

1. City Council Agenda March 11, 2019

Documents:

[COUNCIL AGENDA SUMMARY 3 11 19.PDF](#)

2. Minutes - February 25, 2019 Regular Session

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[COUNCIL REGULAR SESSION MINUTES 2 25 19.PDF](#)

3. Minutes - February 25, 2019 Work Session

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4. Ordinance Appropriating Undesignated Capital Projects

Documents:

[APPROPRIATING UNDESIGNATED CAPITAL PROJECTS.PDF](#)

5. Ordinance Amending The Personnel Manual Regarding Light Duty Assignment

Documents:

[AMENDING PERSONNEL POLICY MANUAL.PDF](#)

**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
MONDAY, MARCH 11, 2019, 7:00 P.M.**

A. MEETING CALLED TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS

New Employee Introduction – Stuart Fisher, Fire Department

D. AUDIENCE FOR VISITORS

E. APPROVAL OF THE MINUTES

- (a) Regular Session February 25, 2019**
- (b) Work Session February 25, 2019**

F. NEW BUSINESS

- 1. Ordinance Appropriating Undesignated Capital Projects to Designated Projects in the Capital Projects Fund for Fiscal Year 2019**
- 2. Ordinance Amending the Personnel Policy Manual for the City of Poquoson Regarding Light Duty Assignment**

G. COMMENTS OF THE CITY MANAGER

H. COUNCIL DIRECTIVES

I. ADJOURNMENT

**MINUTES OF THE CITY COUNCIL MEETING
FEBRUARY 25, 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

ABSENT: D. Wayne Moore, City Attorney

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:

Bay Star Homes – Josh Jordan

Mayor Hunt presented Josh and Courtney Jordan a garden flag and flag pole in recognition of their efforts to protect waterways and restore their vitality. To receive this recognition an individual must uphold at least eight environmental friendly practices from the following categories: Grow Green, Water Connections, Conserve Resources and Get Involved. The Bay Star Homes Program is sponsored by the Hampton Roads Planning District Commission.

Library Advisory Board – Barbara Whitlow

Mayor Hunt presented Barbara Whitlow with a Certificate of Appreciation for her dedicated 16 years of service on the Library Advisory Board.

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 28, 2019 as submitted. Recorded vote on the motion:

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

NO: None

NEW BUSINESS:

1. Ordinance Appropriating Additional Funds to the Capital Projects Fund for Fiscal Year 2019 – Appropriation of Interest Earned on Bond Proceeds

Finance Director Tonya O'Connell presented Council with an Ordinance Appropriating Additional Funds to the Capital Projects Fund for Fiscal Year 2019 – Appropriation of Interest Earned on Bond Proceeds.

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 have 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 have earned approximately \$233,902 through January 31, 2019. It is anticipated that the funds, based on the first projected draw down, will have 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.

Councilman Green moved, seconded by Vice Mayor Freeman to adopt an ordinance appropriating additional funds to the governmental fund of the City of Poquoson, Virginia for FY 2019. Recorded vote on the motion:

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

NO: None

2. Ordinance Appropriating Additional Funds to the Sewer Fund for Fiscal Year 2019 – Truck Replacement

Finance Director Tonya O’Connell presented Council with an ordinance appropriating additional funds to the sewer fund for Fiscal Year 2019 – truck replacement.

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, Virginia Municipal League, 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, an ordinance appropriating the insurance payment and Utilities fund fund balance to be utilized for the purchase in this fiscal year in the amount of \$31,000.

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance appropriating additional funds to the sewer fund of the City of Poquoson, Virginia for Fiscal Year. Recorded vote on the motion:

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

NO: None

3. Ordinance Making Additional Appropriations for Fiscal Year 2019 – Port Security Grant Received by the Fire Department

Finance Director Tonya O’Connell presented Council with an ordinance making additional appropriations for fiscal year 2019 – Port Security Grant received by the Fire Department.

Lieutenant Joseph Breeden was successful in obtaining a Port Security Grant from the Department of Homeland Security for the Fire Department for fiscal year 2019 to support the 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.

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

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

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager Randy Wheeler thanked Council for the new business votes on the agenda; particularly item one since the Public Works equipment is badly needed.

He also thanked Sam Payne, our audio visual system operator for his service, Sam has accepted another position out of state and we wish him well.

COUNCIL DIRECTIVES:

Councilman Southall congratulated Josh and Courtney Jordan on their Bay Star recognition and Barbara Whitlow for 16 years of service on the Library Advisory Board.

Councilwoman Andrews reminded viewers that the "Taste of Poquoson" Restaurant Week begins March 3rd and if you bring three receipts from participating restaurants to Dave Callis, Director of Community Recreation and Economic Development, you will receive a free "Poquoson is the Place" chowder mug.

Councilman Green reminded everyone the food bank will be held on Tuesday, February 26th and will be hosted by the City of Poquoson staff. Councilman Green added that the National Exchange Club has declared April as Child Abuse Prevention Month, and a proclamation will be presented and The Exchange Club will be recognized at the second meeting of March. The local Exchange Club will hold an event in April at the Little League field to recognize Child Abuse Prevention Month.

Councilman Cannella expressed his appreciation to the Fire Department for their continued efforts in seeking grants.

Mayor Hunt wished Delegate Gordon Helsel well on his recent announcement of retirement from the House of Delegates.

ADJOURNMENT:

There being no further business, Councilman Green moved, seconded by Vice Mayor Freeman 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 7:18 p.m.

MINUTES OF THE CITY COUNCIL MEETING
FEBRUARY 25, 2019 6:00 P.M.
WORK SESSION
Council Chambers

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

ABSENT: D. Wayne Moore, City Attorney

Mayor Hunt opened the work session at approximately 6:00 p.m. in Council Chambers.

1. Greater Peninsula Workforce Board – John Olson, Ed. D., Chair and William H. Mann, Jr., Executive Director

William H. Mann, Jr. Executive Director of the Greater Peninsula Workforce Board presented Council with an overview including their Mission and Vision statement.

The Virginia Career Works – Hampton Center located at 600 Butler Farm Road is a facility that job seekers and employers can come and use the resources available for them. The City of Poquoson has a shared network access point at the Poquoson Public Library that provide customers a comfortable place to conduct their own self-directed job search activities, supported by a trained individual who can help them become more comfortable using the computer, completing job applications, creating resumes, and connecting to other services for which they may be eligible.

The many services for businesses include:

- On-site Recruitment and Placement Assistance
- On-the-job Training (OJT) Subsidies
- Customized Occupational Skills Training
- Incumbent Worker Training
- Work Opportunity Tax Credit Program
- Rapid Response Services
- Transitional Work Experience Program
- Access to Labor Market Information

The many services for Job Seekers include:

- Self-Directed Resource Room/Core Services – Job search assistance, internet accessible computers, self-assessment tools, unemployment insurance claim filing, labor market information, photocopying, fax and phone services, access to partner programs and services.
- Intensive Services – One-on-one and small group assistance provided by a Hampton Center Career Developer.
- Training Services – Occupational Skills training, OJT training, job readiness training, adult education, etc.

In terms of participant numbers, Poquoson had 22 registrations and 2 participants between July 2018 and December 2018. Participants are individuals enrolled and registrations are individuals that use the resources but are not enrolled.

2. Shipwreck Island Design Alternatives – Ellen Roberts and Garrett Feagans

City Engineer, Ellen Roberts introduced Wes Parker from Clark Nexsen. Mr. Parker worked with Engineer, Garrett Feagans to finalize two options for the Poquoson Avenue/Laydon Way/Little Florida Intersection better known as Shipwreck Island. These improvement options are meant to increase the safety of the intersection by aligning the intersections as well as reduce speeding through the area.

The first option is re-alignment of Laydon Way only. This option will not require any property acquisition for permanent right of way. A temporary easement (grading) and private utility easement may be needed and requires relocation of approximately four utility poles. This option is estimated to cost \$375,000.

The second option is re-alignment of Laydon Way, right turn lanes & traffic calming medians. This option would have the same impacts as Laydon Way only realignment. The traffic calming option would be needed to counter increased speeding potential from realigned straightaway, to increase driver awareness before they enter curve (westbound) or school zone (eastbound), and provide raised medians (these prove effective, ultimately narrowing the lane width and causing people to instinctively slow down without having a physical obstacle to drive over). This option is estimated to cost \$600,000.

Under the VDOT revenue sharing program, a locality can apply for up to 50% of project cost, which is not guaranteed funding.

After a brief discussion on the options Council directed City Staff to seek traffic and speed study and obtain the statistics on accidents that have occurred at the intersection. Council would like to review this information and provide direction to staff in time to apply for the VDOT revenue sharing program by November.

ADJOURNMENT:

There being no further business, the work session was adjourned at approximately 6:48 p.m.



CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

March 11, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Tonya O'Connell, Finance Director

SUBJECT: Designation of Funding in Capital Project Fund

At the December 10, 2018 City Council meeting, the City Manager brought forth mid-year budget recommendations for your consideration. One of the recommendations was to appropriate pay-as-you-go local funding in the Capital Projects Fund in the amount of \$87,373. The funding was transferred from the General Fund Fund Balance into an undesignated project line item within the Capital Project Fund.

The attached ordinance transfers the undesignated funds to two specific projects. The first project is for public safety equipment replacement. The Fire Department, at your direction, has applied for and received a 50/50 grant to replace Medic 21. The local match will come from two sources, donations received by the Poquoson Volunteer Rescue Squad and up to \$50,000 from the City. Any funds not required for the match will be used to support the future replacement of equipment within public safety.

The second project is for FY2020 streetscape improvements in the amount of \$37,373. In FY 2019 at City Council direction, the City replaced approximately one hundred trees along the Wythe Creek Corridor. It is anticipated that additional projects including, but not limited to, additional tree planting will be completed in the next fiscal year. Council members are encouraged to share their ideas for possible FY2020 projects with the City Manager. Over the next few months staff will compile a list of potential projects, including preliminary cost estimates and present a list of potential FY2020 streetscape improvement projects to Council for its consideration and approval at the June 2019 City Council meeting.

ORDINANCE NO. _____

AN ORDINANCE APPROPRIATING UNDESIGNATED CAPITAL PROJECTS TO DESIGNATED PROJECTS IN THE CAPITAL PROJECT FUND OF THE CITY OF POQUOSON, VIRGINIA FOR FISCAL YEAR 2019

WHEREAS, the City has \$87,373 in undesignated funds within the Capital Project Fund;
and

WHEREAS, the City has the ability to designate the funds to specific projects; and

WHEREAS, the City has identified two projects, the local match for the replacement Medic 21 and continuation of the City's streetscape improvement program as appropriate uses for these undesignated funds within the Capital Improvements Fund.

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

Section 1: That \$87,373 in undesignated funds in the Capital Projects Fund are hereby appropriated as follows:

CAPITAL PROJECTS FUND

Expenditures:

Public Safety Equipment	\$50,000
Streetscape Improvements	37,373
Undesignated Projects	<u>(87,373)</u>
TOTAL	<u>\$0</u>

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

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3000 TELEPHONE (757) 868-3101 FAX

Office of the City Manager
J. Randall Wheeler

March 11, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Graham Wilson, Assistant City Manager

SUBJECT: Ordinance Amending the Personnel Policy Manual – Light Duty Assignment

A complete rewrite of the City's Personnel Policy Manual began in 2012 and concluded in 2015. From time-to-time, beginning in 2012, sections of the manual that were ready for adoption were brought to Council for approval. The final policies in the City's Personnel Policy Manual were adopted on January 26, 2015.

Earlier this year it was brought to our attention that the policy regarding light duty assignment, which is limited to 90 days, may not provide an employee that is pregnant a light duty assignment for a period of time more aligned with the time she would be unable to perform her regular duty. Upon review of this policy with department heads and constitutional officers, it was the general consensus not to amend the policy for a single group of employees, but instead recommend a policy that would be applicable to all employees depending upon individual circumstances. The ordinance under consideration would provide the City Manager with the flexibility to extend the 90 day time limit for a light duty assignment to 180 days on an individual case by case basis.

It is important to note, a light duty assignment is only considered when an employee is temporarily unable to return to his/her regular duty and only when a light duty assignment can be found in the City.

GPW

ORDINANCE NO. _____

**ORDINANCE AMENDING THE PERSONNEL POLICY MANUAL FOR THE CITY OF
POQUOSON REGARDING LIGHT DUTY ASSIGNMENT**

WHEREAS, the City of Poquoson's Personnel Policy Manual was completely re-written and final policies adopted in January 2015.

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

Section 1: That the Personnel Policy Manual of the City of Poquoson, Virginia be amended by modifying Section 24, Light Duty, to read as follows:

Light Duty Assignment

(2) Such an assignment may not necessarily be in the employee's regular department and shall not exceed 90 consecutive days. However, 90 days may be extended to 180 days by the City Manager on an individual case by case basis.

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