

**Town of Onancock
Town Council Meeting
January 22, 2018
7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of the Regular Town Council Minutes from the Regular November 27, 2017 meeting and the Special Meeting on December 19, 2017.
4. Public Business
 - a. Public Hearing, Special Use Permit – Ms. Suzanne Fall, 7 Kerr Street
 - b. Motion to Approve Town Council Meetings for Calendar Year 2018 – Mr. William Kerbin
 - c. Motion to Appoint Mr. Larry Frey to the Onancock Planning Commission – Mr. William Kerbin
 - d. 2017 State of Town Report – Mr. William Kerbin
 - e. Review of 2017 Goals and Objectives – Mr. William Kerbin
 - f. 2018 Goals and Objectives – Mr. William Kerbin
 - g. Review Proposed Budget Planning and Adoption Schedule – Mr. William Kerbin
 - h. Main Street Program Report – Mrs. Janet Fosque
5. Public Comment
6. Planning Commission Report – Councilmember Fletcher Fosque
7. Waterfront Committee Report – Councilmember T. Lee Byrd
8. Personnel Committee Report – Councilmember Catherine Krause
9. Holiday Committee Report – Councilmember Catherine Krause
10. Mayor’s Report – Mayor Russell Jones
11. Town Manager’s Report – Mr. William Kerbin
12. Council Comments
13. Closed Session- if needed
14. Adjourn

Town of Onancock
Town Council Meeting
November 27, 2017
7:00 PM

Call to Order and Roll Call:

Mayor Jones called the meeting to order at 7:00 PM and roll was called. Mayor Russell Jones and Councilmembers Robert Bloxom, Catherine Krause, T. Lee Byrd, Ray Burger, Joshua Bundick and Fletcher Fosque were present. All members were present and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of the Regular Town Council Minutes from the September 25, 2017 meeting; the Special Meeting on October 2, 2017 as well as the Special Meeting on October 11, 2017:

Mayor Jones asked if there were any changes, corrections or additions to the meeting minutes as submitted.

With none, Councilmember Krause made a motion to approve the minutes as submitted. Councilmember Burger seconded the motion. The motion passed by unanimous voice vote.

Public Business:

- a. Resolutions of Appreciation – Mayor Russell Jones: Mayor Jones shared that the town is recognizing Roberta Dean and Eliza Askin for their in-kind donation of the artwork that the town is using in its Holiday and Historic Banners. The town is also recognizing the Eastern Shore of Virginia Historical Society and the Friends of Onancock School their contributions to the Historic Banners.

Mayor Jones read all three Resolutions of Support aloud.

Councilmember Krause asked that the town send these Resolutions out to their recipients on nice paper and in color.

- b. Samuel Outlaw Building Report – Mr. Gerald Boyd: Mr. Boyd shared with council an update of the last 90-days. The Board of Directors have proposed a plan for restoring the property. The property was deeded to the town many years ago for the purpose of it becoming a museum. It is one of the most well-preserved blacksmith shops in the Commonwealth of Virginia and although it is poor condition currently it is certainly repairable.

The Board of Directors has created a strategic plan for its restoration. The Board's mission statement has also been approved and a bank account has been opened. The Board has created two committees; a fundraising committee, and a buildings and grounds committee. They are currently looking for a vendor to design a logo and a website. The Board estimates that \$50,000 will be needed to repair the building.

Mr. Boyd shared that the Board's goal is to be open to the public by 2019.

Council thanked Mr. Boyd for his hard work on this project.

Ms. Ann Nock, Market Street, shared that Mr. Samuel Outlaw lived in Onancock so that he could weld for boaters as well as farmers.

Mr. Boyd introduced one of his board members, Mr. Clinton Strand.

- c. Tree Board Report – Mr. William Kerbin: Mr. Kerbin reviewed the Tree Board Report from Mr. Bill Burnham, Board Chair, with council. Mr. Kerbin highlighted two points of interest: the recommendation of the removal of the Silver Maple tree due to its declining health; and, that the Arbor Day celebration which was held in late October had a great turn out.

Mr. Kerbin shared that Mr. Rick Turner, Onancock Street, has donated two trees to the town.

Councilmember Fosque asked if there was money in the budget for the tree removal. Mr. Kerbin explained that the Tree Board line item has enough money to cover this project.

- d. Discussion on the VML and ICMA Conference – Mr. William Kerbin: Mr. Kerbin shared that in early October he attended a VML Conference which included many representatives from across the state. The conference discussed the state's economy, transportation alternatives as well as reviewed upcoming legislation. Mr. Kerbin shared that some small communities in Virginia are doing events such as Oktoberfest and that they have had a lot of success with these events. Mr. Kerbin stated that he thought Onancock should look into doing events like this but that it would need to be run by 501c3 organization as opposed to running it through the town directly. The town does not have enough staff to take on a project of this size.

Mr. Kerbin shared that in late October he attended the IMCA Conference in San Antonio, Texas. Mr. Kerbin was able to connect with other town and city managers throughout the country. Mr. Kerbin shared that the theme of the conference was Inclusiveness and Diversity; stressing thinking outside the box initiatives. Mr. Kerbin explained that there was also a big focus on economic development and redevelopment with the idea of towns creating a vision for themselves. Mr. Kerbin explained that he has been reviewing comprehensive and master plans from other small towns on the Eastern Shore such as Berlin, Maryland. These plans give insight into how others are using mixed use zoning as well as retail and marketing strategies.

Mayor Jones stressed that conferences such as these encourage cross-pollination of ideas as well networking.

- e. Main Street Program Report: M. Kerbin explained that this item would be moved to the January 2018 council meeting.

Public Business:

Ms. Ann Nock, Market Street, suggested that the crane that is currently moored at the Onancock Wharf have a star placed on it for the holidays. Ms. Nock explained that the Virginia Department of Transportation has already granted the town permission to do this since the crane is there for their Bagwell Bridge repair project.

Councilmember Fosque shared that the star could not go up until the crane is no longer in use.

Planning Commission Report:

Councilmember Fosque explained that there is no report since the Planning Commission did not meet this month. Councilmember Fosque shared that the Commission currently has two vacancies which need to be filled.

Mayor Jones suggested that a notice be placed on the bulletin board outside of Town Hall as well as on the town's website.

Waterfront Committee Report:

Councilmember Byrd shared that there was no meeting this month. Councilmember Byrd continued by explaining that the floating dock improvement project is currently on track.

Councilmember Byrd shared that there will be a Waterfront Meeting in December. The committee will discuss the late season that the wharf had this year along with how to recruit part-time employees for times such as those. Councilmember Byrd stated that there is no money for a full-time staff member at the wharf.

Councilmember Burger suggested that the wharf's fuel tank be self-serve. Councilmember Byrd explained that it is a liability issue for the town when allowing boaters to self-pump, explaining that fuel spills into the creek are a huge concern for the town.

Personnel Committee Report:

No meeting.

Holiday Committee Report:

Mrs. Janet Fosque, Holiday Committee, reviewed the budget numbers with council. Mrs. Fosque shared with council that this fiscal year's new decoration purchases have left that line item with a remaining balance of \$700 to \$800. Mrs. Fosque explained to council that those remaining dollars can be balanced forward to next fiscal year. Mrs. Fosque shared an outline of the decorations she would like to purchase next fiscal year. Mrs. Fosque suggested that council approve this spending in the January 2018 meeting so that the committee can purchase these items while on sale.

Mrs. Fosque also thanked the Public Works Department for the great job they have done with repairing the front of Town Hall. Mrs. Fosque also thanked them for their efforts in getting the holiday decorations up around time.

Mayor's Report:

Mayor Jones shared the following items with council:

1. ESVA Artisans Guild had their event over the Thanksgiving weekend. Mayor Jones explained that this event has a great many participants that come to the town. There were a reported 300-400 visitors in town just for this event.
2. In June, the North American Hunter Retriever Dog trials will be held just outside of town. This event is expecting about 100 people to travel and stay in our area. This is a great opportunity to highlight and market the town.

Town Manager's Report:

Town Manager Kerbin shared the following items with council:

1. Work should begin on the floating docks improvement project the second week of December.
2. The Onancock Police Department received a grant for \$1,2568.55 for new body armor.
3. Delinquent tax letters went out to businesses in town. Overall, the response has been great. There were only a few that did not respond and those businesses have been turned over to legal counsel for collection.
4. Construction on the Bagwell Bridge has begun and the work is scheduled to be completed by April 20, 2018.
5. Public Works staff have been working on repairing the front of Town Hall. Improvements include scraping, painting and replacing rotten wood.
6. The Onancock Police Department handed out candy to approximately 350 children on Halloween. Mr. Kerbin extended a special thank you to Chief Eric Williams and his officers as well as Pastor Andy Cobb, Onancock's police chaplain, for their participation in this event.
7. Public Works staff have been diligently putting up Christmas decorations throughout town. Also, please remember that the 27th Annual Onancock Christmas Parade is Sunday, December 10, 2017, at 5:00 PM.

Closed Session, if needed:

None.

Adjourn:

Before council adjourned Mayor Jones asked if the December council meeting should be cancelled due to the holidays. Councilmembers Fosque, Krause and Byrd shared that they would not be available for that meeting.

Councilmember Fosque asked if the town hired a new Public Works employee. Mr. Kerbin shared that the town has hired a man named John Bell to fill the Public Works opening with the town.

Councilmember Byrd made a motion to adjourn. Councilmember Krause seconded it. The motion passed by unanimous voice vote.

The meeting adjourned at 7:56 PM.

Russell Jones, Mayor

Lisa Fiege, Deputy Clerk

Town of Onancock
Town Council
Special Meeting
December 19, 2017
6:00 PM

Call to Order and Roll Call:

Mayor Jones called the meeting to order at 6:00 PM and roll was called. Councilmembers Robert Bloxom, Catherine Krause, T. Lee Byrd, Ray Burger and Joshua Bundick were present. Councilmember Fletcher Fosque was absent. A majority of members were present and a quorum was established.

Pledge of Allegiance.

Council member Byrd requested the Town Council to consider replacing two (2) no wake signs in Onancock Creek. The cost of the signs will be \$500. The matter will be referred to the waterfront committee for further discussion.

Closed Session:

Councilmember Bloxom made a motion that Town Council convene a Closed Meeting for the purpose of holding, a discussion of the personnel, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia of 1950, as amended. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

Councilmember Bloxom made a motion that Town Council reconvene in Open Meeting, and that a roll call vote be taken and recorded on this motion so that each member who votes in favor shall, thereby, certify compliance with all of the matters identified in Section 2.2-3712(D) of the Code of Virginia of 1950, as amended. Councilmember Krause seconded it.

Robert Bloxom	YES	Ray Burger	YES
Catherine Krause	YES	Joshua Bundick	YES
T. Lee Byrd	YES	Fletcher Fosque	Absent

Adjourn:

Councilmember Byrd made a motion to adjourn. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.

The meeting adjourned at 7:05 PM.

Russell Jones, Mayor

William Kerbin Jr, Town Manager

STAFF REPORT

To: Town Council
Case Number: SUP 01:18
Tax Map: 85-A2-A-392

Date: January 22, 2018
From: William H. Kerbin Jr.

General Information

<i>Applicant</i>	Suzanne Fall
<i>Owner of Record</i>	Suzanne Fall
<i>Requested Action</i>	Proposed use of tax map parcel 85-A2-A-392 is to operate a homestay currently zoned Residential, 1A.
<i>Location</i>	The parcel is located on the south side of Kerr Street.
<i>Parcel Area</i>	The total acreage of the parcel is .42 acres.
<i>Existing Land Use</i>	The parcel is currently used as a single-family dwelling.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1A Residential.
<i>Submitted Proffers</i>	None

Analysis

In evaluating this application staff considered the Statement of Intent of the Residential District R-1. The Statement of Intent for the Residential District, R-1 states the following; "The Residential District, R-1 is composed of certain open areas where similar residential development is recommended to occur by the Onancock Town Plan." The Residential District R-1 Zoning District ordinance also states: "The following uses shall be permitted in the R-1, Residential District subject to all the other requirements of this ordinance, only upon the obtaining of a Special Use Permit, as defined in Article XV, from the Town Council: A homestay means a home occupation in which an individual owns a dwelling and also provides lodging in a portion thereof for temporary periods of time not to exceed 3 weeks.

Conclusion

It is staff's opinion that the application is consistent with the statement of intent found within the Zoning Ordinance and meets the special exception language set forth in the Zoning Ordinance.

Suggested Motion

Mr. Chairman, I move to approve SUP 01:18.

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
JANUARY 22, 2018**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday January 22, 2018 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the following special use permit application to operate a homestay:

Special Use Permit application – SUP 01:18

Suzanne Fall is requesting a special use permit to operate a homestay located at 7 Kerr Street in the Town of Onancock. The property is zoned R-1A and is located on parcel 085A2A000039200.

Copies of the above application are available for review at the Town Office located at 15 North Street, Onancock, VA 23417 during normal business hours. The public is invited to attend these hearings and comment or participate in the proceedings. Questions or comments may be directed to Mr. Bill Kerbin, Town Manager, at 757-787-3363, or email at wkerbin@onancock.com, or at the work address above.

TO: Eastern Shore Post

Advertise on the following date: January 12, 2018
Authorized by: Town Manager, Town of Onancock
Bill to: Town of Onancock, VA
15 North Street, Onancock, VA 23417

SUGGESTED MOTION: Mr. Mayor, I move to approve the meeting schedule for the 2018 calendar year.

AGENDA **TOWN COUNCIL** **January 22, 2018**

SUBJECT: Approval of the 2018 calendar year meeting schedule.

RECOMMENDATION: Staff recommends the approval of the 2018 calendar year meeting schedule.

TIMING: Current

DISCUSSION: N/A

Staff: Bill Kerbin
Town Manager

Attachment: 2018 calendar year meeting schedule

Copy:

Town Council Meetings: Calendar Year

Monday, January 22, 2018

Monday, February 26, 2018

Monday, March 26, 2018

Monday, April 23, 2018

Monday, May 28, 2018 is Memorial Day – schedule May meeting for Monday, May 21, 2018

Monday, June 25, 2018

Monday, July 23, 2018

Monday, August 27, 2018

Monday, September 24, 2018

Monday, October 22, 2018

Monday, November 26, 2018

Monday, December 24, 2018 is Christmas Eve – schedule December meeting for Monday, December 17, 2018

SUGGESTED MOTION: Mr. Mayor, I move that Larry Frey be appointed to the Town of Onancock Planning Commission.

AGENDA **TOWN COUNCIL** **January 22, 2018**

SUBJECT: Appointment of Larry Frey to the Town of Onancock Planning Commission.

RECOMMENDATION: Staff recommends the approval of Larry Frey to the Town of Onancock Planning Commission.

TIMING: Current

DISCUSSION: N/A

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

Town of Onancock
2017 State of the Town Report
January 22, 2018

- The Town worked with Davis, Bowen and Friedel to draft specifications for the wharf improvement project to install floating docks. A contract was awarded to Murtech, Inc in October and demolition work began in December.
- The maintenance and wastewater departments were consolidated into the Department of Public Works.
- The Town upgraded its telephone system and its website.
- Staff pursued delinquent business and property owners who owed back taxes and fees. The Town collected approximately \$3,000 in taxes and fees from business owners; and \$26,825.24 in real property taxes and \$5,343.15 in personal property taxes from property owners.
- Public Works staff began making repairs to the façade of Town Hall.
- A nonprofit organization was formed to focus on the rehabilitation of the Samuel D. Outlaw Blacksmith Shop. This organization has established fundraising goals and a timetable for completion of rehabilitation work.
- The Town continued to partner with the Onancock Business Civic Association to purchase marketing materials and provide bags for residents walking their dogs.
- The Town continued to partner with the Friends of the Onancock School organization. The Town assisted with the demolition of part of the dilapidated shop building and the development of a strategic plan.
- The police department received several grant awards throughout the year including: \$3,800 for body cameras, \$39,000 to fund the department and \$8,900 for highway safety enforcement.
- The holiday committee continued to implement its holiday decoration work plan including new ornaments for Market Street.
- In March, the Town approved a plan from interested citizens to install a Free Little Library in a public open space in town. The Free Little Library was installed in Custis Park this past summer.

- Staff participated in various training sessions throughout the year focusing on worker safety, grant writing, the Freedom of Information Act and budget preparation.
- The Town explored a partnership with the National Guard to assist with minor projects around Town. An application for assistance with specific projects has been submitted and the Town is waiting for an update on the status of the application.
- The Town was again recognized as a Tree City USA recipient.
- Riverside Shore Memorial Hospital was opened in February, 2017 and became a new water customer of the Town.

Town of Onancock
Review of 2017 Goals and Objectives
January 22, 2018

Departments	Goals	Completed Y/N	Comments
Administration	<ol style="list-style-type: none"> 1. Research downtown revitalization grants for streetscape and downtown revolving loan fund. 2. Upgrade Town Hall phone system. 3. Coordinate with VDOT regarding transfer of Town Streets to its jurisdiction. 4. Upgrade Town website. 5. Send staff to training including human resources and budget preparation 6. Hold sensitivity, sexual harassment, worker 	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	<p style="text-align: center;">This goal will depend on status of Main Street Program.</p>

	safety and other trainings for all staff.		Will be included in 2018 goals
	7. Integrate new financial reporting formats.	No	
	8. Partner with the Town of Cape Charles on joint advertising and promotion initiatives.	Ongoing	
	9. Implement tools to follow-up on and collect delinquent taxes, decals and licenses.	Yes	
Police			
	1. Create a community policing policy.	Yes	
	2. Have officers review the department policies.	Yes	
	3. Look into ways for LEO funding.	Yes	
	4. Start own department range on town property located on Town Road.	No	
	5. Inventory all department property.	Yes	

	6. Purchase new body armor for department.	No	Grant funding for 1/2 of the cost has been approved.
	7. Start upgrading department Tasers.	No	2018 parts are no longer manufactured for our model taser.
	8. Send 4 officers to recert training.	Yes	
Wastewater			
	Winter, 2017		
	1. Scrape and paint water lines at water tower.	No	Will be included in 2018 goals.
	2. Clean out pond.	No	Will be included in 2018 goals.
	3. Clean out drying beds.	No	Will be included in 2018 goals.
	Spring, 2017		
	1. Repair old lab building door and window.	No	Will be included in 2018 goals.
	2. Pressure wash old lab exterior and paint.	No	Pressure washing the old lab exterior is 40% complete.

	3. Pressure wash old digesters and paint. 4. Flush water lines around town.	No Yes	Will be included in 2018 goals Will be included in 2018 goals
Wharf			
	1. Streamline speed and efficiency of reservation transactions procedure. 2. Train staff and implement appropriate daily operating procedures.	Unknown Yes	
	3. Provide more items to upsell to customers including souvenirs for guest purchase both in the office and online.	No	
	4. Implement guest survey to provide feedback on overall experience with the Marina and the Town.	Yes	
	5. Improve training and data entry procedures to provide better marketing lists.	Unknown	

**Town of Onancock
2018 Goals and Objectives
January 22, 2018**

Departments	Goals	Completed Y/N	Comments
Administration	1. Review, modify and update town code.		This town code review will require a 3 rd party vendor.
	2. Develop a list of federal, state and private funding sources for potential community and economic development projects.		
	3. Promote and encourage programs and policies that focus on inclusion and diversity.		
	4. Continue cross training for all employees on standard operating procedures.		
	5. Hold sensitivity, sexual harassment, worker		

	safety and other trainings for all staff.		
	6. Integrate new financial reporting formats.		
	7. Develop employee wellness program.		
	8. Implement tools to track delinquent taxes and fees for both homeowners and business owners.		
Police			
	1. Create a community policing policy.		This will take effect once new policy updates are out.
	2. Have officers review the department policies.		
	3. Obtain High Mobility Multipurpose Wheeled Vehicle from surplus property.		The town will not incur any expenses for this equipment.
	4. Obtain generator (s) from surplus property.		The town will not incur any expenses for this equipment.
	5. Update department policies.		

	2. Pressure wash old lab exterior and paint.		Pressure washing the old lab exterior is 40% complete.
	3. Pressure wash old digesters and paint.		
	4. Flush water lines around town.		
	5. Repair air diffusers in digester		This project is 50% complete.
	6. Purchase equipment for snow removal and design snow removal plan.		
	7. Clean and make repairs to Hartman Avenue pump station.		
Wharf			
	1. Develop marketing materials to target boaters from various locations in Virginia and also Intracoastal Waterway.		
	2. Continue to train staff on appropriate daily operating procedures.		
	3. Draft a strategic plan for minor and major		

	repairs for both the harbormaster's facility and surrounding assets.		
--	---	--	--

Town of Onancock
Proposed Budget Planning and Adoption Schedule
January 22, 2018

Budget Workshop	Mid-February 2018
Public Hearing	March 26, 2018
Adoption of Budget	April 23, 2018

ONANCOCK TOWN COUNCIL MEETING: PROJECT/ISSUE TRACKING TABLE
November 27, 2017

<u>PROJECT/ISSUE</u>	<u>RESPONSIBLE PARTY</u>	<u>DEADLINE</u>	<u>STATUS</u>
1) PLANNING & ZONING			
1. Publish Planning Commission vacancies on bulletin board and website	Lisa		Completed 11/28/17.
2. Compile list of homestays and airbnbs with telephone numbers.			Completed 11/28/17
2) INFRASTRUCTURE			
1. Inquire about plugs disconnected for decorations at South Street pump station.	Bill/Bryan		Completed 11/28/17.
2. Schedule removal of silver maple.	Bill		Completed 12/7/17
3. Repair interior restroom stall door.	Bryan		Completed 11/28/17.
3) GRANTS/SPECIAL PROJECTS			
4) MISCELLANOUS			
1. Mail out resolutions on nice paper.	Lisa		Completed 11/28/17.

ONANCOCK TOWN COUNCIL MEETING: PROJECT/ISSUE TRACKING TABLE

November 27, 2017

2. Notify public no meeting on 12/18.	Lisa		Completed 11/28/17.
---------------------------------------	------	--	---------------------

INTERNAL INCOME STATEMENT

CURRENT PERIOD 12/1/17 - 12/31/17; FISCAL YTD 7/1/17 - 12/31/17

<u>Consolidated</u>	<u>Current Period</u>	<u>YTD</u>	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Variance</u>
General Fund Revenue	\$213,976.88	\$818,238.75	\$1,232,886.00	\$616,443.00	\$201,795.75
General Fund Expenses	\$102,640.08	\$513,866.39	\$1,103,267.55	\$551,633.78	\$37,767.39
Net General Fund	\$111,336.80	\$304,372.36	\$129,618.45	\$64,809.23	\$239,563.14
Wharf Revenue	\$1,708.51	\$155,025.96	\$327,125.00	\$163,562.50	(\$8,536.54)
Wharf Expenses	\$1,100.28	\$123,922.52	\$356,087.91	\$178,043.96	\$54,121.44
Net Wharf	\$608.23	\$31,103.44	(\$28,962.91)	(\$14,481.46)	\$45,584.90
Water/Sewer Revenue	\$83,525.88	\$649,983.85	\$1,222,916.00	\$611,458.00	\$38,525.85
Water/Sewer Expense	\$70,871.17	\$550,911.85	\$1,236,833.27	\$618,416.64	\$67,504.78
Net Water/Sewer	\$12,654.71	\$99,072.00	(\$13,917.27)	(\$6,958.64)	\$106,030.64
Consolidated Net	\$124,599.74	\$434,547.80	\$86,738.27	\$43,369.14	\$391,178.67

NUMBERS IN RED have a negative connotation

Red in Revenue is UNDER revenue

Red in Expense is OVER expense

Staff note: Many YTD variances are due to timing factors that when summarized may be misleading

TOWN OF ONANCOCK
INTERNAL INCOME STATEMENT
 CURRENT PERIOD 12/1/17 - 12/31/17; FISCAL YTD 7/1/17 - 12/31/17

<u>GENERAL FUND</u>	<u>Current Period</u>	<u>YTD</u>	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Notes</u>
Revenues						
R/E Taxes	\$120,728.08	\$358,522.83	\$385,120.00	\$192,560.00	\$165,962.83	Over YTD due to timing
Pers Prop Taxes	\$47,546.25	\$165,914.62	\$166,000.00	\$83,000.00	\$82,914.62	Over YTD due to timing
			\$0.00	\$0.00		
Delinq Collections (All Types)	(\$1,916.48)	\$4,171.46	\$45,000.00	\$22,500.00	(\$18,328.54)	Accounting needs adj entry
Local Sales Tax	\$7,007.20	\$41,663.82	\$70,000.00	\$35,000.00	\$6,663.82	
Utility Tax	\$3,485.80	\$26,843.65	\$52,000.00	\$26,000.00	\$843.65	
Business Licenses	\$33.00	\$4,354.88	\$38,000.00	\$19,000.00	(\$14,645.12)	Billed 1/29/18 due 5/1/18
Vehicle Licenses	\$54.00	\$707.00	\$16,000.00	\$8,000.00	(\$7,293.00)	On sale 3/5/18 due 4/15/18
Cell Phone Tax	\$7,927.53	\$45,633.59	\$95,000.00	\$47,500.00	(\$1,866.41)	
TOT	\$0.00	\$12,106.54	\$18,875.00	\$9,437.50	\$2,669.04	Billed Qtrly - Only 1 Qtr in to date
Meals Tax	\$11,613.83	\$84,811.55	\$150,000.00	\$75,000.00	\$9,811.55	Will not receive until May 2018
Bank Stock Tax	\$0.00	\$0.00	\$38,000.00	\$19,000.00	(\$19,000.00)	
Trash Revenue	\$6,850.00	\$37,390.00	\$74,000.00	\$37,000.00	\$390.00	
Police Funds	\$10,398.19	\$29,744.11	\$60,000.00	\$30,000.00	(\$255.89)	
Fire Prog Funds	\$0.00	\$0.00	\$10,000.00	\$5,000.00	(\$5,000.00)	This is a pass through
Misc Revenue	\$249.48	\$8,374.70	\$12,360.00	\$6,180.00	\$2,194.70	
Grants Received	\$0.00	(\$2,000.00)	\$2,531.00	\$1,265.50	(\$3,265.50)	*In/Out Grant for VA Comm for Arts & Litter Control
Total Revenue	\$213,976.88	\$818,238.75	\$1,232,886.00	\$616,443.00	\$201,795.75	
Expenses						
Compensation	\$39,783.91	\$255,783.02	\$496,010.79	\$248,005.40	(\$7,777.63)	
Pension/Retirement	\$4,537.17	\$19,684.23	\$71,132.76	\$35,566.38	\$15,882.15	
Legal/Accounting	\$240.16	\$2,429.60	\$28,250.00	\$14,125.00	\$11,695.40	
General/Admin	\$23,750.61	\$42,263.47	\$81,707.00	\$40,853.50	(\$1,409.97)	
Repairs/Maintenance	\$9,133.75	\$77,271.48	\$157,966.00	\$78,983.00	\$1,711.52	
Financing Costs	\$2,817.78	\$16,906.68	\$33,794.00	\$16,897.00	(\$9.68)	
Insurance	\$15,107.75	\$32,724.05	\$62,032.00	\$31,016.00	(\$1,708.05)	
Supplies	\$3,683.07	\$46,123.71	\$65,475.00	\$32,737.50	(\$13,386.21)	
Fuel & Utilities	\$3,358.70	\$12,292.90	\$65,400.00	\$32,700.00	\$20,407.10	
Other Expenses	\$227.18	\$8,387.25	\$41,500.00	\$20,750.00	\$12,362.75	
Total Expenses	\$102,640.08	\$513,866.39	\$1,103,267.55	\$551,633.78	\$37,767.39	
NET REVENUE GENERAL FUND	\$111,336.80	\$304,372.36	\$129,618.45	\$54,007.69	\$239,563.14	

TOWN OF ONANCOCK
INTERNAL INCOME STATEMENT

CURRENT PERIOD 12/1/17 - 12/31/17; FISCAL YTD 7/1/17 - 12/31/17

<u>WHARF</u>	<u>Current Period</u>	<u>YTD</u>	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Notes</u>
Revenues						
Monthly Dockage	\$0.00	\$250.00	\$625.00	\$312.50	(\$62.50)	
Transient Dockage	\$57.90	\$33,119.54	\$7,000.00	\$28,500.00	\$4,619.54	* Per Grants, we do not offer monthly dockage but can in off-season
Ramp Fees	\$0.00	\$445.00	\$800.00	\$400.00	\$45.00	
Ramp Decals	\$0.00	\$615.00	\$1,500.00	\$750.00	(\$135.00)	
Fuel Sales	\$1,645.79	\$85,616.17	\$58,500.00	\$29,250.00	\$56,366.17	* Roughly \$18k+ non-recurring income
Electricity Sales	\$4.82	\$3,593.19	\$5,500.00	\$2,750.00	\$843.19	
Grants Received	\$0.00	\$30,780.00	\$200,000.00	\$100,000.00	(\$69,220.00)	* Floating Dock Improvement Project
Misc Revenue	\$0.00	\$607.06	\$3,200.00	\$1,600.00	(\$992.94)	
Total Revenue	\$1,708.51	\$155,025.96	\$327,125.00	\$163,562.50	(\$8,536.54)	
Expenses						
Fuel Costs	\$0.00	\$65,713.50	\$46,000.00	\$23,000.00	(\$42,713.50)	* Over but covered but excessive Rev for fuel sales
Compensation	\$387.54	\$24,881.22	\$42,087.91	\$21,043.96	(\$3,837.27)	* Comp significantly over
Repairs/Maintenance	\$0.00	\$1,768.65	\$3,000.00	\$1,500.00	(\$268.65)	
Utilities	\$702.74	\$3,625.16	\$7,500.00	\$3,750.00	\$124.84	
Supplies	\$10.00	\$2,199.57	\$5,500.00	\$2,750.00	\$550.43	
Other Inv Costs	\$0.00	\$24,455.42	\$250,000.00	\$125,000.00	\$100,544.58	* CAPITAL IMPROVEMENTS - Floating Dock Improvement Project
Advertising	\$0.00	\$1,279.00	\$2,000.00	\$1,000.00	(\$279.00)	Payment for project should come out no later than March 2018
Total Expenses	\$1,100.28	\$123,922.52	\$356,087.91	\$178,043.96	\$54,121.44	
NET REVENUE WHARF	\$608.23	\$31,103.44	(\$28,962.91)	(\$14,481.46)	\$45,584.90	

**TOWN OF ONANCOCK
INTERNAL INCOME STATEMENT**

CURRENT PERIOD 12/1/17 - 12/31/17; FISCAL YTD 7/1/17 - 12/31/17

<u>WATER & SEWER</u>	<u>Current Period</u>	<u>YTD</u>	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Notes</u>
Revenues						
Water Revenue	\$22,196.79	\$139,743.41	\$306,900.00	\$153,450.00	(\$13,706.59)	Billed
Sewer Revenue	\$59,756.50	\$500,237.28	\$878,016.00	\$439,008.00	\$61,229.28	* See footnote
Penalties	\$1,251.42	\$8,215.04	\$12,600.00	\$6,300.00	\$1,915.04	
Installation Fees	\$0.00	\$0.00	\$5,400.00	\$2,700.00	(\$2,700.00)	No new connections
Septage Rec	\$0.00	\$0.00	\$15,000.00	\$7,500.00	(\$7,500.00)	Not been in service
Grants Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Misc Revenue	\$321.17	\$1,788.12	\$5,000.00	\$2,500.00	(\$711.88)	
Total Revenue	\$83,525.88	\$649,983.85	\$1,222,916.00	\$611,458.00	\$38,525.85	* Diff is \$92,933 transfer in
Expenses						
Compensation-Water	\$8,494.85	\$49,220.57	\$96,235.95	\$48,117.98	(\$1,102.60)	
Repairs/Maintenance	\$26.14	\$1,983.10	\$14,500.00	\$7,250.00	\$5,266.90	
Utilities	\$909.31	\$5,204.83	\$15,000.00	\$7,500.00	\$2,295.17	
Supplies	\$2,246.09	\$15,261.28	\$23,825.00	\$11,912.50	(\$3,348.78)	
Financing Costs	\$0.00	\$49,818.32	\$162,375.00	\$81,187.50	\$31,369.18	
Other Expenses	\$6,000.00	\$10,924.27	\$4,950.00	\$2,475.00	(\$8,449.27)	
Total Water Expenses	\$17,676.39	\$132,412.37	\$316,885.95	\$158,442.98	\$26,030.61	
Compensation-Sewer	\$17,618.22	\$113,352.23	\$229,238.92	\$114,619.46	\$1,267.23	
Repairs/Maintenance	\$2,985.28	\$28,747.89	\$84,750.00	\$42,375.00	\$13,627.11	
Utilities	\$6,533.64	\$38,381.00	\$82,000.00	\$41,000.00	\$2,619.00	
Supplies	\$0.00	\$12,391.10	\$53,350.00	\$26,675.00	\$14,283.90	
Financing Costs	\$25,491.00	\$210,719.70	\$428,808.40	\$214,404.20	\$3,684.50	
Other Expenses	\$566.64	\$14,907.56	\$41,800.00	\$20,900.00	\$5,992.44	
Total Sewer Expenses	\$53,194.78	\$418,499.48	\$919,947.32	\$459,973.66	\$41,474.18	
Total Expenses	\$70,871.17	\$550,911.85	\$1,236,833.27	\$618,416.64	\$67,504.78	
NET REVENUE WATER & SEWER	\$12,654.71	\$99,072.00	-\$13,917.27	-\$6,958.64	\$106,030.64	

* Accomack County had two months of extremely high sewer usage now back to normal which accounts for much of variance
We looked into it to make sure it was correct and it was. We do not know why.

Onancock Police Department



2017 Summary of Department Activities

Incident Crime Summary / Police Activities Year to Year Comparison Onancock Police Department

	2013	2014	2015	2016	2017
Total Events	8,446	11,565	10,590	13,167	15,890
Traffic Summon	418	361	499	399	534
Warnings	257	211	140	73	258
Assist and Complaints- Business / Citizen	242	216	205	152	185
Traffic Crashes	15	19	15	17	14
Building Checks- Business / Residence	1,321	1,396	650	1,109	1,925
Special Patrols	3,234	6,902	7,215	8,693	9,276

Incident Crime Summary / Police Activities for the Year 2017 Onancock Police Department

Shooting- Injury	1
Shooting into	
Occupied Dwelling	3
Occupied Vehicle	4
Sex Offenses, Forcible	
Rape	1
Child Pornography	1
Assaults	
Aggravated with Knife/Firearm	6
Simple	14
Intimidation	1
Domestic	13
On Officer	1
Child Abuse	1
Firearm Offenses	
Reckless Handling (discharge)	7
Brandishing	1
Burglary /Breaking and Entering	3
Larceny	
Motor Vehicle	2
All Other	18

Destruction/Damage/ Vandalism of Property	27
Disorderly Conduct	19
Prostitution	1
Trespassing	15
Alarm Activation	29
All Other	50

Incident Property Status Amount Summary

Destroyed / Damage / Vandalized

Total Quantity:	Totals:
38	\$32,229.00

Recovered

Total Quantity:	Totals:
5	\$40,715.00

Stolen / Ect.

Total Quantity:	Totals:
48	\$69,331.07

Unknown

Total Quantity:	Totals:
2	\$2.00
