

1. Work Session Agenda 01-27-2020

Documents:

[COUNCIL WORK SESSION AGENDA 01-27-2020.PDF](#)

2. Council Regular Session Agenda 01-27-2020

Documents:

[COUNCIL REGULAR SESSION AGENDA 01-27-2020.PDF](#)

2.I. Minutes Regular Session 01-13-2020

Documents:

[MINUTES REGULAR COUNCIL SESSION 01-13-20.PDF](#)

2.II. Proposed Constrained Capital Improvements Plan FY 2021 And Beyond FY 2025

Documents:

[CONSTRAINED CAPITAL IMPROVEMENTS PLAN FY 2021.PDF](#)

2.III. Pre-Budget For FY 2021

Documents:

[PRE-BUDGET PUBLIC HEARING FY 2021.PDF](#)

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Documents:

[MID-YEAR RECOMMENDATIONS FOR FY 2020.PDF](#)

2.V. Resolution Making Appointments To Various Boards And Commissions

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[RESOLUTION TO APPOINT VARIOUS BOARDS AND COMMISSIONS.PDF](#)

2.VI. Closed Session

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[CERTIFICATION OF CLOSED SESSION.PDF](#)

**AGENDA  
POQUOSON CITY COUNCIL  
WORK SESSION  
MONDAY, JANUARY 27, 2020  
COUNCIL CHAMBERS  
6:00 P.M.**

- 1. Peninsula Regional Animal Shelter**
- 2. Proposed Constrained Capital Improvements Plan FY2021 and Beyond FY2025**



## 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

January 27, 2020

**TO:** City Council

**FROM:** J. Randall Wheeler, City Manager

**SUBJECT:** Recommended Constrained Capital Improvement Plan (CCIP)

Presented to you is the recommended Constrained Capital Improvements Plan (CCIP) for Fiscal Years 2021-2025 and Beyond as approved by the Planning Commission by a vote of 6-0 on December 2, 2019. The CCIP, a multi-year planning document, provides input to the development of the upcoming annual budget for Fiscal Year 2021. As it has been for the past years, the plan recommended for consideration is fiscally constrained by projected revenue, including planned and potential debt financing. A summary of the recommended constrained project list by funding method can be found on page 5 of the document.

You will find on page 4 of the document, a schedule of related projects that debt service has been approved for along with the two phases of borrowing. Phase one of the borrowing occurred in July 2018 and the City issued approximately \$18M in new debt. Phase two of the borrowing will be determined at a later date but the document continues to reflect the projects that this new debt will support. Additionally on pages 13 through 15, we have continued to provide the status update for projects still in progress and those completed during the fiscal year as well.

For purpose of this transmittal, I would like to share with you the updates that were shared with the Planning Commission on the Master Infrastructure Plan (MIP) for the City. As you are aware, the Council established the MIP as a strategic priority which was to be completed by the end of the fiscal year 2021. My staff and I are working diligently to complete drafts of the various chapters for the MIP. First drafts have been written for sewer, sidewalks/bikes paths and water access. The completed feasibility study for the public safety building was presented to Council at their December 9, 2019 meeting.

**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, JANUARY 27, 2020, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. AUDIENCE FOR VISITORS**

**D. APPROVAL OF THE MINUTES**

**(a) Regular Session January 13, 2019**

**E. PUBLIC HEARINGS**

**1. Proposed Constrained Capital Improvements Plan FY2021 and Beyond FY2025**

**(a) Public Hearing– no action required by City Council**

**2. Pre-budget for Fiscal Year 2021**

**(a) Public Hearing – no action required by City Council**

**F. NEW BUSINESS**

**1. Mid-Year Recommendations for Fiscal Year 2020**

**(a) An Ordinance to Appropriate Funds to the Capital Project Fund of the City of Poquoson, Virginia for Fiscal Year 2020**

**(b) An Ordinance to Appropriate Funds to the General Fund of the City of Poquoson, Virginia for Fiscal Year 2020**

**2. Resolution Making Appointments to Various Boards and Commissions**

**G. COMMENTS OF THE CITY MANAGER**

**H. COUNCIL DIRECTIVES**

**I. CLOSED SESSION**

**Closed Session pursuant to Section 2.2-3711 (A)(1), as amended, to discuss personnel matters, i.e. discussion of School Board appointments.**

**J. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING**  
**January 13, 2020 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.

Mayor Hunt recommended the order of the meeting be changed to move Item C (Special Presentations) on the Agenda to be presented after Council Directives.

Councilman Green moved, seconded by Councilman Southall, to move Item C (Special Presentations) on the Agenda to be presented after Council Directives. Recorded vote on the motion:

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

**NO:** None

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

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

**SPECIAL PRESENTATIONS:**

**McDaniel Family – Carousel Donation:**

Council moved item to be presented after Council Directives.

**AUDIENCE FOR VISITORS:**

None

**APPROVAL OF THE MINUTES:**

1. Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the regular session held on December 9, 2019 as submitted. Recorded vote on the motion:

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

**NO:** None

2. Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the work session held on December 9, 2019 as submitted. Recorded vote on the motion:

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

**NO:** None

**NEW BUSINESS:**

1. **Ordinance Making Additional Appropriation for Fiscal Year 2020 in Capital Projects Fund**

Finance Director Tonya O'Connell presented Council with an ordinance making additional appropriations for Fiscal Year 2020 to the Capital Projects Fund. Mrs. O'Connell reminded Council in December a resolution was presented by Engineering for approval to allow the City Manager to enter into contracts. This ordinance would appropriate those funds. The City received approval from the Congestion Mitigation and Air Quality (CMAQ) program through Virginia Department of Transportation for the South Lawson Park multi-use path project. The total grant award for the project is \$195,100 with no local match required.

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance making additional appropriations for Fiscal Year 2020 in Capital Projects Fund. Recorded vote on the motion:

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

**NO:** None

2. **Ordinance Making Additional Appropriations for Fiscal Year 2020 in General Fund and Capital Projects Fund**

Finance Director Tonya O'Connell presented Council with an ordinance making additional appropriations for Fiscal Year 2020 in General Fund and Capital Projects Fund. The Library received donations during the fiscal year in the amount of \$4,850. The Parks and Recreation Department received donations during the fiscal year in the amount of \$2,250 for the purchase of the tennis backboard. The Police Department received additional donations during the fiscal year in the amount of \$3,280. A total of \$450 was received for crime prevention and \$2,830 for national night out. The Finance Department received a grant from

the Virginia Risk Sharing Association of \$4,000. The grant will be used to help fund the cost of the upgrade to the security system at City Hall. The City received additional donations during the fiscal year in the amount of \$232 for the additional cost of the enclosure for the carousel located in the lobby of City Hall.

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance making additional appropriations for Fiscal Year 2020 in General Fund and Capital Projects Fund. Recorded vote on the motion:

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

**NO:** None

### **3. Resolution Making an Appointment to the Board of Zoning Appeals**

Councilman Hux moved, seconded by Vice Mayor Freeman to postpone the appointment until a suitable candidate is found. 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:**

None

#### **COUNCIL DIRECTIVES:**

Councilman Green asked Council to consider presenting the Planning Commission an idea of eliminating the Architectural Review Board. After a brief discussion Council decided to remand the subject to the Planning Commission and hold a work session in the future to discuss this matter at length.

Councilman Cannella wished everyone a Happy New Year.

Councilman Southall hopes everyone had a good holiday and a Happy New Year.

#### **SPECIAL PRESENTATIONS:**

##### **McDaniel Family – Carousel Donation:**

Mayor Hunt recognized Georgia McDaniel for the donation of a Carousel built by Georgia and her late husband Charles. The carousel is located in the City Hall Lobby for everyone to enjoy. Mayor Hunt invited everyone to attend the dedication of the Carousel immediately following adjournment in the City Hall lobby.

**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 7:17 p.m.





# CITY OF POQUOSON

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

Office of the City Manager  
J. Randall Wheeler

January 27, 2020

**TO:** City Council  
**FROM:** J. Randall Wheeler, City Manager  
**SUBJECT:** Constrained Capital Improvement Plan (CCIP) Public Hearing

A public hearing is scheduled for the purpose of receiving public input on the recommended Constrained Capital Improvements Plan (CCIP) which was presented to City Council at work session tonight. This input will be used to update the recommended CCIP.



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

January 27, 2020

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

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

**SUBJECT:** Pre-Budget Public Hearing

Tonight a public hearing is scheduled for the purpose of receiving public input on budget priorities for the FY 2021 budget. This input will be used to help prepare the City Manager's proposed budget.

The City Manager's proposed budget is scheduled to be presented at the April 13, 2020 Council meeting with the public hearing on the proposed budget scheduled April 27, 2020.



# 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

January 27, 2020

**TO:** City Council  
**FROM:** Randy Wheeler, City Manager  
**SUBJECT:** Mid-Year Recommendation for Fiscal Year 2020

Based upon year to date revenue and expense reports available through December, the current year is much tighter budgetarily than the norm for us. As Council is aware, we typically have a positive bottom line, i.e. increased contribution to General Fund Unrestricted Fund Balance at the end of the fiscal year of several hundred thousand dollars. While this has many contributory factors there are two large contributing factors; vacancy savings and greater than anticipated local tax collections are not having the usual impact on the operating budget.

First, I am pleased to share that up until last week we had been at full employment for over a month, meaning every full time position was filled and had been for more than six weeks. This is the first time I recall the City being in this position during my time here. The down-side to the otherwise very good news is that the short term budgetary savings associated with vacancies simply aren't there. Overall, we are not anticipating a General Fund expenditure deficit; however, we are also not projecting an expenditure surplus (significant unspent appropriations).

Second, most of our revenues are coming in as anticipated with the exception of meals tax and business license tax. Meals tax is anticipated to underperform our projection by \$80,000 to \$90,000 this year mainly based on the loss of Surf Rider at the beginning of June this past summer. While we anticipate the restaurant to be back in operation on or before March 1<sup>st</sup> of 2020, the eight months of meals tax loss will significantly impact our fiscal year 2020 budget. Fortunately, this temporarily loss of meals tax revenue, should not continue into the budget for fiscal year 2021. With regard to business license tax we anticipate our actual revenue to be relatively stable as compared to last fiscal year; however, the projected increase to this revenue line item is not expected to materialize this year. This, combined with the recent business tax refund to SuperValue/Farm Fresh, will have an approximately \$40,000 negative impact on our business tax collections this fiscal year as compared to the adopted budget.

Taken together the tight expenditure projections and the projected under performance of local tax revenues would, assuming no other action(s) was taken, suggest a potential small, negative decrease in General Fund Unrestricted Fund Balance at the end of the year.

In the coming months my staff and I will work with the Department Heads to make sure that we keep the overall expenditure budget in the black. Additionally, we are bringing forward two appropriation actions which taken together should more than address the issue. The first is the appropriation of Fiscal Year 2020 Bond Interest in the amount of \$350,000 in the Capital Project Fund. We would like to utilize \$58,000 towards General Fund projects which we would then transfer the eligible expenditure from the General Fund to Capital Project Fund. This would in essence lower our General Fund expenditures in Fiscal Year 2020 creating unspent capacity. This would leave an estimated \$292,000 in fiscal year 2020 Bond Interest unappropriated, of which I am recommending that the Council appropriate \$120,000 for the City's share of the new York-Poquoson/Williamsburg law enforcement records management system and \$70,000 for two defibrillators for the Fire Department. The remaining funds of \$102,000 will be appropriated to undesignated for future appropriations by City Council.

At the end of Fiscal Year 2019, the General Fund Unrestricted Fund Balance exceeded the fund balance policy established by City Council by \$295,000. It is my second recommended to take action to appropriate \$134,627 from the General Fund Unrestricted Fund Balance from the Fiscal Year 2019 year end to the Fiscal Stability Reserve to offset the one-time revenue losses associated with the Surf Rider fire and the Farm Fresh business tax refund as well as make an additional deposit to the reserve. This would be consistent with the financial policies adopted by City Council in Fiscal Year 2010. If at the end of the fiscal year the General Fund Unrestricted Fund Balance is in a position that does not reflect an increase, staff will recommend using the reserve at that time. This would leave approximately \$160,000 in available General Fund Unrestricted Fund Balance. Of this \$160,000 staff recommends utilizing \$22,000 for equipment needed by the Registrar's Office to meet the requirements of Virginia's new No Excuse Absentee Early Voting law, \$18,000 for updating the street lights to LED and the remaining \$120,000 of the money to be retained in the General Fund Unrestricted Fund Balance.

Attached for your consideration are two appropriations for Fiscal Year 2020 that addresses the two actions discussed above. As a reminder a City Council retreat for the upcoming Fiscal Year 2021 budget has been schedule for February 3, 2020. At the retreat, I will bring to you the early look at the budget for the General Fund to include potential increases to our revenue sources and the challenges to our expenditure side.

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

**AN ORDINANCE TO APPROPRIATE FUNDS TO THE CAPITAL PROJECTS  
FUND OF THE CITY OF POQUOSON, VIRGINIA  
FOR FISCAL YEAR 2020**

**WHEREAS**, the City has earned unappropriated bond interest from the investment of the bond funds from the 2018 issuance in the Virginia SNAP program managed by PFM Asset Management LLC, and

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

**WHEREAS**, the City has identified certain projects from the Constrained Capital Improvement Plan that could be purchased with bond interest, and

**WHEREAS**, the City has identified several small projects that could be funded by bond interest within the General Fund and verified qualification of such projects through bond council, and

**WHEREAS**, the projects within the General Fund to be transferred to the Capital Project Fund will include additional HVAC equipment, roof repair for the garage maintenance facility, security software and equipment and land purchase, and

**WHEREAS**, the remainder of bond interest will be restricted until such time City Council appropriates the funds to a project.

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

**Section 1:** That additional revenues of \$350,000 in the Capital Project Fund be and the same hereby are appropriated within the Fiscal Year 2020 Budget as follows:

**CAPITAL FUND**

Revenues:	
Interest Earnings	<u>\$350,000</u>
Expenditures:	
General Fund Projects	\$58,000
Police Software	120,000
Fire Defibrillators	70,000
Undesignated Capital Project - Restricted	<u>\$102,000</u>
<b>TOTAL APPROPRIATION</b>	<u><b>\$350,000</b></u>

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

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

TESTE: \_\_\_\_\_  
City Clerk

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

**AN ORDINANCE TO APPROPRIATE FUNDS TO THE GENERAL FUND OF  
THE CITY OF POQUOSON, VIRGINIA  
FOR FISCAL YEAR 2020**

**WHEREAS**, the City has General Fund fund balance over the adopted financial policy guidelines as of June 30, 2019, and

**WHEREAS**, the City Council in accordance with the adopted financial policies desires to use General Fund undesignated fund balance, and

**WHEREAS**, a portion of the General Fund fund balance will be used to upgrade the street lights with LEDs, and

**WHEREAS**, a portion of the General Fund fund balance will be used to purchase equipment for the Registrar's office to meet requirements of Virginia's new No Excuse Early Voting Law, and

**WHEREAS**, a portion of the General Fund fund balance will be used to increase the fiscal stability reserve due to anticipated decrease in meals and business license taxes, and

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

**Section 1:** That additional revenues of \$174,627 in the General Fund be and the same hereby are appropriated within the Fiscal Year 2020 Budget as follows:

**GENERAL FUND**

Revenues:

Undesignated Fund Balance \$174,627

Expenditures and Transfers Out:

Street Lights \$18,000  
Voter Registrar Equipment 22,000  
Designation – Fiscal Stability Reserve 134,627

**TOTAL APPROPRIATION** \$174,627

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

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

TESTE: \_\_\_\_\_  
City Clerk



## **CITY OF POQUOSON**

Office of the City Manager  
J. Randall Wheeler

500 City Hall Avenue, Poquoson, Virginia 23662-1996  
(757)868-3000 Fax (757)868-3101

January 27, 2020

**To:** City Council  
**From:** City Manager  
**Subject: Resolution Making Appointments To Various Boards and Commissions**

Presented for your consideration is a resolution making appointments to the following Boards and Commissions:

Library Advisory Board (3 year term by precinct):

**Ann Wilson** has been on the Board since 2011 and resides in the Eastern Precinct and is eligible for reappointment. **Cecelia Ambrose** has been on the Board since 2013 and resides in the Western Precinct and is eligible for reappointment. Finally, **Peter Hardin** has been on the Board since 2016 and resides in the Central Precinct and is eligible for reappointment.

Planning Commission (4 year term by precinct):

**Anjie Emmett** has served since 2016 and resides in the Eastern Precinct and is eligible for reappointment. **William Travis** has served since 2004 and resides in the Western Precinct and has requested to not be reappointment. **Leigh Fenigsohn** has served since 2016 and serves in the At Large position and is eligible for reappointment.

Wetlands Board (5 year term):

**Paul Michael** has served since 2004 and lives in the Central Precinct and is eligible for reappointment. **Jonathan Ingram** has served since 2019 as the Central Precinct Alternate and is eligible for reappointment.

York/Poquoson Social Services Advisory Board (4 year terms/ 2 term limit)

**Mondonna Krieger** has served on this board since 2016 and has requested she not be reappointed.



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION MAKING APPOINTMENTS  
TO VARIOUS BOARDS AND COMMISSIONS**

**BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the following persons be and the same hereby are appointed to the Library Advisory Board for the terms indicated:

<u>Names</u>		<u>Terms Expire</u>
1.	Eastern	January 31, 2023
2.	Western	January 31, 2023
3.	Central	January 31, 2023

**Section 2:** That the following person be and the same hereby is appointed to the Planning Commission for the term indicated:

<u>Name</u>		<u>Term Expires</u>
1.	Eastern	January 31, 2024
2.	Western	January 31, 2024
3.	At Large	January 31, 2024

**Section 3:** That the following person be and the same hereby is appointed to the Wetlands Board for the term indicated:

<u>Name</u>		<u>Term Expires</u>
1.	Central	January 31, 2025
2.	Central (Alternate)	January 31, 2025

**RESOLUTION NO. \_\_\_\_\_**

**CERTIFICATION OF CLOSED SESSION**

**WHEREAS**, the Council of the City of Poquoson, Virginia convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, 2.2-3711(A)(1) of the Code of Virginia (1950), as amended requires a certification by this Council that such closed session was conducted in conformity with Virginia Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia does hereby certify that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Council.

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

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

**City Clerk**