

1. Work Session Agenda Summary 2-25-19

Documents:

[CITY COUNCIL WORK SESSION AGENDA.PDF](#)

2. Regular Council Agenda February 25, 2019

Documents:

[AGENDS CITY COUNCIL MEETING 2 25 19.PDF](#)

2.I. Minutes - January 28, 2019

Documents:

[MINUTES REGULAR SESSION 1 28 19.PDF](#)

2.II. Ordinance Appropriating Additional Funds To Capital Projects Fund

Documents:

[ORDINANCE APPROPRIATING INTEREST ON BOND PROCEEDS.PDF](#)

2.III. Appropriating Additional Funds To The Sewer Fund

Documents:

[APPROPRIATION SEWER FUNDS.PDF](#)

2.IV. Appropriating Additional Funds For FY 2019

Documents:

[ADDITIONAL APPROPRIATION FY19.PDF](#)

**AGENDA  
POQUOSON CITY COUNCIL  
WORK SESSION  
MONDAY, FEBRUARY 25, 2019  
COUNCIL CHAMBERS  
6:00 P.M.**

- 1. Greater Peninsula Workforce Board – John Olson, Ed. D., Chair and William H. Mann, Jr., Executive Director**
- 2. Shipwreck Island Design Alternatives – Ellen Roberts and Garrett Feagans**



**CITY OF POQUOSON**  
**ENGINEERING**

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996  
(757) 868-3040 TELEPHONE (757) 868-3105 FAX

February 25, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Garrett Feagans, Engineer

RE: Shipwreck Island Design Alternatives

During the Council Work Session on 2/25/2019, Wes Parker from Clark Nexsen and the Poquoson Engineering staff will present two design alternatives for future improvements of the Shipwreck Island intersection. These improvements are meant to increase the safety of the intersection by aligning the intersections, as well as reduce speeding through the area. Each design will be presented with a diagram of the proposed changes to the intersection, along with cost estimates. The City staff is seeking Council's direction on which design the Council prefers and on how to proceed with this project.

**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, FEBRUARY 25, 2019, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATIONS**

**Bay Star Homes – Josh Jordan**

**Library Advisory Board – Barbara Whitlow**

**New Employee Introduction – Stuart Fisher, Fire Department**

**D. AUDIENCE FOR VISITORS**

**E. APPROVAL OF THE MINUTES**

**(a) Regular Session January 28, 2019**

**F. NEW BUSINESS**

- 1. Ordinance Appropriating Additional Funds to the Capital Projects Fund for Fiscal Year 2019 – Appropriation of Interest Earned on Bond Proceeds**
- 2. Ordinance Appropriating Additional Funds to the Sewer Fund for Fiscal Year 2019 – Truck Replacement**
- 3. Ordinance Making Additional Appropriations for Fiscal Year 2019 – Port Security Grant Received by the Fire Department**

**G. COMMENTS OF THE CITY MANAGER**

**H. COUNCIL DIRECTIVES**

**I. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING  
JANUARY 28, 2019 7:00 P.M.  
REGULAR SESSION**

**PRESENT:** The Honorable W. Eugene Hunt, Jr., Mayor  
The Honorable Carey L. Freeman, Vice Mayor  
The Honorable Herbert R. Green, Jr.  
The Honorable Thomas J. Cannella II  
The Honorable David A. Hux  
The Honorable Charles M. Southall III  
The Honorable Jana D. Andrews  
  
J. Randall Wheeler, City Manager  
Evie Insley, City Clerk  
D. Wayne Moore, City Attorney

**ABSENT:** NONE

**MEETING CALLED TO ORDER:**

Mayor Hunt called the meeting to order at approximately 7:00 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Mayor Hunt rendered the invocation and led the audience in the Pledge of Allegiance.

**SPECIAL PRESENTATIONS:**

**The Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award**

Mayor Hunt presented Finance Director Tonya O'Connell the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. Tonya thanked her staff and the organization for being a great team.

**AUDIENCE FOR VISITORS:**

None

**APPROVAL OF THE MINUTES:**

Councilman Green moved, seconded by Councilman Southall, to adopt the minutes of the regular session held on January 14, 2019 as submitted. Recorded vote on the motion:

**YES:** Councilmembers Southall, Hux, Green, Cannella, Andrews, Vice Mayor Freeman and Mayor Hunt

**NO:** None

**PUBLIC HEARING:**

**1. Pre-budget for Fiscal Year 2020**

A public hearing was advertised in the January 12<sup>th</sup> and January 19<sup>th</sup> editions of the Daily Press and held at this meeting to receive citizen comments on the development of the FY2020 budget.

City Manager Randy Wheeler advised the public hearing was the first step towards the Manager's proposed budget which is scheduled to be presented at the April 8, 2019 Council meeting with the public hearing on the proposed budget scheduled April 22, 2019.

Mayor Hunt opened the public hearing. With no citizen comments, the Mayor closed the public hearing. No other action was required of Council at this meeting.

**NEW BUSINESS:**

**1. Ordinance Making Additional Appropriations for Fiscal Year 2019**

Finance Director Tonya O'Connell presented Council with an ordinance making additional appropriations for fiscal year 2019.

The Library received donations this fiscal year in the amount of \$7,825.

The Fire Department received a Dominion Radiological Emergency Preparedness Program (REPP) grant from VDEM for Fiscal Year 2019 to establish citizen awareness of emergency preparedness, prevention, and response measures in the amount of \$20,520.

The Police Department received a donation of \$300 for crime prevention.

Councilman Green moved, seconded by Councilman Southall to adopt an ordinance making additional appropriations for fiscal year 2019. Recorded vote on the motion:

**YES:** Councilmembers Green, Hux, Cannella, Southall, Andrews, Vice Mayor Freeman and Mayor Hunt

**NO:** None

**2. Resolution Making Appointments to the Library Advisory Board and the Architectural Review Board**

Councilwoman Andrews moved, seconded by Councilman Cannella to appoint Patricia Green (Eastern) and Terry Johnson (Western) to the Library Advisory Board with terms expiring January 31, 2022 and

to appoint Donald Booth Jr. to the Architectural Review Board with term expiring January 31, 2022  
Recorded vote on the motion:

**YES:** Councilmembers Green (for Terry Johnson and Donald Booth, Jr.), Hux, Cannella, Southall, Andrews, Vice Mayor Freeman and Mayor Hunt

**NO:** None

**ABSTAIN:** Councilmember Green (for Patricia Green)

**3. Resolution Making Nominations for Appointment to the Board of Equalization**

Presented for consideration is a resolution making nominations for appointment to the Board of Equalization. At least three but no more than five members must be appointed by the Judge of the Circuit Court in each tax year immediately following a reassessment.

Councilman Green moved, seconded by Councilman Southall to adopt the resolution making nominations for appointment to the Board of Equalization with the following names:

Henry L. Freeman  
E. Gene Efird, Jr.  
Cecil P. Miller  
Casey D. Stratton  
Kathleen C. Powell

Recorded vote on the motion:

**YES:** Councilmembers Andrews, Southall, Cannella, Hux, Green, Vice Mayor Freeman and Mayor Hunt

**NO:** None

**4. Ordinance Regarding Applications to the Board of Equalization and the Disposition of Such Applications**

Presented for consideration was an ordinance which establishes the date by which applications for relief must be delivered to the City Assessor's Office and the date by which the Board of Equalization must finally dispose of such applications.

The Ordinance is consistent with what has been done in the past and these dates will be included on the notices to be mailed in early April. The Assessor will hold his Administrative Hearing Appeals May 6-May 17, 2019. Deadline for Appeal Application is May 1, 2019 at 4:30 p.m.

Applications for appealing the Assessor's decision to the Board of Equalization must be delivered to the City Assessor's Office by 4:30 p.m. on July 3, 2019. The Board will hold its meeting July 15 through July 26, 2019 and will have until August 16, 2019 to dispose of all applications.

Councilman Green moved, seconded by Councilman Cannella to adopt the ordinance of the City of Poquoson, Virginia regarding applications to the Board of Equalization and the disposition of such applications. Recorded vote on the motion:

**YES:** Councilmembers Hux, Southall, Green, Andrews, Cannella, Vice Mayor Freeman and Mayor Hunt

**NO:** None

**5. Resolution Making Appointments to the Eastern Virginia Regional Industrial Facility Authority (EVRIFA) Board**

The Secretary of the Commonwealth finalized the establishment of the Eastern Virginia Regional Industrial Facility Authority (EVRIFA). The seven (7) member localities encompassing the EVRIFA are the Counties of Gloucester, James City and York and the Cities of Hampton, Newport News, Poquoson and Williamsburg. With its state certification complete, the next step for EVRIFA will be the appointment of the Board. As per the EVRIFA agreement the Board shall consist of two board members from each Member Locality pursuant to Section 15.2-6403 (A) of the Act appointed by the governing body of each Member Locality. One Board member shall be an elected member of the locality's governing body. Also, the governing body of each Member Locality may appoint up to two alternate Board members. An alternate may serve as an alternate for either Board member from the Member Locality that appoints the alternate and shall have all the voting and other rights of the Board member not present and shall be counted for purposes of determining a quorum and all other purposes at that meeting.

Councilman Green moved, seconded by Vice Mayor Freeman to adopt the resolution making appointments to the Eastern Virginia Regional Industrial Facility Authority (EVRIFA) Board with the following names inserted:

Carey Freeman  
David Hux  
Randy Wheeler, Alternate  
Timothy Trant, Alternate

Recorded vote on the motion:

**YES:** Councilmembers Cannella, Andrews, Green, Southall, Hux, and Mayor Hunt

**NO:** None

**ABSTAIN:** Vice Mayor Freeman



**COMMENTS OF THE CITY MANAGER:**

City Manager, Randy Wheeler mentioned he has had an opportunity to visit Messick Point over the weekend and observed the sidewalk repairs and the clean-up work being done and commended Public Works for all of their efforts in the project.

**COUNCIL DIRECTIVES:**

Councilman Hux stated that in the updated Comprehensive Plan there is a list of tasks to be completed, one of which is a revision to our sign ordinance. Councilman Hux requested a consensus of City Council to recommend the City Manager and Staff complete that review and revision of the sign ordinance. Council affirmed this recommendation. City Manager Randy Wheeler advised Council there are a few fixes that need to be made to the ordinance and that City owned property and all other properties would be separated into two ordinances.

Councilman Green noted that the Food Bank distribution in Poquoson had a lot of food left over and that the Coast Guard Station in Yorktown had reached out to the City for donations for the furloughed workers that have not been paid. A decision was made to donate the leftovers to the Coast Guard.

Councilman Southall thanked all the viewers of the meeting at home that are paying attention to their government.

Councilwoman Andrews expressed appreciation that the government workers are back at work and will be receiving back pay; however, she wanted to recognize our community has contract workers that will not receive the back pay.

Mayor Hunt thanked Councilwoman Andrews for reminding us of those in our community who are still struggling. He then mentioned TJ's Sports Bar had their official Ribbon Cutting before the Council meeting and recognized the vast improvement of the facility.

**CLOSED SESSION:**

Councilman Green moved, seconded by Vice Mayor Freeman, to go into Closed Session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia (1950), as amended to discuss a specific legal matter requiring the advice of legal counsel. Recorded vote on the motion:

**YES:** Councilmembers Hux, Southall, Green, Andrews, Cannella, Vice Mayor Freeman and Mayor Hunt

**NO:** None

**RECONVENMENT – Certification**

Upon reconvening from Closed Session, Councilman Green moved, seconded by Vice Mayor Freeman, to adopt a resolution certifying that only a specific legal matter requiring the advice of legal counsel was discussed during the Closed Session. Recorded vote on the motion:

**YES:** Councilmembers Andrews, Cannella, Southall, Hux, Green, Vice Mayor Freeman and Mayor Hunt

**NO:** None

**ADJOURNMENT:**

There being no further business, Councilman Green moved, seconded by Councilman Cannella to adjourn the meeting. Recorded vote on the motion:

**YES:** Councilmembers Andrews, Southall, Cannella, Hux, Green, Vice Mayor Freeman and Mayor Hunt

**NO:** None

The meeting was adjourned at approximately 7:56 p.m.



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

February 25, 2019

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Tonya O'Connell, Finance Director

**SUBJECT:** Appropriation of Interest Earned On Bond Proceeds

It is important to note that as the City reserves its limited debt capacity to help with potential out year projects such as the Federal TMDL Mandate or public safety building, we must examine other funding options, such as the appropriation of bond interest, to help support equipment replacement and other smaller Constrained Capital Improvement Plan (CCIP) related expenditures for which a funding source has not been identified.

In June of 2016, the City authorized the issuance of general obligation and refunding bonds. As a result of the issuance, the City received new proceeds that were determined to be used to fund projects within the capital improvement plan. The proceeds were invested in the Virginia State Non-Arbitrage Program (SNAP) program which is managed by PFM Management LLC. Currently the proceeds through the SNAP program has earned approximately \$13,670 through January 31, 2019. It is anticipated the funds will earn a few dollars more prior to the last disbursement which will be made for the fire apparatus.

In July of 2018, the City authorized the issuance of approximately \$18 Million for the first phase of the two-phase process for the approved CCIP for Fiscal Year 2019. The proceeds were invested in the Virginia SNAP program as well. Currently the proceeds through the SNAP program has earned approximately \$233,902 through January 31, 2019. It is anticipated that the funds, based on the first projected draw down, will earned an additional \$137,228 through the end of Fiscal Year 2019.

Discussion ensued with the financial advisors, Davenport & Company, LLC, regarding the ability of the City to utilize the interest earnings for projects identified in the CCIP as well as prior projects that require additional funding. Under the bond authorization, the City does have the ability to utilize the interest earnings for such projects. Based on this discussion, the City has identified four projects in which the interest earnings could be appropriated to the Capital Projects Fund which will provide pay-as-you go ability for these projects.

The four projects in which to appropriate the interest on bond proceeds towards is the expanded statement of work for the Real Estate Assessment Software per Resolution No. 5068 adopted January 14, 2019, a 2019 Freightliner Dump Truck (12-PW-001), a 2019 TL3 Lightning Knuckleboom Debris Truck (20-SW-001) and the combination of the Public Safety Building Feasibility Study (11-PS-003) along with the necessary consultant support for Master Infrastructure Plan. Attached for your consideration is the Ordinance appropriating the interest earnings towards the above stated projects.

Each fiscal year in which interest on bonds proceeds is earned; an ordinance to appropriate the funds to Capital Projects Fund will be presented to City Council for authorization. A separate agenda item to appropriate the Fiscal Year 2020 interest on bond proceeds will be considered during the upcoming budget process.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROPRIATING ADDITIONAL FUNDS TO THE  
GOVERNMENTAL FUND OF THE CITY OF POQUOSON, VIRGINIA  
FOR FY 2019**

**WHEREAS**, the City invested the bond funds from the 2016 and 2018 issuance in the Virginia SNAP program managed by PFM Asset Management LLC,

**WHEREAS**, the City has the ability under the bond authorization to use the interest earning on the certain projects,

**WHEREAS**, the City has determine these projects based on the Constrained Capital Improvement Plan as well as the Master Infrastructure Plan,

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That an additional \$384,800 in revenues in the Capital Projects Fund be and the same hereby are appropriated to the following for FY 2019.

**CAPITAL PROJECTS FUND**

**Revenues:**

Interest Earnings	<u>\$384,800</u>
<b>TOTAL</b>	<b><u>\$384,800</u></b>

**Expenditures:**

Real Estate Software	\$24,800
Dump Truck Replacement	152,000
Debris Truck	158,000
Public Safety/MIP Feasibility Study	<u>50,000</u>
<b>TOTAL</b>	<b><u>\$384,800</u></b>

**Section 2:** That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

ADOPTED: \_\_\_\_\_

TESTE: \_\_\_\_\_

City Clerk



## CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

February 25, 2019

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Tonya O'Connell, Finance Director

**SUBJECT:** Sewer Fund – Truck Replacement

The Sewer Fund, an Enterprise Fund, is used to account for sewer operations similar to a private-sector entity. In late 2018, an accident which was no fault of the City totaled the 1999 GMC Truck that was used for daily operations. Our insurance carrier, VML, totaled the truck and provided us with a payment of \$4,075 which was net of the required deductible. A new truck will need to be ordered, however, the funds for the truck were not encumbered during the budget process for Fiscal Year 2019.

The total cost to purchase the replacement truck is estimated at \$31,000. In order to proceed with the purchase of the replacement truck, we have attached for consideration an ordinance appropriating the insurance payment and fund balance to be utilized for the purchase in this fiscal year. It should be noted that the unrestricted fund balance of the Sewer Fund at June 30, 2018 was approximately \$2.6 million.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROPRIATING ADDITIONAL FUNDS TO THE  
SEWER FUND OF THE CITY OF POQUOSON, VIRGINIA  
FOR FISCAL YEAR 2019**

**WHEREAS**, the City has sewer fund fund balance,

**WHEREAS**, the City received funds from VML Insurance for loss damage of the 1999 GMC Truck,

**WHEREAS**, the City still has a need to purchase a replacement truck in the current fiscal year,

**WHEREAS**, an additional \$31,000 is needed to purchase the replacement truck within the sewer fund.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That an additional \$31,000 in revenues in the Sewer Fund be and the same hereby are appropriated to the following for FY 2019.

**SEWER FUND**

**Revenues:**

Miscellaneous Revenue	\$4,075
Transfer from Fund Balance	<u>26,925</u>
<b>TOTAL</b>	<b><u>\$31,000</u></b>

**Expenditures:**

Sewer Vehicle Replacement	<u>\$31,000</u>
<b>TOTAL</b>	<b><u>\$31,000</u></b>

**Section 2:** That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

ADOPTED: \_\_\_\_\_

TESTE: \_\_\_\_\_

City Clerk



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

February 25, 2019

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Tonya O'Connell, Finance Director

**SUBJECT:** Ordinance Making Additional Appropriation for Fiscal Year 2019

The Fire Department received a Port Security Grant from Department of Homeland Security for Fiscal Year 2019 to support maritime transportation infrastructure security activities. This ordinance appropriates the grant funds of \$24,950. The grant does not require a City match. The Fire Department will use these funds to maintain, replace and upgrade the personal protective equipment for the marine unit.

Attached for consideration is the Ordinance making the appropriation for Fiscal Year 2019.



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATION  
FOR FISCAL YEAR 2019**

**WHEREAS**, the City has received additional revenue from Department of Homeland Security, and

**WHEREAS**, the City has additional needs to be appropriated.

**NOW, THEREFORE, BE IT ORDAINED**, by the Council of the City of Poquoson, Virginia:

**Section 1:** That an additional \$24,950 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2019 Budget as follows:

**GENERAL FUND**

**Revenues and Transfers:**

State Revenue-Homeland \$24,950

**TOTAL** **\$24,950**

**Expenditures:**

Fire Department \$24,950

**TOTAL** **\$24,950**

Section 2: That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**City Clerk**