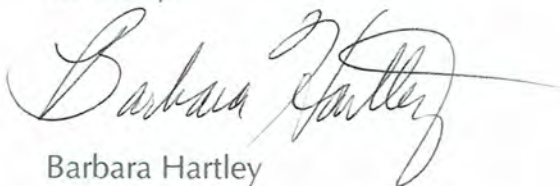
Even such a document cannot tell the full story. We began 2021 with a divided Council and with great needs to fill in the way of staffing. I am pleased to say, that while no group spends 100% of the time in full consensus, we have pulled together through discussion and compromise to hire a first-rate staff and accomplish amazing things! Personally, I believe assembling our current staff was our most important accomplishment, as it has allowed us to move forward at a speed and efficiency I have never before seen our Town achieve in the nearly 10 years I have served on the Council.

To the members of Council and staff who have worked tirelessly learning as they went, on our various water issues especially, I shower them with kudos and thanks! That has been a huge undertaking which has spanned more than 4 years to accomplish! Thank you for sticking it out!

I should mention the name of every person who has brought us to this moment, but I need to keep this brief. Suffice it to say, neither this current staff nor this Council includes a single slacker. Each has given his or her all in various endeavors with volunteers, government agencies, and professionals in many different fields from trash collection to road repairs, construction, specialty consultants, vendors, what-have-you.

Please remember it is the people who do the work. It is the people who make these things happen. It is the people whom we have sworn to serve, and I hope you can view this service favorably.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Hartley". The signature is written in black ink and is positioned above the printed name.

Barbara Hartley

Garth L. Wheeler, Town Administrator

Town of Urbanna

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To the Town of Urbanna, Residents, Businesses and Non-Profit Organizations:

It has been a remarkable experience to serve as your Town Administrator over the past year. In spite of the challenges faced by all municipal governments, most significantly, rising costs in many areas of local business operations, and loss of revenue due to covid-related impacts, Urbanna continues to thrive.

We have experienced significant improvements to our water supply capability and we have added new events, like Second Saturdays, to showcase local businesses. Additional services have been made available with the opening of the DMV-Select office, and modifications have been made to the boat ramp at the Town Marina, making it more "user friendly." Not only are these benefits for our residents but they will serve to attract visitors who will also shop and dine in our town as they utilize our waterfront amenities or purchase a new fishing license at our DMV-Select.

Our key challenge has been the development of a more collaborative and customer-oriented service approach to providing government services to the residents of Urbanna. The Town staff and I are in daily contact with residents, businesses, volunteer groups such as the Urbanna Business Association, other service providers and County officials. I believe that this Annual Report will reflect our success toward meeting this challenge.

Sincerely,

A handwritten signature in black ink, appearing to read "Garth L. Wheeler". The signature is fluid and cursive, with a long horizontal stroke at the end.

Garth L. Wheeler

Urbanna Town Administrator

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ACCOMPLISHMENTS

Water Infrastructure

1. We have been approved for funding for the Town's new well and other infrastructure improvements.
2. We have completed the mapping of our water infrastructure.
3. Repaired many broken water-mains.
4. Replaced the well pump mechanisms and well pump motor.
5. Started a service plan to regularly schedule well equipment check and maintenance.
6. Completed an asset management plan for infrastructure and fire suppression replacement
7. Resolved a sewage back-up problem that was a consistent problem for Rappahannock Avenue residents.
8. Arranged for a loan from USDA for \$1,100,000.00 for mandatory well replacement

IT/Phone Service/Audio Visual Enhancements

1. Purchased and installed a modern sound system and audio visual equipment in Town Council Chambers, as well as Town Hall conference room.
2. Contracted with a new local IT company to improve service and decrease IT costs.
3. Contracted with a new VOIP telephone system to improve service for Town Hall offices.
4. Repaired and improved IT problems at the Town Marina and the Town museum.

Finances

1. Completed audits for 2018, 2019 and 2020, eliminating a previously on-going liability.
2. Distributed COVID funds to eligible water customers.
3. Received COVID funding for general usage in the amount of \$470,000.00.

Buildings and Grounds:

1. Moved into a new user-friendly Town Hall from an old, sick building that could not be brought up to ADA standards.
2. Scraped and re-graded the gravel road to the Town's Marina.
3. Sidewalk repairs to several sections on Virginia Street, Cross Street and Watling Street.
4. Reseeded the lawn at Taber Park.
5. Cross Street streetlight project was completed
6. Repaired the Town clock and got it operational again.
7. Welcome signs at the entrances to Town have been improved and maintained by volunteers of the Town Beautification team.
8. Working with Friends of Urbanna, we had a recent historic architectural assessment done, with excited results, of the James Mills Scottish Factor Store (Town Museum).
9. Made repairs and painted the Town Museum and Visitors Center.

Marina

The Town Marina is an integral part of our Town's tourist trade as it is one of three important gateways into town, allowing visitors to come by water, stay as transients or rent slips on a monthly or yearly basis. It is a short distance from the Marina into Town for shopping, dining or visiting.

1. Completed repairs to the Town's boat ramp.
2. Enhanced maintenance for the docks and the Marina infrastructure.
3. Increased staffing to improve services to customers.
4. Increased tourism focus on the Marina.
5. Purchased a new ice machine
6. Placed new, improved signage for visibility
7. Our Beautification Committee volunteers took on the landscaping project to enhance the beauty of the Marina grounds.

Programs and Events

1. Initiated 2nd Saturdays monthly event providing food and craft beer vendors, as well as music and “May Daze” celebration of summer.
2. Saved the Town’s Farmer’s Market by picking it up when a volunteer group had dropped it.
3. Revitalized the Planning Commission and expanded their role, making economic development a priority.
4. Established a Town Waterfront Committee to create a cohesive development and maintenance plan for the Town’s waterfront from the Oyster Point Condos to and including the Town Marina.
5. Negotiated and established a business partnership with the Department of Motor Vehicles (DMV) to open a DMV-Select in Urbanna.
6. Planning Commission has been conducting a review of the “Main Street Program” and formulated a committee for implementation.
7. Coordinated efforts with “Friends of Urbanna” to celebrate the annual Founders’ Day event.
8. Hosted an annual Memorial Day Service at the Town Marina honoring our fallen military.
9. Held annual Independence Day at the Town Marina with music, food, boat parade and fireworks.
10. Aside from the famous Oyster Festival, the Oyster Festival Foundation worked with the Town to coordinate various celebratory events for residents and visitors.

PROJECTS MOVING FORWARD

Pool Replacement:

We are actively pursuing pool replacement format and finance options that will also include the building of public restroom in Tabor Park. This we hope to be physically underway before Halloween 2022.

Pavilion or Gazebo:

In conjunction with a volunteer group, we are exploring the addition of a pavilion or a gazebo at Taber Park.

Boundary Adjustment:

We are actively working with Middlesex County in pursuit of a voluntary boundary adjustment to include the property where our new, Town Hall sits, the Town's Water Supply system and other parcels of property, totaling approximately 35 acres.

New Property Development:

Related to the boundary adjustment, we are exploring options with potential developers of property adjacent to our new Town Hall to make it a viable business or mixed-use center in town.

COVID Repercussions:

The COVID pandemic had a tremendous negative impact on the citizens of the Town, businesses, including restaurants, a large part of income for the Town. The Urbanna Business Association (UBA) also suffered and as a result, the Town and its many volunteers and staff were able to keep many events going.

BUSINESS PROFILE

GOALS AND OBJECTIVES

The accomplishments and ongoing projects, already outlined, join with our other short- and long-range goals and objectives presented below to serve as the centerpiece of the Town's Comprehensive Plan. This Plan is required to be reviewed and updated every five years and is currently under review by the Town's Planning Commission. These goals and objectives build upon opportunities and problems identified through analysis of the background materials, and provide guidance for the adoption of specific policies to implement recommended plans. The Comprehensive Plan serves as the cornerstone of the projects and accomplishments listed in this report.

Environmental Goals and Objectives

Goal: Enhance the natural setting of the Town; promote a greater awareness of the natural beauty and positive attributes of the area and preserve environmentally sensitive areas.

Objectives:

1. Protect environmentally sensitive areas such as the designated wetlands and the coastal areas, as prescribed in the Chesapeake Bay Preservation Act of 1988 or other related laws while promoting environmentally sound development of proposed site and building plans in accordance with the Act.
2. Promote stabilization of embankments by property owners. Maintain the sediment and erosion control ordinance now in effect.
3. Preserve and promote permanent open spaces and natural areas to enhance bird and wildlife habitats; maintain vegetation buffers and screening/filter areas to mitigate runoff and protect the stream environment.
4. Promote appreciation and use of scenic areas in and around the Town and encourage the development of recreation opportunities along the creek and cove areas.

Land Use Goals and Objectives

Goal: Encourage harmonious and wise use of the land in all future development decisions.

Objectives:

1. Preserve the character and quality of life in the Town and improve the compatibility of existing land use relationships.

2. Concentrate commercial development in selected, accessible areas to serve the population along major arterial streets in part by stabilizing the Central Business District with improved parking, landscaping and general appearance.
3. Promote whenever practical, aesthetic improvements such as trees, landscaping and visual buffers, and encourage the location of utilities underground to promote a more aesthetic environment.
4. Retain and promote low-density residential development within the Town to include careful monitoring and enforcement of restrictions on short-term vacation rentals. It is important that we not to destroy the community feeling of residential neighborhoods.
5. Protect and enhance historic properties in the Historic District through appropriate review and regulation of any proposed changes and developments in those areas.
6. Provide additional water service outside the existing corporate boundaries to the areas currently served or to be served only within the system's infrastructure capacity.

Economic Goals and Objectives

Goal: Expand the economic activities commensurate with the existing character and life-style of the local community.

Objectives:

1. Provide an environment for the continuation and expansion for tourism and special activities, such as the Oyster Festival and Art on the Half Shell.
2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions. This follows a concept of a higher density, mixed-use waterfront development.
3. Encourage light industrial uses (no nuisance problems) and commercial operations, especially those related to water and tourism related activities, in areas so designated on the Future Land Use Exhibit- G.
4. Work with State and regional agencies and the private sector to diversify the economic base of the Town, increasing job opportunities across the entire economic spectrum.
5. Provide an environment for the types of employment that will sustain the local work force through their working years.

Water Resources Goals and Objectives

Goal: Protect and manage water resources, the beauty, and desirability as an asset for vacation and retirement housing. Positive contributions to the water-based economies should be promoted.

Objectives:

1. Continue development of the Urbanna Town Marina at Upton's Point for the use of Urbanna Creek.
2. Oversee and coordinate with Federal and State officials a means of ensuring the safe passage of commercial and pleasure boats in the Urbanna Creek and harbor area.

Historic Preservation Goals and Objectives

Goal: Preserve and protect the unique historic properties in the Town.

Objectives:

1. Promote historical rehabilitation in the Town's Historic District by encouraging the rehabilitation of structures, which could potentially contribute to the historic character of the Town.
2. Continue to protect and promote these historic properties and rich heritage as a tourist attraction.

Transportation Goals and Objectives

Goal: Improve the current (land and water) transportation systems and support specific transportation capital improvements.

Objectives:

1. Continue to maintain a strong working relationship with VDOT in maintaining highways, roads and rights-of-way in the roadway system.
2. Make improvements to existing roads to alleviate traffic congestion and prevent problems, and stimulate residential, mixed use, light industrial and commercial development.
3. Plan for the development of pedestrian and bike paths within the existing rights-of-way and coordinate such efforts with VDOT. Encourage accessibility to the commercial and recreational areas of the Town from the seven Urban Study areas by utilizing public and private easements along VDOT roadways.

4. Encourage all new development to build rights-of-ways to VDOT standards to ensure safe and uniform access to existing roadways.

Utilities Goals and Objectives

Goal: Improve utility systems to serve both present and future needs of the Urbanna area population.

Objectives:

1. Continue to implement the long-range Master Plan for the provision of water services for the Urbanna Community to ensure an adequate and affordable supply of water.
2. Advise HRSD (Hampton Roads Sanitation Department) to give priority sewer service to existing residential and business water customers. Encourage detailed impact analysis studies on new housing developments prior to providing sewer service outside the corporate limits of the Town.
3. Work with the County to study and provide sewer service to the Urbanna and Middlesex County communities.
4. Coordinate development of a plan for providing underground storm drainage to areas in Town fronting on public streets among appropriate agencies.

Community Facilities Goals and Objectives

Goal: Provide community facilities commensurate with the needs of the present and future population.

Objectives:

1. Increase the utilization of the existing park (Taber Park) and provide additional recreational facilities to serve the entire community, with special attention given to the needs of particular age groups (the elderly, young children, etc.).
2. Cooperate with the County, when appropriate, in the provision of certain public facilities, such as community recreation, libraries, fire and rescue services, which work best when planned on an area-wide basis.
3. Continue to promote the entertainment and cultural arts activities within the community.

Implementation Goals and Objectives

Goal: Make effective use of implementation tools provided to the Town to carry out planned goals and objectives.

Objectives:

1. Continue to review and revise the Comprehensive Plan at least every five (5) years so that it can be a useful guide for future growth and development.
2. Refine and update zoning ordinances, which establish practical land use regulations and standards for design, liability, and environmental quality.
3. Regular review of Town revenues and expenditures and develop a priority list of proposed major capital improvements and recommended programs for accomplishment based on a fiscal forecast by the Town

Products and Services

Residents of the Town are provided added services that county residents do not receive or must pay an added fee to obtain.

1. **Water** – is probably the most significant service that residents receive at a reasonable rate. The Town is responsible for the maintenance and upkeep of the Town's water system. Water is also provided to residents outside of Town limits at a higher rate.
2. **Sewage** – this is another service provided to residents that is not provided to those outside of Town limits. This service is maintained by Hampton Roads Sanitation District (HRSD), but managed by Town staff.
3. **Refuse collection** – a service provider is contracted to provide this service to Town residents at no additional fee.
4. Other services provided include:
 - a. Revenue collection
 - b. Maintenance of Town property
 - c. Tourism
 - d. Public transportation at certain times of the year.

MANAGEMENT ANALYSIS

Town policies, procedures, projects and services are developed and implemented through utilization of paid staff and volunteers. Town staff and volunteer positions are organized in three service areas: Town Hall (includes DMV-Select), Town Marina and Town Museum & Visitors Center at the historic James Mills Scottish Factor Store. Operations within each area are under the direction of the Town Administrator.

1. **Town Administrator:** Full time position under general supervision of the Town Mayor. Incumbent performs administrative and management work as the chief administrative officer for the Town. Represents the Town Council, coordinates and directs Town operations and staff management. Develops and oversees the Town budget. Serves as the main contact for citizens; addresses questions and concerns about Town policies, procedures or operations; coordinates with the Oyster Festival Foundation concerning all aspects of the annual Urbanna Oyster Festival. Collaborates with Town business, civic organizations, citizens, first responders and other governmental entities to ensure the highest quality of Town services and serves as principal liaison to the Town Attorney to ensure legality of all Town operations.
2. **Town Attorney:** Contract position. Incumbent responds to requests for legal counsel from the Town Administrator and/or the mayor; ensures that all Town business is conducted in a legally defensible manner; reviews Town documents, policies, procedures to ensure compliance with all applicable codes; represents the Town in courts of law.
3. **Town Planning and Zoning Administrator:** Full time position under the general supervision of the Town Council. Incumbent administers the land use and environmental laws and regulations of the Town. Issues zoning and other land use permits. Reviews all Town building permits received from Middlesex County; oversees the Town's Planning Commission, Historical Architectural and Review Board and Board of Zoning appeals; presents applications from citizens and recommendations to the Town Council and other committees or commissions. Prepares and distributes legal notices and advertisements for public hearings and meetings. Ensures legal requirements are met for posting of public notices. Drafts resolutions, memoranda and other documents for related committee and commission meetings, and prepares agenda packages per required deadlines. Conducts hazard mitigation review as needed. Prepares grant applications. Oversees the operation of the Town's water system.

4. **Town Clerk:** Full time position under the supervision of the Town Administrator. Incumbent attends meetings and work sessions of the Town Council. Records and transcribes minutes; maintains official records in the Town Council record books; provides follow-up and dissemination of specific Council actions. Prepares and distributes legal notices and advertisements for public hearings and meetings. Assists Zoning Administrator to ensure legal requirements are met for posting of public notices; drafts resolutions, memoranda and other documents for the Town Administrator and for the agenda package for Town Council meetings. Prepares, distributes, and posts the agenda package per required deadlines. Oversees records management for the Administrator and Town Council in accordance with Virginia Public Records Act and ensures required retention and destruction schedules are followed.

Responsible for water system billing, customer service; establishing new water customer service, as well as data entry system for water repairs. Serves as contact person for Hampton Roads Sanitation District (HRSD) and all systems related to the Town's wells, pump stations, and hydrants; assists citizens with issues that may arise with sewage problems. Works with the Town's Buildings and Grounds to oversee meter reading, turn-ons and shut-offs.
5. **Town Treasurer:** Full time position under the supervision of the Town Administrator. Incumbent manages all banking related duties. Receives and pays bills for the Town; performs bank statement reconciliations; performs real estate and personal property tax billing and collections for the Town; oversees the issuance and collection of business licenses, golf cart licenses, Oyster Festival licenses, as well as collection of restaurant meals and lodging taxes. Manages the Town's payroll system; acts as the Virginia Retirement System administrator for the Town; assists with processing and collection of delinquent water accounts; receives, reviews and prepares Town permits for Town Administrator signature; performs Notary Public duties. Prepares state and federal taxes. Acts as Town liaison for Oyster Festival Committee.
6. **Facilities and Grounds Coordinator:** Part time position under the supervision of the Town Administrator. Incumbent provides for the general maintenance of all Town buildings and grounds; maintains the Town outdoor areas including parks, hardscapes, sidewalks, paths, gutters and run-offs, keeping them free of debris and presentable to the public. Works with contractors as needed and ensures completion of contracted work. Ensures grass is cut on all Town properties and oversees snow removal; responsible for equipment and vehicle maintenance; serves as the Town's primary water meter reader; responds to reports of water problems; turn on

and off water service as directed. Receives training on the Hampton Roads Sanitation District (HRSD) electronic asset management programs to assist in input of information and input of water/sewer applications into the HRSD online system.

7. **DMV Customer Service Center Generalist:** 1 full time position under supervision of the Town Administrator. Incumbent effectively processes services offered through the DMV Select offices per the contract stipulations with DMV. Reviews all documentation received by customers to identify the most appropriate service solution. Calculates, collects, and reconciles fees and taxes. Balances cash drawer and ensures proper accountability of all monies; provides weekly reports to DMV and Town of Urbanna. Accurately processes customer applications for the following **DMV-Select services:**
 - a. Vehicle registration
 - b. Titling
 - c. License plates
 - d. Permits and placards
 - e. Transcripts
 - f. Voter registration
 - g. EZPass
 - h. Hunting and fishing licenses
8. **Urbanna Museum & Visitors Center Docent:** 3 part time positions under the supervision of the Town Administrator. Incumbents greet visitors and lead tours during regular museum hours and for special events; maintain a general knowledge of the history of the museum and exhibits and in-depth knowledge of the John Mitchell Map and the map's importance in history; responsible for exhibit rotation and updating exhibits; assist visitors with gift area and donations; process payments and maintain receipts and records; record the number of daily visitors; general maintenance and cleaning; operate the security system for protection of the building and exhibits.
9. **Dock Master:** Part time seasonal position under the supervision of the Town Administrator. Incumbent is responsible for the daily management and operation of the Upton's Point Marina. Acts as liaison between the Town and the Marina's customer base of seasonal and transient boaters; maintains the Marina as an attractive, clean and welcoming facility; maintains safety of staff and boaters; maintains the security of all property, records, cash and keys. Allocates slip appropriate to size of vessel

and availability of slips; collects fees for dockage, ramp use, pump out, ice and laundry. Monitors and operates the VHF radio including emergency channel monitoring; monitor storms and implements emergency procedures; coordinates with Town Administrator, Urbanna Business Association and others for special events held at the Marina; records sales and collection of revenue to ensure complete and accurate recording of all financial information and provides financial information to the Town Clerk. Provides supervision to Dock Hands; oversees the quality and quantity of work assigned to dock masters; provides training to Dock Hands on policies and procedures for daily duties.

10. **Dock Hands:** 2 part time seasonal positions under the supervision of the Marina Manager. Prepare Marina for opening and closing; conduct daily inspection of Marina grounds, structures and equipment and implement repair and maintenance measures as needed. Maintain Marina grounds; maintain pump out systems and water hoses; maintain washrooms, laundry facilities and office. Maintenance may include electrical repairs, carpentry and painting.

FINANCIAL STATEMENT

Grants: The Town relies upon grant funding for certain projects, including creek dredging, various improvements to the Town's Marina, museum and emergency services, as well as for the Town's water system. Current grant funding sources include:

1. **Boating Infrastructure Grant** (BIG) through the VA Department of Health in the amount of \$137,000.00. This grant is a 75/25 match grant, specifically for marina maintenance and improvements.
2. **Fire Department Grant** through the VA Department of Fire Programs in the amount of \$15,000.00. This is a "no match" grant This grant is presented to the Middlesex County Fire Department in Urbanna for operation and equipment needs.
3. **Litter Grant** though the VA Department of Environmental Quality (DEQ) in the amount of \$13,00.00. This is a "no match" grant and the funds are used for the Urbanna Oyster Festival, assisting with trash collection.

FINANCIAL POSITION

The following exhibits reflect the overall financial position of the Town of Urbanna.

1. Exhibit 1--Statement of Net Position taken from the last completed audit for the fiscal year ending June 30, 2021.
2. Exhibit 2--Statement of Activities from the same completed audit showing Sources of Revenue and expenses
3. Exhibit 3--Brief analysis of those financial statements taken from the same audit.
4. Exhibit 4-- Treasurer's Report from 8/31/2022 showing the bank balance of various town accounts on that date compared to the prior year at the same time. The only account to show a decrease is the account value of the Taber Trust. Approximately half of that reduction was due to authorized withdrawals of income which were applied to various expenses and deposits to reserve accounts. The other half represents a decline in the market value of assets held due to market decreases. The Town currently has no long-term debt. The Town has been required by The Commonwealth of Virginia to install a new water well. That well is estimated to cost approximately \$1.2 million dollars. The completion date is scheduled for late 2024. Arrangements have been made with the United States Department of Agriculture to borrow the necessary amount with an interest rate of 1¾ %, payable over a period of 40 years. Prepayments can be made.
5. Exhibit 5-- Summary of currently adopted budget for the fiscal year ending June 30, 2023.

STATEMENT OF NET POSITION (Exhibit 1) – For the Fiscal Year Ended June 30, 2021, and 2020

	2021			2020		
	Primary Government		Total	Primary Government		Total
	Governmental Activities	Business Type Activities		Governmental Activities	Business Type Activities	
ASSETS						
Cash and cash equivalents	\$ 615,969	\$ 389,331	\$ 1,005,299	429,868	\$ 411,848	\$ 841,717
Restricted assets:						
Temporarily restricted:						
Cash and cash equivalents	1,463,131	-	1,463,131	1,462,136	-	1,462,136
Capital assets (net of accumulated depreciation):						
Land	228,324	251,000	479,324	228,324	251,000	479,324
Other capital assets	318,843	10,802	329,645	377,216	252	377,468
Total assets	\$ 2,626,266	\$ 651,132	\$ 3,277,399	\$ 2,497,545	\$ 663,100	\$ 3,160,645
Deferred Outflow of Resources:						
Total Deferred Outflow of Resources	\$ 31,849	-	31,849	2,488	-	2,488
Total Assets and Deferred Outflow of Resources	\$ 2,658,115	\$ 651,132	\$ 3,309,248	\$ 2,500,033	\$ 663,100	\$ 3,163,133
LIABILITIES						
Accounts payable and accrued liabilities	\$ (43,874)	\$ 46,241	\$ 2,367	(46,081)	\$ 44,841	\$ (1,240)
Utility deposits	-	14,537	14,537	-	14,462	14,462
Long-term liabilities:						
Net Pension Liability	(264,288)	-	(264,288)	(308,022)	-	(308,022)
Total liabilities	\$ (308,162)	\$ 60,778	\$ (247,384)	\$ (354,103)	\$ 59,303	\$ (294,800)
Deferred Inflow of Resources:						
Total Deferred Inflow of Resources	\$ -	-	-	9,328	-	9,328
Total Liabilities and Deferred Inflow of Resources	\$ (308,162)	\$ 60,778	\$ (247,384)	\$ (344,775)	\$ 59,303	\$ (285,472)
NET POSITION						
Net investment in capital assets	\$ 843,304	\$ 261,802	\$ 1,105,106	916,050	\$ 251,252	\$ 1,167,302
Unrestricted (deficit)	2,122,973	328,553	2,451,526	1,928,758	352,545	2,281,303
Total net position	\$ 2,966,277	\$ 590,355	\$ 3,556,632	\$ 2,844,808	\$ 603,797	\$ 3,448,604

STATEMENT OF ACTIVITIES (Exhibit 2) – For the Fiscal Year Ended June 30, 2021, and 2020

Statement of Activities

Change in Net Position

For Fiscal Years Ending June 30, 2021 and 2020

	Governmental Activities		Business - Type Activities		Total Primary Government	
	2021	2020	2021	2020	2021	2020
Revenues:						
Program revenues:						
Charges for services	\$ -	\$ -	\$ 392,212	\$ 488,697	\$ 392,212	\$ 488,697
General revenues:						
General property taxes	271,589	268,966	-	-	271,589	268,966
Other local taxes	100,594	103,725	-	-	100,594	103,725
Restaurant and food taxes	125,174	129,527	-	-	125,174	129,527
Unrestricted revenues from the use of money and property	-	-	-	-	-	-
Miscellaneous	51,529	67,182	-	-	51,529	67,182
Total revenues	\$ 548,886	\$ 569,399	\$ 392,212	\$ 488,697	\$ 941,098	\$ 1,058,097
Expenses:						
General government	\$ 184,614	\$ 274,081	\$ -	\$ -	\$ 184,614	\$ 274,081
Public safety	17,003	11,945	-	-	17,003	11,945
Public works	111,599	135,767	-	-	111,599	135,767
Buildings and grounds	74,647	32,671	-	-	74,647	32,671
Parks, recreation and cultural	1,131	18,831	-	-	1,131	18,831
Community development	38,423	95,024	-	-	38,423	95,024
Enterprise funds	-	-	280,386	431,618	280,386	431,618
Total expenses	\$ 427,418	\$ 568,319	\$ 280,386	\$ 431,618	\$ 707,803	\$ 999,937
Increase (decrease) in net position before transfers	\$ 121,468	\$ 1,080	\$ 111,826	\$ 57,079	\$ 233,295	\$ 58,159
Transfers	-	(18,700)	-	18,700	-	-
Increase (decrease) in net position	\$ 121,468	\$ (17,620)	\$ 111,826	\$ 75,779	\$ 233,295	\$ 58,159
Net position - beginning, as adjusted	2,844,808	2,862,427	478,528	528,018	3,323,336	3,390,445
Net position - ending	\$ 2,966,277	\$ 2,844,808	\$ 590,355	\$ 603,797	\$ 3,556,632	\$ 3,448,604

Notes to the Financial Statements

The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information concerning the Town's progress in funding its obligations to provide pension benefits to its employees

Government-Wide Financial Statements Analysis

Net position may serve over time as one useful indicator of a government's financial condition. The assets and deferred outflows of the Town of Urbanna exceeded liabilities and deferred inflows by \$3,556,632 as of June 30, 2021. The Town's net position increased by \$108,028 for the fiscal year ended June 30, 2021.

Several particular aspects of the Town's financial operations positively influenced the total unrestricted governmental net position:

- Continued diligence in the collection of property taxes – \$271,589 of \$246,139 billed - passed due collection increased.
- Strong performance in charges for services - \$392,212
- Surplus in the Net Pension Liability - \$(264,288)
- Meals tax 144,224.75 increased \$14,698 from prior year
- The Town is not carrying any long-term debt

Town remained financially strong despite continued Covid pandemic. Not revenues or expenses from Pool or annual Oyster Festival.



Treasurer's Report

Account Balance thru 7/31/2022	Prior Year	Prior Month	Statement Date
	7/31/21	6/30/22	7/31/22
Primis Bank General Operating Bank Account	591,997.20	693,832.66	639,319.37
Renter Water Deposits	14,551.66	15,876.66	16,101.66
Net Operating General Bank Account	524,624.26	671,950.71	613,689.21
TRUIST Historic Trust	18,045.57	20,182.25	21,333.14
TRUIST Pool Replacement Account	36,761.26	36,764.60	36,764.91
Primis Bank Water Fund Reserve	113,747.30	114,083.22	114,133.07
Primis Bank General Fund Reserve	94,608.08	94,799.42	94,825.78
Primis Bank Cares Local Recovery	237,591.65	237,700.70	475,302.77
Primis Bank DMV	n/a	2,540.19	4,289.45
Taber Trust – Account Value	1,471,259.67	1,361,671.49	
	7/31/21	6/30/22	7/31/22
Meals Tax collected in July	14,800.26	14,078.74	14,635.00
Lodging Tax collected in July	3,166.70	4,699.43	3,422.19
Cigarette Tax collected in July	n/a	1,087.41	1,150.72

JULY EXPENDITURES:

\$5,875.00 for Pool Geotechnical report

REVENUE as of 7/31/2022

- Taber Trust Funds of \$58,000 deposited to Truist Bank, Pool Replacement Acc't 8/1/2022
- Continue to work on delinquent accounts. Personal Property past due mailed 8/1/2022

TOWN OF URBANNA

NOTICE OF PUBLIC HEARING

BUDGET FOR FISCAL YEAR 2022-2023

Pursuant to §15.2-2506, Code of Virginia (1950), public notice is hereby given that the Urbanna Town Council shall conduct a public hearing on June 9, 2022 at 7:30 PM in the Council Chambers at 390 Virginia Street. The purpose of the public hearing is to receive public comment on the proposed FY2022-2023 Budget for the Town of Urbanna. Pursuant to § 15.2-2506, Code of Virginia (1950), the following synopsis of the proposed budget is provided for informative and planning purposes:

General Fund

EXPENDITURES:

General Government Administration	\$329,288
Middlesex Fire Department	\$15,200
Other Public Safety	\$2,000
Public Works	\$110,500
Buildings & Grounds, Pool Operations	\$55,406
Planning/Community Development.....	\$67,097
TOTAL GENERAL FUND EXPENSES.....	\$579,491

The real estate property tax rate will be reduced from \$0.23 to \$0.21 per \$100 assessed value. The personal property tax rate will remain at \$0.37 per \$100 of clean trade-in value.

REVENUES:

General Property Taxes	\$290,800
Other Local Taxes	\$247,950
Revenue from Property	\$1,200
Other Revenue.....	\$39,541
TOTAL GENERAL FUND REVENUE.....	\$579,491

Water Fund

EXPENDITURES:

General Administration.....	\$58,299
System Operations	\$95,881.26
Reserve.....	\$166,219.74
TOTAL WATER FUND EXPENSES	\$320,400

The proposed in-town bi-monthly water rate schedule for FY2022-2023 is as follows:

Minimum Usage 6,000 Gallons	\$43.07
Over 6,000 Gallons	\$4.00 per thousand gallons

The proposed out-of-town bi-monthly water rate schedule for FY2022-2023 is as follows:

Minimum Usage 6,000 Gallons	\$83.08
Over 6,000 Gallons	\$8.00 per thousand gallons

REVENUES:

Charge for Services	\$320,000
Other Water Fund Revenue	\$400
TOTAL WATER REVENUES	\$320,400

Taber Trust Fund

EXPENDITURES:

Middlesex Volunteer Fire Department	\$10,000
Contribution to Library	\$10,000
Middlesex Rescue Squad	\$10,200
Transfer to Pool Reserve	\$58,000
TOTAL TABER TRUST FUND EXPENDITURES.....	\$88,200

REVENUES:

Trust Income	\$88,200
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Upton's Point Marina

EXPENDITURES:

General Administration.....	\$24,760
Operations.....	\$19,490
Improvements.....	\$85,000
TOTAL UPTON'S POINT MARINA EXPENDITURES.....	\$129,250

REVENUES

TOTAL UPTON'S POINT MARINA REVENUES ..	\$129,250
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Self-Funding Community Activities

Farmers Market, Second Saturday and Flags and Banners	
Donations	\$6,000
Expenses	\$6,000

DMV Select

Total Expenses	\$46,421
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REVENUES:

Fees	\$10,000
Unexpended prior appropriations.....	\$36,421
Total Revenues	\$46,421

The complete budget is available for public inspection weekdays from 8:30 AM until 4:30 PM at the Urbanna Town Hall, 390 Virginia Street, Urbanna VA, 23175. All interested persons are encouraged to attend the meeting to provide comments. If special accommodations are needed in order to participate, please contact the Town Administrator in advance of the meeting. Any person with a disability who requires assistance to participate in the public hearing is asked to contact Martha Rodenburg at m.rodenburg@urbannava.gov or 804-758-2613 in advance of the public hearing so that appropriate arrangements may be made.

