

**Town of Onancock  
Town Council Meeting  
March 26, 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 February 26, 2018 meeting.
4. Public Business
  - a. Public Hearing, FY 2019 Proposed Budget – Mr. William Kerbin
  - b. Eastern Shore of Virginia Tourism Commission Annual Report – Ms. Kerry Allison
  - c. Discussion of Onancock’s Capital Improvement Program – Mr. William Kerbin
  - d. Review of the Homestay Regulations - Mr. William Kerbin
  - e. Motion to Update Onancock’s Vehicle Decal Regulation – Mr. William Kerbin
  - f. Discussion of the Onancock Christmas Parade – Mr. William Kerbin
  - g. Discussion of Onancock’s Rehabilitation Fund – Mr. William Kerbin
  - h. Motion to Approve Funding for Financial Software Migration – Mrs. Lisa Fiege
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  
February 26, 2018  
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, T. Lee Byrd, Ray Burger, Joshua Bundick, and Fletcher Fosque were present. Councilmember Catherine Krause was absent. A majority of 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 January 22, 2018 meeting and the Budget Workshop from February 12, 2018 meeting:

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

*With none, Councilmember Bloxom made a motion to approve the January 22, 2018 and February 12, 2018 meeting minutes as submitted. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

Public Business:

- a. Special Use Permit – Ms. Suzanne Fall, 7 Kerr Street: Mr. Kerbin explained that this special use permit was reviewed in the January 2018 council meeting. Mr. Kerbin shared that Council tabled the vote in January so that the applicant could respond to her neighbor's concern regarding the parking situation. Mrs. Fall shared that she brought the site plan for Council's review. Mayor Jones asked if Mrs. Fall has had the opportunity to speak with her neighbor. Mrs. Fall stated that she has spoken with Mr. Kevin Taylor and that they fully intend on working with them on the parking concerns. Mrs. Fall also shared that they have granted the Taylor's access to use their property for turning their vehicles around. Mrs. Fall explained to Council that the home is a single-family home that has three bedrooms which sleeps six. Mrs. Fall explained that their family also plans on visiting the residence often and that they also have six family members that will be staying there overnight. Councilmember Burger stated that he felt that pre-designated parking area would be plenty of space for two to three cars. Mayor Jones reminded Council that one of the stipulations of this special use permit is that the applicant have an off-street parking plan which appears to have been addressed by Mrs. Fall. Mrs. Fall offered to restrict her future renters to no more than two cars.

*Councilmember Fosque made a motion to approve the special use permit with the amendment that there will be no more than six overnight guests and they can have no more than three cars which must have off-street parking. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.*

- b. Friends of Onancock School, Annual Report – Mrs. Carol Tunstall and Ms. Joani Donohoe: Mrs. Carol Tunstall, Board President for the Friends of Onancock School, gave Council a 2017 update. The Board was able to complete and approve their three-year strategic plan which is to be a

working plan. They have created four committees to work on each goal area. Mrs. Tunstall shared that the Board believes that strategic plan timelines, goals and measures are achievable and be a great foundation for guiding their future activities. Mrs. Tunstall shared that they have three new tenants on the lower level which looks great and is being well maintained. This brings their current occupancy rate to 100% on the first floor and 90% on the basement floor. Mrs. Tunstall explained that their revenues increased by 23% percent during 2017. Mrs. Tunstall shared that the Board has approved a new logo and are in the process of developing a marketing strategy. Mrs. Tunstall also acknowledged Ms. Joani Donohoe's exceptional work as their Executive Director.

Mayor Jones asked if there were any plans for the old shop and home economics building. Mrs. Tunstall shared that are currently looking into their rental potential which would require some renovations.

Mrs. Tunstall thanked Council for their continued partnership.

- c. Eastern Shore Community College Workforce Development Center Presentation – Mr. Tom Johnson: Mr. Johnson explained that Mr. Kerbin invited him to Council so that he could update them on the Eastern Shore Community College's Workforce Development program. Mr. Johnson shared that their Department has a lot of adult education and specialized training for adults to make them more employable. Through programs such as The Workforce Opportunity Act (WIOA) low income workers can go back to school to retrain and learn new skills to assist them with finding better jobs. There are also employee enhancement courses which the employer can customize. The Workforce Development program likes to offer courses that lead the student to becoming credentialed such as obtaining a CDL license for truck driving. Mr. Johnson shared that there is a program called Fast Forward, the State of Virginia identifies short-term training that leads to the student becoming credentialed. The Commonwealth would pay two-thirds of the educational cost but the student must be a Virginia resident. The Community College checks back in with the student six-months after they graduate from the program to see how things are going.

Mayor Jones suggested that they look into having a training program for law enforcement. Mr. Johnson stated that he would look into that option.

Mr. Johnson shared that of the 38 students that worked on their CDL licenses this past year 37 passed. Mayor Jones asked how the students learn on the tractor trailers. Mr. Johnson explained that they hire a third-party vendor who owns the trucks.

- d. Sidewalk Study Presentation – Ms. Barbara Schwenk, Accomack-Northampton Planning District Commission (ANPDC): Ms. Schwenk explained that the ANPDC and the Virginia Department of Transportation (VDOT) worked together to define potential projects in the area. The ANPDC was awarded a grant from VDOT to work on the study of sidewalks. This study has been going on for the past three-years. The ANPDC looked at all of the sidewalks on the Eastern Shore of Virginia. The study placed all of the sidewalks into the following categories ADA-compliant, functional but not ADA-compliant (at least three feet wide) and not functional (less than three feet wide). Ms. Schwenk shared that most of the Town sidewalks are in the third category. The Town has 8.14 miles of sidewalk; 4% in category one, 36% in category two, and 60% in the third category. Ms. Schwenk asked Council how they wish to proceed with repairing these issues.

Ms. Schwenk explained that the Town is not eligible for CDBG grant funding but may be eligible for grants through transportation alternative programs. VDOT also have a 50-50 revenue sharing program that the Town may be able to participate in as well. Ms. Schwenk also mentioned that the Town could look into a public-private partnership to assist in resolving these issues.

Mayor Jones clarified that most of the sidewalks in Town were in fact owned by VDOT. Mayor Jones asked Ms. Schwenk if VDOT was wanting the Town to pay to upgrade their sidewalks. Ms. Schwenk confirmed Mayor Jones' assessment.

Councilmember Bundick asked if there was a timeline for getting a sidewalk from the Town of Onley to the Town of Onancock. Ms. Schwenk shared that she and Mr. Curtis Smith have been discussing this potential project for a while now and unfortunately, the landowners along Market Street are not interest in the project.

- e. Request for Playground Equipment Installation at the Little League Field – Mrs. Melissa Payne: Mrs. Payne, Central Accomack Little League, asked for Council's permission to build a playground on the little league field which is owned by the Town. Mrs. Payne shared that this playground addition will be a great way to get kids outside and playing. Mrs. Payne shared that \$30,000 has been raised in memory of a dear friend for the purposes of making this playground a reality.

Mayor Jones wanted to remind them that once the playground equipment is installed it becomes part of the land and cannot be removed by the Little League.

Councilmembers Byrd and Fosque expressed their interest in seeing this project move forward.

Councilmember Bundick asked if they planned on putting a fence around the equipment. Mrs. Payne stated that they would along with moving the parking area away from the new playground.

Mrs. Maphis Oswald, Sturgis Street, asked if the Town would need to be a partner to apply for grant funds. Mrs. Payne said she was uncertain.

*Councilmember Byrd made a motion to approve the installation of playground equipment by the Central Accomack Little League organization to be located on the Little League grounds provided that:*

- *The Central Accomack Little League maintains liability insurance on the playground equipment with the Town of Onancock listed as an additional insured;*
- *The Central Accomack Little League will be responsible for any maintenance of the playground equipment; and,*
- *The Central Accomack Little League will be responsible for securing all appropriate permits.*

*Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

- f. Town Wide Yard Sale – Mrs. Cynthia Holdren: Mrs. Holdren, Committee Chair for the Onancock Business Civic Association Yard Sale, shared that the Town Wide Yard Sale is scheduled for May

5<sup>th</sup> and the rain date is May 12<sup>th</sup>. Mrs. Holdren asked that they be allowed to use the Town Park for their vendors. Mrs. Holdren shared that the cost for vendors will be same as last year. Businesses also participated last year by putting tables out in front of their store fronts.

Mrs. Maphis Oswald, Sturgis Street, asked what for the event times. Mrs. Holdren shared that the event will run from 8 am – 12 pm.

Mrs. Holdren also shared that trailer parking will be at the Old Onancock High School.

- g. Wharf Slip Rental Fee Increase – Councilmember T. Lee Byrd: Councilmember Byrd explained to Council that there has not been a fee increase in the past five years and that the suggested increase is in line with the surrounding marinas.

Mrs. Maphis Oswald, suggested that the Town wait one more year so that everyone has a chance to see all of the upgrades at the Wharf. Councilmember Byrd shared that he has discussed the fee increase with several boating clubs over the past two years and everyone is in agreement that the Town should be charging more.

Mr. Kent Sudman, Meadville Drive, asked if the cost for electric would be increasing as well. Mayor Jones stated that those fees would not be changing. Mayor Jones shared that he hopes to install meters on the electric pedestals in the future.

*Councilmember Byrd made a motion to approve an increase of a slip rental fee for the Onancock Marina from \$1.50 a foot to \$2.00 a foot. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.*

**Public Comment:**

Ms. Terris Kennedy, Onancock Business Civic Association, asked that the Town partner with them to sponsor the Le Tour de Shore jersey shirts. The Le Tour de Shore begins and ends in Onancock. The cost to sponsor the shirts is \$950.00; the Town's portion would be \$475.00. Council expressed their interest in partnering with the Onancock Business Civic Association on this advertising opportunity.

**Planning Commission Report:**

Councilmember Fosque shared that the Planning Commission could not be this month due to a lack of quorum. Councilmember Fosque shared that there is still one opening on the Commission.

**Waterfront Committee Report:**

Councilmember Byrd shared that the Mt. Prospect Bridge was completed ahead of schedule. Murtech will be done the Town's floating dock upgrade shortly as well. The Town's Public Works staff will be upgrading the electrical pedestals before the new season. Councilmember Byrd shared that the Town will be begin interviewing Harbormaster applicants in the coming weeks. Councilmember Byrd expressed his excitement in the Town being able to pick up a full-time Harbormaster this coming season. Councilmember Byrd thanked Mrs. Fiege for securing grant money for the bathhouse floor replacement project at the harbormaster shack. Councilmember Byrd and Mayor Jones recently made a presentation to the Virginia Port Authority asking for additional grant money to repair the ramp and the parking area.

Mrs. Maphis Oswald, Sturgis Street, asked why Council decided to make the Harbormaster position full-time. Is there enough to be done in the winter months? Councilmember Byrd shared that there is plenty to be done year-round.

Personnel Committee Report:

Councilmember Bundick shared that they have been reviewing applications for the full-time Harbormaster position.

Holiday Committee Report:

Councilmember Fosque shared that the committee recently met so that they could identify what needs to be to purchase next.

Mayor's Report:

Mayor Jones asked that Mr. Kerbin set the budget public hearing. Mr. Kerbin confirmed that the public hearing would be in the regular Town Council March meeting. Mayor Jones continued on to share that the results of the previous year's audit are now available and the Town came out ahead in FY2017 by about \$13,000. Mayor Jones shared that the general fund does not spend all that it has been allocated annually which helps fill the hole left behind by the water and sewer operations. Currently, the water and sewer fund owes the general fund about \$375,000. Mayor Jones thanked all of the Town staff for their hard work in keeping costs down.

Town Manager's Report:

Town Manager William Kerbin shared the following with Council:

- Work is continuing on the floating dock project and is scheduled to be completed this week.
- The Onancock Main Street initiative will be hosting an informational session Thursday, March 8<sup>th</sup> from 5:30 pm – 6:30 pm at Market Street United Methodist Church. Mr. Kyle Meyer from the Virginia Department of Housing and Community Development will be in attendance.
- The filing deadline for Council and Mayoral candidates is March 6<sup>th</sup> and the election will be held on May 1<sup>st</sup>.
- Mr. Kerbin has been working with Ms. Deborah Christie with Congressman Scott Taylor's office to develop a list of infrastructure projects for potential funding from the infrastructure bill currently proposed in Congress. An infrastructure summit will be held on Saturday, April 14 from 10 am – 12:00 pm, Eastern Shore elected officials and Town Managers will be in attendance.
- The Town has received 12 applications for the new full-time Harbormaster position. The personnel committee is currently reviewing them and interviews will be starting soon.
- Mr. Kerbin has begun researching how best to improvement the WiFi services in the Town. Mr. Kerbin has reviewed the Woodstock, Vermont model as well as reached out to Verizon to see if the Town could give them incentives to use the Town's water tower for increased cellular services.
- Staff have begun preparations for the 5<sup>th</sup> Annual St. Patrick's Day Parade which is scheduled for Sunday, March 11<sup>th</sup> at 2:00 pm.

- The Town has applied for new grant monies through the Virginia Port Authority, the scope of work will include repairs to the ramp and parking area as well as upgrades to the electrical pedestals.
- The Town has tentatively scheduled a National Guard concert for Saturday, September 8<sup>th</sup> at 7:00 pm at the Old Onancock High School.
- Police Officer Dean Carroll will be retiring as of March 1, 2018. The Town wants to congratulate on his 20-years of service to the Town.

Town Council Comments:

None.

Closed Session, if needed:

None.

Adjourn:

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

The meeting was adjourned at 8:21 PM.

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Russell Jones, Mayor

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Lisa Fiege, Deputy Clerk

**FY19 Proposed Budget Totals**

**General Fund**

Project Revenue: \$1,587,254.77  
Projected Expenditures: \$1,587,254.77

**Enterprise Fund**

*Sewer:*

Projected Revenue: \$991,150.00  
Projected Expenditures: \$991,023.08  
Excess: \$126.92

*Water:*

Projected Revenue: \$337,750.00  
Projected Expenditures: \$337,876.92  
Shortfall: -\$126.92

**FY19 Proposed Budget Assumptions**

- 2% salary increases.
- No tax increases on real estate, personal property, meals tax and transient occupancy.
- 7% increase to water and sewer rates:
  - o This was discussed last year as part of a four-year plan to make the plant self-funded
- Real Estate assessments decreased 0.11% and our trending collection rate for current real estate is at about 96% the proposed revenue has been adjusted accordingly.
- Wharf gas revenue is up this year but portion of that is due a non-recurring sale to the Army Corp of Engineers although revenue was up overall
- Personal Property projected collections have been adjusted to reflect the loss of Charter Communications
- Transient dockage 33% increase due to increased fee minus loss of 4 slips (-5%) net up 28%
- Health Insurance 10% increase
- VML Insurance – expected increase about 3% overall
- Retirement increased per department on average 120%
- \$25,000 budgeted for the membrane replacement
- 40% software upgrade cost



**TOWN OF ONANCOCK  
PUBLIC NOTICE**

The Town Council of Onancock, VA will hold a public hearing on Monday, March 26, 2018 at 7:00 P.M. in the Town Council Chambers, 15 North Street, Onancock, Virginia, regarding the proposed FY 2019 Fiscal Budget. A synopsis of the Budget would be as follows:

| <b>ANTICIPATED REVENUES:</b>                    | <b>FY 2019</b>        |
|---|-----------------------|
| General Property Taxes                          | \$568,056.15          |
| Other Local Taxes                               | \$451,675.00          |
| Permits, Fees & Licenses & Fines                | \$48,300.00           |
| Rev. Use of Money & Property                    | \$600.00              |
| Charges for Services-Wharf                      | \$380,292.62          |
| Miscellaneous & Recovered Costs                 | \$79,800.00           |
| State Categorical & Non Cat.                    | \$58,531.00           |
| Water & Sewer                                   | \$1,328,900.00        |
| <b>Total</b>                                    | <b>\$2,916,154.77</b> |
| <br>  |                       |
| <b>ANTICIPATED EXPENDITURES:</b>                | <b>FY 2019</b>        |
| Administration                                  | \$457,298.99          |
| Public Safety                                   | \$414,569.08          |
| Public Works                                    | \$230,976.45          |
| Wharf   | \$455,410.25          |
| Contingencies                                   | \$29,000.00           |
| Water & Sewer (incl. Debt Serv. & Capital Res.) | \$ 1,328,900.00       |
| <b>Total</b>                                    | <b>\$2,916,154.77</b> |

**PROPOSED FY 2018/2019 TAX LEVY:**

Personal Property Tax & Machinery & Tools: \$2.00/hd value (no increase)  
 Real Estate Tax: .32/\$100 value (no increase)  
 Meals Tax: 5% (no increase)  
 Transient Occupancy Tax: 5% (no increase)  
 Trash collection fee: \$120.00/year per household (no increase)

**WATER RATES:** (7% increase)

First 3,000 gallons \$27.14  
 Next 12,000 gallons \$8.78 per 1,000 gals  
 Over 15,000 gallons \$9.13 per 1,000 gals

**SEWER RATES:** (7% increase)

First 3,000 gallons - \$60.19  
 3000-7,000 gallons of usage - \$21.20 per 1000 gallons  
 7,000-15,000 gallons of usage - \$20.60 per 1000 gallons  
 15,000 -30,000 gallons of usage - \$20.31 per 1000 gallons  
 30,000 -40,000 gallons of usage - \$20.01 per 1000 gallons  
 40,000- 90,000 gallons of usage - \$19.72 per 1000 gallons  
 90,000 -200,000 gallons of usage - \$18.83 per 1000 gallons  
 200,000 - 400,000 gallons of usage - \$18.54 per 1000 gallons  
 400,000 - 500,000 gallons of usage - \$16.50 per 1000 gallons  
 Over 500,000 gallons of usage - 16.03 per 1000 gallons

*Detailed budget available for review in the Town Hall  
 Mon.-Fri. 8:30 A.M.-4:30 P.M.*

**GENERAL FUND REVENUE**

| DESCRIPTION                | Actual Rev FY2016     | Actual Rev FY2017     | Budget FY 2018        | YTD as of 2/28/18     | % YTD      | Proposed Budget FY 19 | % Difference 2018 to 2019 | Council Adjustments for FY19 | Portion of Year completed:   |
|----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------|-----------------------|---------------------------|------------------------------|--|
| REAL PROPERTY-CURRENT      | \$281,979.67          | \$283,650.11          | \$370,620.00          | \$357,472.40          | 96%        | \$356,206.15          | -4%                       | -                            | 0.61369863   |
| REAL PROPERTY-DEL.         | \$7,283.75            | \$16,848.52           | \$20,000.00           | \$2,901.66            | 15%        | \$10,000.00           | -50%                      | -                            | \$371,027.68   |
| PUBLIC SERVICE-REALETY     | \$12,860.08           | \$14,447.00           | \$14,500.00           | \$17,270.38           | 119%       | \$17,000.00           | 17%                       | -                            | 356186.5747  |
| PERSONAL PROPERTY-CURRENT  | \$164,487.92          | \$176,707.50          | \$165,000.00          | \$170,180.93          | 103%       | \$164,000.00          | -1%                       | -                            |  |
| PERSONAL PROPERTY-DEL.     | \$4,037.44            | \$2,773.02            | \$10,000.00           | \$288.19              | 3%         | \$5,000.00            | -50%                      | -                            | Charter gone   |
| PUBLIC SERVICE - PERS PROP | \$1,114.72            | \$890.72              | \$1,000.00            | \$747.40              | 75%        | \$850.00              | N/A                       | -                            | Delinquencies collected down   |
| PENALTIES                  | \$14,649.74           | \$33,361.11           | \$15,000.00           | \$6,513.38            | 43%        | \$15,000.00           | 0%                        | -                            | includes all tax penalties   |
| LOCAL SALES TAX            | \$63,224.57           | \$68,381.30           | \$70,000.00           | \$52,256.32           | 75%        | \$76,600.00           | 9%                        | -                            |  |
| UTILITY TAX                | \$47,594.75           | \$53,160.24           | \$52,000.00           | \$36,789.63           | 71%        | \$52,700.00           | 1%                        | -                            |  |
| BUSINESS LICENSE TAX       | \$37,209.56           | \$30,846.64           | \$38,000.00           | \$9,393.54            | 25%        | \$38,000.00           | 0%                        | -                            | *Due by May 1  |
| MOTOR VEHICLE LICENSES     | \$21,164.98           | \$16,079.00           | \$16,000.00           | \$761.00              | 5%         | \$16,000.00           | 0%                        | -                            | *Due by April 15   |
| BANK STOCK TAXES           | \$32,679.00           | \$31,879.00           | \$38,000.00           | \$0.00                | 0%         | \$35,000.00           | -8%                       | -                            |  |
| CELLULAR TAX               | \$95,548.09           | \$92,944.11           | \$95,000.00           | \$60,621.19           | 64%        | \$92,500.00           | -3%                       | -                            |  |
| TRANSIENT OCCUPANCY TAX    | \$13,218.14           | \$12,430.63           | \$18,875.00           | \$13,551.79           | 72%        | \$18,875.00           | 0%                        | -                            | 3 out of 4 QTRS reported   |
| MEALS TAX                  | \$118,122.83          | \$115,246.70          | \$150,000.00          | \$106,501.05          | 71%        | \$160,000.00          | 7%                        | -                            |  |
| TRASH COLLECTION FEE       | \$73,629.26           | \$72,049.53           | \$74,000.00           | \$49,870.00           | 67%        | \$74,000.00           | 0%                        | -                            | \$18,500 under expense   |
| BUILDING/ZONING PERMITS    | \$400.00              | \$600.00              | \$0.00                | \$400.00              | 0%         | \$300.00              | undefined                 | -                            | Chief said to expect a decrease  |
| TRAFFIC FINES              | \$15,975.35           | \$15,162.42           | \$14,000.00           | \$10,287.49           | 73%        | \$10,000.00           | -2%                       | -                            |  |
| INTEREST ON CERT & ACCTS   | \$22.97               | \$149.19              | \$1,000.00            | \$128.68              | 13%        | \$250.00              | -75%                      | -                            |  |
| RENTAL OF PROPERTY         | \$1,510.00            | \$1,040.00            | \$1,000.00            | \$345.00              | 35%        | \$600.00              | -40%                      | -                            |  |
| WATER TOWER ANTENNA RENTAL | \$28,200.00           | \$6,850.00            | \$0.00                | \$0.00                | 0%         | \$0.00                | #DIV/0!                   | -                            | *Leases turned over to Unison=\$274,000.00 in FY16                                     |
| GRASS CUTTING              | \$0.00                | \$460.00              | \$300.00              | \$172.50              | 58%        | \$300.00              | 0%                        | -                            |  |
| BOAT DOCKAGE FEES -MONTHLY | \$500.00              | \$1,100.00            | \$625.00              | \$250.00              | 40%        | \$625.00              | 0%                        | -                            |  |
| BOAT DOCKAGE FEES -TRANS   | \$41,733.70           | \$50,425.81           | \$57,000.00           | \$33,119.54           | 58%        | \$72,960.00           | 28%                       | -                            | up 33% increased fee. four slips lost -5% NET up 28%                                   |
| BOAT RAMP FEES             | \$832.10              | \$1,300.00            | \$900.00              | \$445.00              | 56%        | \$800.00              | 0%                        | -                            |  |
| RAMP ANNUAL DECALS         | \$970.00              | \$1,350.00            | \$15,000.00           | \$615.00              | 4%         | \$1,500.00            | -90%                      | -                            |  |
| WHARF GAS SALES            | \$44,534.81           | \$66,725.63           | \$58,500.00           | \$85,801.61           | 147%       | \$85,000.00           | 45%                       | -                            | Budget may be very high due to one time large gas contract (also reflected in expense) |
| WHARF MERCHANDISE          | \$0.00                | \$0.00                | \$1,000.00            | \$0.00                | 0%         | \$0.00                | -100%                     | -                            |  |
| WHARF OTHER                | \$1,421.53            | \$958.68              | \$2,200.00            | \$607.06              | 28%        | \$2,200.00            | 0%                        | -                            |  |
| WHARF ELECTRIC             | \$4,269.66            | \$4,485.53            | \$5,500.00            | \$3,598.01            | 65%        | \$5,500.00            | 0%                        | -                            |  |
| MISC. REVENUE              | \$3,172.87            | \$4,461.22            | \$5,000.00            | \$5,334.08            | 107%       | \$5,250.00            | 5%                        | -                            |  |
| LAW ENFORCEMENT FUNDS      | \$44,505.91           | \$46,509.02           | \$46,000.00           | \$30,999.65           | 67%        | \$46,000.00           | 0%                        | -                            |  |
| FIRE PROGRAMS FUNDING      | \$20,000.00           | \$10,000.00           | \$10,000.00           | \$0.00                | 0%         | \$10,000.00           | 0%                        | -                            |  |
| LITTER CONTROL GRANT       | \$0.00                | \$1,031.00            | \$1,031.00            | \$0.00                | 0%         | \$1,031.00            | 0%                        | -                            |  |
| VA COMM FOR THE ARTS       | \$500.00              | \$1,000.00            | \$1,500.00            | \$2,000.00            | 0%         | \$1,500.00            | 0%                        | -                            |  |
| <b>TOTAL</b>               | <b>\$1,197,353.40</b> | <b>\$1,236,303.83</b> | <b>\$1,366,461.00</b> | <b>\$1,056,232.48</b> | <b>77%</b> | <b>\$1,375,647.15</b> | <b>1%</b>                 |                              |  |

Notes

\$1,375,647.15

BIG Grant = \$42,957.62

VPA Grant = \$168,750.00

|  |                       |             |              |             |     |              |    |
|--|-----------------------|-------------|--------------|-------------|-----|--------------|----|
| WHARF GRANTS   | \$114,764.90          | \$12,707.69 | \$200,000.00 | \$46,618.58 | 23% | \$211,707.62 | 6% |
| FY16 - Gas Tank                                      |                       |             |              |             |     |              |    |
| FY17 - Study, Bulkhead Cap Replacement & Advertising |                       |             |              |             |     |              |    |
| FY18 - Floating Dock Project                         |                       |             |              |             |     |              |    |
| FY19 - Bathroom Floor Repair, Parking Lot & Ramp     |                       |             |              |             |     |              |    |
| <b>TOTAL</b>   | <b>\$1,587,264.77</b> |             |              |             |     |              |    |

# BUDGET 2018/2019 - SUMMARY

| G/F EXPENDITURES   | Budget FY 2018        | YTD as of 1/23/18   | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018/2019 |
|--------------------|-----------------------|---------------------|------------|-------------------------|------------------------|
| EXECUTIVE          | \$43,386.00           | \$19,012.48         | 44%        | \$42,886.70             | -1%                    |
| ADMIN              | \$250,755.34          | \$147,867.67        | 59%        | \$289,835.29            | 16%                    |
| LEGAL & PROF. SERV | \$6,250.00            | \$877.30            | 14%        | \$19,250.00             | 208%                   |
| INSURANCE          | \$62,032.00           | \$33,153.43         | 53%        | \$65,833.00             | 6%                     |
| POLICE             | \$403,101.14          | \$225,066.03        | 56%        | \$382,069.08            | -5%                    |
| FIRE DEPT.         | \$32,500.00           | \$22,500.00         | 69%        | \$32,500.00             | 0%                     |
| MOSQUITO & WEEDS   | \$19,450.00           | \$4,447.50          | 23%        | \$13,000.00             | -33%                   |
| STREETS            | \$83,033.07           | \$46,244.56         | 56%        | \$81,602.45             | -2%                    |
| SOLID WASTE        | \$97,416.00           | \$57,656.11         | 59%        | \$101,500.00            | 4%                     |
| LITTER             | \$1,200.00            | \$89.19             | 7%         | \$1,200.00              | 0%                     |
| BLDG. & GROUNDS    | \$24,250.00           | \$7,118.71          | 29%        | \$23,250.00             | -4%                    |
| PARKS              | \$10,800.00           | \$4,656.72          | 43%        | \$10,424.00             | -3%                    |
| WHARF              | \$103,491.91          | \$100,099.34        | 97%        | \$166,954.00            | 61%                    |
| CHRISTMAS          | \$5,700.00            | \$3,969.32          | 70%        | \$5,700.00              | 0%                     |
| CONTINGENCY        | \$55,762.00           | \$17,909.55         | 32%        | \$29,000.00             | -48%                   |
| DEBT SERVICE       | \$7,032.00            | \$4,102.00          | 58%        | \$33,794.00             | 381%                   |
| <b>SUB-TOTAL</b>   | <b>\$1,206,159.46</b> | <b>\$694,769.91</b> | <b>58%</b> | <b>\$1,298,798.52</b>   | <b>8%</b>              |

|                 |              |              |        |                     |        |
|-----------------|--------------|--------------|--------|---------------------|--------|
| WHARF W/GRAANTS | \$353,491.91 | \$153,592.36 | 43.45% | \$455,410.25        | 28.83% |
|                 |              |              |        | (\$166,954.00)      |        |
|                 |              |              |        | <b>\$288,456.25</b> |        |

**TOTAL EXP \$1,587,254.77**

# EXECUTIVE

| DESCRIPTION                           | Actual Exp<br>FY16  | Actual Exp<br>FY2017 | Budget FY<br>2018  | YTD as of<br>2/28/18 | % YTD<br>2018 | Proposed<br>FY19<br>Budget | % Difference<br>2018 AND<br>2019 | Council<br>Adjustments for<br>FY19 |
|---------------------------------------|---------------------|----------------------|--------------------|----------------------|---------------|----------------------------|----------------------------------|------------------------------------|
| MAYOR -COUNCIL COMPENSATION           | \$ 14,200.42        | \$ 14,200.42         | \$14,200.00        | \$9,284.89           | 65%           | \$14,200.42                | 0.00%                            |                                    |
| FICA                                  | \$ 1,086.30         | \$ 1,086.28          | \$1,086.00         | \$710.26             | 65%           | \$1,086.28                 | 0.03%                            |                                    |
| TRAVEL TOWN COUNCIL                   | \$ -                | \$ 317.98            | \$500.00           | \$220.00             | 44%           | \$500.00                   | 0.00%                            |                                    |
| COMMUNITY PROMOTION                   | \$ 5,453.05         | \$ 8,971.40          | \$21,600.00        | \$10,036.89          | 46%           | \$21,600.00                | 0.00%                            |                                    |
| TOT - 25%ESVA TOURISM                 | \$ 1,809.80         | \$ 3,504.93          | \$5,000.00         | \$1,961.34           | 39%           | \$4,500.00                 | -10.00%                          |                                    |
| TREE BOARD (Town Beautification Com.) | \$ 825.93           | \$ 838.21            | \$1,000.00         | \$575.00             | 58%           | \$1,000.00                 | 0.00%                            |                                    |
|                                       | <b>\$ 23,375.50</b> | <b>\$ 28,919.22</b>  | <b>\$43,386.00</b> | <b>\$22,788.38</b>   | <b>85%</b>    | <b>\$42,886.70</b>         | <b>-1.73%</b>                    |                                    |

Items to keep in mind under the community promotions line item:

- 3 Art Requests - \$3000.00
- ES Chamber Dues \$319.00
- ES Chamber Essentials Ad - \$650.00
- Brochures (OBCA & Town) - \$1,490.00
- Main Street - \$5000.00
- ES Visitors Guide Ad - \$840.00
- Tourism Center Space - \$120.00
- Christmas trophies & Parade Candy \$750.00

\*One Time Fee for Audio Recorder \$1,000.00

ADMINISTRATION

FY16 TM only 6 Mo

\* Tourism TOT and Parades are pass-throughs

| DESCRIPTION             | Actual Exp FY2016   | Actual Exp FY2017   | Budget FY 2018      | YTD as of 2/28/18   | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 AND 2019 | Council Adjustments FY19 |
|-------------------------|---------------------|---------------------|---------------------|---------------------|------------|-------------------------|----------------------------|--------------------------|
| SALARIES                | \$88,865.89         | \$137,142.02        | \$137,688.70        | \$93,616.56         | 68%        | \$145,470.33            | 5.65%                      |                          |
| OVER-TIME COMP          | \$0.00              | \$695.97            | \$1,000.00          | \$988.69            | 99%        | \$2,000.00              | 100.00%                    |                          |
| FICA                    | \$6,799.82          | \$10,398.03         | \$10,533.19         | \$6,223.62          | 59%        | \$11,291.19             | 7.20%                      |                          |
| RETIREMENT-VRS          | \$5,354.79          | \$7,069.63          | \$7,072.13          | \$9,555.32          | 135%       | \$24,064.11             | 240.27%                    |                          |
| HOSPITALIZATION         | \$21,573.33         | \$17,607.67         | \$19,530.00         | \$14,647.50         | 75%        | \$21,390.00             | 9.52%                      |                          |
| GROUP LIFE INS.-VRS     | \$641.52            | \$1,746.00          | \$1,751.32          | \$1,211.20          | 69%        | \$1,844.66              | 5.33%                      |                          |
| SUTA                    | \$1,585.00          | \$2,801.26          | \$2,405.00          | \$1,543.70          | 64%        | \$2,500.00              | 3.95%                      |                          |
| TRAINING                | \$0.00              | \$515.00            | \$2,000.00          | \$1,230.00          | 62%        | \$2,000.00              | 0.00%                      |                          |
| AUDIT SERVICES          | \$16,750.00         | \$16,750.00         | \$17,000.00         | \$16,750.00         | 99%        | \$16,750.00             | -1.47%                     |                          |
| OFFICE EQUIP. REP/MAINT | \$12,296.22         | \$9,745.38          | \$8,000.00          | \$9,083.01          | 114%       | \$24,000.00             | 200.00%                    |                          |
| PRINTING AUTO DECAL     | \$435.95            | \$268.39            | \$275.00            | \$243.65            | 89%        | \$275.00                | 0.00%                      |                          |
| ADVERTISING             | \$3,100.60          | \$3,441.94          | \$3,000.00          | \$1,395.65          | 47%        | \$3,000.00              | 0.00%                      |                          |
| POSTAGE                 | \$2,846.82          | \$2,792.48          | \$3,500.00          | \$2,291.31          | 65%        | \$4,500.00              | 28.57%                     |                          |
| TELEPHONE               | \$4,813.98          | \$4,683.70          | \$4,500.00          | \$1,461.76          | 32%        | \$2,550.00              | -43.33%                    |                          |
| TRAVEL                  | \$251.92            | \$1,290.90          | \$2,000.00          | \$1,147.04          | 57%        | \$2,000.00              | 0.00%                      |                          |
| DUES-MEMBERSHIP         | \$1,223.30          | \$1,093.90          | \$1,000.00          | \$75.00             | 8%         | \$1,200.00              | 20.00%                     |                          |
| OFFICE SUPPLIES         | \$5,064.15          | \$18,899.67         | \$15,000.00         | \$11,134.01         | 74%        | \$17,500.00             | 16.67%                     |                          |
| MISC.                   | \$1,381.85          | \$2,180.07          | \$2,500.00          | \$1,550.57          | 62%        | \$3,000.00              | 20.00%                     |                          |
| BANK PROCESSING FEES    | \$6,186.47          | \$6,241.40          | \$7,000.00          | \$5,723.50          | 82%        | \$1,000.00              | -85.71%                    |                          |
| BOOK KEEPING FEES       | \$3,051.33          | \$3,483.53          | \$5,000.00          | \$2,075.07          | 42%        | \$3,500.00              | -30.00%                    |                          |
| <b>TOTAL</b>            | <b>\$182,242.94</b> | <b>\$248,846.94</b> | <b>\$250,755.34</b> | <b>\$147,867.67</b> | <b>59%</b> | <b>\$289,835.29</b>     | <b>9.88%</b>               |                          |

\$3600 firewall/security network switch & Southern software \$8,000 (20%)

Additional mail outs - collection efforts

Move to VOIP helped decrease exp

Bill - joining new group

\$ for drug screens \$240

Changing vendors - hoping exp will zero out

For ADP

|         |            |             |        |            |    |  |  |  |
|---------|------------|-------------|--------|------------|----|--|--|--|
| PARADES | \$9,606.42 | \$10,865.42 | \$0.00 | \$1,550.57 | 0% |  |  |  |
|---------|------------|-------------|--------|------------|----|--|--|--|

St. Pairick's Parade all \$ is sponsored

**LEGAL & PROFESSIONAL SERVICES**

| DESCRIPTION                 | Actual Exp FY2016 | Actual Exp FY2017 | Budget FY 2018    | YTD 2/28/18       | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|------------|-------------------------|----------------------------|--------------------------|
| TOWN ATTORNEY/ATTY FEES     | \$1,490.00        | \$2,485.64        | \$4,000.00        | \$1,695.78        | 42%        | \$4,000.00              | 0%                         |                          |
| COURT APP LAWYER/COURT FEES | \$120.00          | \$0.00            | \$250.00          | \$141.54          | 57%        | \$250.00                | 0%                         |                          |
| CONSULTANTS                 | \$0.00            | \$0.00            | \$2,000.00        | \$0.00            | 0%         | \$1,000.00              | -50%                       |                          |
| TOWN CODE CODIFICATION      | \$0.00            | \$0.00            | \$0.00            | \$0.00            | 0%         | \$14,000.00             | 0%                         |                          |
| <b>SUB-TOTAL</b>            | <b>\$1,610.00</b> | <b>\$2,485.64</b> | <b>\$6,250.00</b> | <b>\$1,837.32</b> | <b>29%</b> | <b>\$19,250.00</b>      | <b>208%</b>                |                          |

NOTES:

**INSURANCE**

| DESCRIPTION              | Actual Exp FY2016  | Actual Exp FY2017  | Budget FY 2018     | YTD as of 2/28/18  | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|--------------------------|--------------------|--------------------|--------------------|--------------------|------------|-------------------------|----------------------------|--------------------------|
| PROPERTY INS             | \$21,388.75        | \$36,294.00        | \$31,930.00        | \$18,431.50        | 58%        | \$35,366.00             | 11%                        |                          |
| VEHICLE INS              | \$7,640.00         | \$7,180.00         | \$5,592.00         | \$3,841.00         | 69%        | \$6,198.00              | 11%                        |                          |
| SURETY BONDS             | \$0.00             | \$0.00             | \$200.00           | \$0.00             | 0%         | \$200.00                | 0%                         |                          |
| PUB OFF & LAW ENF LIAB   | \$0.00             | \$0.00             | \$3,407.00         | \$0.00             | 0%         | \$2,618.00              | -23%                       |                          |
| GENERAL LIAB             | \$1,095.25         | \$989.00           | \$4,568.00         | \$475.50           | 10%        | \$2,971.00              | -35%                       |                          |
| WORKMENS COMP.           | \$13,921.25        | \$10,091.00        | \$12,613.00        | \$8,725.50         | 69%        | \$14,293.00             | 13%                        |                          |
| LINE OF DUTY ACT INS     | \$1,884.75         | \$2,244.00         | \$2,322.00         | \$1,250.55         | 54%        | \$2,787.00              | 20%                        |                          |
| VACORPHYBRID ST/LT D/SAB | \$0.00             | \$0.00             | \$900.00           | \$429.38           | 48%        | \$900.00                | 0%                         |                          |
| FLOOD INS - WHARF        | \$0.00             | \$0.00             | \$500.00           | \$0.00             | 0%         | \$500.00                | 0%                         |                          |
| <b>SUB-TOTAL</b>         | <b>\$46,890.00</b> | <b>\$56,798.00</b> | <b>\$62,032.00</b> | <b>\$33,163.43</b> | <b>53%</b> | <b>\$68,833.00</b>      | <b>6%</b>                  |                          |

NOT A CURRENT EXPENSE/CONSIDER SAVING \$5000/YEAR FOR SELF INSURANCE OF FLOOD

NOTES:

**POLICE**

| DESCRIPTION           | Actual Exp FY2016   | Actual Exp FY2017   | Budget FY 2018      | YTD as of 2/28/18   | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|-----------------------|---------------------|---------------------|---------------------|---------------------|------------|-------------------------|----------------------------|--------------------------|
| SALARIES              | \$210,408.32        | \$222,909.06        | \$227,133.02        | \$151,486.02        | 67%        | \$215,384.11            | -5%                        |                          |
| OVER-TIME COMP.       | \$6,919.04          | \$7,936.00          | \$9,300.00          | \$2,242.41          | 24%        | \$9,300.00              | 0%                         |                          |
| FICA                  | \$15,319.58         | \$17,216.25         | \$17,375.68         | \$11,719.73         | 67%        | \$17,319.22             | 0%                         |                          |
| RETIREMENT            | \$14,481.10         | \$11,227.93         | \$15,136.00         | \$14,892.24         | 98%        | \$34,648.89             | 129%                       |                          |
| HOSPITALIZATION       | \$26,796.63         | \$24,697.09         | \$15,624.00         | \$16,926.00         | 108%       | \$42,780.00             | 174%                       |                          |
| LIFE INS.             | \$1,140.00          | \$1,010.73          | \$2,975.44          | \$1,824.56          | 61%        | \$2,692.86              | -9%                        |                          |
| SUTA                  | \$2,615.99          | \$2,612.95          | \$2,800.00          | \$2,487.26          | 89%        | \$1,052.00              | -62%                       |                          |
| TRAINING              | \$1,373.00          | \$3,632.54          | \$3,957.00          | \$3,299.20          | 83%        | \$5,000.00              | 26%                        |                          |
| VEHICLE REPAIR        | \$6,621.54          | \$5,175.78          | \$4,000.00          | \$2,470.70          | 62%        | \$4,000.00              | 0%                         |                          |
| COMP MAINT/LICENSES   | \$2,342.00          | \$2,342.00          | \$3,800.00          | \$0.00              | 0%         | \$4,000.00              | 5%                         |                          |
| TELEPHONES SERVICES   | \$2,045.86          | \$2,520.71          | \$2,000.00          | \$1,656.66          | 83%        | \$2,892.00              | 45%                        |                          |
| TRAVEL                | \$105.00            | \$224.70            | \$500.00            | \$376.15            | 75%        | \$500.00                | 0%                         |                          |
| OFFICE SUPPLIES       | \$1,497.75          | \$1,519.02          | \$1,500.00          | \$1,143.78          | 76%        | \$1,500.00              | 0%                         |                          |
| VEHICLE FUEL          | \$7,613.88          | \$7,834.41          | \$14,000.00         | \$4,656.81          | 33%        | \$14,000.00             | 0%                         |                          |
| UNIFORMS & BODY ARMOR | \$1,420.29          | \$1,755.42          | \$3,000.00          | \$896.18            | 30%        | \$3,000.00              | 0%                         |                          |
| POLICE SUPPLIES       | \$4,310.13          | \$8,430.18          | \$8,000.00          | \$5,084.50          | 64%        | \$9,000.00              | 13%                        |                          |
| NEW POLICE VEHICLES   | \$0.00              | \$0.00              | \$30,000.00         | \$30,475.26         | 102%       | \$15,000.00             | -50%                       |                          |
| HAZARDOUS DUTY/LEOS   | \$0.00              | \$0.00              | \$42,000.00         | \$0.00              | 0%         | \$0.00                  | -100%                      |                          |
| <b>SUB-TOTAL</b>      | <b>\$305,010.11</b> | <b>\$321,044.77</b> | <b>\$403,101.14</b> | <b>\$251,637.46</b> | <b>62%</b> | <b>\$382,069.08</b>     | <b>-5%</b>                 |                          |

Items required for new cadet in training

\*this is coming out of each dept VRS line item

NOTES:

**FIRE DEPARTMENT**

| DESCRIPTION            | Actual Exp<br>FY2016 | Actual Exp<br>FY2017 | Budget FY<br>2018  | YTD as of<br>2/28/18 | % YTD<br>2018 | Proposed<br>Budget FY 2019 | % Difference<br>2018 and 2019 | Council<br>Adjustments FY19 |
|------------------------|----------------------|----------------------|--------------------|----------------------|---------------|----------------------------|-------------------------------|-----------------------------|
| CONTRIBUTIONS FIRE CO. | \$22,500.00          | \$22,500.00          | \$22,500.00        | \$22,500.00          | 100%          | \$22,500.00                | 0%                            |                             |
| FIRE PROGRAMS FUND     | \$12,000.00          | \$0.00               | \$10,000.00        | \$0.00               | 0%            | \$10,000.00                | 0%                            |                             |
| <b>SUB-TOTAL</b>       | <b>\$34,500.00</b>   | <b>\$22,500.00</b>   | <b>\$32,500.00</b> | <b>\$22,500.00</b>   | <b>69%</b>    | <b>\$32,500.00</b>         | <b>0%</b>                     |                             |

PASS THROUGH

NOTES:

**MOSQUITO & WEED CONTROL**

| DESCRIPTION             | Actual Exp<br>FY2016 | Actual Exp<br>FY2017 | Budget FY<br>2018  | YTD as of<br>2/28/18 | % YTD<br>2018 | Proposed<br>Budget FY 2019 | % Difference<br>2018 and 2019 | Council<br>Adjustments FY19 |
|-------------------------|----------------------|----------------------|--------------------|----------------------|---------------|----------------------------|-------------------------------|-----------------------------|
| PAY (Moq. Spraying)     | \$920.00             | \$3,173.50           | \$4,200.00         | \$2,550.00           | 61%           | \$3,500.00                 | -17%                          |                             |
| REPAIR-MAINT. SUPPLIES  | \$0.00               | \$0.00               | \$750.00           | \$0.00               | 0%            | \$500.00                   | -33%                          |                             |
| MOSQUITO CHEMICALS      | \$1,883.75           | \$0.00               | \$5,000.00         | \$1,897.50           | 38%           | \$2,500.00                 | -50%                          |                             |
| WEED CONTROL (contract) | \$6,225.00           | \$4,150.00           | \$9,500.00         | \$0.00               | 0%            | \$6,500.00                 | -32%                          |                             |
| <b>SUB-TOTAL</b>        | <b>\$9,028.75</b>    | <b>\$7,323.50</b>    | <b>\$19,450.00</b> | <b>\$4,447.50</b>    | <b>23%</b>    | <b>\$13,000.00</b>         | <b>-33%</b>                   |                             |

NOTES:



**STREET MAINTENANCE**

| DESCRIPTION         | Actual Exp<br>FY2016 | Actual Exp<br>FY2017 | Budget FY<br>2018  | YTD as of<br>2/28/18 | % YTD 2018 | Proposed<br>Budget FY<br>2019 | % Difference<br>2018 and<br>2019 | Council Adjustments<br>FY19 |
|---------------------|----------------------|----------------------|--------------------|----------------------|------------|-------------------------------|----------------------------------|-----------------------------|
| SALARIES            | \$98,468.76          | \$51,255.01          | \$26,051.17        | \$16,878.81          | 65%        | \$23,646.30                   | -9%                              |                             |
| OVERTIME COMP.      | \$859.13             | \$914.10             | \$1,000.00         | \$600.34             | 60%        | \$1,500.00                    | 50%                              |                             |
| FICA                | \$7,490.10           | \$3,685.67           | \$2,016.03         | \$1,103.41           | 55%        | \$1,659.77                    | -18%                             |                             |
| RETIREMENT          | \$6,907.63           | \$2,793.72           | \$1,852.64         | \$1,732.82           | 94%        | \$4,026.88                    | 117%                             |                             |
| HOSPITALIZATION     | \$18,287.89          | \$14,385.54          | \$7,812.00         | \$6,184.50           | 79%        | \$8,556.00                    | 10%                              |                             |
| LIFE INS.           | \$538.60             | \$263.26             | \$345.23           | \$222.06             | 64%        | \$308.30                      | -11%                             |                             |
| SUTA                | \$1,592.78           | \$1,387.45           | \$456.00           | \$243.88             | 53%        | \$105.20                      | -77%                             |                             |
| VEHICLE REPAIR      | \$3,634.70           | \$119.22             | \$3,000.00         | \$318.66             | 11%        | \$2,000.00                    | -33%                             |                             |
| ELECTRIC SERVICE    | \$25,716.70          | \$24,787.40          | \$30,000.00        | \$16,551.06          | 55%        | \$30,000.00                   | 0%                               |                             |
| STREET REPAIR-MAIN. | \$3,628.29           | \$2,099.86           | \$8,500.00         | \$7,533.87           | 89%        | \$8,500.00                    | 0%                               |                             |
| SMALL TOOLS & EQUIP | \$396.38             | \$623.70             | \$500.00           | \$9.40               | 2%         | \$500.00                      | 0%                               |                             |
| UNIFORMS            | \$0.00               | \$0.00               | \$1,000.00         | \$152.67             | 0%         | \$500.00                      | -50%                             |                             |
| SAFETY-STREET SIGNS | \$0.00               | \$892.01             | \$500.00           | \$214.21             | 43%        | \$300.00                      | -40%                             |                             |
| <b>SUB-TOTAL</b>    | <b>\$167,520.96</b>  | <b>\$103,206.94</b>  | <b>\$83,033.07</b> | <b>\$51,745.69</b>   | <b>62%</b> | <b>\$81,602.45</b>            | <b>-2%</b>                       |                             |

FY18 - Department split benefits with water & sewer to become Public Works

**SOLID WASTE**

| DESCRIPTION           | Actual Exp FY2016  | Actual Exp FY2017  | Budget FY 2018     | YTD as of 2/28/18  | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|-----------------------|--------------------|--------------------|--------------------|--------------------|------------|-------------------------|----------------------------|--------------------------|
| VEHICLE-MAIN.         | \$1,079.44         | \$1,485.64         | \$3,600.00         | \$670.17           | 19%        | \$3,000.00              | -17%                       |                          |
| TRASH COLLECTION SER. | \$87,963.86        | \$89,998.96        | \$87,816.00        | \$61,409.23        | 70%        | \$92,500.00             | 5%                         |                          |
| REPAIR/MAIN.          | \$319.72           | \$1,872.82         | \$2,000.00         | \$1,505.63         | 75%        | \$2,000.00              | 0%                         |                          |
| VEHICLE FUEL          | \$2,399.96         | \$2,206.92         | \$4,000.00         | \$1,886.84         | 47%        | \$4,000.00              | 0%                         |                          |
| <b>SUB-TOTAL</b>      | <b>\$91,762.98</b> | <b>\$95,564.34</b> | <b>\$97,416.00</b> | <b>\$65,471.87</b> | <b>67%</b> | <b>\$101,500.00</b>     | <b>4%</b>                  |                          |

May want to increase for chipper maintenance  
Contract with Davis Disposal

NOTES:

**LITTER CONTROL**

| DESCRIPTION                   | Actual Exp FY2016 | Actual Exp FY2017 | Budget FY 2018    | YTD as of 2/28/18 | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|------------|-------------------------|----------------------------|--------------------------|
| LITTER CONTROL(CANS & LINERS) | \$1,084.85        | \$725.25          | \$1,200.00        | \$89.19           | 7%         | \$1,200.00              | 0%                         |                          |
| <b>SUB-TOTAL</b>              | <b>\$1,084.85</b> | <b>\$725.25</b>   | <b>\$1,200.00</b> | <b>\$89.19</b>    | <b>7%</b>  | <b>\$1,200.00</b>       | <b>0%</b>                  |                          |

Grant Funded

NOTES:

## BUILDINGS & GROUNDS

| DESCRIPTION                  | Actual Exp FY2016  | Actual Exp FY2017  | Budget FY 2018     | YTD as of 2/28/18 | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|------------------------------|--------------------|--------------------|--------------------|-------------------|------------|-------------------------|----------------------------|--------------------------|
| ELECTRIC SERVICES            | \$3,559.24         | \$4,229.64         | \$5,000.00         | \$2,996.85        | 60%        | \$5,500.00              | 10%                        |                          |
| HEATING FUEL                 | \$3,382.30         | \$3,601.23         | \$5,000.00         | \$2,665.90        | 53%        | \$3,500.00              | -30%                       |                          |
| JANITORIAL SUPPLIES          | \$660.85           | \$2,265.08         | \$1,500.00         | \$209.73          | 14%        | \$1,500.00              | 0%                         |                          |
| TOWN HALL JANITORIAL SERVICE | \$2,600.00         | \$2,600.00         | \$3,250.00         | \$2,000.00        | 62%        | \$3,250.00              | 0%                         |                          |
| REPAIR/MAIN.                 | \$11,395.04        | \$4,436.28         | \$9,500.00         | \$1,332.80        | 14%        | \$9,500.00              | 0%                         |                          |
| <b>SUB-TOTAL</b>             | <b>\$21,597.43</b> | <b>\$17,132.23</b> | <b>\$24,250.00</b> | <b>\$9,205.28</b> | <b>38%</b> | <b>\$23,250.00</b>      | <b>-4%</b>                 |                          |

NOTES:

## PARKS

| DESCRIPTION           | Actual Exp FY 2016 | Actual Exp FY2017  | Budget FY 2018     | YTD as of 2/28/18 | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|-----------------------|--------------------|--------------------|--------------------|-------------------|------------|-------------------------|----------------------------|--------------------------|
| CUTTING GRASS CONT.   | \$5,765.00         | \$8,920.00         | \$6,300.00         | \$4,200.00        | 67%        | \$6,300.00              | 0%                         |                          |
| ELECTRIC SERVICES     | \$721.15           | \$669.15           | \$700.00           | \$507.94          | 73%        | \$924.00                | 32%                        |                          |
| REPAIR/MAIN. SUPPLIES | \$272.56           | \$0.00             | \$1,000.00         | \$0.00            | 0%         | \$550.00                | -45%                       |                          |
| SMALL TOOLS-EQUIP.    | \$251.17           | \$308.85           | \$300.00           | \$0.00            | 0%         | \$150.00                | -50%                       |                          |
| PLANTINGS/LANDSCAPE   | \$1,282.75         | \$150.90           | \$2,500.00         | \$0.00            | 0%         | \$2,500.00              | 0%                         |                          |
| <b>SUB-TOTAL</b>      | <b>\$8,292.63</b>  | <b>\$10,048.90</b> | <b>\$10,800.00</b> | <b>\$4,707.94</b> | <b>44%</b> | <b>\$10,424.00</b>      | <b>-3%</b>                 |                          |

NOTES:

**WHARF**

FY17 - Ruth (Winter)

| DESCRIPTION               | Actual Exp FY2016   | Actual Exp FY2017   | Budget FY 2018      | YTD as of 2/28/18   | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|---------------------------|---------------------|---------------------|---------------------|---------------------|------------|-------------------------|----------------------------|--------------------------|
| FT-HARBORMASTER           | \$0.00              | \$7,543.13          | \$0.00              | \$0.00              | 0%         | \$35,000.00             | 100%                       |                          |
| SALARIES/PRT COMPENSATION | \$29,932.45         | \$40,721.52         | \$34,404.00         | \$20,328.47         | 59%        | \$15,000.00             | -129%                      |                          |
| OVERTIME                  | \$961.07            | \$3,907.53          | \$2,000.00          | \$2,604.60          | 130%       | \$5,000.00              | 60%                        |                          |
| FICA                      | \$2,363.35          | \$3,988.91          | \$2,631.91          | \$1,895.39          | 64%        | \$3,825.00              | 31%                        |                          |
| SUTA                      | \$1,254.17          | \$18,083.98         | \$456.00            | \$252.76            | 55%        | \$553.00                | 18%                        |                          |
| HOSPITALIZATION           | \$0.00              | \$0.00              | \$0.00              | \$0.00              | 0%         | \$8,556.00              | 100%                       |                          |
| RETIREMENT                | \$0.00              | \$0.00              | \$0.00              | \$0.00              | 0%         | \$5,960.50              | 100%                       |                          |
| LIFE                      | \$0.00              | \$0.00              | \$0.00              | \$0.00              | 0%         | \$458.50                | 100%                       |                          |
| ELECTRIC SERVICES         | \$4,543.94          | \$5,566.74          | \$5,000.00          | \$4,446.72          | 89%        | \$7,500.00              | 33%                        |                          |
| TELEPHONE                 | \$1,941.62          | \$1,734.83          | \$2,500.00          | \$341.08            | 14%        | \$601.00                | -316%                      |                          |
| WHARF JANITORIAL SUPPLIES | \$616.76            | \$1,920.34          | \$2,500.00          | \$951.74            | 38%        | \$2,500.00              | 0%                         |                          |
| REPAIR/ MAINTENANCE       | \$4,056.97          | \$4,334.14          | \$3,000.00          | \$1,778.62          | 59%        | \$2,000.00              | -33%                       |                          |
| COST OF GAS/DIESEL        | \$39,927.59         | \$50,784.32         | \$46,000.00         | \$65,713.50         | 143%       | \$75,000.00             | 39%                        |                          |
| COST OF MERCHANDISE       | \$0.00              | \$0.00              | \$500.00            | \$0.00              | 0%         | \$500.00                | 0%                         |                          |
| OTHER OPERATING SUPPLIES  | \$22,974.59         | \$4,532.55          | \$2,500.00          | \$1,267.83          | 51%        | \$2,500.00              | 0%                         |                          |
| ADVERTISING & DUES        | \$17,431.74         | \$2,279.00          | \$2,000.00          | \$1,279.00          | 64%        | \$2,000.00              | 0%                         |                          |
| <b>SUB-TOTAL</b>          | <b>\$126,004.25</b> | <b>\$145,376.99</b> | <b>\$103,491.91</b> | <b>\$100,659.71</b> | <b>97%</b> | <b>\$166,954.00</b>     | <b>102%</b>                |                          |

New FT Position with Benefits

|                             |                    |                    |                     |                     |            |                     |            |  |
|-----------------------------|--------------------|--------------------|---------------------|---------------------|------------|---------------------|------------|--|
| <b>CAPITAL IMPROVEMENTS</b> | <b>\$58,105.00</b> | <b>\$40,879.62</b> | <b>\$250,000.00</b> | <b>\$131,474.67</b> | <b>53%</b> | <b>\$288,456.25</b> | <b>15%</b> |  |
|-----------------------------|--------------------|--------------------|---------------------|---------------------|------------|---------------------|------------|--|

FY16 - Gas Tank FY17-Study, Bulkhead

FY18-Floaters

FY19-Bathroom Floors, Ramp, Parking Area and Electrical Upgrade

**\$455,410.25**

**CHRISTMAS**

| DESCRIPTION           | Actual Exp FY2016  | Actual Exp FY2017  | Budget FY 2018    | YTD as of 2/28/18 | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|-----------------------|--------------------|--------------------|-------------------|-------------------|------------|-------------------------|----------------------------|--------------------------|
| ELECTRIC SERVICES     | \$97.72            | \$380.69           | \$200.00          | \$119.97          | 60%        | \$200.00                | 0%                         |                          |
| REPAIR/MAIN SUPPLIES  | \$76.66            | \$150.74           | \$500.00          | \$766.40          | 153%       | \$500.00                | 0%                         |                          |
| CHRISTMAS DECORATIONS | \$13,530.21        | \$13,180.68        | \$5,000.00        | \$3,426.89        | 69%        | \$5,000.00              | 0%                         |                          |
| <b>SUB-TOTAL</b>      | <b>\$13,704.59</b> | <b>\$13,712.11</b> | <b>\$5,700.00</b> | <b>\$4,313.26</b> | <b>76%</b> | <b>\$5,700.00</b>       | <b>0%</b>                  |                          |

NOTES: FY17 - Sponsorships for decorations = \$3,824.20

FY16 - Sponsorships for decorations = \$3,450

**COUNCIL CONTINGENCY & BANK NOTE (Debt Service)**

| DESCRIPTION         | Actual Exp FY2016  | Actual Exp FY2017  | Budget FY 2018     | YTD as of 2/28/18  | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|---------------------|--------------------|--------------------|--------------------|--------------------|------------|-------------------------|----------------------------|--------------------------|
| CONTINGENCIES       | \$28,599.36        | \$11,834.32        | \$29,000.00        | \$2,287.09         | 8%         | \$29,000.00             | 0%                         |                          |
| DEBT SERVICE        | \$11,319.45        | \$19,654.60        | \$7,032.00         | \$4,688.00         | 67%        | \$7,032.00              | 0%                         |                          |
| BB& T PROPERTY NOTE | \$29,227.98        | \$26,781.36        | \$26,762.00        | \$17,854.24        | 67%        | \$26,762.00             | 0%                         |                          |
| <b>SUB-TOTAL</b>    | <b>\$69,146.79</b> | <b>\$58,270.28</b> | <b>\$62,794.00</b> | <b>\$24,829.33</b> | <b>40%</b> | <b>\$62,794.00</b>      | <b>0%</b>                  |                          |

NOTES:

WS REVENUE

| <b>WATER &amp; SEWER REVENUE</b>      |                      |                       |                              |                      |                  |                      |                               |                               |  |
|---------------------------------------|----------------------|-----------------------|------------------------------|----------------------|------------------|----------------------|-------------------------------|-------------------------------|--|
| DESCRIPTION                           | Actual Rev<br>FY2016 | Actual Rev<br>FY2017  | Budget FY 2018               | YTD as of<br>2/28/18 | % YTD FY<br>2018 | Account #            | Proposed<br>Budget FY<br>2019 | % Difference<br>2018 and 2019 |  |
| WATER CHARGES                         | \$237,943.21         | \$253,743.65          | \$327,000.00                 | \$198,232.20         | 61%              | 513160.0805          | \$321,000.00                  | -2%                           |  |
| SEWER CHARGES                         | \$593,897.92         | \$731,300.69          | \$779,000.00                 | \$674,524.75         | 87%              | 513160.0806          | \$960,000.00                  | 23%                           |  |
| SEPTAGE REVENUE                       | \$13,396.27          | \$15,361.03           | \$15,000.00                  | \$0.00               | 0%               | 513160.0820          | \$15,000.00                   | 0%                            |  |
| WATER INSTALLATION                    | \$0.00               | \$0.00                | \$3,000.00                   | \$0.00               | 0%               | 513160.0809          | \$3,000.00                    | 0%                            |  |
| SEWER INSTALLATION FEES               | \$1,200.00           | \$0.00                | \$2,400.00                   | \$0.00               | 0%               | 513160.0810          | \$2,400.00                    | 0%                            |  |
| WATER / SEWER PENALTIES               | \$15,772.70          | \$15,795.34           | \$12,500.00                  | \$14,908.63          | 119%             | 513160.0811          | \$24,000.00                   | 92%                           |  |
| MISCELLANEOUS REV.                    | \$10,567.47          | \$1,884.77            | \$5,000.00                   | \$2,273.17           | 45%              | 513160.9001          | \$3,500.00                    | -30%                          |  |
| <b>TRANSFER from GENERAL FUND</b>     |                      |                       | <b>\$1,303,996.69</b>        | <b>\$0.00</b>        | <b>NA</b>        | <b>513160.9002</b>   | <b>NA</b>                     | <b>#VALUE!</b>                |  |
| <b>TOTAL</b>                          | <b>\$872,777.57</b>  | <b>\$1,018,085.48</b> | <b>\$2,447,896.69</b>        | <b>\$889,938.75</b>  | <b>36%</b>       |                      | <b>\$1,328,900.00</b>         | <b>-46%</b>                   |  |
|                                       |                      |                       |                              |                      |                  |                      |                               |                               |  |
|                                       |                      |                       | Total Sewer Revenue          | \$991,150.00         |                  | Total Water Revenue  | \$337,750.00                  | Total Revenue                 |  |
|                                       |                      |                       | Total Sewer Expenses         | \$991,023.08         |                  | Total Water Expenses | \$337,876.92                  | Total Exps                    |  |
|                                       |                      |                       | Balance                      | \$126.92             |                  | Balance              | (\$126.92)                    |                               |  |
|                                       |                      |                       | <b>Total W&amp;S Balance</b> | <b>(\$0.00)</b>      |                  |                      |                               |                               |  |
| <b>Transfer from Gen Fund Needed:</b> |                      |                       |                              |                      |                  |                      |                               |                               |  |
|                                       |                      |                       | From FY19 General Fund       | \$0.00               |                  | % of Year Cmpl       | 75%                           |                               |  |
|                                       |                      |                       | Balance                      | (\$0.00)             |                  |                      |                               |                               |  |

# WATER DEPARTMENT EXPENDITURES

| DESCRIPTION             | Actual Exp FY2016 | Actual Exp FY2017 | Budget FY 2018 | YTD as of 2/28/18 | % YTD 2018 | Account #   | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|-------------------------|-------------------|-------------------|----------------|-------------------|------------|-------------|-------------------------|----------------------------|--------------------------|
| SALARIES                | \$50,636.95       | \$52,840.22       | \$66,524.84    | \$45,095.77       | 68%        | 516048.1100 | \$64,860.19             | -3%                        |                          |
| OVER-TIME               | \$3,095.01        | \$3,118.24        | \$5,000.00     | \$3,008.26        | 60%        | 516048.1200 | \$6,000.00              | 20%                        |                          |
| FICA                    | \$3,910.10        | \$4,116.53        | \$5,083.50     | \$3,522.79        | 69%        | 516048.2100 | \$4,965.85              | -2%                        |                          |
| RETIREMENT              | \$1,443.23        | \$4,332.18        | \$4,535.14     | \$4,497.14        | 99%        | 516048.2200 | \$10,138.56             | 124%                       |                          |
| HOSPITALIZATION         | \$7,620.13        | \$8,552.91        | \$13,671.00    | \$8,439.50        | 62%        | 516048.2300 | \$14,973.00             | 10%                        |                          |
| LIFE INS.               | \$270.70          | \$265.15          | \$873.46       | \$600.86          | 69%        | 516048.2400 | \$846.12                | -3%                        |                          |
| SUITS                   | \$632.82          | \$545.61          | \$798.00       | \$567.69          | 71%        | 516048.2600 | \$368.20                | -54%                       |                          |
| TRAINING AND TRAVEL     | \$0.00            | \$0.00            | \$1,000.00     | \$0.00            | 0%         | 516048.3140 | \$1,000.00              | 0%                         |                          |
| VEHICLE REPAIR          | \$3,285.33        | \$1,393.51        | \$2,000.00     | \$1,931.79        | 97%        | 516048.3310 | \$2,000.00              | 0%                         |                          |
| REPAIR/MAIN.-SVC.       | \$7,648.23        | \$8,503.16        | \$5,000.00     | \$3,575.72        | 72%        | 516048.3311 | \$5,000.00              | 0%                         |                          |
| PRINTING WATER BILLS    | \$0.00            | \$290.08          | \$200.00       | \$200.00          | 100%       | 516048.3502 | \$4,200.00              | 2000%                      |                          |
| ADVERTISING             | \$401.58          | \$0.00            | \$150.00       | \$46.73           | 31%        | 516048.3601 | \$150.00                | 0%                         |                          |
| ELECTRIC SERVICES       | \$12,692.10       | \$9,578.93        | \$13,000.00    | \$8,902.87        | 53%        | 516048.5101 | \$13,000.00             | 0%                         |                          |
| POSTAGE                 | \$127.24          | \$437.50          | \$500.00       | \$250.00          | 50%        | 516048.5201 | \$500.00                | 0%                         |                          |
| TELEPHONE               | \$2,700.36        | \$2,746.48        | \$2,000.00     | \$1,340.10        | 67%        | 516048.5203 | \$2,000.00              | 0%                         |                          |
| DUES/MEMBERSHIPS        | \$0.00            | \$80.00           | \$1,000.00     | \$6,000.00        | 600%       | 516048.5601 | \$1,000.00              | 0%                         |                          |
| HEALTH DEPT. FEES       | \$2,132.85        | \$2,132.85        | \$2,500.00     | \$4,853.85        | 194%       | 516048.5603 | \$5,000.00              | 100%                       |                          |
| REPAIR & MAINTENANCE    | \$2,256.10        | \$5,402.74        | \$5,000.00     | \$0.00            | 0%         | 516048.6007 | \$5,000.00              | 0%                         |                          |
| VEHICLE FUEL            | \$1,281.73        | \$1,329.80        | \$2,000.00     | \$962.76          | 48%        | 516048.6008 | \$2,000.00              | 0%                         |                          |
| UNIFORMS                | \$0.00            | \$90.71           | \$300.00       | \$85.19           | 28%        | 516048.8011 | \$300.00                | 0%                         |                          |
| LAB SUPPLIES            | \$980.93          | \$2,857.14        | \$3,125.00     | \$243.00          | 8%         | 516048.8016 | \$3,000.00              | -4%                        |                          |
| PURIFICATION SUPPLIES   | \$13,607.02       | \$18,138.80       | \$20,000.00    | \$19,054.77       | 95%        | 516048.8020 | \$29,000.00             | 45%                        |                          |
| SMALL TOOLS & EQUIPMENT | \$400.53          | \$0.00            | \$500.00       | \$0.00            | 0%         | 516048.8101 | \$200.00                | -60%                       |                          |
| DEBT SERVICE            | -\$99,636.64      | -\$99,636.64      | \$162,375.00   | \$99,636.64       | 61%        | 516048.8119 | \$162,375.00            | 0%                         |                          |
| INTEREST EXPENSE        | \$103,099.96      | \$101,769.80      | \$0.00         | \$0.00            | #DIV/0!    | 516048.8124 | \$0.00                  | #DIV/0!                    |                          |
| RESERVE FOR CIP         | \$0.00            | \$0.00            | \$0.00         | \$0.00            | #DIV/0!    | 516048.5311 | \$0.00                  | #DIV/0!                    |                          |
| <b>SUB-TOTAL</b>        |                   |                   | \$317,135.94   | \$210,815.43      | 66%        |             | \$337,876.92            | 7%                         |                          |

\*Southern Software 10%

Some goes to the int line below & some to the principal on the balance sheet

Notes:

**SEWER DEPARTMENT EXPENDITURES**

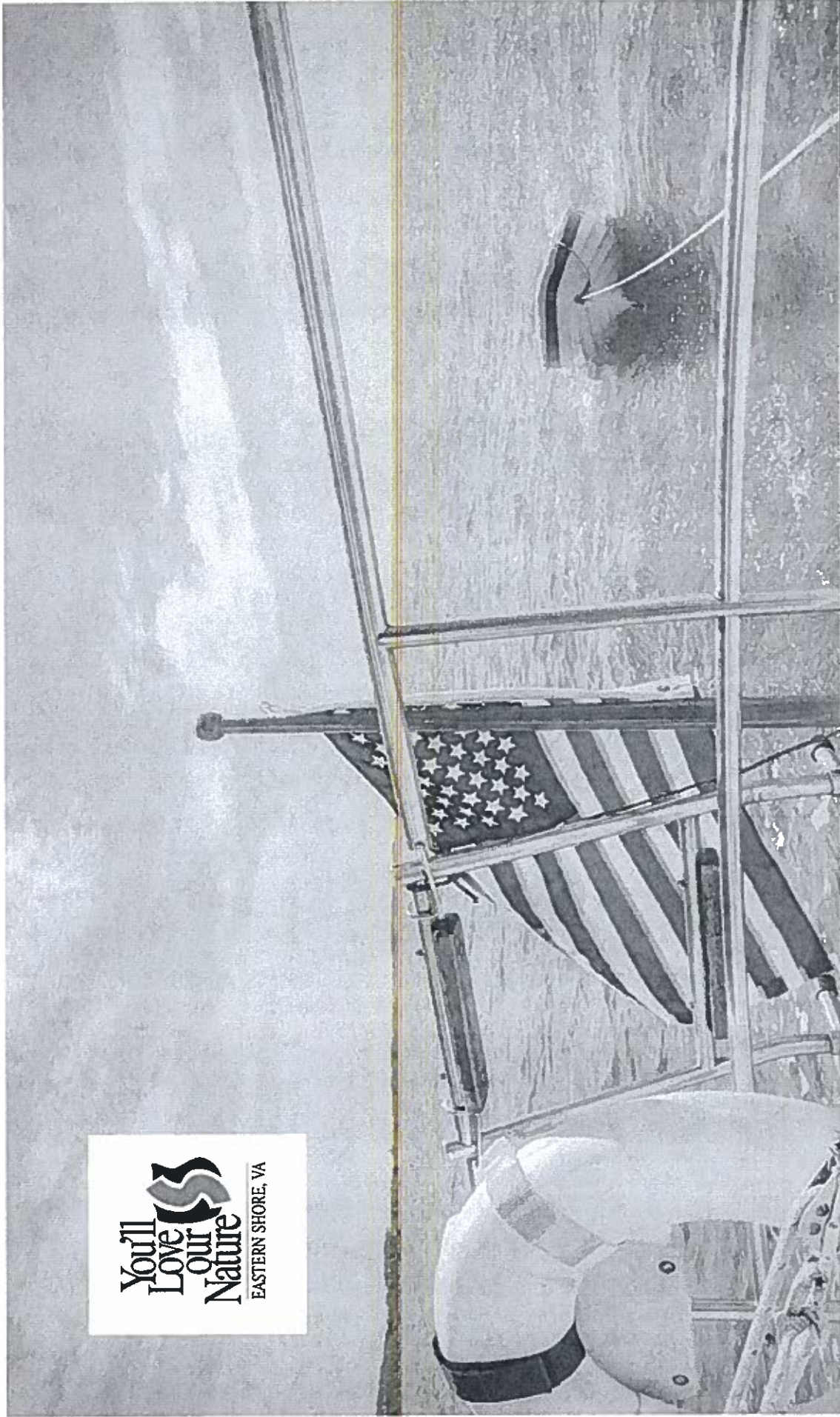
| DESCRIPTION                | Actual Exp FY2016 | Actual Exp FY2017 | Budget FY 2018      | YTD as of 2/28/18   | % YTD 2018 | Proposed Budget FY 2019 | % Difference 2018 and 2019 | Council Adjustments FY19 |
|----------------------------|-------------------|-------------------|---------------------|---------------------|------------|-------------------------|----------------------------|--------------------------|
| SALARIES                   | \$139,919.72      | \$143,063.39      | \$158,073.34        | \$101,008.41        | 64%        | \$155,545.92            | -2%                        |                          |
| OVER TIME                  | \$9,526.28        | \$9,327.49        | \$14,250.00         | \$7,069.37          | 50%        | \$19,109.95             | 34%                        |                          |
| FICA                       | \$11,328.59       | \$11,953.03       | \$12,086.97         | \$8,184.85          | 68%        | \$12,060.74             | 0%                         |                          |
| RETIREMENT                 | \$4,142.30        | \$72,372.14       | \$11,381.87         | \$10,325.22         | 91%        | \$25,581.95             | 125%                       |                          |
| HOSPITALIZATION            | \$22,898.47       | \$23,922.71       | \$29,295.00         | \$21,157.50         | 72%        | \$32,085.00             | 10%                        |                          |
| LIFE INS.                  | \$740.91          | \$8.12            | \$2,072.74          | \$1,353.10          | 65%        | \$2,486.92              | 20%                        |                          |
| SUTA                       | \$1,712.17        | \$1,578.73        | \$2,079.00          | \$1,308.89          | 63%        | \$894.20                | -57%                       |                          |
| TRAINING                   | \$0.00            | \$0.00            | \$1,000.00          | \$0.00              | 0%         | \$1,000.00              | 0%                         |                          |
| VEHICLE REPAIR             | \$1,244.23        | \$2,060.93        | \$1,500.00          | \$745.16            | 50%        | \$1,500.00              | 0%                         |                          |
| PLANT & COLL. REPAIR/MAINT | \$103,469.04      | \$57,392.87       | \$75,000.00         | \$32,656.52         | 44%        | \$75,000.00             | 0%                         |                          |
| MEMBRANE REPLACEMENT       | \$0.00            | \$0.00            | \$0.00              | \$0.00              | 0%         | \$44,500.00             | 100%                       |                          |
| OUTSIDE CONTRACT-TESTING   | \$34,618.14       | \$28,035.50       | \$36,000.00         | \$20,489.04         | 57%        | \$36,000.00             | 0%                         |                          |
| REPAIR & MAINTENANCE       | \$1,625.33        | \$3,262.15        | \$3,500.00          | \$348.00            | 10%        | \$3,500.00              | 0%                         |                          |
| PRINTING UTILITY BILLS     | \$0.00            | \$290.08          | \$450.00            | \$404.91            | 90%        | \$450.00                | 0%                         |                          |
| ADVERTISING                | \$395.57          | \$105.64          | \$500.00            | \$46.73             | 9%         | \$250.00                | -50%                       |                          |
| ELECTRIC SERVICES          | \$83,452.65       | \$74,999.78       | \$75,000.00         | \$49,357.22         | 66%        | \$75,000.00             | 0%                         |                          |
| POSTAGE                    | \$255.25          | \$437.50          | \$1,000.00          | \$250.00            | 25%        | \$1,000.00              | 0%                         |                          |
| TELEPHONE SERVICES         | \$7,183.55        | \$7,404.70        | \$7,000.00          | \$5,139.52          | 73%        | \$7,650.00              | 9%                         |                          |
| DUES/MEMBERSHIPS           | \$5,057.42        | \$4,199.04        | \$4,000.00          | \$122.76            | 3%         | \$4,000.00              | 0%                         |                          |
| OFFICE SUPPLIES            | \$1,073.83        | \$68.68           | \$300.00            | \$113.87            | 38%        | \$4,300.00              | 1333%                      |                          |
| VEHICLE FUEL               | \$1,822.48        | \$2,109.68        | \$3,500.00          | \$1,444.13          | 41%        | \$3,500.00              | 0%                         | *Southern Software 10%   |
| UNIFORMS                   | \$0.00            | \$90.70           | \$300.00            | \$85.19             | 28%        | \$300.00                | 0%                         |                          |
| LAB SUPPLIES               | \$2,041.28        | \$842.70          | \$3,600.00          | \$926.60            | 26%        | \$2,500.00              | -31%                       |                          |
| WASTEWATER CHEMICALS       | \$40,094.18       | \$39,359.25       | \$48,000.00         | \$21,392.89         | 45%        | \$42,000.00             | -13%                       |                          |
| SAFETY EQUIPMENT           | \$0.00            | \$0.00            | \$500.00            | \$0.00              | 0%         | \$500.00                | 0%                         |                          |
| SMALL TOOLS & EQUIPMENT    | \$400.52          | \$0.00            | \$750.00            | \$0.00              | 0%         | \$500.00                | -33%                       |                          |
| DEBT SVC. SEWER GRANT      | \$0.00            | \$0.00            | \$45,000.00         | \$130,559.70        | 290%       | \$45,000.00             | 0%                         |                          |
| CAPITAL IMPR. DEBT SVC     | \$0.00            | \$0.00            | \$66,725.00         | \$43,767.00         | 66%        | \$66,725.00             | 0%                         |                          |
| WTP DEBT SERVICE (SRLF)    | \$0.00            | \$0.00            | \$216,119.40        | \$108,059.70        | 50%        | \$216,119.40            | 0%                         |                          |
| WTP DEBT SERVICE (RD)      | \$0.00            | \$0.00            | \$101,964.00        | \$50,982.00         | 50%        | \$101,964.00            | 0%                         |                          |
| RESERVE FOR CIP            | \$0.00            | \$0.00            | \$0.00              | \$0.00              | #DIV/0!    | \$10,000.00             | #DIV/0!                    |                          |
| <b>TOTAL</b>               |                   |                   | <b>\$920,947.32</b> | <b>\$617,298.28</b> | <b>67%</b> | <b>\$991,023.08</b>     | <b>8%</b>                  |                          |

Notes:





You'll  
Love  
our  
Nature  
EASTERN SHORE, VA



Eastern Shore of Virginia Tourism Commission

2018

# 2016 Economic Impact Of Tourism

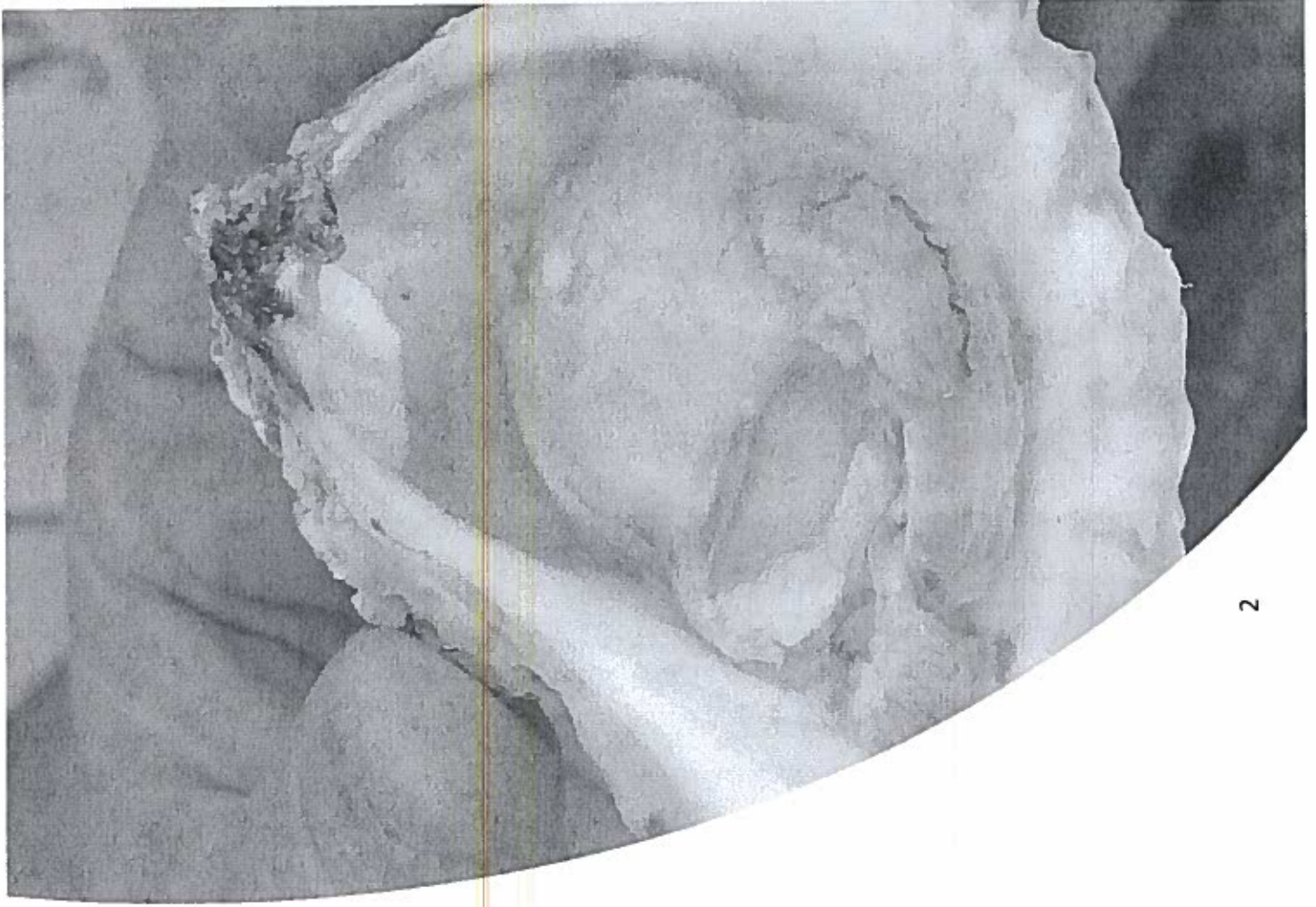
---

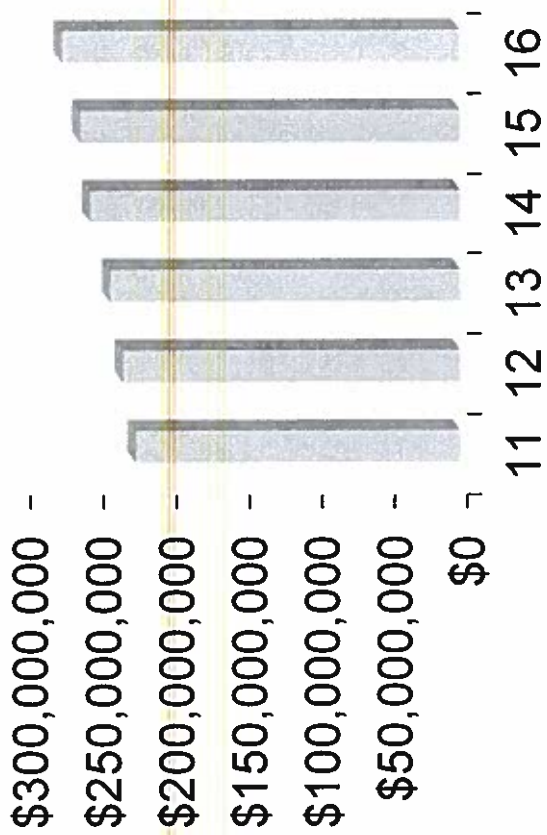
**Fastest growing**  
tourism region in VA for three of last four years

**\$7.5 million in taxes**  
flowed into ESVA towns/counties from tourism  
meals, sales & transient occ. tax

**\$273.7 million spent by  
tourists**  
an average of \$749,797 per day here on VA's  
Eastern Shore

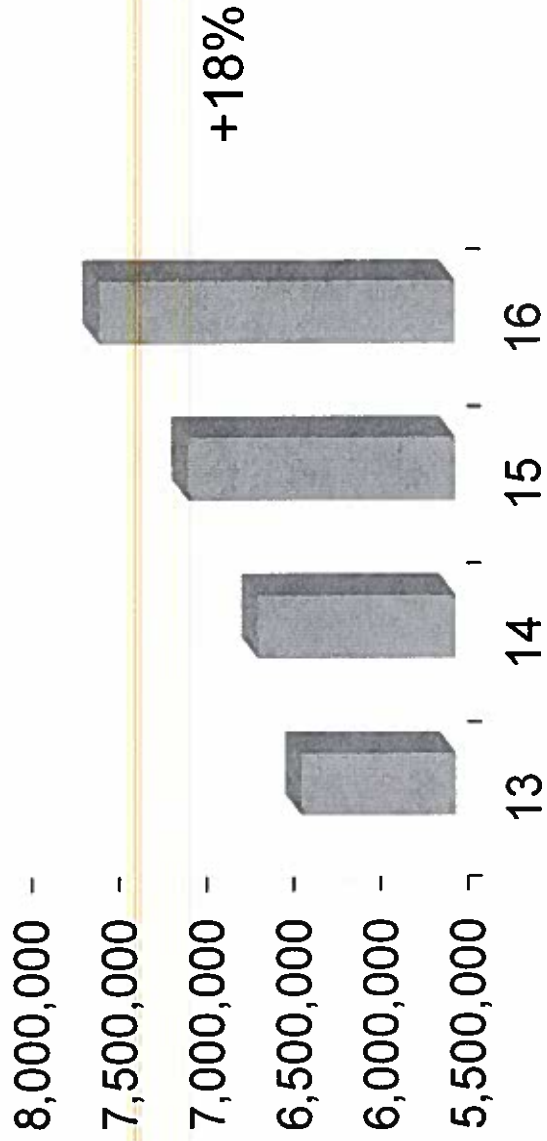
2016 Data from VA Tourism Corporation





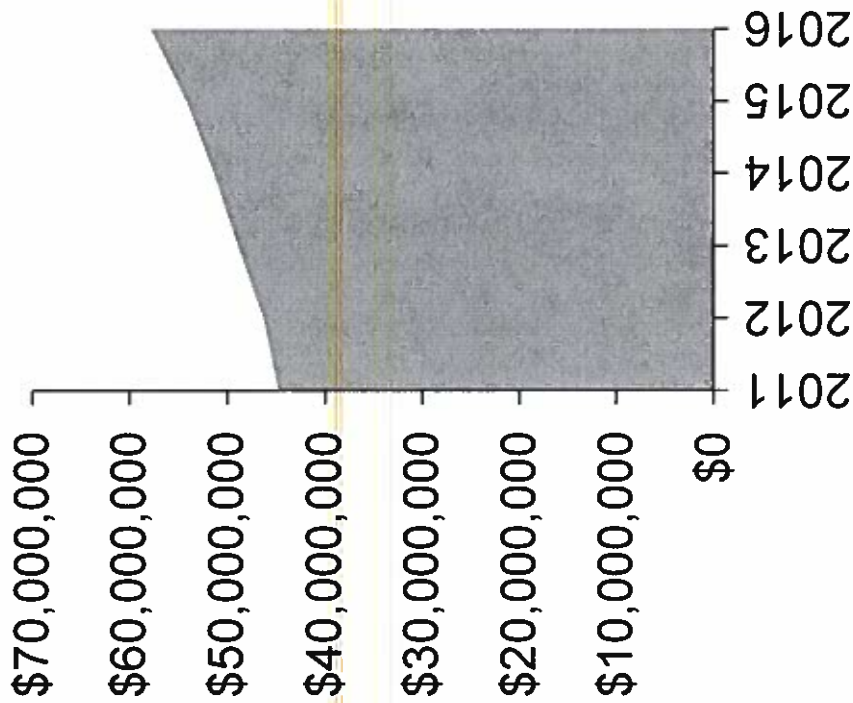
## Visitor Spending 2011 to 2016

Souce: VA Tourism Corporation  
 Travel Economic Impact  
 (Expenditures: food, lodging, transport, purchases,  
 entertainment, recreation; Payroll; Employment;  
 Direct Travel Related Tax Receipts)



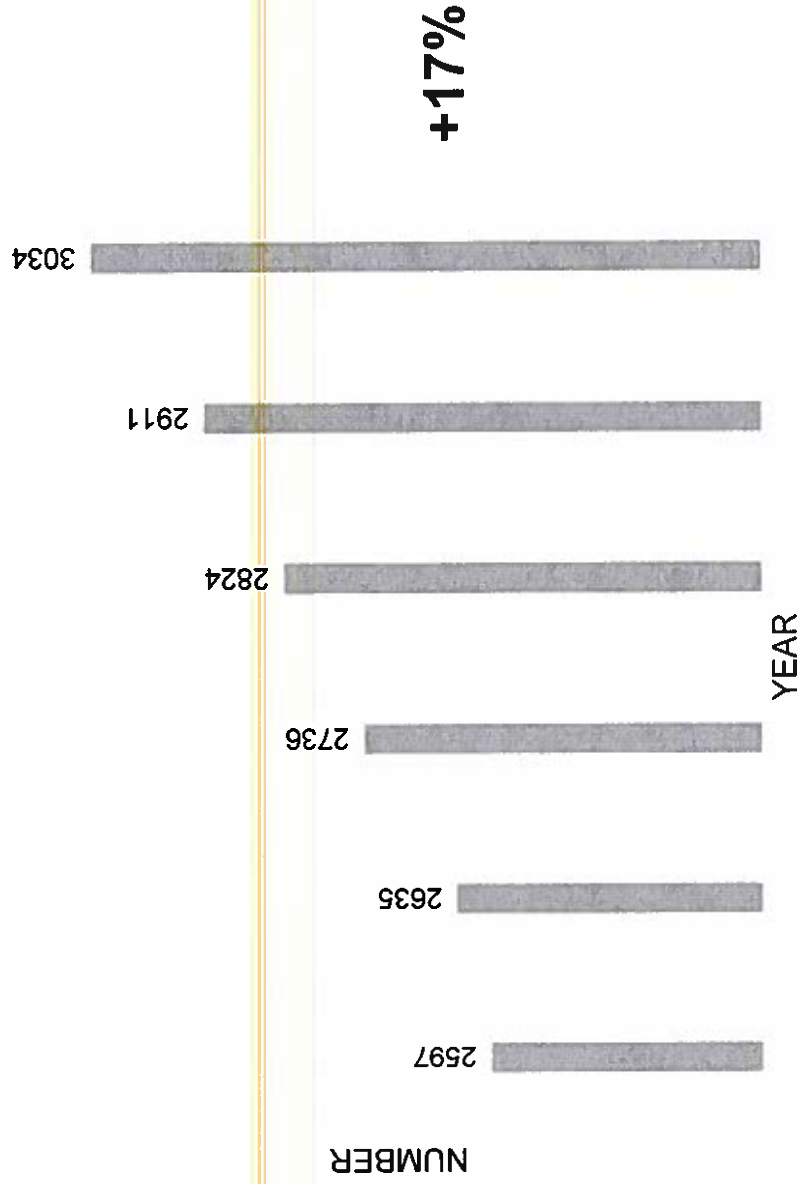
## Local Taxes 2013 to 2016

Source: VA Tourism Corporation  
Sales, meals and transient occupancy taxes



## Tourism Payroll 2011 to 2016

Source: VA Tourism Corporation  
 Direct wages, salaries and tips  
 corresponding to direct  
 travel-related employment



## Tourism Jobs 2011 to 2016

# 2017 Marketing Program Results

---

272,821  
visits to web/blog sites

2 million  
digital ad impressions

129  
ESVA media stories

2017 Data from ESVA Tourism Commission

Source: Eastern Shore of VA Tourism Commission  
Google Analytics, website analytics proprietary data,  
3<sup>rd</sup> party ad network data, Google Alerts



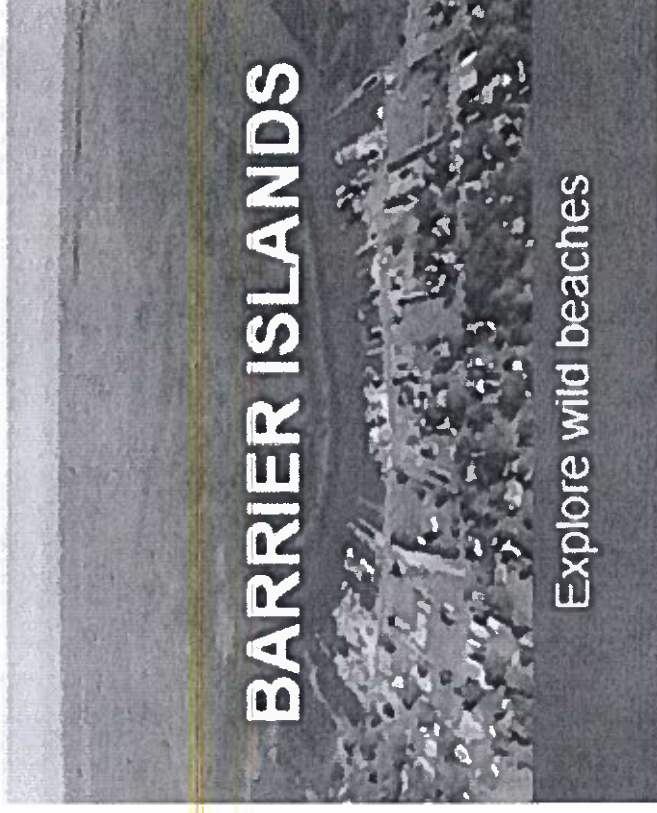
## Website Data

235,937 unique  
website visits

#1 interest? food

## Origin

VA Beach  
DC  
Norfolk  
Suffolk  
Chesapeake  
Richmond  
Cape Charles  
Charlottesville  
New York City  
Newport News



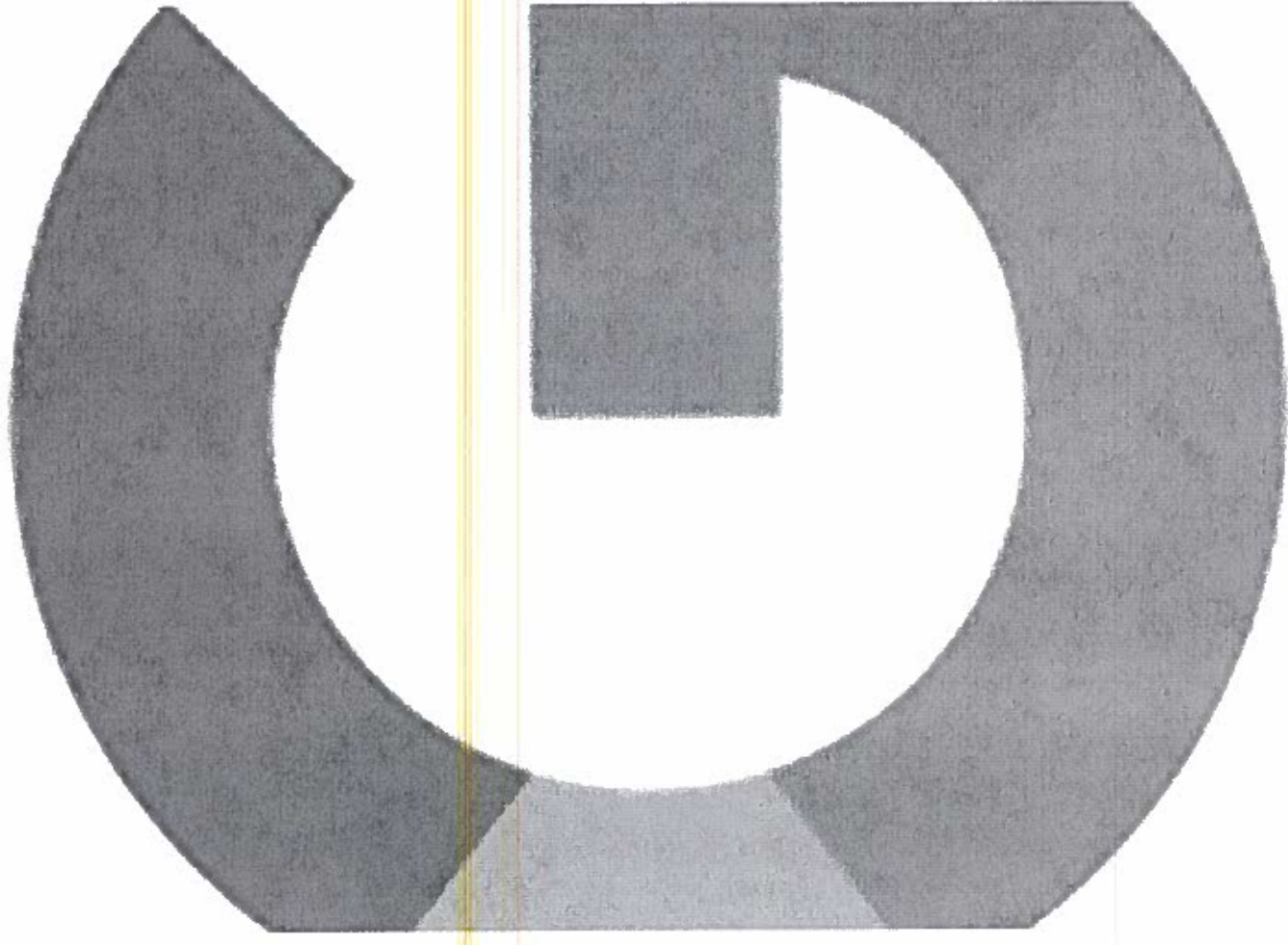


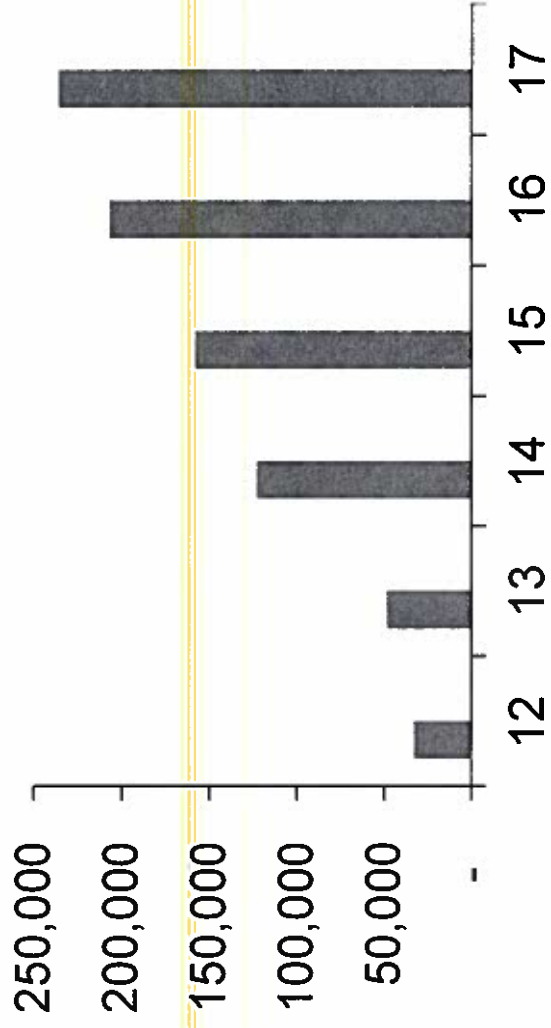
# Search Engine Rankings

Google is #1 search engine

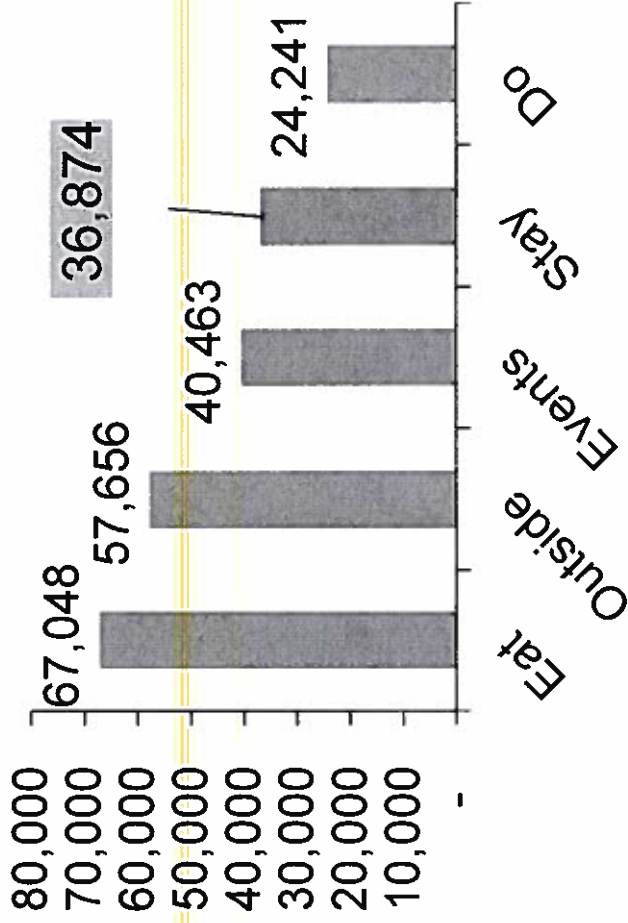
Google search engine results:

- #1 ESVA tourism site
- #2 Wikipedia
- #3/4 State travel website/ESVA
- #5 Huff Post story from 2013
- #6 Trip Advisor ESVA

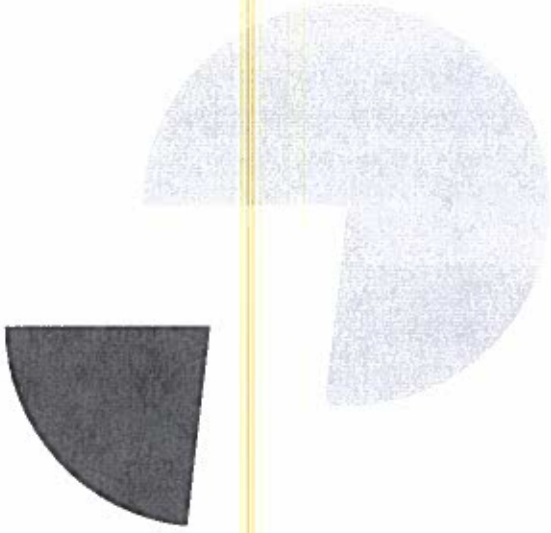




Website Unique Visits  
2012 to 2017



## Website Top Pages



**75% New**

Website New v Returning

## Content (Blog) Marketing

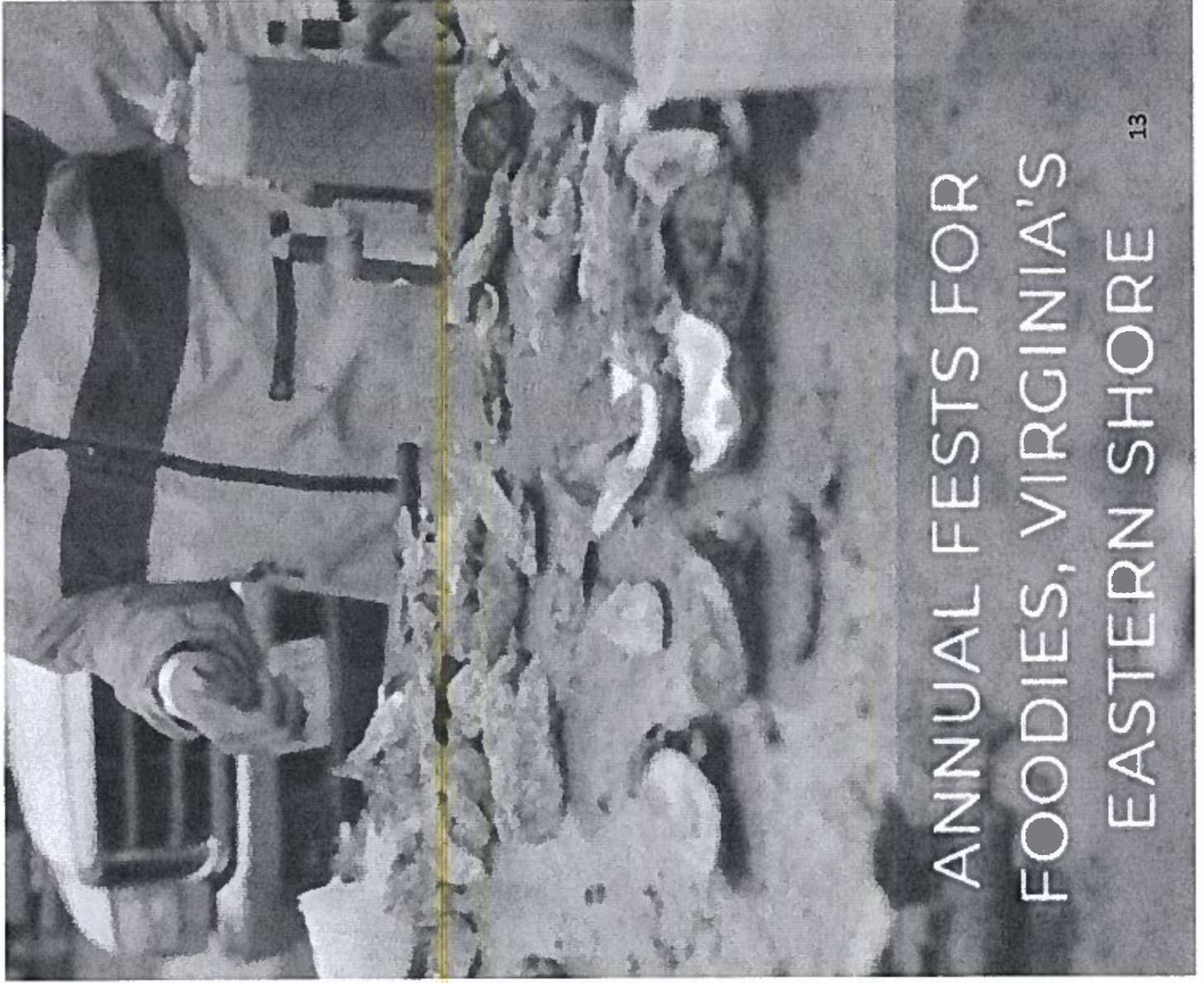
25 features published

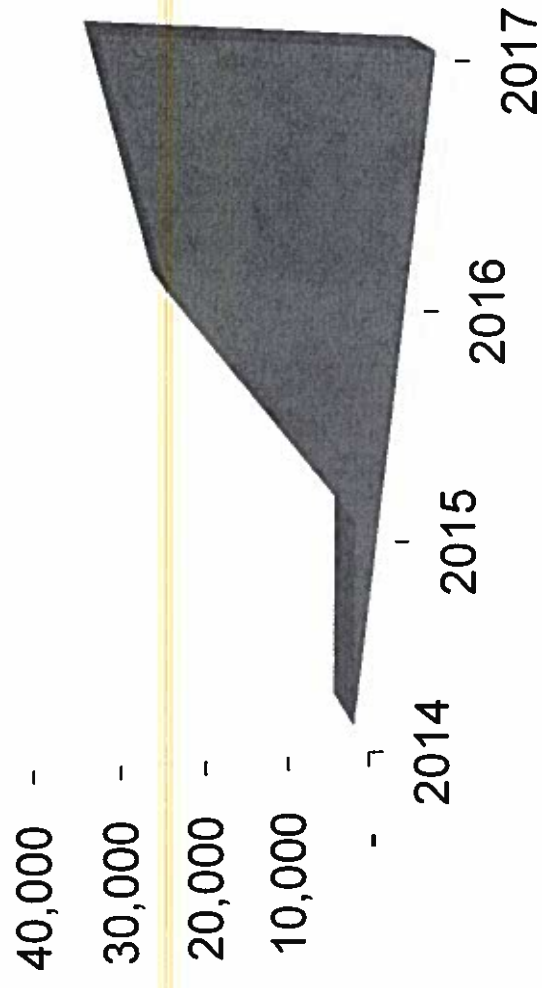
36,884 views

Top post: 11,745 views  
*Annual Fests for Foodies*

Organic + paid reach

Re-distribution: VTC, ES  
First





**Feature Story Blog**  
Launched July 2015

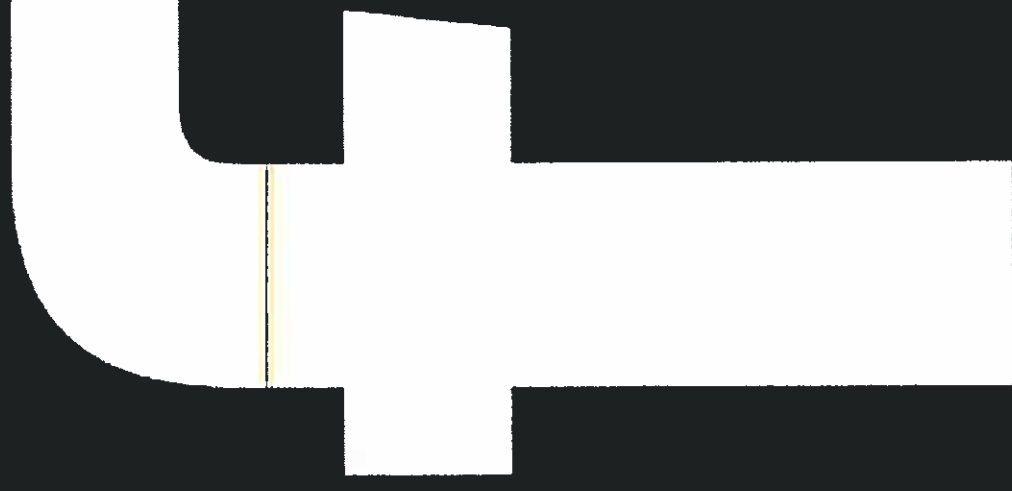
Social Media  
Marketing -  
Facebook

3.1 million impressions

Paid + organic

1000 clicks on top post

*Glamping on VA's Eastern Shore*



## Social Media Marketing - Instagram

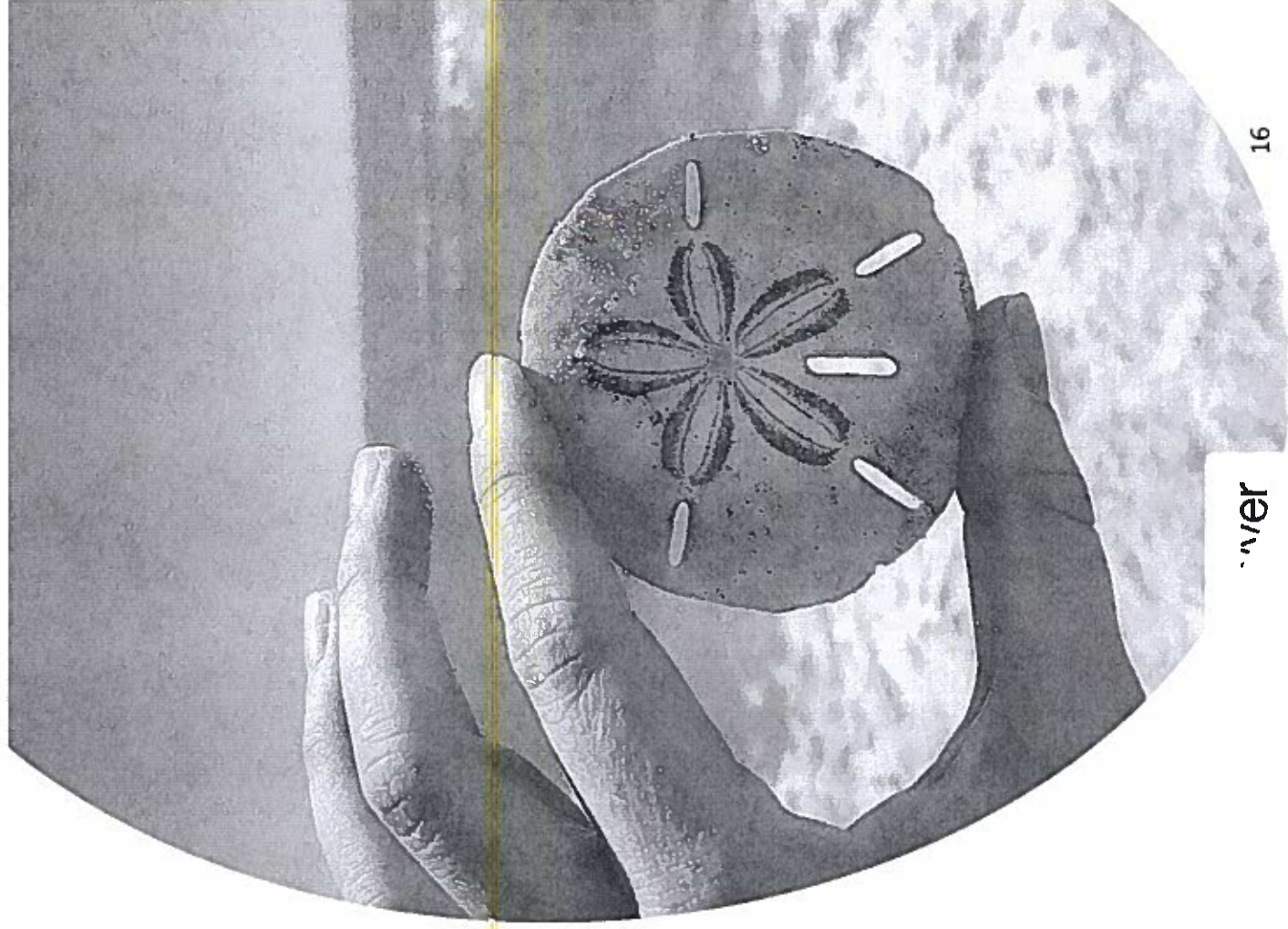
1724 followers @visitesva

Publish 3x per week

Followers -ages 25 to 44

From - VA Beach/Richmond

A top photo: 296 likes



over

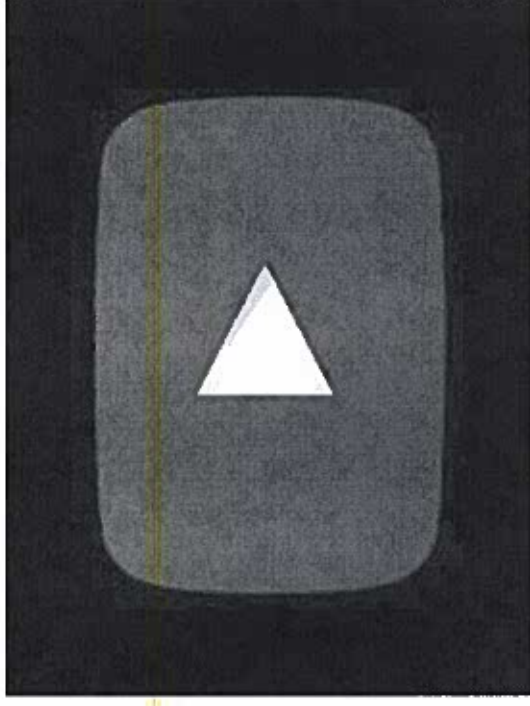


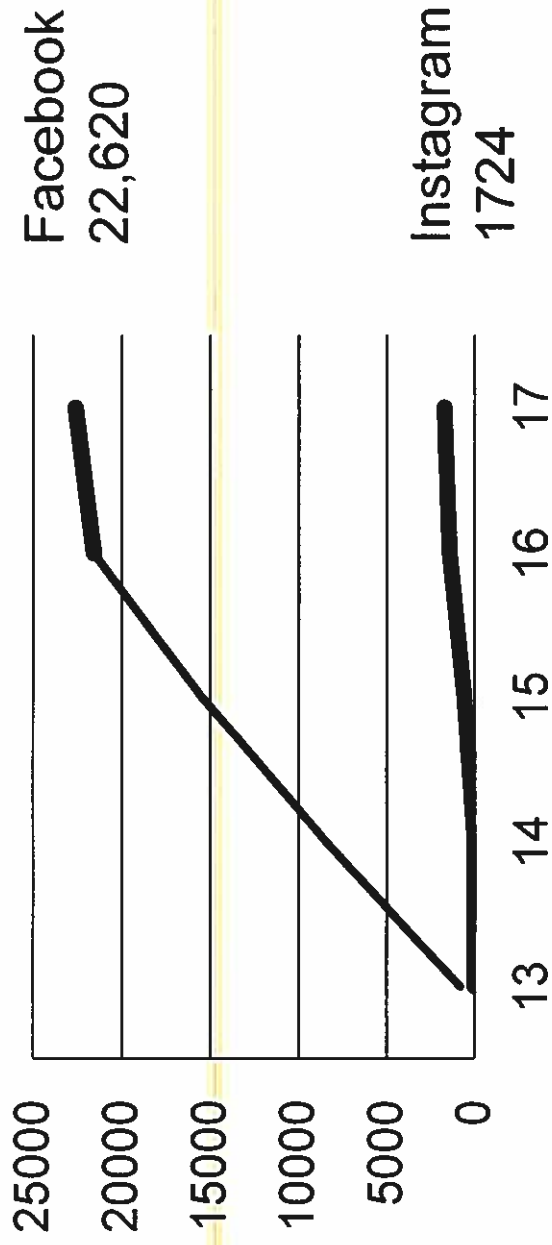
## Social Media Marketing - Video

26,153  
YouTube views since '09

3,230  
Facebook views since '14

Top Video  
*Secrets of the Sewansecott Oyster*





## Social Media Growth 2013 to 2017

## Print Marketing

- ESVA Visitor Guide  
At 128 places in VA
- Virginia Travel Guide  
State, regional, national  
and int'l distribution
- Rack Cards  
1x yr. @ state welcome  
centers
- A&N Coop magazine  
1.1 million distribution
- Recreation News  
100k in D.C.

You'll  
Love  
Our  
Nature



EASTERN SHORE, VA

Arts & Culture  
Wild Barrier Islands

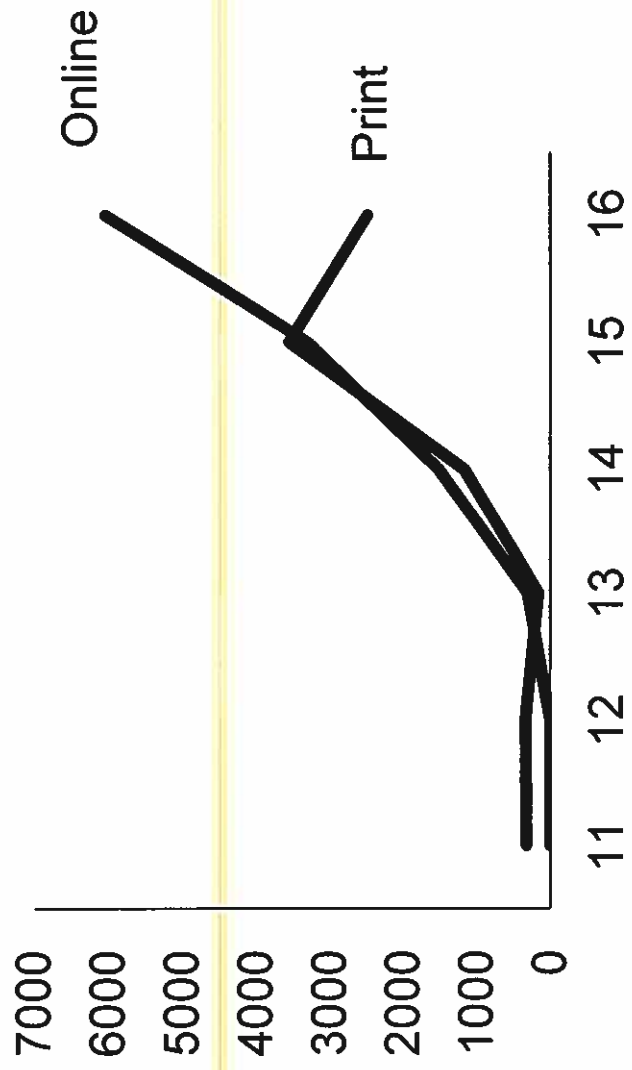
WHAT'S  
OFF 13?

Weddings & Parties

EASTERN SHORE  
BY BOAT

#VISITESVA

ESVATOURISM.ORG



## Guide Requests 2012 to 2017

Digital  
Advertising

Virginia's Eastern Shore


681,000 impressions

1,020 clicks

Targeting

Mid Atlantic

Food & Wine



**NINE**  
Fall  
Oyster Roasts

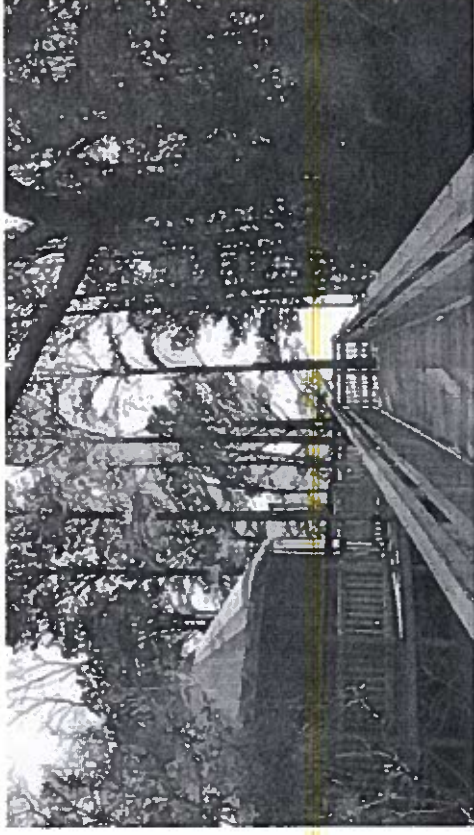
[CLICK HERE FOR TICKETS](#)

## Email Marketing

Spring, Summer,  
Fall, Holiday

20,000 reach yearly  
5,000 opt-in consumers  
28% open rate  
20% is average

Top story: 240 clicks  
*Interesting Places to Stay*



### **Interesting Places to Stay**

Posh resorts and chain hotels are pretty much the same everywhere. Plan a fall getaway to Virginia's Eastern Shore where you can stay in a private Atlantic island lodge, a yurt on the beach, or a tiny house on Chincoteague Island. Vacation rental prices drop after the summer, too.

[One-of-a-Kind Places to Stay.](#)

[Where to Glamp](#)

[Rent a Vacation Home](#)

## Earned Media (PR)

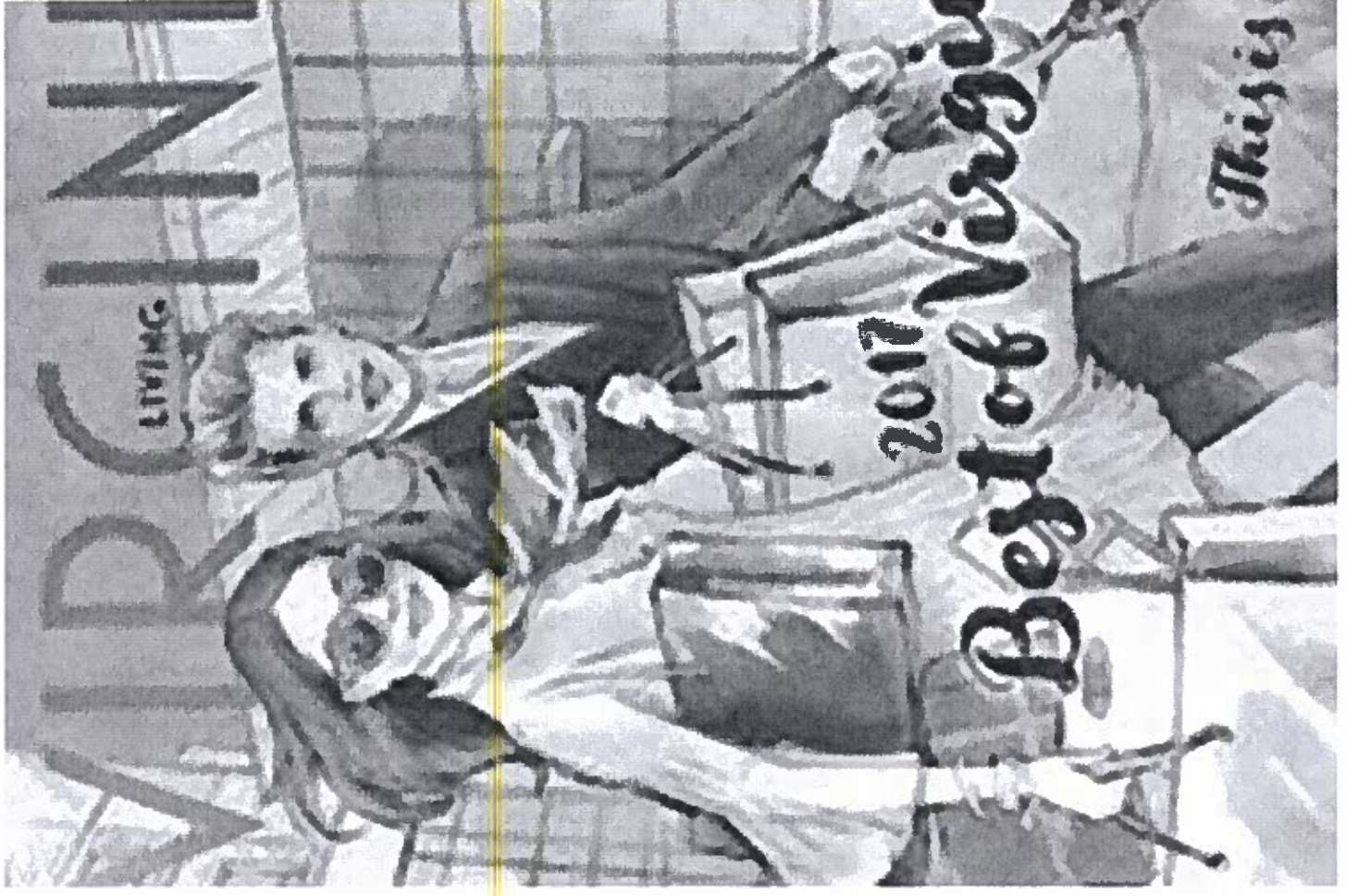
129  
media stories

Results of sustained effort

- VTC – State
- ESVATC -- Regional
- ESVA towns -- Local
- ESVA businesses -- Hyperlocal

Hosted press trips (4)

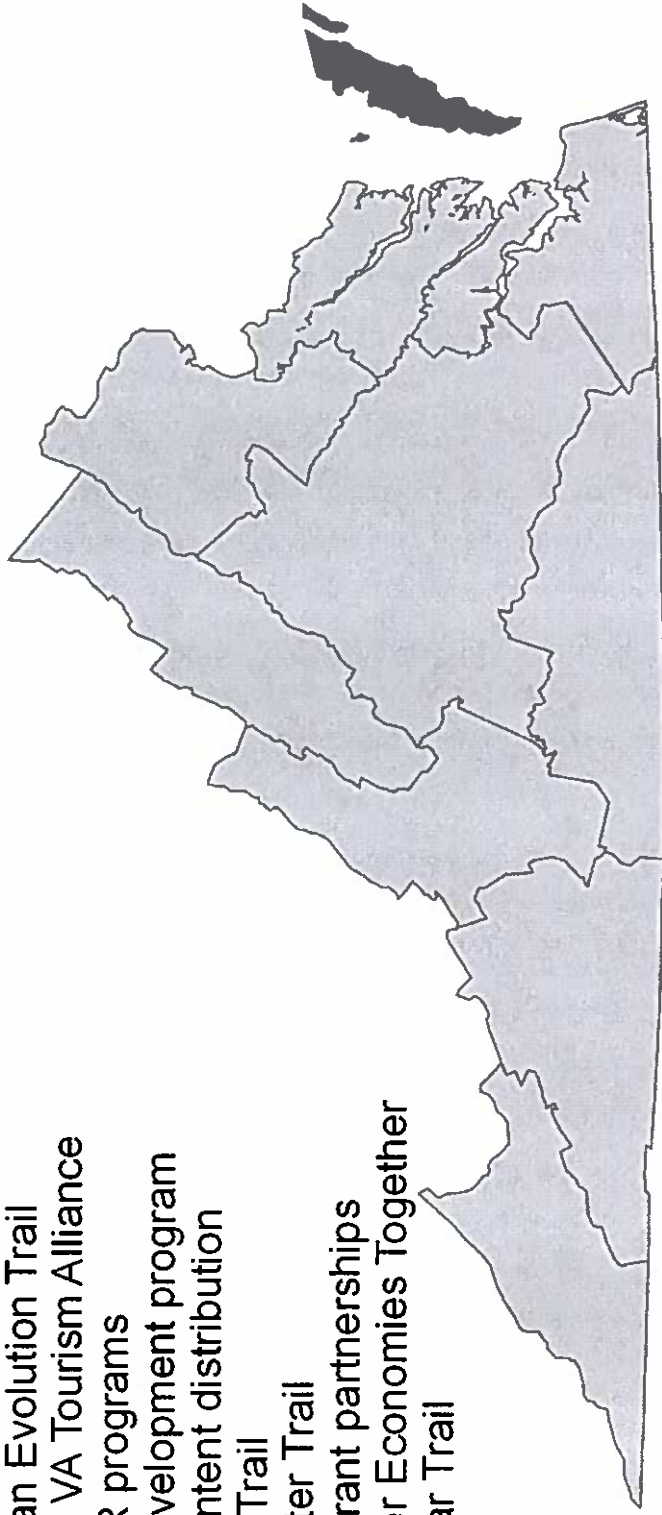
Media queries/outreach (est. 50)



# Regional Marketing Collaborations

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- American Evolution Trail
- Coastal VA Tourism Alliance
- VTC PR programs
- VTC development program
- VTC content distribution
- Artisan Trail
- VA Oyster Trail
- ESVA grant partnerships
- Stronger Economies Together
- Civil War Trail





Tourism  
Industry  
Program

Regional Marketing for ESVA  
Tourism Partners  
Website listing  
Content mentions  
Welcome Center concierge  
Press advocacy  
Grant support/partner

Industry Awareness  
Industry email 6x/year  
Annual Tourism Summit  
Fall Tourism Workshop

VISITESVA

Annual Tourism Summit  
Eastern Shore of Virginia



EXPLORE VIRGINIA'S EASTERN SHORE BY  
BICYCLE

Hub & Spoke

EASTERN SHORE OF VIRGINIA TOURISM COMMISSION

# 2018 Outlook & Priorities

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**#1 New Website**  
Innovative marketing platform

**#2 Content Marketing**  
Seven channels; need video content

**#3 ESVATC Role**  
Managing new demands

**#4 Budget**  
New revenue streams

**#5 Market Development**  
New product: Agritourism, towns, wellness, conscious travel  
Strategic alignment



# You'll Love Our Nature

The logo for Eastern Shore of Virginia Tourism Commission, featuring the letters 'E', 'S', and 'C' in a stylized, overlapping, grey and white font.

## Contact Info

Eastern Shore of Virginia  
Tourism Commission

Kerry Allison  
[kerryallison@esvatourism.org](mailto:kerryallison@esvatourism.org)  
757-787-8268

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EASTERN SHORE, VA

Town of Onancock  
5-year Capital Improvement Program  
List of Projects  
March 26, 2018

| Public Works                  | FY 2019      | FY 2020   | FY 2021             | FY 2022  | FY 2023  |
|-------------------------------|--------------|-----------|---------------------|----------|----------|
| Membrane Replacement          | \$25,000     | \$25,000  | \$25,000            | \$25,000 | \$25,000 |
| Belt press                    |              | \$130,000 |                     |          |          |
| Dump truck                    |              | \$50,000* |                     |          |          |
| Chipper                       |              | \$40,000* |                     |          |          |
| Queen Street Lot repairs      | \$5,800      |           |                     |          |          |
| Jackson Street resurfacing    |              |           | \$30,000**          |          |          |
| Town parking lot              |              | \$6,800   |                     |          |          |
| Sidewalks (specific sections) |              |           | (Need quote)        |          |          |
| Town Hall facade              | \$2,000      |           |                     |          |          |
| Digital meter readers         |              |           | (Waiting for quote) |          |          |
| Wharf                         |              |           |                     |          |          |
| Ramp                          | \$153,000*** |           |                     |          |          |
| Electrical upgrades           | \$7,200***   |           |                     |          |          |
| Parking lot                   | \$72,000***  |           |                     |          |          |
| Admin                         |              |           |                     |          |          |
| Software                      | \$25,000     |           |                     |          |          |

List of Projects

\*These purchases may be unnecessary if chipping is outsourced.

\*\*Jackson Street may be a street that we can transfer over to VDOT prior to FY2021

\*\*\*The Town has applied for a Virginia Port Authority grant application to pay for these capital projects and, if awarded, would only be responsible for 25% of the cost of each requested item.

## Homestay Regulations

### *Section 24-16 (c)*

#### *Definitions:*

*Homestay - Homestay means a home occupation in which an individual owns a dwelling and also provides lodging in a portion thereof for temporary periods of times not to exceed 3 weeks.*

- 1. An owner of a Homestay residence must apply for a business license and is subject to the transient occupancy tax.*
- 2. The owner shall only be permitted one (1) homestay in the Town of Onancock.*
- 3. The applicant must provide contact information for a responsible party, if the owner is not the responsible party, the owner must identify a responsible party who will be available 24 hours a day, 7 days a week, to respond to, and resolve issues and complaints that arise during a period in which the dwelling is being used for transient occupancy.*
- 4. The number of overnight guests will be determined by the zoning administrator in consultation with the homeowner based on the number of bedrooms, size of the house and size of the lot subject to approval of the Town Council.*
- 5. The Homestay shall comply with all applicable Town, county, state and federal statutes, regulations and ordinances.*
- 6. The Town reserves the right to inspect the residence based on complaints to verify that the Homestay is being operated in accordance with the regulations set forth within this section.*
- 7. The special use permit may be revoked by the zoning administrator (i) in the event that three (3) or more substantiated complaints are received by the Town in a calendar year, or (ii) failure to maintain compliance with any of the regulations set forth in this section.*

**SUGGESTED MOTION:** Mr. Mayor, I move to approve the following ordinance regulating the location of the Town decal:

“The windshield sticker license tag issued under this article shall be affixed on the inside of the windshield of the motor vehicle. It shall be placed adjacent to the State inspection sticker and no higher than three (3) inches from the bottom of the windshield, or at such other location as may be prescribed by State law.”

**AGENDA**                      **TOWN COUNCIL**                      **March 26, 2018**

**SUBJECT:** Approval of an ordinance regulating the location of the Town decal.

**RECOMMENDATION:** Staff recommends the approval of the ordinance regulating the location of the Town decal

**TIMING:** Current

**DISCUSSION:** The State of Virginia has moved the location of its inspection sticker. This ordinance will ensure that the placement of the stickers does not contradict the regulations of the state department of motor vehicles. Staff, in consultation with the Onancock Police Department has been advising residents of the correct placement of the stickers,

**Staff:** Bill Kerbin  
Town Manager

**Attachment:**

**Copy:**

**SUGGESTED MOTION:** Mr. Mayor, I move to approve the potential use of the Rehabilitation Fund for the following: assisting with rehabilitation of the Samuel Outlaw Building, and the removal of vacant and dilapidated homes in the Northeast Section.

**AGENDA**                      **TOWN COUNCIL**                      **March 26, 2018**

**SUBJECT:** Approval of potential use of the Rehabilitation Fund

**RECOMMENDATION:** Staff recommends the approval of use of this fund contingent on findings from consultation with Virginia Department of housing and Community Development, The Accomack- Northampton Planning District commission and the Town Attorney.

**TIMING:** Current

**DISCUSSION:** The Town has a Rehabilitation Fund in the amount of \$145,756. These projects are rehabilitation projects and would complement this fund. Based on an initial review of the Town's files, the fund is not connected to an open or closed housing project. In addition, the Town's accountant and auditors have reviewed the matter and have no concerns about using the funds for other purposes. To practice due diligence, I will consult with the Virginia Department of Housing and Community Development and Accomack Northampton Planning District Commission to ensure the fund is not connected to an open grant with restrictions on funding uses. I will also check with the Town Attorney for any potential legal issues.

**Staff:** Bill Kerbin  
Town Manager

**Attachment:**

**Copy:**



**SUGGESTED MOTION:** Mr. Mayor, I move to use Council Contingency funds for the purposes of purchasing new financial software.

**AGENDA**                      **TOWN COUNCIL**                      **March 26, 2018**

**SUBJECT:** Approval to use Council's Contingency fund for the purchase of new financial software

**RECOMMENDATION:** Staff recommends approval of the motion.

**TIMING:** Current

**DISCUSSION:** The Town has been with its current software vendor since April of 2014. Since that time the Town's software vendor has grown and changed significantly. Over the past 18-24 months their level of responsiveness has decreased.

Town staff have been looking into other software options and have selected a group called Southern Software. They are an employee owned company with 30-years of experience. They will be able to handle the Town's utility billing, tax billing, business licenses, accounts payable, purchasing and general ledger activities. But with Southern Software the Town will also be able to work on budget preparation within the software as well as track and monitor meals and transient occupancy taxes. The software is Microsoft based so it will be able to run financial reports for multiple years as well as customize the reports. The program will also allow customers to participate in bank drafts and email billing. Southern Software will also be doing on site training. Onancock's Police Department has been using Southern Software for 21-years now without complaint.

Payment for the software will be broken down into three sections:

- A payment of \$16,766.40 is due at contract signing (100% conversion costs due if applicable)
- \$14,884.80 due upon completion
- \$9,397.80 due after training completion

Currently, Council's contingencies fund has \$26,712.91 left. This is sufficient for the first payment due to Southern Software.

Recommendations:

- Town of Chincoteague: They are great to work with. They have created upgrades to their software at our suggestion. The meals and lodging module was created based on our need for a better tracking system.
- Town of Exmore: They are wonderful to work with, very responsive to their support needs.

They also work with the Town of Cape Charles which we are waiting to hear back from regarding their experience with Southern Software.

**Staff:** Lisa Fiege, Office Manager

**Attachment:**  
**Copy:**

Town Manager's Report  
March 26, 2018

Wharf Floating Docks

Work has been completed on the floating docks and is awaiting final inspection.

Onancock Main Street Initiative

An information session on the proposed Main Street program was held on Thursday March 8 from 5:30 to 6:30 p.m. at the Market Street United Methodist Church. Kyle Meyer from the Virginia Department of Housing and Community Development provided an overview of the program. There were approximately 90 people in attendance.

Election

A candidate's forum will be held in late April at the Onancock School. More information regarding the forum will be forthcoming. The election will be held on May 1.

Harbormaster position

The personnel committee is narrowing down its list of finalists for the harbormaster position.

Wifi and Cellular Service

I met with representatives from Sites Unlimited who install towers for Verizon on March 16. We discussed 2 options for improving cellular and wifi service: installing an antenna on top of the water tower or constructing a brand new tower next to the water tower.

St. Patrick's Day parade

Staff assisted with the annual Saint Patrick's Day parade held on Sunday March 11.

Virginia Port Authority Application

The Town applied for a Virginia Port Authority application in mid- February. This application is requesting improvements to the ramp, parking lot and pedestals.

New Police Officer

The Town has hired Yardley Townsend as its newest police officer. He started work on March 12. He replaces Dean Carroll who retired on March 1. Congratulations and welcome to Mr. Townsend!

Online Payment Option

The online payment option is operational again.

Town decals

The deadline for purchase of Town decals is Monday April 16, 2018.

ONANCOCK TOWN COUNCIL BUDGET WORKSHOP: PROJECT/ISSUE TRACKING TABLE

February 12, 2018

| PROJECT/ISSUE   | RESPONSIBLE PARTY | DEADLINE | STATUS/OUTCOME  |
|---|-------------------|----------|---|
| 1) PLANNING & ZONING  |                   |          |   |
| 2) INFRASTRUCTURE   |                   |          |   |
| <p>1. Research cost of contracting out chipping services and if other Towns offer chipping services.</p> <p>2. Inquire about the percentage of revenue of sewer that comes from the County, and the percentage of sewer and water</p> | <p>Bill</p>       |          | <p><u>List of Town chipping services</u><br/>                     Exmore – Provides chipping service for smaller limbs 2 Thursdays a month.<br/>                     Chincoteague – Does not provide chipping service.<br/>                     Provides a quarterly brush collection service that is hauled to the landfill.<br/>                     Cape Charles – Waiting on a response.</p> <p><u>Contractor chipping cost estimates</u><br/>                     Simpson’s – Waiting for quote.<br/>                     Marshall’s - \$4,000 mo./\$48,000 year</p> <p>County usage FY 2017 – 30% of sewer revenue<br/>                     To date for FY 2018, the 48% of sewer revenue</p> |

ONANCOCK TOWN COUNCIL BUDGET WORKSHOP: PROJECT/ISSUE TRACKING TABLE

February 12, 2018

|   |  |  |   |
|---|--|--|---|
| <p>that comes from car wash and laundromat.</p> <p>3. Inquire about the water tower project.</p>  |  |  | <p>Car wash – 6% of sewer revenue; 11% of water revenue<br/>Laundromat – 9% of water revenue; 3% of sewer revenue</p> <p>The water tower project only includes cleaning and does not include painting.</p>                        |
| <p>3) GRANTS/SPECIAL PROJECTS</p> <p>1. Add strategies to improve cellular/wifi/broadband coverage to goals.</p> <p>2. Investigate strategies to entice Verizon to locate antenna on water tower.</p> |  |  | <p>Strategies to improve cellular/wifi/broadband coverage goal has been added to my list of 2018 goals.</p> <p>Verizon is planning to either locate tower on top of water tower or construct a new tower next to water tower.</p> |
| <p>4) MISCELLANEOUS</p>   |  |  |   |

ONANCOCK TOWN COUNCIL BUDGET WORKSHOP: PROJECT/ISSUE TRACKING TABLE

February 12, 2018

|   |             |  |  |
|---|-------------|--|--|
| <p>1. Research reason for difference in the amount of debt service for 2018 and 2019.</p> <p>2. Inquire about the length of the BB&amp;T loan on the bank building.</p> | <p>Lisa</p> |  | <p>The reason for the difference for debt service between the 2 years relates to the interest being paid.</p> <p>The term of the loan runs until 2022.</p> |
|---|-------------|--|--|

# ONANCOCK POLICE DEPARTMENT

## Summary of Police Activities for February 2018

Events initiated \_\_\_\_\_ 1,515

Court:

Number of times attended \_\_\_\_\_ Twice

Amount of fines \_\_\_\_\_ \$1,962.00

### Activity Log Event Summary (Cumulative Totals)

ONANCOCK POLICE DEPARTMENT

(02/01/2018 - 02/28/2018)

|                                   |     |   |    |
|-----------------------------------|-----|---|----|
| <No Event Type Specified>         | 1   | 102. WARNING                                      | 12 |
| 107. BUSINESS- Assist             | 2   | 11. ASSIST- another Onancock officer              | 7  |
| 114. TRAINING                     | 1   | 118. SEATBELT- failure to secure child under 16 y | 3  |
| 12. ASSIST- rescue                | 4   | 128. MENTAL HEALTH PROBLEMS                       | 3  |
| 13. ASSIST- motorist              | 5   | 132. WHARF CHECK                                  | 69 |
| 142. SPECIAL PATROL- area / check | 554 | 145. SUSPENSION- notice served                    | 2  |
| 148. WELFARE CHECK                | 1   | 156. INSPECTION- expired                          | 5  |
| 16. ASSIST- town employee         | 1   | 166. HOSPITAL- event                              | 65 |
| 18. ASSIST- Onley Police          | 8   | 2. ALARM  | 3  |
| 22. BUSINESS- check               | 45  | 24. CITIZEN- Assist                               | 3  |
| 25. CITIZEN- Complaint            | 3   | 27. COURT   | 2  |
| 29. EQUIPMENT- defective          | 2   | 38. STOP SIGN- failure to stop for                | 2  |
| 50. INVESTIGATION                 | 5   | 60. INSPECTION- not displayed                     | 2  |
| 61. OPERATOR LICENSE- not vaild   | 3   | 62. REGISTRATION- not vaild                       | 1  |
| 80. RESIDENCE CHECK               | 52  | 86. SPECIAL DETAIL                                | 3  |
| 88. SPEEDING- 10 thru 19 mph      | 5   | 9. ASSIST- ACSO                                   | 3  |
| 94. SUSPICIOUS- vehicle           | 3   |   |    |

Total Number Of Events: 880