

1. City Council Work Session And Regular Session 4-25-22

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**AGENDA  
POQUOSON CITY COUNCIL  
WORK SESSION  
MONDAY, APRIL 25, 2022  
COUNCIL CHAMBERS  
6:30 P.M.**

- 1. Joint Meeting with the School Board – Budget**
- 2. FY2023 Annual Financial Plan**



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

April 25, 2022

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Leigh Etheridge, Finance Director

**SUBJECT:** Work Session FY 2023 Annual Financial Plan

The attached schedule reflects the recommended changes to the FY 2023 Annual Financial Plan presented to you at the April 11, 2022 City Council meeting. Based on the schedule, the General Fund will increase by \$113,000 to a recommended budget of \$33,133,000. All other funds remain unchanged.

Without objection, the ordinance for the Budget Appropriation for the City of Poquoson for FY 2023 that will be presented to you at your regular meeting on May 9, 2022 will include the stated changes as listed below and on the attached schedule.

- The Police Department through the Division of Motor Vehicles received a Federal U.S. Department of Transportation Alcohol and Speed Safety grant. The grant funding provides the department the ability to decrease alcohol impaired driving and related incidents and increase the safety of the City's roadways by focusing on enforcement and speed reduction efforts.
- The Fire Department received a Dominion Resources Radiological Emergency Preparedness Program (REPP) State grant from the Virginia Department of Emergency Management to establish awareness of emergency preparedness, prevention, and response measures.
- The Fire Department received a State allocation from the Virginia Department of Health - Office of Emergency Medical Services. The grant is the Four for Life Program and these funds can be used for training, necessary equipment, and supplies for medical services.
- The Fire Department received a Local Emergency Management Performance grant (LEMPG) through the Virginia Department of Emergency Management. The purpose of the (LEMPG) program is to provide Federal funds to states to assist governments in preparing for all hazards and emergency preparedness.
- The City Library has a project defined to install new Wi-Fi, Routers, licensing, and necessary security appliances for this installation. Funding for this project will be appropriated within the General Fund when approved.

**GENERAL FUND - SUMMARY OF CHANGES**

<b>Revenues</b>		<b>Expenditures</b>	
<b>Business License</b>	\$ 6,000	Library	\$ 6,000
	-		-
	<u>6,000</u>		<u>6,000</u>
	<b>Subtotal</b>		<b>Subtotal</b>
<b>State Categorical Revenue</b>	\$ 89,000	4 for Life State Grant - Fire	23,000
		Fire Fund State Grant - Fire	46,000
		REPP(Dominion) State Grant Fire	20,000
<b>Federal Revenue</b>	<u>18,000</u>	DMV Federal Grants - Police	\$ 6,500
		Performance Federal Grant - Fire	7,500
	<b>Subtotal</b>	Library Federal Grant	<u>4,000</u>
	<u>107,000</u>		<b>Subtotal</b>
	<b>Subtotal</b>		<u>107,000</u>
<b>Total</b>	<b>\$ 113,000</b>	<b>Total</b>	<b>\$ 113,000</b>
	<u><u>113,000</u></u>		<u><u>113,000</u></u>

**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, APRIL 25, 2022, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE – Mayor Helsel**

**C. AUDIENCE FOR VISITORS**

**D. APPROVAL OF THE MINUTES**

- (a) Work Session April 11, 2022
- (b) Regular Session April 11, 2022

**E. PUBLIC HEARINGS**

**1. Proposed FY2023 Annual Financial Plan and Tax Levies and Fees**

- (a) Public Hearing  
(No action required)

**F. OLD BUSINESS**

**1. Sale of Publicly Owned Property Located on Poquoson Avenue identified as Tax Map Parcel #20-1-36**

**G. NEW BUSINESS**

- 1. Ordinance for Fiscal Year 2022 for General Fund – Byrne Justice Assistance Grant Funding (Police Department)**
- 2. Approval of Standard Operating Procedure (SOP) for Board and Commission Appointments**

**H. COMMENTS OF THE CITY MANAGER**

**I. COUNCIL DIRECTIVES**

**J. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING**  
**April 11, 2022 6:30 P.M.**  
**WORK SESSION**  
**Council Chambers**

**PRESENT:** The Honorable Gordon C. Helsel, Jr., Mayor  
The Honorable Carey L. Freeman, Vice Mayor  
The Honorable Herbert R. Green, Jr.  
The Honorable Keith A. Feigh  
The Honorable David A. Hux  
The Honorable Charles M. Southall III  
The Honorable Jana D. Andrews

Kimberly Healy, City Clerk  
D. Wayne Moore, City Attorney  
J. Randall Wheeler, City Manager

**ABSENT:** None

**VIA TELECOM:** The Honorable Charles M. Southall III

Mayor Helsel opened the work session at approximately 6:30 p.m. in Council Chambers.

**1. Draft Letter to York County Pertaining to the Proposed Lambs Creek Dredging Project**

Mayor Helsel stated that the letter drafted to York County has been posted on the City website and he hopes everyone has had an opportunity to read it. Mayor Helsel reviewed some reasons for concern in reference to the Lambs Creek Dredging Project, such as, setting an expectation through this project that there will also be requests for dredging from other areas of the City. York County has offered to take the lead on engineering, contractors, procurement and also the management of this project, however, for any future projects the City would need to add staff and would need to contract out for project related services. Mayor Helsel also voiced a concern on how the project would be funded, no members of Council have expressed that they would support the use of General Budget Funds and they also have not expressed support for using a Special Tax District or the concept of the proposed participation threshold. Future grant funding concerns were mentioned in speaking with members of the community on Lambs Creek in reference to grants, however, Mayor Helsel is not aware of any available grants and York County has not identified a grant that would pay for all the project expenses. If a grant is found it would be open for discussion. Mayor Helsel informed everyone that there are Capital Projects that have been backed up for years that the City needs to move on those projects benefit everyone in the community, so he is opposed to spending Capital Project money on a dredging project.

Vice Mayor Freeman stated he is not opposed to dredging but is opposed to City funded dredging. If dredging were done on all 87 miles of City shoreline it would cost in the billions of dollars. Vice Mayor Freeman stated that there have been some good suggestions about grants

and feels that members of the Lambs Creek community who support the dredging can get together and pursue funding through grants.

Councilman Feigh researched the perspective of the function of City government. Councilman Feigh stated he read information in a previous budget stating that the City of Poquoson provides a full range of services to include Police and Fire protection, the maintenance of highways and streets and other infrastructure, recreational activities, Library services, Community Development activities and cultural events. The City also owns and maintains sewage facilities, contracts for trash pick-up and disposal, recycling, landscaping and bulky items, owns and operates the City Pool and manages various recreational activities. Councilman Feigh stated he tried to find where dredging of creeks would fall in this description but could not find it. He stated that all of these services are provided for about 12,500 people on a budget of about forty million dollars and this project would take about two million dollars, however it is funded, and that cost does not include items such as driveway channels. Councilman Feigh stated an email was received that talked about environmental impacts and improvements that would be good for the City and thinks that this project should be looked at from an environmental perspective instead of a recreational one and what type of dredging would be best for that and would it satisfy both purposes in that one cause and would it have an impact on wildlife. He stated he has no problem with the dredging but has a problem with 12,450 people paying for it to benefit others.

Councilwoman Andrews acknowledged concerns she has heard from citizens, such as dredging will not affect just this one creek but all of the creeks in the City and will eventually take away from the draw of people to the City, how will this be paid for and from an environmental perspective can the City meet its TMDL credits for these projects. City Manager, Randy Wheeler, stated that the TMDL utilizes credits available from the HRSD Swift program to meet the TMDL requirement, as do other jurisdictions in the area. Another concern Councilwoman Andrews has received is that dredging doesn't help others but the schools don't benefit everyone either because they don't have children in the schools. Councilwoman Andrews stated that there are projects that are done for all citizens even though all citizens don't benefit from them. She also stated she does not have a problem with the letter to York County because it does not commit the City to anything but will survey the citizens to find out their feelings.

Councilwoman Andrews is against imposing a special tax unless the majority of people on Lambs Creek said yes they are willing to pay or at least find out the additional cost of a Special Tax District and she is not in favor of the financial burden of the project being on the City with all of the other Capital Projects that are pending that would benefit a majority of the citizens, but it would be wonderful if there is grant money that would be available for the dredging project.

Councilman Hux stated that he has seen that most creeks in the City have needed to be dredged since the 1970's and that the City does not own Lambs Creek or any other waterways and does not own the water that flows through them. He also stated he acknowledges there is a problem but does not believe the City is responsible for dredging it.

Councilman Green stated he does not support this dredging for many reasons such as the contractors want to be paid as the work is done and a special tax district would take years to recoup the money and the City would be using taxpayer money to fund the project from citizens

who don't live anywhere near Lambs Creek and it is wrong. He also stated the dredging will not last forever and will need to be redone and this would set a dangerous precedent for the future that would cost the City a lot of money. Councilman Green also expressed concerns over how deep the dredging would go and how that would damage structures around the creek that would then need to be repaired at City expense.

Councilman Southall expressed his concern on how the project would be paid for, if it was all grant money he would be willing to listen to what the citizens wanted to do, after an environmental study. He is concerned that dredging would let water in much faster and cause more flooding issues and would like to see if an environmental impact study would clarify whether that is the case or not. Councilman Southall is opposed to a Special Tax District because it would impact people who do not support the project and who just can't afford it and he doesn't want to run people out of their homes because their taxes are too high. He stated if grants were available to cover the cost and an environmental impact study was done he would be willing to consider the project as long as it doesn't create more problems than it solves. Councilman Southall also stated that dredging the channels does not solve the problem of individuals getting to their pier, they would still have to personally dredge up to their pier and that may force many citizens to pay taxes for something they still couldn't use.

Councilman Feigh stated that on August 9, 2022 a gentleman spoke to Council about Lambs Creek and made a comment that when the creek was built it was dug in to six feet and was put there for a reason. It was put there to drain neighborhoods because we were taking away Wetlands so that had to be mitigated somehow. He questioned whether yards are being flooded because of the current problem or will it be a problem in the future. He stated with the current information he is not in favor of it.

Vice Mayor Freeman would like to know how many people would support it and at what cost level would they support it. He stated that the citizens would need to know the total cost to be able to determine if they would be willing to support the project.

Mayor Helsel thanked the citizens in the audience for attending and stated they would be welcome to speak under the Audience for Visitors section of the Regular Session Agenda. He stated that the vote that will be taken will be based on whether or not to send the draft letter to York County for their response as to the next steps in the project. Mayor Helsel stated that neither Poquoson or York County have done a survey that he is aware of, the only survey they have seen was done by a York County citizen.

#### **ADJOURNMENT:**

There being no further business, the work session was adjourned at 6:55 p.m.



**MINUTES OF THE CITY COUNCIL MEETING**

**April 11, 2022 7:00 P.M.**

**REGULAR SESSION**

**PRESENT:** The Honorable Gordon C. Helsel, Jr., Mayor  
The Honorable Carey L. Freeman, Vice Mayor  
The Honorable Herbert R. Green, Jr.  
The Honorable David A. Hux  
The Honorable Keith A. Feigh  
The Honorable Jana D. Andrews

J. Randall Wheeler, City Manager  
Kimberly Healy, City Clerk  
D. Wayne Moore, City Attorney

**ABSENT:** None

**VIA TELECOM:** The Honorable Charles M. Southall III

**MEETING CALLED TO ORDER:**

Mayor Helsel called the meeting to order at approximately 7:00 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Councilwoman Andrews rendered the invocation and led the audience in the Pledge of Allegiance.

**AUDIENCE FOR VISITORS:**

Faye Wimmer of 141 Emmaus Road, Dana Light of 102 Freemoor Drive, Lisa Rodriguez of 46 Dryden Drive, Libby Griebel of 46 Shoreline Drive, Bob Lippincott of 33 Carriage Hill Drive, Corrigan Threlkeld of 6 N. Westover Drive, Laurence Triggs of 41 Carriage Hill Drive all of Poquoson and Jim Welterth of 300 Chinquapin Orchard, Shawn Gorman of 312 Chinquapin Orchard, Jim O'Connell of 402 Chinquapin Orchard, Kathy Macklin of 325 Bunting Point Road all of Yorktown and Kimberly Hartsell of 598 Windjammer Crescent, Jenny Dail of 227 Dominion Drive both of Newport News spoke in favor of the Lambs Creek Dredging Project.

Robert Evans of 134 Freemoor Drive, Ted Causey of 100 Darden Drive, Steve Pappas of 137 Freemoor Drive spoke in opposition of the Lambs Creek Dredging Project.

**APPROVAL OF THE MINUTES:**

Councilman Green moved, seconded by Councilwoman Andrews, to adopt the minutes the Regular Session held March 28, 2022 as submitted. Recorded vote on the motion:

**YES:** Councilmembers Andrews, Southall, Feigh, Hux, Green, Vice Mayor Freeman and Mayor Helsel

**NO:** None

**PUBLIC HEARING:**

**1. Receipt of Bids for the Sale of Publicly Owned Property Located on Poquoson Avenue**

City Manager, Randy Wheeler, reminded Council that at its meeting March 28, 2022 staff was authorized to advise the City’s intent to receive bids for the purchase of publicly owned property located at Poquoson Avenue identified as Tax Map Parcel # 20-1-36.

City Clerk, Kimberly Healy, opened the only bid and read it aloud stating that Extreme Builders extended an as is, all cash offer to bid on the property at 1013 Poquoson Avenue Tax Map Parcel # 20-1-36 in the amount of \$75,000.

Mayor Helsel opened the floor for Public Hearing. Having no one come forward the Public Hearing was closed.

Vice Mayor Freeman moved, seconded by Councilman Feigh, to postpone the vote on this matter until April 25, 2022. Recorded vote on the motion:

**YES:** Councilmembers Feigh, Andrews, Green, Southall, Hux, Vice Mayor Freeman and Mayor Helsel

**NO:** None

**OLD BUSINESS:**

**1. Consideration of the Draft Letter to York County Pertaining to the Proposed Lambs Creek Dredging Project**

Councilman Hux stated that he is grateful to live in a country where we can engage in civil discourse. He stated that there were a couple of comments that he needed to address in reference to City staff. He stated that someone said that the previous City Engineer was “incapable”, he continued that he is always impressed with the City staff and their professionalism. He also mentioned that someone stated that the Administration was a “bureaucracy” and he could not disagree more. He never underestimates the capabilities of the staff and there is no way to show enough gratitude and appreciation for what they do. They are a lean, efficient and highly professional staff and by no means a “bureaucracy”.

Councilman Hux moved, seconded by Vice Mayor Freeman, to not send the letter to York County but commit the City to further researching the ideas that were presented. Recorded vote on the motion:

**YES:** Councilmembers Green, Hux, Feigh, Southall, Andrews, Vice Mayor Freeman and Mayor Helsel

**NO:** None

**NEW BUSINESS:**

**1. Recommended Budget for Fiscal Year (FY) 2023**

City Manager, Randy Wheeler, presented the Fiscal Year 2023 City Manager Recommended Annual Financial Plan reminding the City Council that it has 45 days to take action. Mr. Wheeler started with the review of the current budget with where we are in terms of expenditures, anticipated challenges

and a review of our revenues. The City's overall financial position remains strong despite the on-going impacts of the public health emergency. It is expected that at the end of the year there will be a small, positive contribution to the General Fund Balance. Mr. Wheeler stated that along with the challenges of record inflation, high gas prices, Federal Reserve interest rate increases, a European war and the prospect of a double dip recession there has also been an increase in recruitment and retention of employees. With the City having such a small staff, when employees are lost it is a real challenge.

Mr. Wheeler stated that the FY2023 Recommended Budget does not contain any increases to the City tax rates. Due to the significant increases in the value of used vehicles this year City Council approved a change to the personal property tax calculation to lower the percentage of a vehicle's value from which the tax bill is calculated from 100% to 90% of value for tax year 2022. The Recommended budget fully funds the School Superintendent's Requested Budget which includes an additional amount equivalent to an additional 1% pay adjustment for School employees in addition to the 5% compensation increase requested as part of the School's budget. The Recommended Budget includes the allocation of almost two million dollars in federal funds to assist with the renovation of the HVAC system at the Poquoson Primary School. Public Safety recommendations include a new Public Safety Building to include the Police Department, Fire Administration and the Emergency Operations Center. The proposed Public Safety Building includes utilizing a mixture of discretionary federal funds and available debt capacity that would not require a tax rate increase, for a total project budget of approximately twelve million eight hundred thousand dollars. The budget also includes a special pay adjustment of one thousand dollars for all sworn public safety officers in recognition of significant recruitment and retention pressures being experienced by the City. This special pay adjustment is intended to be in addition to the general compensation increases recommended for all employees.

Mr. Wheeler reviewed the Quality of Life projects that are in the current year's budget to include the new park off of Kelsor Drive, restroom facilities at South Lawson Park, the Poquoson Avenue sidewalk project, maintenance and renovations to the Municipal Pool, two new micro parks on Wythe Creek Road and replacing the bleachers at Messick Point. Quality of Services recommendations do not include any new programs or significant enhancements in the General Fund but focuses on increasing employee compensation to help insure our ability to recruit and retain employees made necessary by the very high rate of inflation. Mr. Wheeler recommended a general wage increase of five percent plus fifteen hundred dollars for full-time permanent positions as well as a pay rate adjustment for part-time personnel. He also reviewed that the City's Fiscal Stability remains strong. The City remains in compliance with all of its adopted financial management policies and the reserve remains intact at the one million dollar level and the City has been able to maintain its AAA bond rating. During the past year the City has also provided funding to York/Poquoson Department of Social Services and the United Way to assist residents with COVID-related financial assistance and additional funds to the Economic Development Authority to provide assistance to local businesses.

Mr. Wheeler reviewed the following key dates: Joint work session with the School Board and budget public hearing on April 25, 2022 and final adoption of the budget on May 9, 2022.

Mayor Helsel expressed his appreciation for the staff keeping the City running and making Poquoson stand out amongst other communities. He also commended the staff and School Board for their response and handling of the COVID challenges that they faced and being leaders in getting staff vaccinated. Mayor Helsel expressed his hope that the citizens listen and understand the process of the work that goes on behind the scenes to try to make Poquoson a better city.

#### **COMMENTS OF THE CITY MANAGER:**

City Manager, Randy Wheeler, had no further comments.

**COUNCIL DIRECTIVES:**

Councilwoman Andrews thanked the Mayor for letting the citizens speak without a time limit during the Audience for Visitors. She also thanked the citizens who came out to speak and that the Council will look into their concerns and communicate with York County. She also urged the Council to follow through with researching the concerns that were expressed.

Vice Mayor Freeman agreed with Councilwoman Andrews in reference to not having a time limit for the citizens to speak.

Councilman Feigh agreed with what Councilwoman Andrews said and appreciates having the Work Session where the citizens can see Council talking about the issues and that Council is not completely blind and discuss the issues as good as they can so they can move forward from there.

Councilman Green stated that he did not appreciate comments made about the City staff during the Audience for Visitors and that he believes the City has one of the best staffs in the world.

Councilman Hux, in response to an earlier comment stated that he does not say things that he doesn't mean.

Councilman Southall seconded all of the positive comments previously made about the City Manager and staff. He also appreciates all of the citizens who participated in the meeting.

**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 Andrews, Feigh, Southall, Hux, Green, Vice Mayor Freeman and Mayor Helsel

**NO:** None

The meeting was adjourned at approximately 9:29 p.m.



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

April 25, 2022

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Leigh Etheridge, Finance Director

**SUBJECT:** **Public Hearing on Proposed Fiscal Year 2023 Financial Plan and Tax Levies and Fees**

A public hearing has been advertised for this meeting on the Fiscal Year 2023 Proposed Financial Plan and Tax Levies and Fees. Enclosed in your agenda for review, on first reading, are:

- Ordinance appropriating the funds by the Proposed Annual Financial Plan for Fiscal Year 2023.
- Ordinance setting the tax rate for real estate.
- Ordinance setting the tax rate for personal property.

The Fiscal Year 2023 Budget is scheduled to be adopted at the May 9, 2022 City Council meeting.

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

**AN ORDINANCE TO APPROPRIATE FUNDS TO THE VARIOUS  
GOVERNMENTAL FUNDS OF THE CITY OF POQUOSON, VIRGINIA  
FOR FISCAL YEAR 2023**

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

**Section 1:** That this ordinance shall be known as the Budget Appropriation Ordinance for the City of Poquoson for Fiscal Year 2023,

**Section 2:** That the following sums be and the same hereby are appropriated to the following governmental funds for Fiscal Year 2023.

**GENERAL FUND**

Revenue and Transfers In	<u>\$33,020,000</u>
Expenditures and Transfers Out	
Legislative	\$95,493
General Administration	2,437,336
Elections	235,884
Public Safety	8,464,531
Public Works	2,425,695
Health & Welfare	918,221
Parks, Recreation & Cultural	2,121,150
Community Development	1,078,560
Non-Departmental	200,528
Contribution to Poquoson City Schools	11,059,602
Transfers Out – Debt Service Fund	3,795,000
Transfers Out – Economic Development Authority	21,000
Transfers Out-Special Revenue Fund/OPEB	100,000
Transfers Out – Capital Projects Fund	<u>67,000</u>
<b>TOTAL APPROPRIATION</b>	<u><b>\$33,020,000</b></u>

**DEBT SERVICE FUND**

Revenues and Transfers In	<u>\$4,185,134</u>
Expenditures and Transfers Out	<u>\$4,185,134</u>

**CAPITAL FUND**

Revenues and Transfers In	<u>\$4,262,919</u>
Expenditures	<u>\$4,262,919</u>

**SOLID WASTE FUND**

Revenues	<u>\$1,305,000</u>
Expenditures and Transfers Out	<u>\$1,305,000</u>

**UTILITIES FUND**

Revenues	<u>\$1,957,000</u>
Expenditures and Transfers Out	<u>\$1,957,000</u>

**FLEET FUND**

Revenues	<u>\$844,480</u>
Expenditures	<u>\$844,480</u>

**SPECIAL REVENUE FUND/GRANTS**

Revenues	<u>\$13,714,494</u>
Expenditures	<u>\$13,714,494</u>

**SPECIAL REVENUE FUND/OPEB**

Revenues	<u>\$200,000</u>
Expenditures	<u>\$200,000</u>

**Section 3:** That of the total sum of \$33,020,000 appropriated in the General Fund, \$32,720,000 shall be appropriated from the General Fund Revenues, \$250,000 shall be transferred in from the City's Utilities Fund, and \$50,000 shall be transferred in from the City's Solid Waste Fund.

**Section 4:** That of the total sum of \$4,185,134 appropriated in the Debt Service Fund, \$3,795,000 shall be transferred in from the City's General Fund, \$374,081 shall be transferred in from Debt Proceeds, and \$16,053 from Debt Service Revenue.

**Section 5:** That of the total sum of \$4,262,919 appropriated in the Capital Fund, \$370,000 shall be transferred in from Capital Fund Revenues, and \$3,625,919 shall be transferred in from Debt Proceeds.

**Section 6:** That of the total sum of \$1,305,000 appropriated in the Solid Waste Fund from Solid Waste Fund Revenues.

**Section 7:** That of the total sum of \$1,957,000 appropriated in the Utilities Fund from Utilities Fund Revenues.

**Section 8:** That of the total sum of \$844,480 appropriated in the Fleet Fund, from Fleet Fund Revenues.

**Section 9:** That of the total sum of \$13,714,494 appropriated in the Special Grant Fund, \$6,427,749 is re-appropriated from Special Revenue Grant Fund Balance and \$7,286,745 from Special Grant Fund Revenues.

**Section 10:** That of the total sum of \$200,000 appropriated in the Special Revenue Fund/OPEB, \$100,000 shall be appropriated from Special Revenue Fund/OPEB revenues and \$100,000 shall be transferred in from the City's General Fund.

**Section 11:** That this ordinance shall be in effect on and after July 1, 2022.

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

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



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

**AN ORDINANCE TO LAY A \$1.13 LEVY PER \$100.00 ASSESSED VALUE ON ALL REAL ESTATE IN THE CITY OF POQUOSON, VIRGINIA, FOR THE GENERAL OPERATION OF THE VARIOUS DEPARTMENTS OF THE CITY GOVERNMENT**

**WHEREAS**, after careful consideration of the operation of the various departments of the City government of Poquoson for the Fiscal Year 2023, it is deemed necessary that a levy of \$1.13 on each \$100.00 of assessed property values be laid on all real estate within the City of Poquoson, Virginia for the support of said departments.

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

**Section 1:** That on and after the 1<sup>st</sup> day of July 2022, all real estate, situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance is, subject to levy in the sum of \$1.13 on each \$100.00 of assessed valuation of all such property standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, Virginia as of the 1<sup>st</sup> day of July 2022.

**Section 2:** That all revenues collectible as a result of this ordinance shall be collected by the agent or agents of the City of Poquoson, Virginia, in the same manner and subject to the same penalties as is now provided by law, and any amendment thereof, and all revenues collected by the agents of the City of Poquoson, Virginia, by levies shall be remitted to the Treasurer of the City of Poquoson, Virginia, and used for the purpose of supporting the various departments and functions of the City of Poquoson, Virginia.

**Section 3:** That all fines collected under this ordinance shall go into the General Fund of the City.

**Section 4:** That this ordinance shall be in effect on and after July 1, 2022.

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

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

City Clerk

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

**AN 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 \$1.13 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**

**WHEREAS**, after careful consideration of the operation of the various departments of the City government of Poquoson for the Fiscal Year 2023, it is deemed necessary to lay a levy of \$4.15 on each \$100.00 of assessed value on all Tangible Personal Property and Machinery and Tools, a levy of \$.00001 on each \$100.00 of assessed value on all watercraft, a levy of \$1.50 on each \$100.00 of assessed value on all camping trailers and motor homes, and a levy of \$1.13 on each \$100.00 of assessed value on all vehicles without motive power, used or designed to be used as manufactured homes, within the City of Poquoson for the support of said departments.

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

**Section 1:** That on and after the 1<sup>st</sup> day of January 2023 all Tangible Personal Property and Machinery and Tools situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$4.15 on each \$100.00 of assessed valuation of all such Tangible Personal Property, Machinery, Tools and Public Service Corporations standing in the name of all individuals, firms or corporation, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1<sup>st</sup> day of January 2023.

**Section 2:** That on and after the 1<sup>st</sup> day of January 2023, all watercraft situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$0.00001 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1<sup>st</sup> day of January 2023.

**Section 3:** That on and after the 1<sup>st</sup> day of January 2023, all privately owned camping trailers and motor homes as defined in Section 46.2-100 of the Code of Virginia (1950), as amended which are used for recreational purposes only situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$1.50 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1<sup>st</sup> day of January 2023.

**Section 4:** That on and after the 1<sup>st</sup> day of January 2023, all vehicles without motive power, used or designed to be used as manufactured homes as defined in Section 36-85.3 of the Code of Virginia (1950), as amended situated within the Corporate Limits of the City of Poquoson, Virginia shall be and by this ordinance are, subject to levy in the sum of \$1.13 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1<sup>st</sup> day of January 2023.

**Section 5:** That all revenue collectible as a result of this ordinance shall be collected by the agent or agents of the City of Poquoson, Virginia, in the same manner and subject to the same penalties as is now provided by law, and any amendment thereof, and all revenues collected by the agents of the City of Poquoson, Virginia, by levies shall be remitted to the Treasurer of the City of Poquoson, Virginia, and used for the purpose of supporting the various departments and functions of the City of Poquoson.

**Section 6:** That all fines collected under this ordinance shall go into the General Fund of the City.

**Section 7:** That the tax rates established herein shall continue until changed by City Council.

**Section 8:** That this ordinance shall be in effect on and after July 1, 2022.

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

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

City Clerk



# CITY OF POQUOSON

OFFICE OF THE CITY MANAGER

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

April 25, 2022

**To:** City Council

**From:** City Manager

**Subject: Sale of Publicly Owned Property Located on Poquoson Avenue identified as Tax Map Parcel # 20-1-36**

At the March 28, 2028 City Council meeting, staff was authorized to advertise the City's intent to receive bids for the purchase of publicly owned property located at Poquoson Avenue identified as Tax Map Parcel # 20-1-36. Sealed bids were received until 7:00 p.m. on the night of the Council meeting on April 11, 2022. The sealed bids were opened by the City Clerk and read out loud. One bid was received from Extreme Builders in an as is where is cash offer of \$75,000. Attached for your consideration is an Ordinance accepting the bid offer.

**AN ORDINANCE OF THE CITY OF POQUOSON, VIRGINIA GRANTING THE PURCHASE OF PUBLICLY OWNED PROPERTY LOCATED AT 1013 POQUOSON AVENUE**

**WHEREAS**, public notice has been given and bids requested for the purchase of Publicly Owned Property located at 1013 Poquoson Avenue identified as Tax Map Parcel # 26-1-36 as required by Article VII, Section 9 of the Constitution of Virginia and Section 15.2-2101 of the Code of Virginia (1950), as amended; and

**WHEREAS**, written bids for the subject purchase were received and publicly read aloud, no further bids being offered thereafter.

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

**Section 1:** That the bid of \$75,000 is hereby accepted.

**Section 2:** That Extreme Builders shall be granted the purchase of Publicly Owned Property located at 1013 Poquoson Avenue identified as Tax Map Parcel # 26-1-36 for the amount of \$75,000.

**Section 3:** That Extreme Builders shall reimburse the City of Poquoson the full amount of expenses incurred in giving public notice of the proposed purchase of the subject property.

**Section 4:** That upon the reimbursement of all advertising costs, and upon receipt of the boundary line survey showing the area of land and dimensions of the Publicly Owned Property located at 1013 Poquoson Avenue, the City Manager is authorized to do all things necessary to finalize the sale of the property.

**Section 5:** 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

POLICE DEPARTMENT

774 POQUOSON AVENUE, POQUOSON, VIRGINIA 23662

April 25, 2022

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Stephen E. Keatts, Chief of Police

**SUBJECT:** Ordinance for Fiscal Year 2022 for General Fund – Byrne Justice Assistance Grant Funding (Police Department)

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of Government.

The Federal Fiscal Year 2020 JAG funds were delayed in distribution due to litigation that did not involve the City of Poquoson. On March 22, 2022, we were notified by the Department of Criminal Justice Services of an award of \$2,232 from the Fiscal Year 2020 funds.

In our continued efforts to improve our service to the community through education, the Poquoson Police Department will use these funds to acquire protective equipment to expand our Rape Aggression Defense (RAD) system of self-defense training to include scenario based training. The RAD system of aggression defense training is one of the largest and fastest growing self-defense programs in the United States. We are proud to offer this program to our community and look forward to expanding this valuable training.

Attached for consideration is an ordinance authorizing the City Manager to receive and appropriate these grant funds in Fiscal Year 2022.

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT THE BYRNE JUSTICE ASSISTANCE GRANT AND MAKING ADDITIONAL APPROPRIATIONS FOR FISCAL YEAR 2022 FOR GENERAL FUND**

**WHEREAS**, the Byrne Justice Assistance Grant makes federal funds available to localities to help support their efforts to reduce crime and improve public safety, and

**WHEREAS**, the Virginia Department of Criminal Justice Service has been designated to administer the federal funds to local units of government, and

**WHEREAS**, the City of Poquoson Police Department was notified on March 22, 2022 by the Virginia Department of Criminal Justice Services of an award of \$2,232 from the Federal Fiscal Year 2020 funds and,

**WHEREAS**, the Police Department seeks to continue improving service to the community through education, and

**WHEREAS**, the Police Department will utilize the funds to acquire Rape Aggression Defense (RAD) Systems training safety equipment.

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

**Section 1:** That the City Manager is hereby authorized to accept funding in the amount of \$2,232 for the Byrne Justice Assistance Grant Program through the Virginia Department of Criminal Justice Service.

**Section 2:** That an additional \$2,232 in General Fund be and the same hereby are appropriated within the Fiscal Year 2022 Budget as follows:

**GENERAL FUND**

**Revenues:**

Federal Grant	<u><b>\$2,232</b></u>
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**Expenditures:**

Police Department	<u><b>\$2,232</b></u>
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**Section 3:** 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

OFFICE OF THE CITY MANAGER

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

April 25, 2022

**TO:** City Council

**FROM:** Randy Wheeler, City Manager

**SUBJECT: Approval of Standard Operating Procedure (SOP) for Appointing Members to Boards and Commissions**

On March 14, 2022 a Work Session was held on a Standard Operating Procedure (SOP) for Boards and Commission Appointments, Council made several suggestions and a final draft has been completed for your consideration. A simple motion is needed by City Council to approve the Standard Operating Procedure (SOP) for Boards and Commissions. You will also find attached the Board Bank Application that is referenced in the Standard Operating Procedure.



# STANDARD OPERATING PROCEDURE

## City of Poquoson, Virginia

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**Policy Title: Boards/Commissions Appointment**

**Effective Date:**

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### **Purpose:**

The objective of the City of Poquoson is to provide an efficient and effective consideration process for nominations/recommendations to Boards and Commissions.

### **Background:**

What Boards/Commissions does the City Council make Appointments?

- City of Poquoson Boards/Commissions (ex: Planning Commission)
- Multi-Jurisdictional Boards/Commissions (ex: Hampton Roads Planning District Commission)
- Appointment Recommendation to Others (ex: Board of Equalization)

### **General Appointment Process**

- City Clerk (Clerk) – Notifies City Council of upcoming appointments/resignations. A list of upcoming appointments will be posted on the Intranet as well as when applications are due. The Clerk will also advertise vacancies on the City's website, television channel and social media. Advertisements for open positions will be posted one month in advance and an application will need to be submitted fifteen days in advance of the appointment.
- Clerk – Collects Board Bank Applications and disseminates them to City Council. Clerk will also contact incumbents to verify interest in re-appointment.
- Clerk manages the formal School Board appointment process – appointment for full term includes newspaper advertisement, electronic notices and public hearing.
- City Council members review applications, contact applicants as needed, and make nominations/recommendations to City Council for consideration.
- Interviews are scheduled in some cases.

### **City Council Consideration Process**

- **Precinct-Specific Nominations:**

In instances where appointments are made to represent a specific precinct on a Board/Commission the Council shall look to the two members representing the precinct to serve as a review/nomination team (team) to work together to make, when possible, nomination(s) recommendations to Council concerning precinct appointments. While the Council is not bound by their recommendations it shall afford them significant weight in its deliberations. Should a

non-precinct member wish to have interviews they should make a recommendation to the precinct members.

- **Non-Precinct Specific Appointments:**

As stated in Precinct-Specific Nominations, however the review/nominating team would be the Mayor and Vice Mayor. The Mayor or Vice Mayor may designate another Council member to represent them on a case by case basis.

- **Application Consideration Generally:**

In addition to reviewing the Board Bank applications and supporting materials, Council members may individually meet with or otherwise communicate with applicants to review their qualifications for appointments. Re-appointments should expect to go through the same process as a new applicant and will need to submit a new Board Bank Application.

- **Interviews:**

The City Council shall hold interviews for the full term positions of School Board, Economic Development Authority and Planning Commission. The Council may also hold interviews, at its discretion, for appointments to complete the balance of an unexpired term for the positions of Council, School Board, Economic Development and Planning Commission. The Council may also hold interviews for any other appointment as may be required.

In instances where interviews are required or recommended the review/nominating team shall present their recommendations for applicants to be interviewed no later than 14 days prior to the anticipated appointment date. Upon receipt of the interview list the Clerk shall schedule Council interviews with the recommended applicants. Normally, the Council will interview two to three applicants as recommended by the team. The actual number of applicants to be interviewed may vary depending upon the specific applicant pool.

- **Nominations:**

Any member of City Council may make a nomination for appointment of qualified persons to any City Board/Commission. In cases in which interviews are not required or recommended by the team, the team shall provide their nomination recommendation to the Clerk no later than ten days before the scheduled appointment, who shall include the name of the nominee in the appropriate Council Agenda item.

In no case should a person have their name put forward for formal Council consideration unless he or she has been contacted by a member of the team.

A team may request postponement of the appointment by informing the Clerk no later than ten days prior to the scheduled appointment date.

- **Board Bank Applications and Related Materials:**

Board Bank Applications shall remain active for four years. Annually in January the City Clerk shall contact each person with an active Board Bank Application to determine if they wish for the application to remain active, make any updates that may be necessary to the application and update any letter of interest, resume or other supporting materials the applicant may wish to provide. An acknowledgement letter thanking applicants for their interest will be sent when new applications are received. If an applicant is not selected for an open position on their Board or Commission of interest, a letter will be sent letting them know they have not been selected.

**Expectations:**

- **Term Limits for Appointees:**

In most instances the City does not have fixed term limits for City Boards and Commissions. One exception is the Poquoson School Board which allows for an initial three year term and up to two reappointments as per the City Charter, though traditionally members of the School Board have served no more than two consecutive terms. As a general practice it is the Council's expectation that no City Board/Commission appointee shall serve more than three consecutive terms.

- **Attendance Requirements for Appointees:**

It is the Council's expectation that persons appointed to City Boards/Commissions will attend all regularly scheduled meetings of the appointed body. The Clerk shall provide Council periodic reports on appointee attendance and the Council may consider any appointee whose attendance for regularly scheduled meetings in any given year which is below 75%, at its sole discretion, as having resigned his or her position to the extent permitted by law.

- **Participation:**

It is the Council's expectation that persons appointed to City Boards and Commissions shall participate and vote on all matters properly before the appointed body, unless there is a legal conflict of interest which would require recusal.

- **Chair Rotation:**

It is the Council's expectation that the chairmanship shall be rotated amongst the membership of the City Board/Commission such that no member shall serve more than two consecutive terms as chair, when practicable.



## CITY OF POQUOSON BOARD BANK APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

How long have you been a resident of the City of Poquoson? \_\_\_\_\_

In which precinct do you reside? \_\_\_\_\_

List the Board or Commission you are interested in serving? (Please submit a complete application for each area of interest.)

Why are you interested in serving on this Board/Commission? You are invited to include a letter of interest and/or resume to your application.

What specific education, experience or other expertise do you have that you feel makes you well qualified to serve on this Board/Commission?

Have you ever had business with or before the Board/Commission for which you are applying? If yes, please share with us your experience.

If you are appointed, what issues or areas would you plan to focus on during your term?

Are you now or have ever served on a Board/Commission in Poquoson? If yes, which one and when did you serve?

Are you now or have you ever been active in civic or service organizations in Poquoson? If yes, which organization(s) and in what capacity?

**Expectations:**

- **Term Limits for Appointees:**

In most instances the City does not have fixed term limits for City Boards and Commissions. One exception is the Poquoson School Board which allows for an initial three year term and up to two reappointments as per the City Charter, though traditionally members of the School Board have served no more than two consecutive terms. As a general practice it is the Council's expectation that no City Board/Commission appointee shall serve more than three consecutive terms.

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- **Participation:**

It is the Council's expectation that persons appointed to City Boards and Commissions shall participate and vote on all matters properly before the appointed body, unless there is a legal conflict of interest which would require recusal.

- **Chair Rotation:**

It is the Council's expectation that the chairmanship shall be rotated amongst the membership of the City Board/Commission such that no member shall serve more than two consecutive terms as chair, when practicable.

Please return this application, letter of interest and/or resume to the City Clerk's Office,  
500 City Hall Avenue, Poquoson, VA 23662 or email to the City Clerk at  
If you wish to be considered for more than one Board or Commission please submit a separate application  
for each.

Applications will be retained on file for 4 years unless you request an earlier removal.