



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

February 22, 2016

To: City Council
From: City Manager
Subject: **Capital Improvements Plan For FY 2017 Through 2021 And Beyond**

A public hearing has been scheduled for this meeting for the proposed Capital Improvements Plan for FY 2017 Through 2021 And Beyond. The Planning Commission will hold a work session and public hearing on the Plan this evening, February 18, 2016 and their recommendations will be presented to you at the meeting Monday night.

The details of the Plan are included in the memo to the Planning Commission dated February 18, 2016 which is included with this item for your review. The Plan and recommendations of the Commission will be discussed with you in a work session to be held immediately prior to the regular meeting Monday evening.

JFW/ei

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE FIVE YEAR
CAPITAL IMPROVEMENTS PLAN FOR THE
CITY OF POQUOSON FOR FISCAL YEARS 2017 THROUGH 2021 AND BEYOND**

WHEREAS, Section 15.2-2239 of the Code of Virginia (1950), as amended, authorizes the Planning Commission to submit a five year Capital Improvements Plan to the City Council; and

WHEREAS, the Capital Improvements Plan for Fiscal Years 2017 and beyond 2021 was reviewed by the Planning Commission in a work session and a public hearing held on February 18, 2016 and by City Council in a work session and public hearing held on February 22, 2016; and

WHEREAS, careful and thorough consideration of the Plan has been given.

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

Section 1: That the 5 year Capital Improvements Plan for Fiscal Years 2017 through 2021 and beyond be and the same hereby is approved by City Council.

Section 2: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____
City Clerk



CITY OF POQUOSON

CITY MANAGER'S OFFICE

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

MEMORANDUM

Date: February 18, 2016
To: Chairwoman and Members of the Planning Commission
From: City Manager
Subject: Capital Improvements Plan

As the Planning Commission is aware the annual Capital Improvements Plan (CIP) serves as an important planning document outlining departmental, including the School Division, requests for capital maintenance, capital facilities and equipment replacement, as well as new public facilities. In the Recommended CIP you will find the departmental requests, as well as the City Manager's recommendations.

I would note that funding for all CIP projects continues to be constrained by available and projected resources. During the most recent recession the City of Poquoson, like many jurisdictions across Virginia, was forced to remove ongoing funding support for the CIP. Over the last few years we have been fortunate to be able to utilize one-time savings from the operating budget to fund such things as vehicle replacement for the Police Department, Public Works and the School Division. The Recommended CIP anticipates the use of these one-time savings in FY2017 to fund these types of capital replacement items as well. We have been able to make at least some progress with vehicle replacement, but unfortunately in the areas of capital maintenance, non-vehicle capital replacement and new facilities we have been unable to move forward with the vast majority of these types of requests during the recessionary and post-recessionary period.

Contained within the Recommended CIP is a proposed plan to begin to address CIP-related needs beyond basic vehicle replacement. What I am proposing is using approximately 10% of the undesignated General Fund revenue growth as an ongoing revenue stream to support limited, debt-funded projects beyond the one-time cash funded vehicle replacement that we have been able to incorporate into the budget in the last few years.

The Recommended CIP includes four, relatively small debt funded projects for the coming year. The first two are capital maintenance projects. These are for the HVAC system at the High School and for the HVAC system at the Primary School. The third project is an upgrade/replacement project for the High School Track. The final project is for the construction of a beach at Messick Point. These projects together are estimated to cost approximately 710,000, the debt service for which will require the

dedication of approximately 10% of the new General Fund revenue next budget year. All four of these projects are contained within the existing approved CIP.

Two additional items I would like to bring to your attention are the Middle School Renovation project and the Public Safety Building. I anticipate that the School Board and City Council will resume their discussions on exactly what is the best course of action for the Middle School project sometime after the completion of the upcoming year budget process. With regard to the Public Safety Building, this project has been listed as an out year project for some time and with this CIP I am recommending changing its status from an unspecified out year project to a FY2021 project. You will also note that I have recommended the addition of some planning money for FY2018 to enable us to begin work on a needs analysis that will help us determine the size and general layout of the building. In my opinion the building should at a minimum include the Police Department, but as part of the assessment process I would also like to explore whether or not the building should also be sized to accommodate Fire Administration and/or the Emergency Operations Center. As part of the Planning Commission's Comprehensive Plan Update of the Public Facilities element (chapter 6), I would welcome the opportunity for the City's Public Safety Departments and me to work with members of the Planning Commission to identify possible sites for a new Public Safety Building.