

The Poquoson Planning Commission met in a work session on Thursday, February 19, 2015 at 6:25 p.m. in the Council Chambers located at 500 City Hall Avenue.

PRESENT: Commissioner Bonnie W. Shriver, Chairwoman
Commissioner Shawn M. Avery, Member
Commissioner James K. Titlow, Member
Commissioner Gustavus A. Goddin, Member

Deborah L. Vest, Director of Community Development
Theresa Owens, Director of Finance
Kevin M. Wyne, Planner
Victoria H. Diggs, Clerk

ABSENT: Commissioner William J. Travis, Vice Chairman
Commissioner Gregory N. Gardy, Member
Commissioner Richard D. Clifton, Member

CAPITAL IMPROVEMENTS PLAN:

Chairwoman Shriver called the session to order and asked Ms. Theresa Owens, Director of Finance to lead the discussion. Ms. Owens presented a brief overview of the proposed Capital Improvements Plan for FY2016 - Beyond FY2020. She began by explaining the two types of capital assets:

- Capital Improvement which is an asset purchased or constructed with a useful life of five (5) years or more and costing \$50,000 or more (example: school buses, large equipment, infrastructure or buildings).
- Capital Outlay which is an asset purchased or constructed with a useful life of more than one year and costing \$5,000 or more but less than \$50,000 (example: police cars, small equipment and light duty trucks).

Ms. Owens explained that as the budget process begins every year, each City Department reviews and modifies, if necessary, their prior year's Capital Improvements projects and submits any new projects along with justification for these requests. The School System projects are submitted to the City after the School Board has prepared and adopted their Capital Project Plan. The City Manager then reviews the complete document and recommends a proposed CIP to the City Council based upon the debt and financial policies adopted by Council as well as any outside funding sources (i.e. VDOT highway maintenance funding, grants or donations) and general fund support.

Ms. Owens provided a summary total of all the CIP projects recommended and requested by year along with a schedule of funding sources. She explained that \$97,039,270 in projects was submitted by the City Departments and the School Board for the proposed CIP. Although \$2,765,700 worth of projects was requested for FY2016, she stated that the recommended Plan only includes projects totaling \$1,843,700 for this specific year. She pointed out that although all of the requested projects are justified, the City Manager based his recommended Plan for FY2016 on what appears to be available funding.

Ms. Owens presented the following recommended projects and associated funding for the CIP FY2016:

- | | |
|--|--------------------------|
| ➤ School Bus | General Fund Support |
| ➤ Chesapeake Bay TMDL | Sale of City Property |
| ➤ Little Florida Road South Ditch Piping | VDOT Maintenance Funding |
| ➤ Street Paving | VDOT Maintenance Funding |
| ➤ Dump Truck | General Fund Support |
| ➤ Messick Point Breakwater | Grant Funding |
| ➤ Pump Station Generators | Sewer Fund User Fees |
| ➤ Maintenance Building Addition | Sewer Fund User Fees |
| ➤ Sanitary Sewer Consent Repairs | Sewer Fund User Fees |

She also provided a list of the projects the School Board adopted which are spread over multiple years to include the Middle School renovation, for which neither an exact plan nor a total cost has been determined.

- ✓ High School Forum Renovation
- ✓ High School Track
- ✓ Primary School HVAC Replacement
- ✓ Primary School Roof Replacement
- ✓ High School Locker Room Renovation
- ✓ High School HVAC
- ✓ Bus Replacement
- ✓ Asphalt Repairs
- ✓ High School Roof Replacement
- ✓ High School Gym HVAC
- ✓ Middle School Roof Replacement
- ✓ Middle School Renovation

Finally, Ms. Owens displayed the complete list of "Out Year" projects, those beyond F2016, and asked if the Commission had any questions regarding the proposed CIP.

In response to Commission queries, Ms. Owens explained that only a few FY2015 CIP projects were funded due to the lack of funding sources. However, with a slight improvement in the general fund, use of sewer revenue, anticipated grant funds and VDOT allocations more projects are anticipated to be funded in FY2016. She explained that all of the FY2015 requests that were not funded are included in the proposed CIP. Ms. Owens also pointed out that the School's requests were developed, prioritized and voted on by the School Board before being forwarded to the City Manager and that the Manager's only change in their request was to delay purchase of a second school bus to FY2017.

In response to queries regarding the Wythe Creek Road widening project, Kevin M. Wyne, Planner, stated that the proposed Wythe Creek Road project, to be funded entirely by VDOT, was recently modified due to the poor soils found on the Hampton side causing a significant escalation in project costs. He stated that the cities of Poquoson and Hampton in addition to VDOT were currently working on a redesign that would reduce the cost of the project so that it can move forward in the next three to four years. Ms. Owens stated that VDOT representatives would present the redesigned road project to City Council in a work session on Monday, February 23rd and that the public is welcome to attend and listen.

When questioned about how capital projects are prioritized, Ms. Owens stated that the City Manager examines the need for and justification of each project and the associated funding possibilities prior to making his recommendation. The Commission was informed that the City Engineer, Ellen Roberts, was also attempting to obtain grant funding to assist in fulfilling the City's Total Maximum Daily Load (TMDL) mandates. Deborah L. Vest, Director of Community Development, pointed out that it is entirely the City's responsibility to design, construct and maintain a TMDL system which will treat 100% of the City's runoff into the Bay. She added that Ms. Roberts had several ideas by which to accomplish this mandate over the next five (5) years and that she will update the Commission on these plans at the March meeting.

Since many of the Commissioners were not in attendance to discuss the proposed CIP, Chairwoman Shriver suggested that the Commission meet in another work session prior to the regular March meeting at which time a public hearing would be held on the Plan. Victoria H. Diggs, Clerk, confirmed that a work session would be scheduled for March 16th at 6:00 p.m. and at the Commission's request, the City Manager, the School Superintendent and the City Engineer would be invited to attend.

The Planner briefly introduced the following two Zoning Ordinance amendments to be presented for public hearing and the Commission's consideration next month:

- Per the City Attorney's suggestion, an amendment to increase the fees charged for violations which will bring the City's fees in line with those in the State Code.
- Based upon the recent adoption of the City's new Flood Ordinance, which requires an increased height over the Base Flood Elevation for new construction and renovations of 50% or more of the existing structure, an amendment to increase the allowable height of structures in the City's residential zoning districts.

In response to a Commission concern regarding the City's ability to meet their financial responsibilities if a major disaster occurred, the Finance Director assured the Commission that the City maintains a 15% undesignated fund balance and that monthly reports of the City's projected expenses, revenues and fund balances are provided to the Manager and City Council to assist them in making informed spending decisions.

There being no further business, the meeting was adjourned at approximately 7:00 p.m.

ADOPTED: March 16, 2015

ATTESTE: Victoria H. Diggs
Victoria H. Diggs, Clerk