

1. Agenda Summary May 28, 2019

Documents:

[REGULAR COUNCIL MEETING AGENDA MAY 28.PDF](#)

1.I. National Night Out Proclamation

Documents:

[NATIONAL NIGHT OUT PROCLAMATION.PDF](#)

1.II. Minutes - May 13, 2019

Documents:

[REGULAR COUNCIL SESSION MINUTES MAY 13 2019.PDF](#)

1.III. Public Hearing School Board Appointments

Documents:

[PUBLIC HEARING SCHOOL BOARD APPOINTMENTS.PDF](#)

1.IV. Appropriations - Medic Grant And Donations

Documents:

[APPROPRIATIONS MEDIC GRANT AND DONATIONS.PDF](#)

1.V. Resolution Authorizing CM To Enter Into A Contract With Northwestern

Documents:

[AUTHORIZATION OF CM TO ENTER CONTRACT FOR AMBULANCE.PDF](#)

1.VI. Appropriations - Grants And Donations

Documents:

[APPROPRIATIONS- GRANTS AND DONATIONS.PDF](#)

1.VII. Appropriations - Disposal Of Auctioned Vehicles And Equipment

Documents:

[APPROPRIATIONS - DISPOSAL OF AUCTIONED VEHICLES AND EQUIPMENT.PDF](#)

1.VIII. Resolution Cancelling The First Meetings Of June, July And August 2019

Documents:

[ESTABLISHING COUNCIL SUMMER SCHEDULE.PDF](#)

**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, MAY 28, 2019, 7:00 P.M.**

A. MEETING CALLED TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS

**Recycling Update – Bodina Wright
National Night Out – Dana Biggs and Brandi Gills
New Employee Introduction – Greg McDaniel**

D. AUDIENCE FOR VISITORS

E. APPROVAL OF THE MINUTES

(a) Regular Session May 13, 2019

F. PUBLIC HEARINGS

1. School Board Appointments

**(a) Public Hearing
(no action required)**

G. NEW BUSINESS

- 1. Ordinance Making Appropriations for Fiscal Year 2019 – Medic Grant and Donations**
- 2. Resolution Authorizing the City Manager to Enter into a Contract with Northwestern Emergency Vehicles to Purchase a 2019 Ford E-450 Type III AEV Ambulance**
- 3. Ordinance Making Additional Appropriations for Fiscal Year 2019 – Grants and Donations**
- 4. Ordinance Making Additional Appropriations and Transfers for Fiscal Year 2019 – Disposal of Auctioned Vehicles and Equipment**
- 5. Resolution Cancelling the First Meeting of the Months of June, July and August 2019**

H. COMMENTS OF THE CITY MANAGER

I. COUNCIL DIRECTIVES

J. ADJOURNMENT



POQUOSON POLICE DEPARTMENT

774 Poquoson Avenue
Poquoson, Virginia
23662

Clifford T. Bowen
Chief of Police

May 28, 2019

TO: The Honorable City Council
FROM: Clifford T. Bowen, Chief of Police
SUBJECT: Proclamation for National Night Out

Officers Dana Biggs and Brandi Gills will attend the City Council meeting to promote National Night Out. National Night Out is an annual community-building campaign that promotes strong police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live and work. National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. National Night Out is celebrated by over 38 million neighbors across 16 thousand communities from all 50 states, U.S. territories and military bases worldwide.

The Poquoson Police Department believes National Night Out will provide an opportunity to give back to the citizens. Our department is well liked and supported in this community and it is time to show our appreciation to our wonderful citizens. With enthusiastic planning and support from officers Danna Biggs and Brandi Gills, National Night Out will be held at Municipal Park from 6:00pm to 8:00pm. Officers have planned fun activities for the whole family to include: free food, bounce houses, demonstrations from the police and fire departments, music, information booths, and a dunk tank. The entire event will be free and welcome to all.

The Poquoson Police Department is excited for our first National Night Out and will be looking forward to your support. It is the department's plan to continue this event for years to come. Thank you for partnering with us and hope to see you all at National Night Out on Tuesday, August 6th, 2019.

Clifford T. Bowen, Chief of Police

**MINUTES OF THE CITY COUNCIL MEETING
MAY 13, 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 7:02 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE:

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

SPECIAL PRESENTATIONS:

House Resolution No. 308 Commending Mary-Martha Catlett – Delegate Gordon Helsel

Delegate Gordon Helsel presented Mary-Martha Catlett House Resolution No. 308 for her excellent volunteer work organizing the Skate for our Servicemen event to benefit the Wounded Warrior Project and support in the men and women who have served and sacrificed in defense of our nation. Ms. Catlett was inspired by her grandfather Dabney Gills, Sr. a veteran of the Vietnam War, and her great grandfathers who served in World War II to create community fundraisers through the Wounded Warrior Project. Delegate Helsel also presented Ms. Catlett a Commonwealth Flag that had been flown over the Capital building in her honor.

House Resolution No. 268 Commending Percy F. Ward Jr. – Delegate Gordon Helsel

Delegate Gordon Helsel advised Council of his misunderstanding of the schedule in reference to the House Resolution that was to be given to Percy F. Ward Jr. Delegate Helsel would like to present the resolution at the next scheduled Council meeting.

Presentation of Proclamation – Delegate Gordon Helsel

Mayor Hunt presented a Proclamation to Delegate Helsel, who announced his retirement this year, for all of his dedication and work representing the 91st District of the Virginia General Assembly House of Delegates.

Virginia General Assembly Update – Delegate Gordon Helsel

Delegate Helsel provided Council with a brief update on the items in Virginia General Assembly that have been accomplished during his tenure such as the bills that will benefit waterman, the appointment of new Judges, Langley Air Force Base and the support of the schools.

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 May 13, 2019 as amended. Recorded vote on the motion:

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

NO: None

ABSTAIN: Councilmember Andrews

2. Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the work session held on May 13, 2019 as submitted. Recorded vote on the motion:

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

NO: None

ABSTAIN: Councilmember Andrews

PUBLIC HEARINGS:

1. **Amendment to Article III – Nonconforming Uses and Structures, Section 3-6.3(1) of the Zoning Ordinance to Clarify Fire Rated Material Requirements and Apply Them Consistently Across the Three Single Family Zoning Districts**

Director of Community Development Wally Horton presented Council with an amendment to Article III – Nonconforming uses and structures, Section 3-6.3(1) of the Zoning Ordinance to

clarifying fire rated material requirements and apply them consistently across the three single family zoning districts.

The properties in the RS zoning district are currently at a disadvantage as the exterior portion of the structure nearest the adjacent property neighboring the side yard must be constructed using two hour rated fire materials, as defined by the Virginia Uniform Statewide Building Code.

Side yard setbacks on properties in the R-1 and R-2 zoning districts, which typically require two 15-foot side yard setbacks, can be reduced to anywhere from 14 feet to 10 feet before requiring the two hour fire rating; however, properties in the RS zoning district, which requires two 20-foot side yard setbacks, must use two hour fire rated materials if the side property lines are reduced to anywhere from 19 feet to 10 feet. Since the fire rating requirement is a more of a safety than a zoning item it seems logical to provide consistency across all three single-family zoning districts by requiring the fire rated materials for any setback less than 15 feet.

This requirement was intended for walls, not doors and windows. Therefore, to clarify this requirement, the exclusion of fire rated doors and windows has been added to the amendment which now reads:

Primary structures, located on residential lots not meeting the minimum lot frontage or lot area requirement for their district, may encroach into the required side yard area provided that they maintain a side yard setback of no less than ten feet. Additionally, for lots fronting on more than one street that have at least one front of insufficient width, primary structures may encroach into any required side yard area on the property provided that they maintain a side yard setback of no less than ten feet.

In addition, the following criteria must be met:

- (1) The exterior portion of the any primary structure that will be located less than 15 feet from the side property line through this provision, nearest the adjacent property neighboring the side yard, must be constructed using two hour rated fire materials, excluding doors and windows, as defined by the Virginia Uniform Statewide Building Code.
- (2) No principal structure shall exceed the maximum allowable width for a principal structure located on a minimally conforming lot in its respective zoning district.

Lots meeting the minimum lot frontage and lot area requirements are not subject to these allowances and must meet the minimum side yard setback requirements established for their zoning district.

The proposed change would provide consistency across the three single-family zoning districts and a more practical fire safety requirement. The Planning Commission, following its April 15, 2019 public hearing, voted 5-0 to recommend approval to City Council of this proposed amendment.

Mayor Hunt opened the Public Hearing. Having no one come forward the public hearing was closed.

Councilman Green moved, seconded by Councilman Cannella, to adopt the ordinance approving an amendment of the zoning ordinance by revising Appendix A, Article III, Section 3-6.3(1) pertaining to nonconforming uses and structures. Recorded vote on the motion:

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

NO: None

2. Amendment to Appendix A, Section 1-3 of the Zoning Ordinance to Update the Definition of “Financial Institution”

Director of Community Development Wally Horton presented Council an amendment to existing Zoning Ordinance to update Appendix A, Section 1-3 “Financial Institution”.

As part of a review of the City Land Use Ordinances, Staff noted that the definition of “Financial institution” could be interpreted to include Pay Day Loan and Pawn Broker operations. Since this may not be the intent of the definition it would be advised to revise the definition of “Financial institution” in the definition section of the Zoning Ordinance. Recently, Staff has been queried in regard to pay day loans, title loans, and pawn brokerage establishments and opined that the intent of the definition of “Financial institution” is not intended to include such uses.

In an effort to keep the change as simple as possible and to avoid confusion, Staff is advocating a change in the “financial institution” definition, which would read:

Section 1-3. - Definitions.

Financial institution: The retail offices of traditional banks, savings and loan offices and other financial service institutions, with or without automatic teller machines, providing walk-in service to customers. Services include but are not limited to accepting deposits, cashing checks and offering loans, and does not include pay day loans, title loans, money lending associated with a pawn shop-type establishment and/or similar uses. Drive-through facilities are a separately designated and regulated component.

This change would clarify a financial institution’s intended definition. Pay day loans, title loans, money lending associated with a pawn shop-type establishment and/or similar uses would be allowed by approval of a conditional use permit.

The proposed change would increase clarity on the issue of Financial Institutions. The Planning Commission recommended approval by a 5-0 vote at its April, 15, 2019 public hearing.

Mr. Wheeler stressed that this amendment did not mean a pawn shop or payday/title loans could not be established in the City, but they would have to go before Council for approval of a Conditional Use Permit.

Mayor Hunt opened the Public Hearing. Having no one come forward the public hearing was closed.

Councilman Green moved, seconded by Councilman Cannella, to adopt the amending Appendix A, Section 1-3 of the zoning ordinance to update the definition of “Financial Institution”. Recorded vote on the motion:

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

NO: None

UNFINISHED BUSINESS:

1. Second Reading and Final Adoption of the FY 2020 Annual Plan

City Manager Randy Wheeler presented Council with the second reading and final adoption of the FY 2020 annual plan in accordance with the work session meeting held on April 22, 2019 and is reflected in the revised ordinances. The total proposed budget of \$29,982,000 remains unchanged. The net change to the Capital Project Fund is an increase of \$12,520. All other funds remain unchanged and there will be no proposed tax increases. The budget also includes two items that Council felt were priorities which are competitive pay for employees, which includes school employees and support of the Master Infrastructure Plan. The budget will include an increase in Solid Waste fees however the decrease in the Sewer fees should offset that cost slightly.

There are five Ordinances to be considered to adopt the budget and they are as follows:

- Ordinance establishing the real estate tax rate
- Ordinance establishing the personal property, watercraft and all privately owned camping trailers and motor homes tax rate
- Ordinance updating Chapter 66 Section 66-42 and Section 66-63 relating to the increase in solid waste fees and to reflect the current combined income utilized by the City to reduce fees for qualified applicants based on the annual adjustment as determined by Section 66-63(a)(3)
- Ordinance updating Chapter 82 Section 82-40 relating to the decrease in sewer service fees and to reflect the current combined income utilized by the City to reduce fees for qualified applicants. In addition, the ordinance reflects the percentage of reduction versus actual dollars to eliminate redundancy in further ordinance changes as it relates to sewer service fees
- Revised ordinance appropriating the funds by the Proposed Annual Financial Plan for Fiscal Year 2020

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance to lay a \$1.14 Levy per \$100 assessed value on all real estate in the City of Poquoson, Virginia, for the general operation of the various departments of the City government.

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

NO: None

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance to lay a \$4.15 levy on all personal property, a \$.00001 levy on all watercraft, a \$1.50 levy on all privately owned camping trailers and motor homes, and a \$1.14 levy on all vehicles without motive power, used or designed to be used as manufactured homes in the City of Poquoson, Virginia, for the general operation of the various departments of the City government.

YES: Councilmembers Southall, Hux, Green, and Mayor Hunt

NO: Councilmembers Cannella, Andrews and Vice Mayor Freeman

Councilman Green moved, seconded by Councilman Cannella to adopt the ordinance amending Chapter 66, Article II, Section 66-42 solid waste collection charges and Article III, Section 66-63 exemption; eligibility generally and reduced collection charges of the code of ordinances of the City of Poquoson, Virginia.

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

NO: None

Councilman Green moved, seconded by Councilman Cannella to adopt the ordinance amending Chapter 82, Article II, Section 82-40(b) sewer service charges of the code of ordinances of the City of Poquoson, Virginia.

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

NO: None

Councilman Green moved, seconded by Councilman Cannella to adopt the ordinance to appropriate funds to the various governmental funds of the City of Poquoson, Virginia for FY 2020

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

NO: None

NEW BUSINESS:

1. Resolution Making a Nomination for an Alternate to the Board of Equalization

A resolution making a nomination for an alternate to the Board of Equalization was presented to Council. Councilman Green moved, seconded by Vice Mayor Freeman to nominate James A. Bales to serve as alternate to the Board of Equalization. Recorded vote on the motion:

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

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager Randy Wheeler thanked Council for their work with staff on the budget. Mr. Wheeler also advised Council that at the next meeting there will be a Public Hearing for consideration of School Board members for Western and Eastern districts. Interested candidates should fill out a Board Bank application or advise Council at the Public Hearing. Only those names brought forward at the public hearing can be considered for appointment at the June 24th meeting.

COUNCIL DIRECTIVES:

Councilman Hux encouraged anyone that would like to serve on any board or committee to fill out a Board Bank application and return to the City Manager's Office.

Councilman Cannella thanked City staff for all of the work on the budget. Councilman Cannella also thanked Delegate Helsel for attending and for all of his work for the City of Poquoson as Delegate and as former Mayor.

Councilman Southall commended Mary-Martha Catlett for all of her dedication to the Wounded Warrior Projects.

Vice Mayor Freeman recognized Councilman Cannella for graduating from Christopher Newport University.

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 Cannella, Green, Southall, Hux, Vice Mayor Freeman and Mayor Hunt

NO: None

The meeting was adjourned at approximately 7:58 p.m.



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

May 28, 2018

To: City Council
From: City Manager
Subject: **School Board Appointments**

A public hearing has been scheduled for this meeting to receive public comments on persons to be considered for appointment to the School Board. There are two appointments to be made: one from the Eastern Precinct and one from the Western Precinct. Incumbent Jeremy P. Jordan, Western Precinct is eligible for reappointment and has expressed a desire to serve another term. Jennifer M. Mosteller, Eastern Precinct, has submitted her resignation due to relocation.

These appointments have been advertised and the applications received have been sent to you previously and are included in your packet. Those persons to be considered as of this writing are as follows:

Western Precinct

Jeremy P. Jordan (Incumbent)

Eastern Precinct

Keep in mind that no one can be appointed unless their name is presented during this public hearing. Therefore, if you have an applicant in mind for any of the appointments whose name is not listed above, you must mention that name during the public hearing. Citizens may also place additional names into consideration during the public hearing.

No action, other than the public hearing, must be taken at this meeting. The appointments can be made at the next meeting. Let us know if you wish to conduct interviews with the candidates.

JRW:ei



CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

May 28, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Tonya O'Connell, Finance Director

SUBJECT: Ordinance Making Appropriations for Fiscal Year 2019 – Medic Grant and Donations

The City Manager with the assistance of the Fire and Rescue Department submitted a grant application for a custom type III AEV Ambulance with a Stryker Stretcher which was approved through Resolution No. 5048 at the City Council meeting on September 10, 2018. The 50/50 grant application was submitted to the Virginia Office of EMS Rescue Squad Assistance Fund and awarded to the City effective January 1, 2019.

The cost to purchase the ambulance is \$199,867 and stretcher is \$18,433 for a total cost of \$218,300. The grant will provide a match of 50 percent towards the total purchase and the City is responsible for the remaining 50 percent or \$109,150. The following ordinance appropriates the grant and the donations received to date by the Poquoson Volunteer Rescue Squad through citizen outreach totaling \$24,032 to the Capital Project Fund. This appropriation provides the final funds needed to move forward to purchase the ambulance.

A separate agenda item will follow requesting your consideration to approve a resolution authorizing the City Manager to enter into a contract to purchase the ambulance.

ORDINANCE NO. _____

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATION
FOR FISCAL YEAR 2019 – MEDIC GRANT AND DONATIONS**

WHEREAS, the City applied for a 50/50 grant and was awarded such grant from the Virginia Office of EMS Rescue Squad Assistance Fund,

WHEREAS, the City has received \$24,032 in donations from the Poquoson Volunteer Rescue Squad,

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 \$133,182 in revenues in the Capital Project Fund be and the same hereby are appropriated within the Fiscal Year 2019 Budget as follows:

CAPITAL PROJECT FUND

Revenues:

State Revenue-EMS Rescue Squad Fund	\$109,150
Donations	<u>24,032</u>
TOTAL	<u>\$133,182</u>

Expenditures:

Public Safety Equipment Replacement-Medic	\$133,182
TOTAL	<u>\$133,182</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

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

May 28, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Tonya O'Connell, Finance Director
John Young, Battalion Chief

SUBJECT: Fire and Rescue Department – Ambulance with Stryker Stretcher

The preceding agenda item appropriates the remaining funds necessary to proceed with the purchase of a replacement ambulance for Medic 21. The grant that was awarded to the City runs from January 1, 2019 through December 31, 2019. To ensure the grant period is met, we have attached for your consideration a resolution authorizing the City Manager to enter into contract with Northwestern Emergency Vehicles through the cooperative purchasing agreement established with Houston-Galveston Area Council to purchase a 2019 Ford E-450 Type III AEV Ambulance for \$199,867.

The Stryker Stretcher will cost a total of \$18,433 and the City Manager through his authority will enter into contract with Stryker to purchase the stretcher. The Stryker Power Load system is a feature that is included in the cost of the ambulance and will be installed at the factory when the ambulance is built. The stretcher itself is not included in the cost of the ambulance.

Per the purchasing procedures, the purchase price of the ambulance exceeds the City Manager's authority therefore; we are requesting your consideration in this matter.

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH NORTHWESTERN EMERGENCY VEHICLES TO PURCHASE A 2019 FORD E-450 TYPE III AEV AMBULANCE

Whereas, the City has determined the necessity of a new ambulance for the continuing protection and safety of its citizens; and

WHEREAS, the City has designated capital project funds of \$199,867 towards the purchase; and

WHEREAS, the Fire and Rescue Department solicited proposals on behalf of the City from vendors through the various cooperative agreements.

WHEREAS, the recommendation to the City Manager based on the requirements of the Fire and Rescue Department is to purchase a 2019 Ford E-450 Type III AEV Ambulance with a cost of \$199,867.

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

Section 1: That the City Manager is hereby authorized to do all things necessary to enter into a contract with Northwestern Emergency Vehicles to purchase a 2019 Ford E-450 Type III AEV Ambulance.

Section 2: That this resolution shall become effective immediately upon adoption.

ADOPTED: _____

TESTE: _____
City Clerk



CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

May 28, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Tonya O'Connell, Finance Director

SUBJECT: Ordinance Making Additional Appropriation for Fiscal Year 2019

Attached is an appropriation for City Council's consideration for Fiscal Year 2019.

- The City received from the Department of Environmental Quality \$6,207 for the Litter Control Grant for fiscal year 2019. This ordinance appropriates the grant revenue to be used in accordance with the program.
- The Police Department received a DMV Alcohol Safety and a DMV Speed Safety grants in fiscal year 2019. The grant period runs from October 1, 2018 to September 30, 2019 for both grants. This ordinance appropriates the grant funds \$5,213 and \$6,590 respectively to be used in the current year for grant purposes.
- The Police Department has received donations in the amount of \$1,090 for the National Night Out event held in August. This ordinance appropriates the donations in the Police Department budget for that purpose.
- The Fire Department has received a 2018 Local Emergency Management Performance Grant (LEMPG) through the Virginia Department of Emergency Management in the amount of \$7,500. The grant period runs from July 1, 2018 to June 30, 2019 and has a required local match equal to the award. The grant and the local match funds provide assistance to the Emergency Operation Center in supporting the preparedness of the emergency management. The current appropriated budget for the Fire Department accounted for the local match piece; this ordinance appropriates the grant fund to be used in the current year for grant purposes.
- The Fire Department has received a 2019 Virginia Fire Incident Reporting System Hardware Grant in the amount of \$700. The grant period runs April 1, 2019 to August 31, 2019. The purpose of this grant program is to provide funding to purchase computer equipment.

- The Public Works Department has received a donation of \$1,235 from the Poquoson Exchange Club for the purchase of a picnic table and an outdoor grill at the Outdoor Aquatics Interpretive Center(OAIC) at Messick Point. The City purchased the items and the Exchange Club generously installed the items at the OAIC. This ordinance appropriates the donation in the Public Works budget for that purpose.
- The Parks, Recreation and Community Development Department received a donation in the amount of \$5,000 from the Poquoson Woman's Club towards the purchase of a new scoreboard located at Firth Field. This ordinance appropriates the donations in the Parks, Recreational and Community Development Department for that purpose.
- The Library Department has received additional donations during the fiscal year in the amount of \$7,239. This ordinance appropriates the donations to the Library Department.

ORDINANCE NO. _____

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

WHEREAS, the City has received additional revenue from grants and donations, 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 \$40,774 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2019 Budget as follows:

GENERAL FUND

Revenues:

State Revenue-Grants	\$26,210
Donations	<u>14,564</u>
TOTAL	<u>\$40,774</u>

Expenditures:

Police Department	\$12,893
Fire Department	8,200
Public Works Department	1,235
Library Department	7,239
Parks and Recreation	5,000
Community Development	<u>6,207</u>
TOTAL	<u>\$40,774</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

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

May 28, 2019

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Tonya O'Connell, Finance Director

SUBJECT: Ordinance Making Additional Appropriation and Transfers for Fiscal Year 2019-
Disposal of Auctioned Vehicles and Equipment

The City recently held two auctions to dispose of various vehicles and equipment. The total revenue collected from the auctions resulted in the City receiving \$32,807 in additional revenue. It is the suggestion of staff to appropriate the funds to the General Fund and provide for a transfer net of auction fees to the Capital Project Fund for future equipment replacement. The funds transferred to Capital Project Fund will remain as undesignated until such time City Council appropriates the funds to a specific vehicle or equipment.

The following ordinance if approved will appropriate the additional revenue to the General Fund and the transfer to the Capital Project Fund.

ORDINANCE NO. _____

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATION AND TRANSFERS
FOR FISCAL YEAR 2019 – DISPOSAL OF AUCTIONED VEHICLES AND
EQUIPMENT**

WHEREAS, the City has received additional revenue from sale of various vehicles and equipment, and

WHEREAS, the City has additional needs to be appropriated, and

WHEREAS, the net revenue from the disposal of various vehicles and equipment will be transferred to Capital Projects Fund as an undesignated equipment replacement to be held by the fund until City Council appropriates to a specific equipment replacement in the future.

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

Section 1: That an additional \$32,807 in revenues in the General Fund and \$30,680 in transfer to Capital Project Fund be and the same hereby are appropriated within the Fiscal Year 2019 Budget as follows:

GENERAL FUND

Revenues:

Sale of Equipment \$32,807

TOTAL **\$32,807**

Expenditures and Transfers:

Auction Fees \$2,127

Transfer to Capital Project Fund 30,680

TOTAL **\$32,807**

CAPITAL PROJECTS FUND

Transfer:

Transfer from General Fund \$30,680

TOTAL **\$30,680**

Expenditures:

Public Safety Equipment Replacement \$2,956

Non Public Safety Equipment Replacement 27,724

TOTAL **\$30,680**

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

May 28, 2019

To: City Council

From: City Manager

Subject: **Resolution Establishing The Summer City Council Meeting Schedule**

City Council has traditionally cancelled one meeting of each month during the summer to accommodate vacation schedules of both City staff and Council members. Presented therefore for your consideration is a resolution cancelling the first meeting of the month as has been done in the past. This meeting was selected because of the advertising costs that would be saved should a public hearing need to be held by the Planning Commission and City Council during these months.

JRW:ei

RESOLUTION NO. _____

**RESOLUTION CANCELLING THE FIRST MEETING OF THE
MONTHS OF JUNE, JULY AND AUGUST, 2019**

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

Section 1: That the first meeting of the months of June, July and August, 2019 is hereby cancelled.

Section 2: That the regular schedule of two meetings per month will resume in September, 2019.

Section 3: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____

City Clerk