



**RESOLUTION 2025-008**  
**FY2025-2026 BUDGET APPROVALS & APPROPRIATIONS FOR THE TOWN OF**  
**URBANNA OPERATING BUDGETS AND CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS** the Urbanna Town Council has prepared and duly advertised a FY2025-2026 budget for informative and fiscal planning purposes; and

**WHEREAS** a Public Hearing, advertised in accordance with Code of Virginia §15.2-2506, was held on May 22, 2025 to accept comment from the general public; and

**WHEREAS** it is necessary to approve the FY2025-2026 budget and appropriate sufficient funds for the contemplated expenditures as contained in the FY2025-2026 budget;

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

**SECTION 1**

The following amounts aggregating \$1,238,193.80 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

**SECTION 2**

It is the intent of the Urbanna Town Council that all taxes levied during FY2025-2026 be appropriated for FY2025-2026.

**SECTION 3**

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

**SECTION 4**

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

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

**SECTION 5**

All outstanding encumbrances, both operating and capital, in all town funds at June 30, 2025 shall be an amendment to the adopted budget and shall be reappropriated to the

2025-2026 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements.

**SECTION 6**

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

**SECTION 7**

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

**SECTION 8**

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

**SECTION 9**

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

**SECTION 10**

All appropriations are declared to be maximum, conditional, and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2026, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2026.

**SECTION 11**

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

**SECTION 12**

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

**SECTION 13**

This Resolution shall be effective on and after July 1, 2025.

**DONE this 12th day of June, 2025.**

GENERAL FUND - REVENUE		FY2025-2026
100-11010-0001	Current Real Estate Taxes	260,000.00
100-11020-0001	Public Service Corp Taxes	3,100.00
100-11030-0001	Current Year Personal Property	9,000.00
100-11060-0001	Penalties	200.00
100-11060-0002	Interest Taxes	500.00
	<b>Subtotal Taxes</b>	<b>272,800.00</b>
100-12010-0001	State Sales Tax	30,000.00
100-12020-0001	Consumer Utility Tax	2,500.00
100-12030-0001	Business License Tax	7,500.00
100-12050-0001	Motor Vehicle License Tax	9,500.00
100-12060-0001	Bank Franchise Tax	45,000.00
100-12100-0001	Lodging Tax	25,000.00
100-12110-0001	Meals Tax - Local	180,000.00
100-12110-0003	Oyster Festival Meals Tax	18,000.00
100-12110-0006	Oyster Festival Business License	21,000.00
100-12160-0001	Communication Sales & Use Tax	2,000.00
	<b>Subtotal Other Local Taxes</b>	<b>340,500.00</b>
100-13030-0006	Zoning Advertising Fees	500.00
100-13030-0007	Zoning & Subdivision Permits	1,800.00
100-13030-0033	Golf Cart Registration	3,000.00
100-15010-0001	Interest Operating Account	15,000.00
100-15020-0001	Rental of Property	45,000.00
	<b>Subtotal Permits &amp; Fees</b>	<b>65,300.00</b>
100-16120-0001	Annual Pool Memberships	15,000.00
100-16120-0002	Daily Pool Fees	2,000.00
100-16120-0003	Pool Parties	500.00
	<b>Subtotal Marshall Community Pool</b>	<b>17,500.00</b>
100-18990-0001	Donation Visitor's Center	600.00
100-18990-0013	Visitor's Center Merchandise Donations	1,000.00
100-18990-0021	Misc Revenue	500.00
100-18990-0040	Cat's Meow	200.00
110-15010-0001	Interest on Bank Dep -Historic Trust	1,500.00
110-18990-0001	Donations (MOM Grant)	5,000.00
	<b>Subtotal Museum &amp; Visitor's Center</b>	<b>8,800.00</b>
100-22010-0009	PPTRA	6,000.00
100-41500-0100	Transfer In (From Marina)	16,443.80
100-24040-0012	Fire Program Funds	15,000.00
130-18990-0055	Banners & Flags	2,000.00
132-02020-2200	Second Saturdays - Merchandise Donation	200.00
132-02020-2222	Second Saturdays - Sponsors	5,000.00
	<b>Subtotal Other</b>	<b>44,643.80</b>
	<b>GENERAL FUND TOTAL REVENUE</b>	<b>749,543.80</b>
The real estate property tax rate will remain at \$0.21 per \$100 assessed value. The personal property tax rate will remain at \$0.37 per \$100 assessed value.		
GENERAL FUND - EXPENSES		FY2025-2026
100-11100-5510	Mileage	100.00
100-11100-5540	Convention & Education	1,000.00
100-11100-5810	Dues & Memberships	20,105.00
	<b>Subtotal Town Council</b>	<b>21,205.00</b>

100-11200-1100	Salaries & Wages - Regular	35,226.00
100-11200-2100	FICA	3,205.56
100-11200-2210	VRS	1,341.12
100-11200-2300	Hospital/Medical	14,000.00
100-11200-2400	Group Insurance Life	690.00
	<b>Subtotal Town Treasurer</b>	<b>54,462.68</b>
100-11300-1100	Salaries & Wages - Regular	56,650.00
100-11300-2100	FICA	5,172.00
100-11300-2210	VRS	550.08
100-11300-2300	Hospital/Medical	14,000.00
100-11300-2400	Group Insurance Life	1,089.00
	<b>Subtotal Town Clerk</b>	<b>77,461.08</b>
100-12110-1100	Salaries & Wages - Regular	87,550.00
100-12110-2100	FICA	7,967.00
100-12110-5510	Mileage	8,400.00
	<b>Subtotal Town Administrator</b>	<b>103,917.00</b>
100-12210-3150	Legal Services	27,000.00
100-12240-3160	Audit	5,000.00
100-12500-3000	Computer/Tech Support	15,000.00
100-12500-3001	Web Hosting and Maintenance	2,500.00
100-12500-9050	Edmunds Annual Fees/Support	10,000.00
	<b>Subtotal Professional Services</b>	<b>59,500.00</b>
100-12600-1300	Part-Time Assistant	2,358.00
100-12600-2100	FICA	228.00
100-12600-2600	Unemployment Insurance	800.00
100-12600-3310	Repairs & Maintenance	2,000.00
100-12600-3600	Procedural Advertising	7,500.00
100-12600-5110	Electrical Service	5,500.00
100-12600-5210	Postal Services	3,000.00
100-12600-5230	Telecommunications & Cell Phones	9,000.00
100-12600-5300	Insurance VML	19,000.00
100-12600-5510	Mileage	300.00
100-12600-5530	Meals & Lodging	1,000.00
100-12600-5540	Convention & Education	1,500.00
100-12600-5801	Miscellaneous	1,500.00
100-12600-5810	Dues & Association Memberships	1,500.00
100-12600-6001	Office Supplies	4,000.00
100-12600-6002	Food Supplies & Food Service	300.00
100-12600-6005	Housekeeping/Janitorial Supplies	500.00
100-12600-6012	Books & Subscriptions	1,000.00
100-12600-8102	Furniture & Fixtures	200.00
100-12600-8106	Sewer Charges	500.00
100-12600-8107	EDP Equipment	10,000.00
100-12600-9310	Hazardous Mitigation Plan	400.00
100-12600-9300	General Admin Expense Other	1,000.00
100-12600-9400	Rent	40,032.00
	<b>Subtotal Other Admin Services &amp; Expenses</b>	<b>113,118.00</b>
100-32200-5612	Fire Department Grant	15,000.00
100-33300-3000	Reverse 911 Services	500.00
	<b>Subtotal Public Safety</b>	<b>15,500.00</b>

100-42300-1900	Refuse Contract	90,600.00
100-42300-3310	Repairs & Maintenance	5,000.00
100-42300-5110	Electrical Service - Street/Bridge/Event	11,000.00
100-42300-6030	Garbage Supplies	100.00
	<b>Subtotal Public Works</b>	<b>106,700.00</b>
100-71100-3310	Repairs & Maintenance	3,000.00
100-71100-5110	Electrical Service - Playground/Pavilion	500.00
100-71100-6002	Bristow Pavilion	100.00
100-71100-6003	Landscape & Gravel	5,000.00
100-71100-6006	Landscape Contract Services	19,000.00
100-71100-6007	Repairs & Maintenance Supplies	1,800.00
100-71100-6008	Vehicle & Powered Equipment Fuels	1,200.00
100-71100-6009	Vehicle & Powered Equipment Supp	500.00
100-81100-5841	Taber Park Potty	3,000.00
	<b>Subtotal Parks &amp; Rec</b>	<b>34,100.00</b>
100-71320-3315	Chemicals	1,000.00
100-71320-3320	Maintenance Service Contracts	62,700.00
100-71320-3600	Advertising	150.00
100-71320-5110	Electrical Service Pool	2,000.00
100-71320-6014	Other Operating Supplies	50.00
100-71320-8102	Furniture & Fixtures	500.00
100-71320-8106	Sewerage Charges	500.00
	<b>Subtotal Marshall Community Pool</b>	<b>66,900.00</b>
100-81100-3600	Advertising (Rivers Realm)	5,000.00
100-81100-3607	Procedural Advertising	500.00
100-81100-5510	Promotional Requests	500.00
100-81100-5550	Urbanna Main Street	1,000.00
100-81100-5840	Founders Day	2,500.00
100-81100-5842	July 4th Celebration	15,000.00
100-81100-5870	MITS / Blue Water Trail	1,500.00
100-81100-9600	Christmas Decorations	1,000.00
100-81600-3800	Trolley Purchase of Services	8,600.00
	<b>Subtotal Community Development</b>	<b>35,600.00</b>
100-81110-1400	OF Bus Lic Reimburse Police Servi Agrmnt	21,000.00
100-81110-3600	Advertising	150.00
100-81110-3800	Permits	100.00
	<b>Subtotal Oyster Festival</b>	<b>21,250.00</b>
100-81700-1300	Salaries & Wages - Part Time	10,529.78
100-81700-2100	FICA	800.26
100-81700-3310	Repairs & Maintenance	5,000.00
100-81700-3320	Security Contracts	4,000.00
100-81700-5110	Electrical Service Museum	1,900.00
100-81700-5230	Telecommunications	1,000.00
100-81700-6007	Repairs & Maintenance Supplies	500.00
100-81700-6015	Merchandise for Resale	1,000.00
100-81700-8102	Furniture & Fixtures	100.00
100-81700-8105	Sewerage Charges	300.00
100-81700-8106	Supplies - Special Events & Other	1,000.00
<b>110-43100-5410</b>	<b>Museum Expense</b>	<b>6,500.00</b>
	<b>Subtotal Museum &amp; Visitor's Center</b>	<b>32,630.04</b>

130-81100-5850	Banners & Flags Lamp posts	2,000.00
132-13200-1000	Second Saturdays - Advertising	200.00
132-13200-3000	Second Saturdays - Entertainment	3,000.00
132-13200-4000	Second Saturdays - Security	2,000.00
	<b>Subtotal Self-Funding Events</b>	<b>7,200.00</b>
	<b>GENERAL FUND TOTAL EXPENSE</b>	<b>749,543.80</b>
<b>UPTON'S POINT MARINA</b>		<b>FY2025-2026</b>
140-15020-0003	Marina and Transient Fees	70,000.00
140-15020-0005	Oyster Festival Boat Slip Fees	5,000.00
140-15020-0006	Laundry	1,000.00
140-15020-0008	Ice Sales	750.00
140-15020-0009	Facilities Pumpout-User-Oyster Boat	400.00
140-15020-0010	Ramp Fees	1,500.00
	<b>UPTON'S POINT MARINA TOTAL REVENUE</b>	<b>78,650.00</b>
140-43100-1300	Part-time Salaries & Wages	27,593.49
140-43100-2100	FICA	2,097.11
140-43100-3310	Repairs & Maintenance	10,215.60
140-43100-5110	Electrical Service - Marina	12,000.00
140-43100-5230	Telecommunications	2,300.00
140-43100-5300	Insurance	1,700.00
140-43100-6001	Office Supplies	300.00
140-43100-6007	Repairs & Maintenance Supplies	1,000.00
140-43100-6009	Dues and Subscriptions	200.00
140-43100-6100	Other Operating Supplies	17,443.80
140-43100-6200	Ice	300.00
140-43100-8103	Sewerage Charges	3,000.00
140-43100-8104	Propane (Hot Water)	500.00
	<b>UPTON'S POINT MARINA TOTAL EXPENSE</b>	<b>78,650.00</b>
<b>WATER FUND</b>		<b>FY2025-2026</b>
500-15010-0001	Interest Earned Fund 500	3,000.00
500-15010-0002	Water Fund Reserve	0.00
500-17010-0001	Water Sales Charges	375,000.00
500-17010-0005	Water Connections	0.00
500-17010-0015	Other	0.00
500-17010-0016	Water Shut Off Fee	2,000.00
	<b>WATER FUND TOTAL REVENUE</b>	<b>380,000.00</b>
<b>The in-town bi-monthly water rate schedule for FY2025-2026 is as follows:</b>		
Minimum Usage 6,000 Gallons      \$ 54.71		
Over 6,000 Gallons                      \$ 5.08 per thousand gallons		
<b>The out-of-town bi-monthly water rate schedule for FY2025- 2026 is as follows:</b>		
Minimum Usage 6,000 Gallons      \$ 87.23		
Over 6,000 Gallons                      \$ 8.40 per thousand gallons		
500-46100-1300	Salaries & Wages - Reg	99,852.00
500-46100-2100	FICA	8,176.00
500-46100-2210	VRS Retirement	2,142.00
500-46100-2300	Hospital/Medical	14,000.00
500-46100-2400	Group Insurance Life	1,267.00
500-46100-3000	Contractual Operator Services	16,000.00

500-46100-3100	Operating License (State)	2,250.00
500-46100-3150	Legal Services	2,700.00
500-46100-3310	Repairs & Maintenance	30,000.00
500-46100-3320	Water Tower Service Contract	16,000.00
500-46100-4320	Generator Service Contract	1,200.00
500-46100-4500	VA811 Tickets	400.00
500-46100-5110	Electrical Service - Water	10,000.00
500-46100-5120	Chemicals and Supplies	5,000.00
500-46100-5140	Rent of Space in Town Hall	12,000.00
500-46100-5150	Computer/IT Support	3,000.00
500-46100-5230	Telecommunications	700.00
500-46100-5510	Mileage	100.00
500-46100-6007	Repair & Maintenance Supplies	4,000.00
500-46100-6008	SCADA Service/Monitor	2,600.00
500-46100-6009	KAMSTRUP Annual Support	500.00
500-46100-6010	Cartagraph	3,250.00
500-46100-6030	DEQ State Permit	35,000.00
500-46100-9500	Distribution System Upgrade	49,863.00
500-95000-0100	Debt Service (Loan Interest)	60,000.00
	<b>WATER FUND TOTAL EXPENSE</b>	<b>380,000.00</b>
<b>TABER FUND</b>		<b>FY2025-2026</b>
710-15010-0002	Revenue - Taber Fund	30,000.00
	<b>TABER FUND TOTAL REVENUE</b>	<b>30,000.00</b>
710-32100-5610	Contribution to Library	10,000.00
710-32200-5610	Vol Fire Dept Contribution	10,000.00
710-32300-5610	Rescue Squad Contribution	10,000.00
	<b>TABER FUND TOTAL EXPENSE</b>	<b>30,000.00</b>
	<b>GRAND TOTAL FY2025-2026 REVENUES</b>	<b>1,238,193.80</b>
	<b>GRAND TOTAL FY2025-2026 EXPENSES</b>	<b>1,238,193.80</b>

The Council vote on the forgoing was as follows:

Marjorie Austin	Aye
Larry Chowning	Aye
Alana Courtney	Aye
Merri Hanson	Aye
Beth Justice	Aye
Robbie Wilson	Absent
William Goldsmith, Mayor	Aye

ATTEST:

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William Goldsmith, Mayor

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Christine H. Branch, Town Clerk



**ORDINANCE 02-2025 (Uncodified)**  
**ESTABLISH FY25/26 TOWN OF URBANNA**  
**BI-MONTHLY RESIDENTIAL & COMMERCIAL WATER RATES**

**WHEREAS** the Urbanna Town Council has prepared and duly advertised a FY2025-2026 budget for informative and fiscal planning purposes which includes the Bi-Monthly Residential and Commercial Water Rates; and

**WHEREAS** the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on June 26, 2025 to accept comment from the general public; and

**WHEREAS** it is necessary to approve the FY2025-2026 Bi-Monthly Residential and Commercial Water Rates;

**NOW THEREFORE BE IT ORDAINED** by the Urbanna Town Council that the FY25/26 Bi-Monthly Residential and Commercial Water Rates are as follows:

**In-Town Bi-Monthly Water Rates:**

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
0-6,000	\$49.74 Minimum	\$54.71 Minimum
6,001 & Up	\$4.62/1,000 gal over 6,000	\$5.08/1,000 gal over 6,000

**Out-of-Town Bi-Monthly Water Rates:**

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
0-6,000	\$83.08 Minimum	\$87.23 Minimum
6,001 & Up	\$8.00/1,000 gal over 6,000	\$8.40/1,000 gal over 6,000

This Ordinance shall take effect on and after July 1, 2025.

**ADOPTED** this 26th day of June, 2024.

The Council vote on the forgoing was as follows:

Marjorie Austin	Aye
Larry Chowning	Aye
Alana Courtney	Absent
Merri Hanson	Absent
Beth Justice	Aye
Robbie Wilson	Aye
William Goldsmith, Mayor	Aye

ATTEST:

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William Goldsmith, Mayor

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Christine H. Branch, Town Clerk