

1. City Council Agenda May 9, 2022

Documents:

[CITY COUNCIL REGULAR SESSION AGENDA 5-9-22.PDF](#)
[CITY COUNCIL MEETING WORK SESSION MINUTES 4-25-22.PDF](#)
[CITY COUNCIL MEETING REGULAR SESSION MINUTES 4-25-22.PDF](#)
[FY23 FINANCIAL PLAN AND TAX LEVIES AND FEES.PDF](#)

**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
MONDAY, MAY 9, 2022, 7:00 P.M.**

A. MEETING CALLED TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE – Councilman Green

C. AUDIENCE FOR VISITORS

D. APPROVAL OF THE MINUTES

- (a) Work Session April 25, 2022**
- (b) Regular Session April 25, 2022**

E. UNFINISHED BUSINESS

1. Second Reading and Final Adoption of the FY 2023 Annual Financial Plan

- Ordinance Appropriating Funds to Various Governmental Funds**
- Ordinance Establishing the Real Estate Rate**
- Ordinance Establishing the Personal Property, Watercraft and Privately Owned Camping Trailers and Mobile Home Tax Rates**

F. COMMENTS OF THE CITY MANAGER

- School Board Appointment Information**

G. COUNCIL DIRECTIVES

H. ADJOURNMENT

MINUTES OF THE CITY COUNCIL MEETING
April 25, 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 Charles M. Southall III
The Honorable Keith A. Feigh
The Honorable David A. Hux

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

Arty Tillett, Superintendent
Christy Helsel, School Board Chair
Jeremy Jordan, School Board Vice Chair
Craig Freeman, School Board Member
CJ Childress, School Board Member
Timothy Goodale, School Board Member
Jonathan Ingram, School Board Member

ABSENT: The Honorable Jana D. Andrews

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

1. Joint Meeting with the School Board - Budget

Arty Tillett, Superintendent of Poquoson City Public Schools, reviewed the highlights of what has changed between last year's budget and this year's budget. Mr. Tillett stated that the General Assembly has not yet approved a State budget so the PCPS FY23 Budget is based on the Governor's budget issued December 2021. He stated there is a net increase of \$1.2 million in State revenue and the State included a 5% salary increase for SOQ funded positions. Mr. Tillett stated that of the \$1.2 million in State revenue, \$840,000 would be used towards providing pay increases. He also reviewed other personnel cost increases to include the increase in minimum wage for substitutes and other positions, a 6% increase in health insurance premiums, athletic supplement adjustments and adding 2 additional full-time paraprofessionals to meet IPOP compliance. The increase in the budget from FY22 to FY23 is \$1,700,634, which is a 6.87% increase, with almost 73% going to Instruction.

Mr. Tillett thanked City Council and City staff for their hard work with the budget and working to be able to provide the increase that has been requested. Additionally, Mr. Tillett spoke about the additional \$168,000 that the City provided. In Mr. Tillett's career he has

never had a locality to provide the requested amount and give an additional amount above what was requested.

2. FY2023 Annual Financial Plan

City Manager, Randy Wheeler, stated there will be a review of what has changed since the FY23 Annual Financial Plan was put together and echoed what Mr. Tillett had previously said in reference the General Assembly not approving the State budget yet, which may or may not have an impact due to possible cuts in the Grocery Tax or other taxes from the State.

Finance Director, Leigh Etheridge, reviewed the recommended changes to the FY2023 Annual Financial Plan that was presented to City Council on April 11, 2022. The General Fund will increase by \$113,000 to a recommended budget of \$33,133,000. The ordinance for the Budget Appropriation for the City of Poquoson for FY2023 will be presented to City Council at its regular meeting on May 9, 2022 and will include the following changes:

- The Police Department through the Division of Motor Vehicles received a U.S. Department of Transportation Alcohol and Speed Safety grant in the amount of \$6,500.
- The Fire Department received a Dominion Resources Radiological Emergency Preparedness Program (REPP) State grant from the Virginia Department of Emergency Management in the amount of \$20,000.
- The Fire Department received a State allocation from the Virginia Department of Health – Office of Emergency Service Four for Life Program in the amount of \$23,000.
- The Fire Department received a Local Emergency Management Performance grant (LEMPG) through the Virginia Department of Emergency Management for \$7,500.
- The City Library has a project defined to install new Wi-Fi, Routers, licensing and necessary security appliances for this installation in the amount of \$10,000.

ADJOURNMENT:

There being no further business, the work session was adjourned at 6:50 p.m.

MINUTES OF THE CITY COUNCIL MEETING

April 25, 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 Charles M. Southall III
The Honorable David A. Hux
The Honorable Keith A. Feigh

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

ABSENT: The Honorable Jana D. Andrews

MEETING CALLED TO ORDER:

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

INVOCATION AND PLEDGE OF ALLEGIANCE:

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

AUDIENCE FOR VISITORS:

None

APPROVAL OF THE MINUTES:

Councilman Green moved, seconded by Vice Mayor Freeman, to adopt the minutes the Work Session and the Regular Session held April 11, 2022 as submitted. Recorded vote on the motion:

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

NO: None

PUBLIC HEARING:

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

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

No further action is required at this time.

OLD BUSINESS:

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

City Manager, Randy Wheeler, reminded Council that at the City Council meeting on April 11, 2022 the City Clerk opened and read aloud the sealed bids that had been received for the sale of property on Poquoson Avenue. There was one bid from Extreme Builders which was a cash offer of \$75,000. City Council can move forward to authorize the sale, turn down the bid or table the Ordinance to a later date.

Councilman Green moved, seconded by Councilman Southall, an Ordinance of the City of Poquoson, Virginia Granting the Purchase of Publicly Owned Property Located at 1013 Poquoson Avenue. Recorded vote on the motion:

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

NO: None

NEW BUSINESS:

1. Ordinance for Fiscal Year 2022 for General Fund – Byrne Justice Assistance Grant Funding (Police Department)

Police Chief, Stephen Keatts, presented an ordinance authorizing the City Manager to receive grant funds for Fiscal Year 2022 from the Byrne Justice Assistance Grant Funding (JAG) awarding the Police Department \$2,232 from Fiscal Year 2020 funds. These funds will be used to acquire protective equipment to expand the Rape Aggression Defense (RAD) system of self-defense training.

Councilman Green moved, seconded by Vice Mayor Southall, an Ordinance Authorizing the City Manager to Accept the Byrne Justice Assistance Grant and Making Additional Appropriations for Fiscal Year 2022 for General Fund. Recorded vote on the motion:

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

NO: None

2. Approval of Standard Operating Procedure (SOP) for Board and Commission Appointments

City Manager, Randy Wheeler, reminded Council of the Work Session that was held March 14, 2022 to establish a Standard Operating Procedure (SOP) for Boards and Commission Appointments. He stated that the expectations of the applicants were discussed at length, so this was included not only in the SOP but also on the Board Bank Application. Mr. Wheeler has provided a final draft of the SOP and Board Bank Application for City Council consideration.

Councilman Feigh commented on the Interviews section of the SOP explained why interviews are done, to include access and to verify the qualifications a person articulates in their application or resume, see how applicants respond to questions similar to what may come before them on Board or

Commission, to learn traits of the applicant that can not be gained through a review of the resume, to allow the Council and the applicant to learn if they may be a right fit for the Board in question and to get all Council members on board with the appointment process. Councilman Feigh expressed that in person interviews should be held for School Board, Planning Commission and Economic Development Authority because those three are identified in the City Charter and an appointment to one of these Boards will require the applicant to complete and submit a Financial Disclosure Statement or Statement of Economic Interest. Similarly the actions of the School Board and the Economic Development Authority are part of the annual end of fiscal year audit. If they are required to provide the City with their personal financial information why would the Council not wish to interview them.

Vice Mayor Freeman agreed with Councilman Feigh but does not want to make interviews mandatory in all situations but optional depending on the need. He states putting a “may” instead of “shall” hold interviews gives that flexibility.

Councilman Southall agreed with Councilman Feigh and Vice Mayor Freeman and further stated that previously there may have only been one or two applicants for most Boards and wouldn’t need interviews. Mr. Southall does believe that interviews should be required for the School Board since it is such a significant position.

Councilman Green moved, seconded by Vice Mayor Freeman, to Approve the Standard Operating Procedure for Appointing Members to Boards and Commissions with the suggestion from Vice Mayor Freeman to change wording under the Interviews section so it will read The City Council shall hold interviews for the full term positions of School Board. And remove everything else until the final sentence, which should read The Council may also hold interviews for any other appointment as may be desired. Recorded vote on the motion:

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

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager, Randy Wheeler, stated that the last of the currently planned “micro-parks” is under construction in front of Wendy’s. He also stated he attended the Bull Fest in the field between the Moore Building and the Post Office and it was a nice community event and it was nice to see so many merchants either participating there or by being open when they normally would not have been.

COUNCIL DIRECTIVES:

Councilman Hux took the opportunity to thank and recognize the hard-working staff behind the scenes of the City Council meetings that most people don’t get to see including Assistant City Manager, Tonya O’Connell, Assistant to the City Manager, Kim Healy, Executive Assistant, Christy Snapp and new Finance Director, Leigh Etheridge. He also thanked the IT Resource Department at the Poquoson City Public Schools, Alystra Barefoot, Jennifer Cannella, Kim Montalvo, Josh Montalvo, Mikel Thompson and Jason Erzen.

Councilman Green reminded everyone of the Food Bank, Tuesday, April 26th from 10 a.m. to noon and is hosted by Tabernacle United Methodist Church and St. Timothy’s Anglican Church.

Councilman Feigh stated that he attended the Easter Egg Hunt and was a great event and well attended. He also stated that the Parks and Recreation Department and Emmaus Baptist Church did a great job.

Councilman Southall seconded the comments already made and thanked the public for paying attention to the City government.

Vice Mayor Freeman agreed with Councilman Hux's comments about the City staff making it easy for Council to do their job.

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

NO: None

The meeting was adjourned at approximately 7:22 p.m.



CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

May 9, 2022

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Leigh Etheridge, Finance Director

SUBJECT: Fiscal Year 2023 Financial Plan and Tax Levies and Fees – Second Reading

The following changes have been made to the FY 2023 Annual Financial Plan in accordance with the work session meeting held on April 25, 2022 and are reflected in the revised ordinance:

General Fund Revenue (Increase):

- \$6,000 increase in Business License Revenue
- \$89,000 increase in State Categorical Revenue
- \$18,000 increase in Federal Revenue

General Fund Expenditures (Increase):

- \$10,000 increase in Library
- \$103,000 increase in Public Safety

Based on the above, the General Fund total proposed budget increased by \$113,000 to \$33,133,000. All other funds remain unchanged.

Enclosed in your agenda for your review, on the second reading and scheduled for adoption, are:

- Revised Ordinance appropriating the funds by the Proposed Annual Financial Plan for Fiscal Year 2023.
- Ordinance establishing the real estate tax rate.
- Ordinance establishing the personal property, watercraft and all privately owned camping trailers and motor homes tax rate.

**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>\$33,133,000</u>
Expenditures and Transfers Out	
Legislative	\$95,493
General Administration	2,437,336
Elections	235,884
Public Safety	8,567,531
Public Works	2,425,695
Health & Welfare	918,221
Parks, Recreation & Cultural	2,131,150
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>
TOTAL APPROPRIATION	<u>\$33,133,000</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 \$33,133,000 appropriated in the General Fund, \$32,833,000 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, \$570,000 shall be transferred in from Capital Fund Revenues, \$67,000 shall be transferred in from the City's General Fund, \$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 Grand 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

**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 1st 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 1st 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

**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 1st 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 1st day of January 2023.

Section 2: That on and after the 1st 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 1st day of January 2023.

Section 3: That on and after the 1st 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 1st day of January 2023.

Section 4: That on and after the 1st 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 1st 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