

**Town of Onancock
Town Council Meeting
February 25, 2019
7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of the Meeting Minutes from the January 28, 2019 Regular Town Council Meeting.
4. Public Business
 - a. Presentation on the Watermen's Museum – Mr. Paul Ewell
 - b. Update on the Historic Onancock School – Ms. Joani Donohoe, Executive Director
 - c. Discussion and Approval of the Procurement Policy – Mr. William Kerbin, Town Manager
 - d. Discussion and Approval of the Town Property Rental Property Application and Policy – Mr. William Kerbin, Town Manager
 - e. Discussion and Approval of the Code of Conduct – Mr. William Kerbin, Town Manager
5. Public Comment
6. Planning Commission Report – Councilmember Robert Bloxom
7. Waterfront Committee Report – Councilmember Robert Bloxom
8. Personnel Committee Report – Councilmember Catherine Krause
9. Mayor's Report – Mayor Fletcher Fosque
10. Town Manager's Report – No report
11. Council Comments
12. Closed Session- Discussion of the Personnel
13. Adjourn

Town of Onancock
Town Council Meeting
January 28, 2019
7:00 p.m.

Call to Order and Roll Call:

Mayor Fosque called the meeting to order at 7:04 p.m. and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Catherine Krause, Joy Marino, Ray Burger, Joshua Bundick and Maphis Oswald were present. All members were present, and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of the Meeting Minutes from the December 17, 2018 Regular Town Council Meeting and the January 14, 2019 Work Session Meeting:

Mayor Fosque asked if there were any changes, corrections or additions to the minutes that were submitted.

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

Public Business:

- a. Public Hearing; Text Amendments to Town Code Section 24-1 (New Definition of “Attached Structure” and Amendment to “Building, Accessory”): Mayor Fosque opened the public hearing at 7:06 p.m.

Mr. Kerbin read the proposed definitions allowed. Mr. Kerbin explained that these definitions came from the Planning Commission. Councilmember Bloxom, council representative for the Planning Commission, further explained that these definitions were created and/or amended to address the lack of clarity in the Town’s current zoning ordinances relating to detached structures and accessory buildings. Mayor Fosque suggested that Council make the passage of these definitions contingent upon the Town Attorney’s approval since there were some Council questions regarding the necessity of the new definition for attached structure and the amended definition for accessory building. Councilmember Oswald suggested that the Council wait on a vote for the time being.

Mayor Fosque closed the public hearing at 7:10 p.m.

Councilmember Oswald made a motion to table this item. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.

- b. Update on Broadband Services: Councilmember Marino gave a brief update on the Eastern Shore Broadband Authority’s migration into the incorporated towns on the Eastern Shore of Virginia. Councilmember Marino explained that the Town of Onancock is on the bottom of the list to receive services. The target date for service in Onancock is January 2020. Councilmember Marino also shared what the cost will be for this service. Councilmember Marino mentioned that Mr. Bridgham with the Eastern Shore Broadband Authority shared that the Town is currently eligible to add a free hotspot, possibly at the gazebo. Mayor Fosque explained that

this item had been discussed previously and the general concern with putting a hotspot on the gazebo is that the roof could be damaged, and it is expensive to repair/replace. Councilmember Bundick asked Mr. Kerbin to followed up with Council on the hotspot.

- c. Resolution in Support of the Commonwealth of Virginia's Support for the Ratification of the Equal Rights Amendment to the United States Constitution: Councilmember Marino read the Resolution allowed. The Resolution is in support of the Commonwealth of Virginia's passage of the Equal Rights Amendment.

Councilmember Marino made a motion to approve the Resolution. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.

- d. Approval of Partnering with Accomack County to Utilize the Code Red System: Mayor Fosque explained that Mr. Pruitt, Accomack County Public Safety Director, gave Council a presentation in the January work session meeting regarding the Town partnering with the County and using their Code Red emergency notification system. Mr. Kerbin further explained that the Code Red system has all of the landlines already included in the system for notifications but that cellphones would need to be registered.

Councilmember Oswald made a motion that the Town of Onancock participate in the County emergency notification system, otherwise known as the Code Red system, and that the Onancock Town Council instruct the Town Manager along with the Police chief to coordinate with the Accomack County Director of Public Safety to establish a protocol for sending emergency messages. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

Mrs. Janet Fosque, Market Street, asked if the County would be responsible for signing people up for this program. Mayor Fosque stated that the Town would also work to get the word out about the notification system. Councilmember Bundick thanked the County for allowing the Town to utilize this system with them. Councilmember Oswald thanked Ms. Irene Lewin, Lewin & Carr Realtors, for bringing this need to Council's attention.

- e. Approval of the Town Council Meeting Schedule for Calendar Year 2019: Mr. Kerbin reviewed the proposed dates.

Councilmember Bloxom made a motion to approve the proposed dates for Calendar Year 2019 Town Council Meetings. Councilmember Oswald seconded the motion. The motion passed by unanimous voice vote.

- f. Discussion on Wharf Operations: Councilmember Bloxom explained to Council that Mr. TK Fitchett has resigned from his post with the Town as the Harbormaster. Councilmember Bloxom stressed the need to find his replacement quickly since the boating season is approaching. Mayor Fosque asked if Council wanted to keep the position full-time with the current pay scale. Councilmember Oswald asked when this position became full-time. Mayor Fosque explained that the position was just reclassified for the current fiscal year. Mayor Fosque also mentioned that the hiring of assistants at the marina is critical to help keep the over-time pay to the Harbormaster down.

Ms. Ann Nock, Market Street, stressed that the Town should not lose sight of the importance of the marina and that classifying the position as full-time should help recruit better candidates.

Councilmember Krause stated that this is Council's time to decide how to proceed.

Mayor Fosque asked if Council wanted to keep the position full-time. Councilmember Bundick suggested that the Town look for possible candidates with a stronger market backgrounds. Council expressed their general consensus on keeping the position full-time.

Mrs. Kathy Boyd, Market Street, expressed her concern for the dismal appearance of the marina during the off-season.

Councilmember Bloxom shared that the slips have been offered for monthly rental during the off-season along with special deals during rock fish season but there has not been interest in renting during that time. Councilmember Bloxom suggested that the Waterfront Committee review the off-season slip pricing for 2020.

Mr. Kerbin shared that Branscome will be repairing the parking lot in Mid-March.

- g. Update of 2018 Goals and Objectives: Mr. Kerbin reviewed the 2018 chart of goals and objectives with Council. Councilmember Bundick shared that he has seen improvements in all of the areas listed.

Council also discussed the cleaning of the water tower.

- h. State of the Town Report: Mr. Kerbin reviewed the Town highlights of 2018. Some of the items mentioned were a possible sewer expansion project, construction of a new Verizon tower, the start of the Onancock Main Street Initiative, recodification of the Town Code, Garden Tour, upgraded software, interruptive panel for the marina fuel tank along with revitalization projects and marina grants.
- i. 2019 Goals and Objectives: Mr. Kerbin reviewed the Town staff's 2019 goals and objectives. Mr. Kerbin asked Council to review and add items as needed.

Council discussion followed.

Public Comment:

Ms. Ann Nock, Market Street, suggested that the Town Council keep apprised of the goings on around Town, entities such as the Watermen's Museum, Blacksmith Shop and Ker Place are groups that make Onancock a well-rounded destination. The water is a great asset but not the only asset. Ms. Nock asked Council to support their efforts.

Planning Commission Report:

No meeting.

Waterfront Committee Report:

Councilmember Bloxom shared that there was no meeting but informed Council that Ed Weber had begun working on the Harbormaster Shack floor repairs.

Personnel Committee Report:

No report.

Mayor's Report:

Mayor Fosque shared the following items with Council:

- Mr. Kerbin and Mayor Fosque went to the Virginia Municipal League (VML)'s general assembly to listen to presentations as well as meet with Onancock's local representatives. The sewer expansion project was discussed.
- Governor Ralph Northam visited Ker Place recently to give an oral history of the Samuel Outlaw Blacksmith Shop.
- Mr. Kerbin and Mayor Fosque met with the new mayor of Onley along with their Town Manager, Jayme Salazar, to discuss a mutual aid agreement.
- Garden Tour planning is coming along well.
- Mayor Fosque also reminded Council that they have a mailbox located in the Town Hall and suggested that they check on it regularly.

Town Manager's Report:

Mr. Kerbin shared that he did not have a formal report for Council. Mr. Kerbin shared the list of the landscapers that were contacted asking them to bid on the project. Mr. Kerbin explained that Mr. Klinge and Thomas Gardens will be receiving their request for bid shortly.

Council Comments:

Councilmember Bundick shared that he and Councilmember Bloxom met with Accomack County and Riverside Shore Memorial Hospital to discuss Riverside Shore Memorial's procurement of two new grinders that will be installed in Town to address some technical issues that have arisen since the hospital has been online. Councilmember Bloxom stated that if this repair does not correct the problem then they would need to move onto the next steps.

Councilmember Oswald expressed her concern that the Town has not been using meals tax revenue for marketing. She suggested that Council review that revenue and decide how best to spend those funds. Mayor Fosque stated that the meals tax revenue is not designated for marketing purposes, the transient occupancy tax revenue was to be used for those efforts.

Mayor Fosque shared that there would not be any more work sessions until the budget workshop.

Councilmember Oswald suggested that the Town remove the trash charge from the water and sewer bills, citing that this service used to be free and was subsidized by tax revenue. Currently, residents do not see how their tax revenue to the Town helps them. This deduction would be a clear-cut example of their tax dollars working for them.

Councilmember Marino invited everyone to the St. Patrick's Parade event, sharing that the Council is number six in the lineup.

Closed Session, if needed:

None was needed.

Adjourn:

Councilmember Bloxom made a motion to adjourn. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

The meeting adjourned at 8:19 p.m.

Fletcher Fosque, Mayor

Lisa Fiege, Deputy Clerk

Historic Onancock School Strategic Plan 2018-2021

Approved by majority vote of the Board of Directors, November 30, 2017

Our Vision: As the heart of our diverse community, the Historic Onancock School Community & Cultural Center contributes economically, culturally and educationally to the quality of life on Virginia's Eastern Shore while preserving the community character.

Our Mission: Friends of Onancock School (FOS) is a 501-c(3) non-profit dedicated to strengthening the economic and cultural vitality of the Eastern Shore's diverse community through the rehabilitation of the Historic Onancock School and its adjoining campus. FOS achieves its goals with the support of a broad based and engaged population involved in community service and recreational activities, the arts, educational programs, and small business entrepreneurship initiatives.

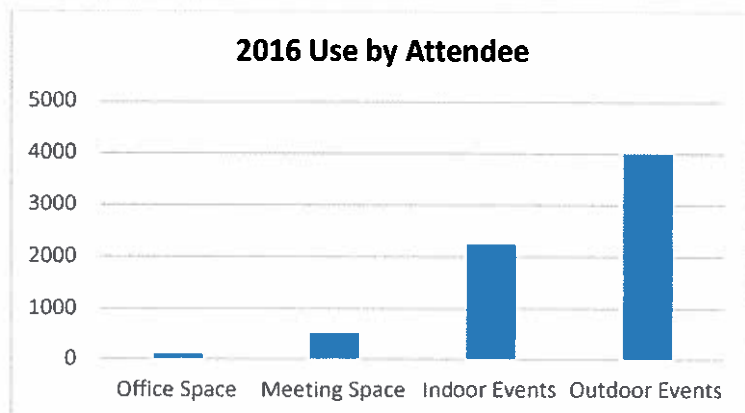
Our Values: What we believe and what we stand for

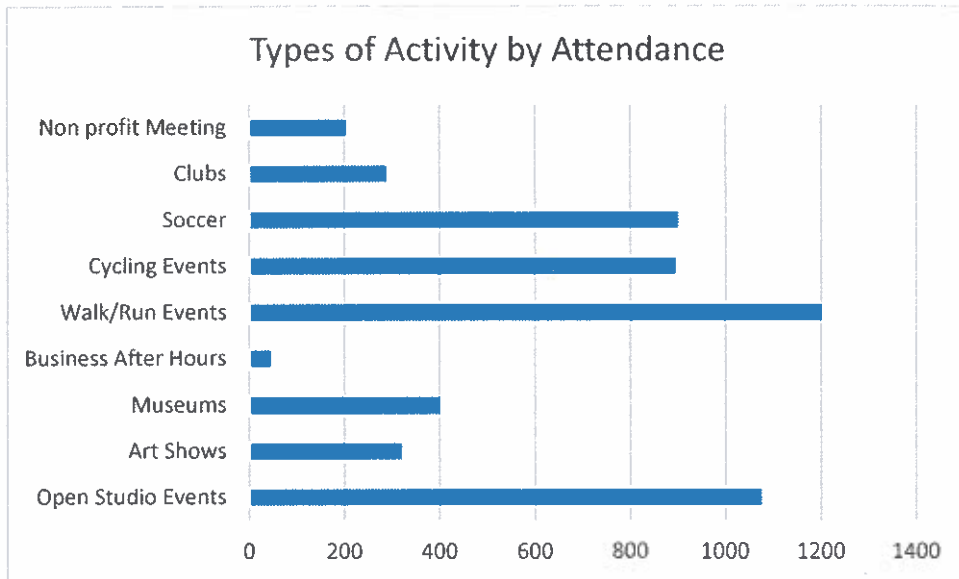
- Integrity
- Heritage
- Enrichment
- Diversity
- Environment

Who We Serve:

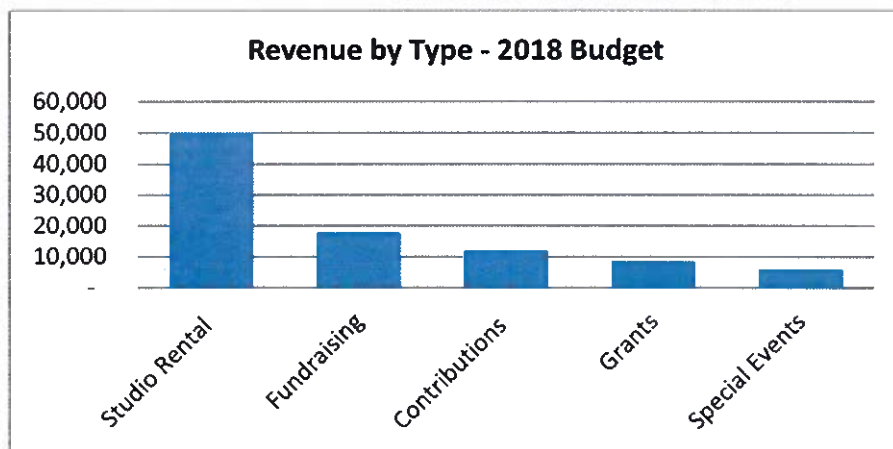
The Historic Onancock School (HOS) is a nonprofit entity. The main floor of the 28,000 square foot building is the primary usable space, with a large meeting room that provides space for indoor events such as parties, meetings and lectures. A service kitchen is also available for meal set up and service. The main floor also contains studio space for artists. There is museum space on the lower level as well as additional studio space currently used for exercise and fitness. The grounds and building combined provide a venue for large primarily outdoor events. The grounds, which are open to the public from dawn to dusk, include athletic fields, a handicap accessible children's playground and a nature trail with native plants.

With a mission that strives to meet the needs of the whole community, HOS users represent diversity and a wide range of events and activities.





To support the many activities at HOS, revenue is raised in a variety of ways.



Our Programs and Services:

- The grounds of the Historic Onancock School, including a children's' playground, are open to the public at all times for enjoyment, recreation and fitness.
- The building provides a venue for small indoor events such as galas, parties, exhibits, lectures or mini concerts.
- The building serves as studio rental space for individual artists and small businesses, as well as providing space for non-profits, a museum and rehearsals.
- The grounds and building provide a venue for large outdoor events, runs, concerts, bike rides, etc. Many of these events are sponsored by local non-profits as fundraisers to benefit their organizations.
- The building contains a large main room and several smaller rooms that provide space for meetings for many local groups and organizations.

Our Goals: 2018 - 2021

1. Continue to improve the building and open space of the Historic Onancock School.
2. Ensure sufficient income to cover operational expenses and to increase contingency / capital funds.
3. Increase the usage of the building and open space.
4. Establish an identity which incorporates existing and future direction. This identity will capture the essence of who we are and what we do.

Background and Context

Background:

The Historic Onancock School (HOS) is located at 6 College Avenue, one-third of a mile from the town of Onancock's commercial district. The main building, built in 1921, features Neo classical architecture with a brick facade. Currently, the building encompasses 28,000 square feet and is situated on 13 acres, bordered on the south and north side by the Joynes branch of the Onancock Creek. This property serves as park and open space as well as a community center for residents of Onancock as well as residents of the Eastern Shore's two counties - Accomack and Northampton.

In 2006 the Town of Onancock regained ownership of the building and grounds from the County of Accomack. The town council appointed an ad hoc committee to assess the value of saving this building and in 2007 a 40-year lease of the building and grounds was secured by a group of concerned citizens, who established Friends of Onancock School (FOS) as a non-profit organization. Over the past 12 years, FOS, has put forward a focused effort to secure and restore the neglected building and to redefine its purpose in a way to financially support restoration and use expansion.

Onancock Virginia is a town of 1,100 residents located between the Onancock creek and its tributaries. Listed on the National Registry of Historic Places, Onancock supports pedestrian life and with its walkability, access to healthcare and shopping offering its residents the ability to age in place. The town itself is physically beautiful with an outdoor landscape complimented by the many historic and renovated homes that line its streets. The Onancock wharf is an active working wharf, with Chesapeake Bay access for large boats and sailing vessels. The downtown shops include many artisan galleries featuring works unique to the culture and history of the Eastern Shore. There are many dining options including a bakery that has been in operation for over 40 years. A movie theatre, a community playhouse and other retail shopping are also part of the downtown experience.

Despite the active downtown area there are still many vacant store fronts. Many of these buildings have been vacant for greater than 10 years. And though there is movement to fill some vacancies, the population of Onancock is not enough to sustain economic recovery and growth.

Virginia's Eastern Shore had a population of 45,142 in 2014, more than a 12% decrease from the 51,398 population in 2000. Although a slight increase is projected for 2020, Northampton and Accomack Counties are lagging far behind the rest of Virginia which saw growth of almost 18% from 2000 to 2014. Approximately one-third of Eastern Shore residents are located in Northampton County, with two-thirds in Accomack County.

Unemployment in Accomack County in 2016 was 4.8%, higher than Virginia's 4.0%. Median household income (2011 - 2015) was \$39,412 compared to Virginia's \$65,015. The percentage of persons living in poverty in Accomack County was 20.4%, compared to 11% for Virginia.

Importantly, the Historic Onancock School's building and grounds provide free or affordable space for a host of community activities for the residents of Onancock and Virginia's Eastern Shore. Several thousands of people each year, both local and visitors to the Shore, make use of the open space and the building meeting space. We strive to ensure that the Onancock Community and Cultural Center provides "A space for all".

Organizational Strengths:

Organization Development:

FOS continues to strengthen the organization by maintaining a dedicated and enthusiastic Board of Directors whose responsibility is to establish strategic direction for the organization and to monitor progress. The Executive Director manages the organization's operations and provides input into potential improvements and future direction. Outside experts provide guidance to the organization as needed or requested. There is an emphasis on developing sound policies and procedures to guide decisions and activities.

Location:

Historic Onancock School is located on 13 acres of open space which is adaptable for a variety community events such as meetings, classes, sport programs, outdoor camps, music events, individual fitness and recreation. The existing building and land not only features a beautiful setting on the creek but also offers significant historical relevance for the Town of Onancock and the Eastern Shore. The property enjoys easy access within town and from US 13.

Community connections/partnerships:

This project recognizes and features the Culture/history of this community. It is a place of history blended with new direction to promote entrepreneurship for local talent and young businesses. Networks among the tenants, community users and alumni together with a strong supportive and collaborative relationship with the Town contribute to establishing HOS as a gathering spot across our community and a destination for community events.

Historic Onancock School

Strategic Plan 2018-2021

Our Goals: 2018 - 2021

Goal 1: Continue to improve the building and open space of the Historic Onancock School

The 96 year old building is in need of repairs and improvements to maintain a safe and inviting place for rentals and special event use. The large open space surrounding the building provides an ideal location for a great number of uses. Those involved with the Historic Onancock School are committed to continuing to improve these valuable assets to make them more inviting to all who visit and spend time here.

Objectives:

- a) Develop a prioritized list of needed repairs and improvements to the building and open space.
- b) Complete repairs and improvements according to timeline.
- c) Identify and quantify "big ticket" items that will need specific funding strategies.

Goal 2: Ensure sufficient income to cover operational expenses and to increase contingency / capital funds

As a non-profit, the Friends of Onancock School need to continue to explore and take full advantage of all potential sources of income in order to fulfill our Mission.

Objectives:

- a) Identify revenues needed to cover operational expenses and revenues needed to fund contingency / capital needs.
- b) Increase funding from studio rentals and special events by 15% over the next 3 years.
- c) Increase net income from fundraisers to \$20,000 per year within 3 years.
- d) Increase contributions and support income to \$25,000 with three years
- e) Identify and pursue three to five funding sources for major improvements.
- f) Investigate and pursue opportunities to develop Artisan Market as a source of income.

Goal 3: Increase the usage of the building space and open space

As a Community and Cultural Center, the Historic Onancock School is a space that should be welcoming to all citizens of the Eastern Shore as well as to visitors to our area. We feel that there are segments of our population who are not aware of the opportunities we provide. We plan to increase that awareness within the community and identify ways to increase usage.

Objectives:

- a) Identify local business / organization partnership opportunities.
- b) Identify ways to increase "community center" awareness.
- c) Identify ways to increase Artisan market awareness.
- d) Become a mid-shore Virginia Welcome Center affiliate.

Goal 4: Establish an identity which incorporates existing and future direction. This "identity" will capture the essence of who we are and what we do.

Several terms are applied to our "identity". Friends of Onancock School, which actually refers to the 501 (c) 3 non-profit organization which raises funds and manages the day-to-day operations and currently is a part of our logo. The building itself and the open space which were the Onancock High School are now referred to as the Historic Onancock School, capturing the identity of the "place". The Onancock Community and Cultural Center is more descriptive of the use that is being made of the facilities. All these terms can be confusing to the community. Our goal is to develop a consistent message.

Objectives:

- a) Determine the identity to be adopted.
- b) Create the brand for the identity by designing visual products as well as messages that embody the brand.
- c) Develop strategies to promote the new brand.

1:10 PM
01/18/19
Cash Basis

Friends of Onancock School
Profit & Loss YTD Comparison
December 2018

	<u>Dec 18</u>	<u>Jan - Dec 18</u>
Ordinary Income/Expense		
Income		
United Way	0.00	1,113.62
Capital Donantion		
Main Room remodel	13,119.97	14,104.97
Total Capital Donantion	13,119.97	14,104.97
Contributions and Support	486.75	11,408.15
Fundraising Income		
Artisan Market	95.00	265.00
Bike & Brew	0.00	3,366.48
Shore Made Music 2018	0.00	6,393.39
Second Friday Event	0.00	737.14
Wine Tasting	0.00	1,100.00
Rug & Yard Sale	300.00	2,596.50
Champagne & Oyster Tasting	400.00	7,091.81
Give Local 757	0.00	1,481.05
Membership Dues Income	0.00	1,660.00
Total Fundraising Income	795.00	24,691.37
Late Fee Receipts	0.00	175.00
Misc income	0.00	59.99
Rental Income	4,910.00	55,466.99
Restricted Fund Income		
OBCA - CHT	0.00	6,000.00
Restricted Fund-United Way	0.00	1,068.67
Total Restricted Fund Income	0.00	7,068.67
Special Event Income	805.00	9,605.00
Utility Income	0.00	151.31
Total Income	20,116.72	123,845.07
Gross Profit	20,116.72	123,845.07
Expense		
Home Ec. Cottage Rehab	0.00	746.77
Advertising Expense	50.51	821.97
Bank Charges	3.00	3.00
Building Mainenance	26.37	3,727.46
Dues & Subscriptions Expense	0.00	370.94
Equipment Rental and Maintenanac	0.00	40.00
Facilities Improvements	1,578.57	10,011.48
Fundraiser Expense		
Give Local 757	0.00	100.00
Artisan Market	62.75	99.82
Bike & Brew	0.00	2,786.37
Shore Made Music 2018	0.00	3,666.90
Second Friday Event	0.00	643.32
Wine Tasting Class	0.00	587.11
Champagne and Oyster Tasting	825.00	3,465.30
Membership Drive Expenses	0.00	88.00
Fundraiser Expense - Other	0.00	217.60
Total Fundraiser Expense	887.75	11,654.42
Grounds Maintenance Expense	855.00	3,631.64
Insurance Expense	2,090.00	2,895.00
Janitorial Expense	134.74	3,928.29
Legal & Professional Fees	0.00	731.50
License & Corporate Fees	0.00	25.00
Office Supplies Expense	46.42	1,111.67
Payroll	3,486.60	33,304.70
Payroll Taxes - FOS	0.00	4,855.07
Postage and Delivery	0.00	221.92
Printing and Reproduction	78.12	153.70

1:10 PM
01/18/19
Cash Basis

Friends of Onancock School
Profit & Loss YTD Comparison
December 2018

	<u>Dec 18</u>	<u>Jan - Dec 18</u>
Rental Deposit Refund	80.00	305.00
Special Event Expense	0.00	411.00
Special Event Refund	100.00	100.00
Telephone	5.17	61.20
Travel	0.00	288.64
Utilities	2,427.46	14,927.76
Website	0.00	3,669.00
Total Expense	<u>11,849.71</u>	<u>97,997.13</u>
Net Ordinary Income	8,267.01	25,847.94
Other Income/Expense		
Other Income		
Interest income	0.32	3.77
Total Other Income	<u>0.32</u>	<u>3.77</u>
Net Other Income	<u>0.32</u>	<u>3.77</u>
Net Income	<u><u>8,267.33</u></u>	<u><u>25,851.71</u></u>

Friends of Onancock School
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
SunTrust Checking - Operations	38,766.08
Money Market - Suntrust	12,526.07
Xenith Bank Checking - Capital	41,587.52
Total Checking/Savings	92,879.67
Accounts Receivable	
Accounts Receivable	-100.00
Total Accounts Receivable	-100.00
Total Current Assets	92,779.67
Fixed Assets	
Buildings	
Accum Deprec Building	-2,523.82
Buildings - Other	43,213.02
Total Buildings	40,689.20
Playground Equipment	
Accum Deprec Playground	-335.18
Playground Equipment - Other	1,763.99
Total Playground Equipment	1,428.81
Computer	
Accum Depr	-1,271.52
Computer - Other	1,271.52
Total Computer	0.00
Land Improvements	
Accum Depr Land Improvements	-1,940.38
Land Improvements - Other	5,970.13
Total Land Improvements	4,029.75
Leasehold Improvements	
Accum Depr Leasehold Impr	-473.52
Leasehold Improvements - Other	2,380.00
Total Leasehold Improvements	1,906.48
Office Equipment	
Accum Depr Office Equip	-1,416.22
Office Equipment - Other	1,958.51
Total Office Equipment	542.29
Total Fixed Assets	48,596.53
TOTAL ASSETS	141,376.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
VA Withholding Liability	210.00
941 Liability	2,294.38
Total Other Current Liabilities	2,504.38
Total Current Liabilities	2,504.38
Total Liabilities	2,504.38
Equity	
Retained Earnings	113,020.11

1:12 PM
01/18/19
Cash Basis

Friends of Onancock School
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
Net Income	<u>25,851.71</u>
Total Equity	<u>138,871.82</u>
TOTAL LIABILITIES & EQUITY	<u>141,376.20</u>



Historic Onancock School

Annual Report 2018 - Executive Summary

The Friends of Onancock School are committed to establishing the Historic Onancock School and the 13 acre grounds as a vital and vibrant cultural and community center to benefit the Town of Onancock and the citizens of the entire Eastern Shore of Virginia. This report summarizes the major initiatives and accomplishments of the organization during 2018.

Strategic Plan

- The Board of Directors continue to focus on our Strategic Plan 2018-2021 completed in late 2017. This plan guides our efforts to improve the building and open spaces and to increase the value of the Historic Onancock School as a cultural and community center. The Goals are as follows:
 - Continue to improve the building and open space of the Historic Onancock School
 - Ensure sufficient income to cover operational expenses and to increase contingency / capital funds
 - Increase the usage of the building space and open space.
 - Establish an identity which will capture the essence of who we are and what we do

Building and Open Space Improvements:

- Using the Engineering Study recommendations, improvements continue to be made to interior and exterior spaces. We have begun to prepare the Home Economics cottage for reuse.
- Improvements continue on the roof, outdoor trim, porches and lighting. Several rental spaces have been improved on both upper and lower level. Five additional rental spaces have been made usable on the lower level.
- Plans are underway to upgrade the play space and add an outdoor education component through grants and fundraising.

Financials:

- Revenues of \$123.8K, a 40% increase over 2017. Includes \$55.5K in studio rentals, \$24.6K in fundraising income, \$9.6K in Special Event income and \$20.2K in donations and grant income.
- Expenses of \$97.9K, including \$23.0K in building maintenance and enhancements, \$33.3 in payroll expenses and \$14.9K in utilities costs.
- Net Income of \$25.8K. Bank balances of \$82.9K at end of 2018.

Building and Grounds Use:

- 100% of first floor studios rented; 90% of lower level rented.
- In excess of 8,200 people visited or attended functions on the grounds or in the Historic Onancock School building during 2018. Countless others use the grounds at their leisure.

HOS Identity:

- A new logo and brand were adopted. Collateral marketing materials have been widely distributed.

Organization Development:

- Several new directors were added to the Board

Historic Onancock School 2019 Budget.Final

INCOME	2018 Budget	2018 Actual 12/31/18		2019 Budget (Amended)Approved 1/24/2019
Contributions and Support	\$12,000	\$11,408		\$15000
Fundraising Income				
Fundraising Events	\$15,000	\$23,031		\$20000
Membership Dues	\$3,000	\$1,660		\$3500
Grant Income				
Interest				
Late Fee Receipts		\$175		
Miscellaneous Income		\$60		
OBCA	\$6,000	\$6000		
Main Room Renovations		\$14105		\$6000
Studio Rental	\$53,000	\$55,467		\$55000
Returned Check Charges				
Special Events (Rentals)	\$6,000	\$9,605		\$10000
United Way	\$2500			\$2200
United Way 2017 (rec'd Feb. 2018)		\$1114		
United Way 2018 (rec'd July 2018)		\$1069		
Utilities Recapture		\$151		
TOTAL INCOME	\$97500	\$123846		\$111700
EXPENSES				
Home Ec Cottage Rehab		\$747		\$3000
Advertising (changed to Marketing)	\$1500	\$822		
Bank Charges		\$3		
Building Maintenance	\$2500	\$3727		\$3000
Dues and Subscriptions	\$700	\$371		\$700
Education and Training	\$150			\$150
Equipment Rental and Maintenance		\$40		
Facilities Improvement - General	\$13000	\$10011		\$13000
Facilities Improvement - United Way	\$2500			\$2200
Facilities Improvement - OBCA	\$6000			\$6000
Facilities Improvement - Main Room				\$14000
Fundraising Expenses				
Fundraising Events	\$6000	\$11566		\$7500
Membership Drive	\$400	\$88		\$400
Annual Drive	\$300			
Grant and Contract Expense				
Grounds Maintenance	\$5000	\$3632		\$5000
Insurance	\$2800	\$2895		\$2900
Janitorial	\$3800	\$3928		\$4000
Legal and Professional	\$800	\$732		\$800
License and Corporate Fees		\$25	put in legal & professional	
Marketing Expense				\$2000
Office Supplies/Printing/Reproduction	\$700	\$1112		\$1250
Payroll	\$32000	\$33305		\$40000
Payroll Taxes - FOS	\$2667	\$4855		\$3350
Postage and Delivery	\$200	\$222		\$200
Printing and Reproduction	\$250	\$154	added into office supplies	
Deposit Refund		\$305		
Special Event Expenses	\$200	\$511		\$400
Travel		\$289		
Telephone	\$75	\$61		\$70
Utilities	\$12500	\$14928		\$14000
Website Development and Maintenance	\$3300	\$3669		\$1080
TOTAL EXPENSES	\$97342	\$97998		\$125000
NET INCOME	\$158	\$25848		-\$13300

SUGGESTED MOTION: Mr. Mayor, I move that the Town of Onancock approve the attached procurement policy and make this policy effective July 1, 2019.

AGENDA **TOWN COUNCIL** **February 25, 2019**

SUBJECT: Approval of a Town of Onancock Procurement Policy

RECOMMENDATION: Staff recommends the approval of the procurement policy effective July 1, 2019

TIMING: Current

DISCUSSION: To follow-up from the January 14, 2019 town council work session, I am attaching a proposed final version of the Town of Onancock Procurement Policy. I have incorporated changes from the work session and also some changes received since the work session from Council members which are underlined. I am recommending that this policy become effective July 1, 2019 since FY 2019 is over 50% complete and this policy may adversely affect ongoing projects.

Staff: Bill Kerbin
Town Manager

Attachment: Town of Onancock Procurement Policy

Copy:

TOWN OF ONANCOCK, VA

PROCUREMENT POLICY

February, 2019

Section 1 - Organization

The Town Manager supervises all procurement on behalf of the Town. The Town Manager shall adhere to and comply with the rules and regulations consistent with this policy and the laws of the Commonwealth of Virginia, if applicable, governing the function of Town Procurement. The Town Manager shall propose amendments to this Procurement Policy from time to time as needed.

The Town Manager shall coordinate procurement procedures among departments and shall ensure procurement actions are properly documented and maintain all related records. Records shall be kept for each procurement that document adherence to this policy. The Town will make every effort to obtain the highest quality goods and services at the best possible price. All procurement procedures will be conducted in a fair and impartial manner with the avoidance of any impropriety.

Section 2 – Conflict of Interest

When conducting business, the Town expects its employees, Advisory Boards and Council members to treat every supplier on a fair and equitable basis. Pursuant to the Virginia Conflict of Interests Act Title 2.2, Chapter 31 of the Code of Virginia, Town officers, employees and Council members should have no financial relationship with any entity with which the Town does business or with any potential supplier unless such relationship is disclosed in writing to the Town Council prior to such procurement being made.

To reduce the potential for conflicts of interest, abuse of position, or even the appearance of impropriety, the Town discourages employees or officials from accepting any gift from organizations, business concerns or individuals with which they have, or may have in the future, business relationships with the Town. Employees and officials may receive an occasional meal, promotional items routinely distributed by vendors and de-minimis holiday gifts.

Under no circumstances shall any employee purchase materials, goods or services from a supplier for personal use by giving the impression that the procurement is for the Town. If a supplier makes a general practice of providing discounts to Town employees or officials, then the Town employee or official may accept these discounts on their personal purchases, however the vendor must not name the Town as the customer or purchaser.

Section 3 – Disclaimer of Responsibility

The Town will not be responsible for or liable for any expenditure or agreement for expenditure made by a Town employee or official who fails to follow this policy. It is considered a “breach of duty” on the part of any employee or official who procures goods or services not consistent with this policy. Any breach will be reported to the Town Council in writing.

The Town Council may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a procurement for goods and services made in its name or in the name of any governmental department under its fiscal authority, by an unauthorized person acting outside this policy. The cost of any such disclaimed transaction will become the personal liability of the individual who acted improperly. Employees should understand that violation of the policy might subject the employee to disciplinary action including, without limitation, termination of employment.

Section 4 – Procurement Policies

4(A) – Purchases over \$50,000

Whenever the Town seeks to procure goods or services estimated to cost more than \$50,000, a formal Invitation to Bid or a Request for Proposal shall be issued and subject to Town Council approval. Purchases shall not be split to avoid the \$50,000 limit.

Any written Invitation to Bid or Request for Proposal shall describe adequately the goods or services requested, quantity and required delivery specifications. The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

An Invitation to Bid or Request for Proposal shall either be advertised in a newspaper of general circulation or posted in a designated public area at least ten days prior to the date bids are due. Responses to Invitations to Bid and Requests for Proposal will be treated as “competitive sealed bids” and will remain unopened until the date and time specified in the advertisement.

The Town Manager shall have the authority to waive minor informalities in bids/proposals, reject all bids/proposals, or parts of all bids/proposals when, in the Town Manager’s judgment, the public interest is not served. The Town Manager shall determine the responsibility of a bid or proposal and responsiveness of a bid.

The Town Council must approve the award of all contracts with total value in excess of \$50,000. Award shall be made to the lowest responsive and responsible vendor that

supplied a bid/proposal or to the vendor deemed most likely to be able to deliver the product or service in a workmanlike and timely manner.

4(B) - Purchases between \$25,000 to \$50,000

Purchases of less than \$50,000 but more than \$25,000 will require a written Request for Proposal and quotes received in writing, via facsimile, or email from three vendors. In the event that three quotes cannot be obtained, the Town Manager shall document the names of the vendors approached for quotes and any reasons given for the failure or refusal to bid. The final approval of award will vest with Town Council.

Any written Invitation to Bid or Request for Proposal shall describe adequately the requested good or service, quantity and required delivery specifications. The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

4(B) – Purchases between \$5,000 to \$25,000

Purchases of less than \$25,000 but more than \$5,000 will require written quotes from three vendors. In the event that three quotes cannot be obtained, the Town Manager shall document the names of the vendors approached for quotes and any reasons given for the failure or refusal to bid, or document reason why it is not practicable to obtain 3 vendors. The final approval of award will vest with the Town Manager.

The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

4(C) - Purchases under \$5,000

All purchases under \$5,000 will not be subject to this procurement policy. Employees are encouraged to continue to look for the best price when purchasing supplies, equipment or services.

4(D) – Sole Source

Sole source procurement may be authorized if and when there is only one source practicably available for the required goods or services. Competition is not available in a sole source situation. Sole source justification based solely upon a single vendor's capability to deliver in the least amount of time is not an appropriate justification since availability alone is not a valid basis for determining sole source procurement. Any sole

source procurement requires documentation from the Town Manager as to the justification of the procurement.

4(E) – Emergency Procurements

In case of an emergency, where a delay in order to seek multiple proposals may threaten public buildings, public property or the life, health, safety or welfare of the residents, a contract may be awarded without competitive sealed bidding or competitive negotiation. Any such procurement shall be made with such competition as is practical under the circumstances. Any such procurement shall be reported to the Town Manager and Town Council, if the amount is over \$25,000, at the meeting immediately following the purchase of the goods and services with a justification from the Town Manager for the purchase.

Section 5- Preferences and Tie Bids

In accordance with the Code of Virginia, the Town of Onancock does not grant preferences or “set- asides” except in the case of tie bids. If all bids are for the same total amount or unit price (including authorized discounts and delivery times) and if the public interest will not permit the delay of re-advertisement for bids, the Town Manager shall be authorized to award the contract to the resident of the Town of Onancock, a tie bidder whose firm has its principal place of business in the Town, or if there be none, to the resident Virginia tie bidder, or if there be none, to the most qualified bidder based on past work experience.

Section 6- Non-Discrimination

The Town of Onancock conforms, as applicable, to the provisions of the Federal Civil Rights Act of 1964, as amended; the Virginia Fair Employment Contracting Act of 1975, as amended; the Virginians with Disabilities Act; the Americans With Disabilities Act, and Sections 2.2-4310. All bidders/offerors who submit bids/proposals to the Town are required to certify they conform to these same anti-discrimination requirements.

Section 7- Debarment or Suspension

Debarment is the Town's exclusion of certain individuals or firms from contracting with the Town for a specified period of time. The Town Manager may debar a person or company from consideration for awards or contracts upon a finding of cause that the vendor has engaged in any of the following activities.

1. Unsatisfactory performance on a contract with the Town of Onancock or another public body, including but not limited to, failure to comply with contract terms and conditions or to meet specification/scope of services requirements.
2. Offering any gift, gratuity, favor, or advantage to any Town employee or official who exercises official responsibility for procurement transactions.

3. Failing to disclose a condition constituting a conflict of interest by any officer, director, owner, or partner of the vendor in a contract or purchase order awarded by the Town.
4. Conviction of any officer, director, owner, partner, or agent of the vendor of any criminal offense involving public contracting.
5. Court judgment finding a violation of Federal or State antitrust laws.
6. Conviction of any criminal offense, or a judgment in civil litigation, which indicates a lack of moral or business integrity.
7. Abandonment of performance or termination for default on any other Town of Onancock project.
8. Default on any surety bond or written guaranty on which the Town of Onancock is an obligee.
9. The filing of a bankruptcy petition, by, against, or regarding the contractor.
10. Any other cause that the Town Manager determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or prior reprimands.

The Town Manager may suspend a person or company from consideration for an award or contracts upon a finding of probable cause that might lead to debarment. Consideration of future awards and contracts will be based on the extenuating circumstances of the debarment or suspension.

In debarring or suspending any individual or firm from contracting with the Town, the Town Manager shall follow all applicable procedures outlined herein and will notify Town Council of the action taken.

Section 8- Excess and Surplus Property

The Town Manager shall be responsible for:

1. Redistribution of serviceable excess personal property.
2. Disposal of surplus Town personal property through sealed bid, auction, trade-in, or fixed price sales. Some personal property may also be disposed of by junking, sale as scrap metal, or cannibalization.
3. Disposal of unclaimed property in the custody of the Police Department in accordance with the Code of Virginia Sections 15.2-1719, 15.2-1720 and 15.2-1721.

Surplus Town property may be donated to charitable organizations where appropriate. The Town Manager shall evaluate the request for donation and first determine whether the requested item is needed by any Town agency. Other factors to be considered in the evaluation are the disposal value of the item, availability of the requested item, serviceability, compatibility to the intended use and potential benefits to the Town, including public relations and goodwill.

TOWN OF ONANCOCK
Rental of Town Parks/Facilities Application
15 North Street Onancock, Virginia 23417
Ph: (757) 787-3363

Date: _____

Applicant: _____
(Photo ID Required)

Address: _____

Home Phone #: _____ Work Phone #: _____
Cell Phone #: _____ email: _____

Organization: _____

It is the intent of the Town of Onancock to provide its citizens, organizations and businesses the use of Town facilities. However certain costs to the citizens of the Town will be incurred and these costs must be extended to the user(s) of the facilities.

Facility Fees*:

- Event Usage of Onancock Landing Park or Town Square \$50.00 application fee
- Weekend/Evening Usage of 2nd Floor of Town Hall Building ... \$25.00 application fee/\$10 per hour
- Use of Use of Town property \$100.00 refundable deposit for cones, tents, etc./\$50.00 fee for delivery/setup, if applicable

- Security/Police Officers \$35.00 per hour per officer
- Additional trash containers \$8.00 per container per day

Describe Event in Detail:

Date(s) and Times of the Event: _____
Beginning Time: _____ Ending Time: _____*

*Please note that all events must end at dusk, later closings must be authorized by the Town Manager

Number of Attendees: _____ Events expecting more than 75 people may require additional security at the discretion of the Town Manager and/or the Chief of Police. These events will also be subject to approval of the Town Council.

Will there be live entertainment? Yes / No

Will alcoholic beverages be served? Yes / No (ABC license required and copy provided to the Town)

Will there be cooking on site? Yes / No (All organizations must follow all applicable Health Department regulations.)

Will there be vendors? Yes / No
(Commercial vendors are required to have a valid business license)

Will food be sold? Yes / No (Virginia Health Department permit required and copy provided to the Town)

Will a tent be erected? Yes / No (Please submit a site plan of location)

Will any equipment be brought in? Yes / No Describe below:

I, _____, hereby agree to observe and enforce all rules and regulations of the Town of Onancock as specified in this application governing the use of the Town of Onancock's facilities. I agree to protect the Town of Onancock, its officers, and employees from any and all claims, liabilities, damages or rights of action directly or indirectly resulting from the use of this facility and its premises. I further agree to carry liability insurance in the amount of \$1,000,000.00 and evidence of such coverage shall accompany this application, and the Town of Onancock shall be named as an additional insured. I will take responsibility for any and all damages to the Town's property and facilities. Charges for special services will be paid upon receipt of invoice.

Signature of Applicant: _____ Date: _____



Permission is granted / denied for the use of the facility as stated above. The amount due is _____.

Signature/Title _____ Date: _____

Exceptions to policy:

Town of Onancock Rules and Regulations

1. This policy applies to any event or use of the above mentioned parks and facilities with more than 25 people in attendance.
2. Events cannot begin before 9 am and must conclude by dusk. The event may be permitted to end at a later time, upon approval of the Town Manager provided that there is minimal impact on the surrounding neighborhood.
3. Illegal drugs, foul or abusive language, and fighting are not permitted.
4. No alcoholic beverages will be permitted unless the applicant has applied for and has been granted an ABC License. A copy of that ABC license must be submitted to the Town.
5. Access to the grounds and facilities is contingent upon the completion of the application and authorization of the Town Manager. **The Town also reserves the right to deny any application in its entirety or any portion thereof for good cause.**
6. Applicant whose signature appears on the application accepts responsibility for security of the grounds and any damages to the grounds, buildings, or equipment.
7. Applicant agrees to provide responsible adult supervision for each event. Events over 75 people must seek additional security through the Onancock Police Department at the rate listed on the application.
8. No motorized vehicular traffic will be permitted on the grounds, pathways, or sidewalks.
9. Evidence of general liability insurance with a \$1,000,000.00 combined single limit, with the Town of Onancock named as an additional insured, shall accompany the application.
10. The applicant must remove all trash and debris from the park or facility.
11. Any Town property to be used for the event must be signed out and returned the next business day.
12. All events including more than 75 people will require approval of the Town Council.

Town of Onancock

Rules and Regulations Checklist

60 Days Prior to Event

- Rental of Town Parks/Facilities Application completed and submitted to the Town Office.

Four Weeks Prior to Event

- Proof of Liability Insurance submitted to the Town Office.
- All payments and deposits submitted and made payable to the Town of Onancock.

Two Weeks Prior to Event

- Proof of paperwork submitted to the Health Department if food vendors present.
- All permits obtained including an ABC license, if applicable.

SUGGESTED MOTION: Mr. Mayor, I move that the Town of Onancock approve the attached ethics/code of conduct policy.

AGENDA **TOWN COUNCIL** **February 25, 2019**

SUBJECT: Approval of a Town of Onancock Ethics/Code of Conduct Policy

RECOMMENDATION: Staff recommends the approval of the Town of Onancock Code of Ethics/Code of Conduct Policy

TIMING: Current

DISCUSSION: N/A

Staff: Bill Kerbin
Town Manager

Attachment: Town of Onancock Code of Ethics/Code of Conduct Policy

Copy:

**CODE OF CONDUCT FOR MEMBERS OF
THE ONANCOCK TOWN COUNCIL
February, 2019**

Recognizing that persons who hold public office have been given a public trust and that stewardship of any such office demands the highest level of ethical and moral conduct, any person serving on the Onancock Town Council must adhere to the following Code of Ethics:

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Onancock and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.
2. **Comply with both the spirit and the letter of the Law and Town Policies.** Members shall comply with the laws of the nation, the Commonwealth of Virginia and the Town of Onancock in the performance of their public duties.
3. **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees and Commissions, the staff or public.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the Town Council.
5. **Conduct at Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.
7. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to the members that is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal agenda or financial interest.
8. **Communication.** For adjudicative matters pending before the body, members shall refrain from receiving information outside of an open public meeting or the agenda materials, except on advice of the Town Attorney. Members shall publicly disclose all substantive information that is relevant to a matter under consideration by the body that they may have received from sources outside of the public decision-making process.
9. **Conflict of Interest.** In order to assure independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall

use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the Town Council and reasonably cooperate with the Council to analyze the potential conflict. Town Council shall have the authority to consult the Town Attorney to determine if any such situation creates a conflict of interest as defined in the Code of Virginia. In providing assistance to members, the Town Attorney represents the City and not individual members.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not, once the conflict is ascertained, participate in the decision and shall not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

10. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. Members shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
11. **Use of Public Resources.** Members shall not use public resources that are not available to the public in general (e.g., Town staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.
12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the Town, nor shall members of Boards, Committees and Commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. **Advocacy.** Members shall represent the official policies or positions of the Town Council, Board, Committee or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Onancock, nor will they allow the inference that they do. Councilmembers and Board, Committee and Commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, or Board, Committee and Commission meetings, or other official City meetings.
14. **Policy Role of Members.** The Town Council determines the policies of the Town with the advice, information and analysis provided by Town staff, Boards,

Committees, Commissions, and the public. Except as provided by the Town Code, members shall not interfere with the administrative functions of the Town or the professional duties of Town staff; nor shall they impair the ability of staff to implement Council policy decisions.

15. **Independence of Boards, Committees and Commissions.** Because of the value of the independent advice of Boards, Committees and Commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of Board, Committee and Commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees to in no way create the perception of inappropriate direction to staff.
17. **Media Interaction.** When communicating with the media, Members must make a clear distinction between personal opinion or belief and a discussion or decision made by the Town Council.
18. **Contact with Town Staff.** Questions of Town staff and/or requests for additional background information should be directed to the Town Manager or Department Head. If a request is submitted to a Department Head, the Town Manager should be copied or informed of any such request. Requests for follow-up or directions to staff should be made only through the Town Manager. When in doubt as to whether staff contact is appropriate, Members should ask the Town Manager for direction. Materials supplied to a Member in response to a request will be made available to all members of the Council so that all have equal access to information.

B. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which elected and appointed officials should treat one another, Town staff, constituents, and others they come into contact with while representing the Town of Onancock.

1. Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

(a) Honor the role of the Mayor in maintaining order

It is the responsibility of the Mayor to keep the comments of members on track during public meetings. Members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions,

those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(b) Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

(c) Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The Mayor will maintain control of this discussion.

d) Demonstrate effective problem-solving approaches

Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the Town as a whole.

2. Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public comment.

(a) Be welcoming to speakers and treat them with care and gentleness.

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

b) Be fair and equitable in allocating public hearing time to individual speakers.

The Mayor will determine and announce limits on speakers at the start of the public hearing process.

(c) Practice active listening

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

(d) Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(e) Ask for clarification, but avoid debate and argument with the public

Only the Mayor – not individual members – can interrupt a speaker during a presentation. However, a member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. Elected and Appointed Officials' Conduct with City Staff

Governance of the Town relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected officials, and Town staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the Town.

(a) Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) Do not disrupt City staff from their jobs

Elected and appointed officials should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend Town staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the Town Manager or the Mayor.

(d) Do not get involved in administrative functions

Elected and appointed officials acting in their individual capacity must not attempt to influence Town staff on the making of routine decisions, awarding of contracts and the processing or granting of City licenses and permits.

(e) Do not solicit political support from staff

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(f) No Attorney-Client Relationship

Members shall not seek to establish a personal attorney-client relationship with the Town Attorney, including his or her staff and attorneys contracted to work on behalf of the

Town. The Town Attorney represents the Town and not individual members. Members who consult with the Town Attorney cannot enjoy or establish an attorney-client relationship with the attorney.

4. Council Conduct with Boards, Committees and Commissions

The Town has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the Town Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

(a) If attending a Board, Committee or Commission meeting, be careful to only express personal opinions

Councilmembers may attend any Board, Committee or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board, Committee or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council.

(b) Limit contact with Board, Committee and Commission members to questions of clarification

It is inappropriate for a Councilmember to contact a Board, Committee or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board, Committee or Commission members in order to clarify a position taken by the Board, Committee or Commission.

(c) Respect that Boards, Committees and Commissions serve the community, not individual Councilmembers

The Town Council appoints individuals to serve on Boards, Committees and Commissions, and it is the responsibility of Boards, Committees and Commissions to follow policy established by the Council. But Board, Committee and Commission members do not report to individual Councilmembers and Councilmembers should not feel they have the power or right to threaten Board, Committee and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board, Committee or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Committee or Commission appointment should not be used as a political "reward."

(d) Be respectful of diverse opinions

A primary role of Boards, Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Committees and Commissions, but must be fair and respectful of all citizens serving on Boards, Committees and Commissions.

(e) Keep political support away from public forums

Board, Committee and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board, Committee and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

I have read the Town of Onancock Code of Conduct Policy and agree to abide by all of the policies set forth in this document

Signature

Date

Town Manager's Report
February 25, 2019

Harbormaster's Facility Repairs

The contractor has started work on the harbormaster's facility. Work includes repairs to the flooring and the overhead door. The completion date is scheduled for April 1, 2019.

Neighborhood Revitalization Project

I have formally requested assistance from the Accomack Northampton Planning District Commission to assist with the grant writing and grant administration of the Neighborhood Revitalization Project. This project may include demolition of vacant homes; creation of new affordable housing; rehabilitation of existing homes and installation of sidewalks.

Home and Garden Tour Committee

The Home and Garden Tour Committee is continuing to meet and make progress on plans for the Home and Garden tour scheduled for May 4, 2019. I am developing a checklist for the public works staff for tasks to be completed prior to this event.

St. Patrick's Parade

The St. Patrick's Parade and Celtic Festival Committee continues to meet to plan for the parade and Celtic Festival scheduled for March 10. Town staff will be providing assistance with the parade lineup, blocking off streets and directing traffic.

Cellular Tower Progress

The anticipated construction date of the Verizon cellular tower is late April, 2019. This is subject to change due to scheduling and weather.

Wharf interpretive panel

The wharf interpretive panel should be installed sometime in April, 2019. This panel will include information on wildlife found in Onancock Creek and Town history.

ONANCOCK POLICE DEPARTMENT

Summary of Police Activities for January 2019

Events initiated _____ 2,339

Court

Number of times attended: Twice Fines: \$211.00

Traffic

Number of summonses issued: 58 Number of warnings: 27

Event:	Number of:	Event:	Number of:
Accidents	2	Alarms	1
Assist other agencies	28	Business assist/complaints	4
Domestic	3	Mental health	2
Assist motorist	2	Special patrols	1,789
Welfare check	5	Residence found unsecure	1
Assault- malicious wounding	2	Firearm- reckless handling	1
Business checks	119	Business found unsecure	3
Citizen assist/complaint	8	Disorderly conduct	3
Drink in public	1	Animal complaint	7
Investigation	9	Larceny	3
Assault	1	Trespassing	4
Vehicle theft	1	Suspicious vehicle/person	4