



**CITY OF POQUOSON**

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City Manager's Office

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(757)868-3000 Fax (757)868-3101

August 22, 2016

**TO:** Mayor and City Council  
**FROM:** City Manager  
**SUBJECT:** Hurricane Window Film

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As you know over the past several years, the City has prioritized, as part of our emergency preparedness, protection of our critical facilities. In doing so, we have utilized grant funds to purchase and install storm shutters at City Hall to protect the Emergency Operations Center, media room, Council Chambers and the large windows in the Library. Since then we have been considering potential ways by which the additional windows at City Hall, as well as the Police and Fire Stations, can be protected. As a result of staff's research, we have identified a protective film that can be installed providing both additional strength to the glass windows and preventing them from shattering/puncturing in the event that they are struck by storm debris. Staff feels that this protective film is a cost effective means of strengthening these critical facilities during severe weather and will ensure the continuity of government operations during such events.

The City obtained a cost estimate of \$10,644 for the acquisition and installation of the protective window film for all four aforementioned buildings from the Peninsula Window Film. Subsequent to obtaining this quote, a letter was sent to Mr. Steven Kast, President & CEO of the Virginia Peninsula United Way, requesting the funds for the window film which is currently being held by the United Way for Poquoson.

An ordinance accepting these storm assistance monies and appropriating them accordingly is attached for your consideration.

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

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS  
AND TRANSFERS FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the City has been approved and is accepting funding from the United Way of Virginia Peninsula, and

**WHEREAS**, the funding is for the installation of protective measures on the windows at City Hall, Fire Stations #1 & #2 and the Police Department.

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

**Section 1:** That an additional \$10,644 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2016-2017 Budget as follows:

**GENERAL FUND**

**Revenues:**

Donations \$10,644

**TOTAL** **\$10,644**

**Expenditures:**

Building & Facilities \$10,644

**TOTAL** **\$10,644**

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**