

1. City Council Agenda October 23, 2023

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CITY COUNCIL REGULAR SESSION MEETING 10-23-23.PDF  
CITY COUNCIL REGULAR SESSION MINUTES 9-25-23.PDF  
ORDINANCE MAKING ADDITIONAL APPROPRIATIONS FY24 GENERAL  
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RESOLUTION TO ADOPT 2023 UPDATED EMERGENCY OPERATIONS  
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**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, OCTOBER 23, 2023, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE – Councilman Hux**

**C. AUDIENCE FOR VISITORS**

**D. APPROVAL OF THE MINUTES**

**Regular Session September 25, 2023**

**E. NEW BUSINESS**

- 1. Ordinance Making Additional Appropriations for Fiscal Year 2024 for General Fund (FY 2023 Carryover Funds for Various Departments)**
- 2. Resolution Authorizing the City Manager to Enter into a Contract with Continental Pools LLC for Municipal Pool Plaster Coat and Repairs**
- 3. Ordinance for Fiscal Year 2024 for General Fund – Virginia State Police, Help Eliminate Auto Theft (HEAT) Grant (Police Department)**
- 4. Ordinance for Fiscal Year 2024 for General Fund – Bureau of Justice Assistance Patrick Leahy Bullet Proof Vest Partnership Grant Funding (Police Department)**
- 5. Resolution to Adopt the 2023 Updated Emergency Operations Plan for the City of Poquoson**
- 6. Resolution Making an Appointment to the Board of Zoning Appeals**
- 7. Resolution Canceling the Second Meeting of the Months of November and December**

**F. CLOSED SESSION**

**Closed Session pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950), as amended to discuss and to consult with legal counsel pertaining to specific legal matters requiring legal advice by counsel**

**G. RECONVENMENT – Certification of Closed Session**

**H. COMMENTS OF THE CITY MANAGER**

**I. COUNCIL DIRECTIVES**

**J. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING**  
**September 25, 2023 7:00 P.M.**  
**REGULAR SESSION**

**PRESENT:** The Honorable Gordon C. Helsel, Jr., Mayor  
The Honorable Carey L. Freeman, Vice Mayor  
The Honorable David A. Hux  
The Honorable Keith A. Feigh  
The Honorable Debra D. Bunting  
The Honorable Anjie L. Emmett  
The Honorable Charles M. Southall III

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

**ABSENT:** None

**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:**

Sherri Dykstra and Tim Dykstra of 20 Emmaus Road, Stephanie Corbett of 1340 Poquoson Avenue and Tricia Rainone of 114 White House Drive spoke in reference to issues with the School Board and lack of staffing for general and SPED students while moving staff to assist TAG students.

Paul Schubert of 102 Hudgins Road spoke in reference to the need of more sidewalks, specifically on Hudgins Road and Little Florida Road.

**SPECIAL PRESENTATION:**

Assistant Director of Community Recreation, Gretchen Gochenour introduced Videographer, Angela Costello who presented the new Poquoson is the Place video.

**APPROVAL OF THE MINUTES:**

Vice Mayor Freeman moved, seconded by Councilman Southall, to adopt the minutes of the Regular Session held September 11, 2023 as submitted. Recorded vote on the motion:

**YES:** Councilmembers Emmett, Hux, Feigh, Southall, Bunting, Vice Mayor Freeman and Mayor Helsel

**NO:** None

**NEW BUSINESS:**

**1. Ordinance Amending the Personnel Policy Manual – Retiree Health Insurance Coverage**

Mayor Helsel stated that every member of Council has met with City Manager, Randy Wheeler, in reference to the Personnel Policy change to retiree health insurance coverage.

Vice Mayor Freeman moved, seconded by Councilman Hux, to adopt an Ordinance Amending the Personnel Policy Manual – Retiree Health Insurance Coverage. Recorded vote on the motion:

**YES:** Councilmembers Feigh, Bunting, Emmett, Southall, Hux, Vice Mayor Freeman and Mayor Helsel

**NO:** None

**2. Resolution Making an Appointment to the Architectural Review Board**

Councilwoman Emmett moved, seconded by Vice Mayor Freeman, to adopt a Resolution Making an Appointment to the Architectural Review Board with the name Shanda Madriaga inserted with a term expiring January 31, 2024. Recorded vote on the motion:

**YES:** Councilmembers Emmett, Southall, Feigh, Hux, Bunting, Vice Mayor Freeman and Mayor Helsel

**NO:** None

**COMMENTS OF THE CITY MANAGER:**

City Manager, Randy Wheeler, stated that the community fared much better than some other communities with the recent storm and thanked PIO Jessica Hartley, Dave Callis, Gretchen Gochenour, Public Works, Utilities, the Police Department and the Fire Department for all of their work before, during and after the storm. Mr. Wheeler also thanked Emmaus Baptist Church and Victory Church, as well as, the school system for allowing residents to utilize their parking lots. Mr. Wheeler notified everyone that there will be storm debris pick-up starting at 7:00 a.m. on Monday, October 2, 2023 and to place un-bagged landscape debris and other debris in separate piles at the curb/roadside for pick-up and if debris is left after Public Works has already come through arrangements will need to be made with Public Works for a future pick-up.

**COUNCIL DIRECTIVES:**

Councilman Hux thanked the speakers during Audience for Visitors for coming out and speaking. Mr. Hux also thanked Dave Callis, Gretchen Gochenour and Angela Costello for their work on the new Poquoson is the Place video.

Councilwoman Bunting thanked everyone for coming out and sharing their thoughts and concerns. Mrs. Bunting also thanked Dave Callis, Gretchen Gochenour and Angela Costello for their presentation. She also thanked everyone involved in keeping the City safe before, during and after the storm.

Councilman Feigh thanked everyone for coming out and reminded everyone about the Food Bank will take place on Tuesday, September 26, 2023 hosted by the Masonic Lodge. Mr. Feigh informed everyone that there will be a Blue Star Welcome, for military families new to the area, hosted by the

Library on Thursday, September 28, 2023 at 6:00 p.m. and will be sponsored by the Friends of the Library, Marcos Pizza, the Lions Club and the Kiwanis Club.

Councilman Southall seconded all of the previous comments and thanked the citizens at home for watching. Mr. Southall also thanked Dave Callis, Gretchen Gochenour and Angela Costello for their presentation.

Councilwoman Emmett thanked all of the speakers for coming out. Mrs. Emmett also mentioned the Blue Star Welcome and invited all to participate. She also thanked the Library and the EDA for the Hidden Library Card Scavenger Hunt it was a clever way to spotlight the City's local businesses. She also welcomed the two new businesses, a restaurant, Chiri's Latin Kitchen, and a coffee shop, Pangaea Coffee Emporium.

Vice Mayor Freeman stated that Councilwoman Emmett, Councilman Feigh and he attended a non-profit seminar and expressed the need for food, shelter and volunteers to help. He also seconded all the prior comments.

**ADJOURNMENT:**

There being no further business, Vice Mayor Freeman moved, seconded by Councilman Southall to adjourn the meeting. Recorded vote on the motion:

**YES:** Councilmembers Hux, Southall, Emmett, Bunting, Feigh, Vice Mayor Freeman and Mayor Helsel

**NO:** None

The meeting was adjourned at approximately 7:35 p.m.



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

October 23, 2023

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Tara Woodruff, Finance Director

**SUBJECT:** Ordinance Making Additional Appropriations for Fiscal Year 2024 for General Fund and (FY 2023 Carryover Funds for Various Departments)

Attached is an appropriation for City Council's consideration for Fiscal Year 2024 additional revenues for various departments within the General Fund.

## Fiscal Year 2023 Restricted/Leftover Funds

- The Police Department had carryover funds from the State Asset Forfeiture program of \$8,407; National Night Out program of \$808; and Recruitment and Retention program of \$12,612; \$416 for Community Engagement; or a total of \$22,243 was unspent by the end of the fiscal year. This Ordinance re-appropriates the carryover funds to be used, in accordance with any guidelines or requirements which require the funds to be used to enhance law enforcement capabilities of the Police Department and recruitment/retention.
- The Fire Department had carryover funds from the State 4 for Life Program of \$18,985; State Fire Fund of \$81,437; and \$24,055 from Dominion REPP; or a total of \$124,477 was unspent by the end of the fiscal year. This Ordinance re-appropriates the carryover funds to be used in accordance with the program requirements for 4 for Life, Fire Fund and Dominion REPP programs.
- The City had unspent funds designated for Streetlights with original Ordinance #1636 at the end of FY 2023 in the amount of \$13,491 that needs to be re-appropriated.
- The City had unspent funds designated for Opioid Abatement of \$55,444 and PCB settlement funds of \$17,414 with original Ordinance #1750 at the end of FY 2023 that needs to be re-appropriated.
- The Parks and Recreation Events Department had unspent State funds at the end of FY 2023 in the amount of \$1,800 to be utilized in FY 2024 for the October 2023 Poquoson Seafood Festival.
- The Community Recreation and Economic Development Office had unspent grant funds with the original Ordinance #1733 from the Virginia Tourism Corporation (VTC) at the end of FY 2023 in the amount of \$21,457 to be utilized in FY 2024 in accordance with grant requirements.

- The Public Works Department received a grant from the Virginia Marine Resources Commission (VMRC) in the amount of \$16,530 to remove abandoned vessels. These funds remained unspent at the end of Fiscal Year 2023 and needs to be re-appropriated.
- The Community Center had unspent funds at the end of FY 2023 that was originally appropriated on Ordinance #1699. The amount of unspent funds of \$18,445 needs to be re-appropriated in FY 2024 to complete the necessary renovations for the Community Center.
- The Library had \$18,760 in unspent Donations at the end of FY 2023 that needs to be re-appropriated in FY 2024.

#### Fiscal Year 2024 Additional Revenue

- The Library received the final State Aid amount from the Library of Virginia and an additional \$32,852 needs to be appropriated to increase the budget for the year. The additional State Aid will be applied to purchase furniture for the library. This ordinance appropriates the additional state aid to the Library for the stated use.
- The Police Department was awarded \$10,434 additional this year for the SRO Incentive Grant Program from the Department of Criminal Justice Services and needs to be appropriated to increase the budget for the year. This grant funds one SRO at the Primary School and this ordinance appropriates the additional grant funds.
- The City has received \$7,949 in direct distributions from the Virginia Opioid Abatement Authority for the opioid settlements. This ordinance appropriates the additional state funds that must be used for opioid abatement efforts.
- The Community Recreation and Economic Development Office had unspent grant funds with the original Ordinance #1733 from the Virginia Tourism Corporation (VTC) in the amount of \$21,457 to be utilized in accordance with grant requirements.
- The Fire Department has received additional donations in the amount of \$6,000 for extrication tools. This ordinance appropriates the donations for the intended purpose.
- The Library has received \$782 in donations to be utilized within the Library for the intended purpose.

Attached you will find an Ordinance appropriating \$368,078 to the General Fund budget for Fiscal Year 2024.

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS  
FOR FISCAL YEAR 2024 IN GENERAL FUND**

**WHEREAS**, the City has General Fund Restricted Fund Balance, and

**WHEREAS**, the Police Department had carryover funds of \$8,407 from the State asset forfeiture, and \$808 for the National Night Out program, and \$12,612 for Recruitment and Retention, and \$416 for Community Engagement that was unspent at the end of Fiscal Year 2023, and

**WHEREAS**, the Police Department was awarded \$10,434 additional for the SRO Incentive Grant Program from the Department of Criminal Justice Services, and

**WHEREAS**, the Fire Department had carryover funds of \$18,985 from the State 4 for Life Program and \$81,437 for the State Fire Fund and \$24,055 from Dominion REPP that was unspent at the end of Fiscal Year 2023, and

**WHEREAS**, the Fire Department has received an additional \$6,000 in donations for the purchase of extrication tools, and

**WHEREAS**, the Library Department had carryover funds of \$18,760 for donations at the end of Fiscal Year 2023, and

**WHEREAS**, the Library Department has received \$32,852 in additional State Aid from the Library of Virginia and will be utilized to purchase furniture for the library, and

**WHEREAS**, the Library Department has received \$782 of additional donations to be used for various programs, and

**WHEREAS**, the Parks and Recreation Events Department had \$1,800 in carryover funds at the end of Fiscal Year 2023 to be utilized for the October 2023 Poquoson Seafood Festival, and

**WHEREAS**, the Community Recreation and Economic Development Office had \$21,457 in unspent grant funds from VTC to be utilized in accordance with grant requirements, and

**WHEREAS**, the Public Works Department received a grant from VMRC in the amount of \$16,530 to remove abandoned vessels and remained unspent at the end of Fiscal Year 2023, and

**WHEREAS**, the Community Center had \$18,445 carryover funds from the end of Fiscal Year 2023 for building renovations, and

**WHEREAS**, the City had \$13,491 in carryover funds at the end of Fiscal Year 2023, designated for Streetlights, and

**WHEREAS**, the City had carryover funds of \$55,444 for opioid settlement and \$17,414 for PCB settlement that was unspent at the end of Fiscal Year 2023, and

**WHEREAS**, the City received \$7,949 in additional opioid settlement funds from the Virginia Opioid Abatement Authority, and



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

**Section 1:** That an additional \$368,078 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2024 Budget as follows:

**GENERAL FUND**

**Revenues:**

Restricted Fund Balance	\$288,604
State Revenues	72,692
Local Revenues	<u>6,782</u>
Total Revenues:	\$368,078

**Expenditures:**

Fire Department	\$130,477
Police Department	32,677
Library	52,394
Parks and Recreation Events	7,407
Economic Development	15,850
Public Works	16,530
Streetlights	13,491
Opioid Abatement	63,393
PCB Settlement	17,414
Facilities	<u>18,445</u>
Total Expenditures:	\$368,078

**Section 2:** That the City Manager is hereby authorized to utilize the funds per the requirements of the Grants and local designations.

**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

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

October 23, 2023

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Tara Woodruff, Finance Director

**SUBJECT:** Resolution Authorizing the City Manager to Enter into a Contract with Continental Pools LLC for Municipal Pool Plaster Coat and Repairs

On September 27, 2021 through original Ordinance #1695, City Council approved \$185,000 for Pool Improvements to include plaster coat, tiles and cement decking at the Municipal Pool. The City issued a Request for Proposal (RFP) in May 2022, but did not receive any proposals. A second RFP was issued in February 2023 and received four proposals, but proposal pricing exceeded the budget available.

The City issued another RFP in August 2023 for plaster coat and repairs of the Municipal Pool and four firms submitted a proposal. An Evaluation Committee, which consisted of Gretchen Gochenour, Parks and Recreation Assistant Director, Keith Webb, Construction Manager, and Tara Woodruff, Finance Director, was formed to review all proposals received and interviewed two firms based on their proposal submitted.

After completing interviews and reference checks, the Evaluation Committee recommended entering into a contract with Continental Pools LLC to complete the pool plaster coat and repairs for \$144,000. This contract will also include replacement of all skimmers and light bulbs in the pool for an additional cost of \$21,700. Therefore, the total contract amount will be \$165,700.

Please find attached a resolution authorizing the City Manager to enter into a contract with Continental Pools LLC for a total contract amount of \$165,700 to replaster and tile the Municipal Pool, as well as replace all skimmers and light bulbs. Based on the amount of the contract, City Council approval is required. If approved, work would be completed between February and May 2024.

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A  
CONTRACT WITH CONTINENTAL POOLS LLC**

**WHEREAS**, City Council, through original Ordinance #1695, approved \$185,000 for Pool Improvements; and

**WHEREAS**, Pool Improvements will include plaster coat and tiles, as well as replacement of skimmers and light bulbs; and

**WHEREAS**, the City issued a Request for Proposal (RFP) in August 2023 for Municipal Pool Plaster Coat and Repairs; and

**WHEREAS**, a total of four firms submitted proposals to be considered; and

**WHEREAS**, the Evaluation Committee reviewed all proposals, interviewed two firms and recommended entering into a contract with Continental Pools LLC; and

**WHEREAS**, the amount of the contract requires City Council approval; and

**WHEREAS**, City Council will authorize the City Manager to enter into a contract with Continental Pools LLC on behalf of the City; and

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

**Section 1:** That the City Manager is hereby authorized to do all things necessary to enter into a contract with Continental Pools LLC for the Municipal Pool Plaster Coat and Repairs, and

**Section 2:** That the total of the contract is \$165,700 and funds have been appropriated through original Ordinance #1695 and carried forward into Fiscal Year 2024 in the Capital Projects Fund, and

**Section 2:** That this resolution shall become effective immediately upon adoption.

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

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



# CITY OF POQUOSON

POLICE DEPARTMENT

774 POQUOSON AVENUE, POQUOSON, VIRGINIA 23662

October 23, 2023

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

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

**SUBJECT:** Ordinance for Fiscal Year 2024 for General Fund – Virginia State Police, Help Eliminate Auto Theft (HEAT) Grant (Police Department)

The Virginia State Police (VSP) Help Eliminate Auto Theft (HEAT) program is a long-standing partnership between VSP and Local Law Enforcement across the state. This year, VSP announced a grant program to provide up to \$12,500 to local police departments to assist in the acquisition of technology that can reduce and help solve auto theft.

Earlier this year the Poquoson Police Department made application to receive funding through this program to offset the cost of acquiring the Flock Safety camera system. On September 6, 2023, we were notified by the Virginia State Police, HEAT Program of an award of \$10,950 for Fiscal Year 2024.

In our continued efforts to improve our service to the community in preventing and reducing crime, and improving officer and community safety the Poquoson Police Department will use these funds to offset the costs of the Flock Safety Camera System.

Attached for consideration is an ordinance authorizing the City Manager to receive and appropriate these grant funds in Fiscal Year 2024.

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT THE VIRGINIA STATE POLICE HELP ELIMINATE AUTO THEFT GRANT AND MAKING ADDITIONAL APPROPRIATIONS FOR FISCAL YEAR 2024 FOR GENERAL FUND**

**WHEREAS**, the Virginia State Police, Help Eliminate Auto Theft Program administers a grant to assist local police in acquiring technology to reduce auto theft, and

**WHEREAS**, the Flock Safety camera system has been shown a valuable tool in both investigations and crime reduction, and

**WHEREAS**, the City of Poquoson Police Department was notified on September 6, 2023 by the Virginia State Police HEAT Program of an award of \$10,950 from the Fiscal Year 2024 funds and,

**WHEREAS**, the Police Department seeks to continue improving service to the community through preventing and reducing crime and improving officer and community safety, and

**WHEREAS**, the Police Department will utilize the funds to offset the cost of acquiring the Flock Safety camera system.

**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 \$10,950 for the Help Eliminate Auto Theft Grant Program through the Virginia State Police.

**Section 2:** That an additional \$10,950 in General Fund be and the same hereby are appropriated within the Fiscal Year 2024 Budget as follows:

**GENERAL FUND**

**Revenues:**

Federal Grant

**\$10,950**

**Expenditures:**

Police Department

**\$10,950**

**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

POLICE DEPARTMENT

774 POQUOSON AVENUE, POQUOSON, VIRGINIA 23662

October 23, 2023

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

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

**SUBJECT:** Ordinance for Fiscal Year 2024 for General Fund – Bureau of Justice Assistance  
Patrick Leahy Bullet Proof Vest Partnership Grant Funding (Police Department)

The Patrick Leahy Bulletproof Vest Partnership (BVP) Program, administered by the Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), reimburses states, units of local government, and federally recognized Indian tribes for up to 50 percent of the cost of body armor vests purchased for law enforcement officers.

Earlier this year the Poquoson Police Department made application to receive funding through this program to offset the cost of providing all sworn officers with National Institute of Justice Certified Ballistic Vests. On September 29, 2023, we were notified by the Bureau of Justice Assistance of an award of \$8,875.44 for Federal Fiscal Year 2023 funds.

In our continued efforts to improve our service to the community in preventing and reducing crime, and improving officer and community safety the Poquoson Police Department will use these funds to offset the costs of ballistic vests for our officers.

Attached for consideration is an ordinance authorizing the City Manager to receive and appropriate these grant funds in Fiscal Year 2024.

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT THE  
PATRICK LEAHY BULLETPROOF VEST PARTNERSHIP GRANT AND MAKING  
ADDITIONAL APPROPRIATIONS  
FOR FISCAL YEAR 2024 FOR GENERAL FUND**

**WHEREAS**, the Patrick Leahy Bulletproof Vest Partnership (BVP) Program, administered by the Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), reimburses states, units of local government, and federally recognized Indian tribes for up to 50 percent of the cost of body armor vests purchased for law enforcement officers, and

**WHEREAS**, the City of Poquoson Police Department was notified on September 29, 2023 by the Bureau of Justice Assistance of an award of \$8,875 from the Federal Fiscal Year 2023 funds and,

**WHEREAS**, the Police Department seeks to continue improving service to the community through preventing and reducing crime and improving officer and community safety, and

**WHEREAS**, the Police Department will utilize the funds to offset the cost of providing ballistic vest for all sworn officers.

**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 \$8,875.44 for the Patrick Leahy Bulletproof Vest Partnership Grant Program through the Bureau of Justice Assistance.

**Section 2:** That an additional \$8,875 in General Fund be and the same hereby are appropriated within the Fiscal Year 2024 Budget as follows:

**GENERAL FUND**

**Revenues:**

Federal Grant **\$8,875**

**Expenditures:**

Police Department **\$8,875**

**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 Fire/Rescue

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830 Poquoson Avenue, Poquoson, Virginia 23662  
(757) 868-3510 Fax (757) 868-3514

October 23, 2023

**To:** City Council

**Through:** Randy Wheeler, City Manager

**From:** Brandon Burton, Deputy Fire Chief

**Subject:** Resolution to Adopt the 2023 Updated Emergency Operations Plan For the City of Poquoson

Presented for consideration is a resolution to adopt the 2023 Updated Emergency Operations Plan for the City of Poquoson.

A current plan is defined by 44-146-19(E) of the Code of Virginia as undergoing a comprehensive review and revision, and being adopted by the locality's governing body every four (4) years. Local Emergency Operations Plans that were adopted prior to July 1, 2007 will be readopted within five (5) years of the previous adoption, and every four (4) years thereafter.

The only addition to the current plan is the General Pandemic Annex, which is enclosed with for your review. The addition is very similar to the Influenza Pandemic; however, it can be applicable to other types of illness or viruses.



# General Pandemic Annex

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## Coordinating Agency

City Manager's Office/Emergency Management

## Cooperating Agencies

Peninsula Health Department/ Virginia Department of Health  
Centers for Disease Control and Prevention (CDC)

## Introduction

### Purpose:

Establish a framework to continue providing essential services to the citizens of Poquoson during an pandemic. Establish a plan for the provision of services in a scalable fashion depending on the impact of the illness on the City's residents and government employees. Background information regarding the current assessment of a potential pandemic is available on the Virginia Department of Health website at [www.vdh.virginia.gov](http://www.vdh.virginia.gov).

### Scope:

A pandemic causes a global outbreak, there is little immunity allowing the disease to be spread easily from person to person.

## Concept of Operations

### General:

The City will maintain internal planning documents based on the likelihood of significant absenteeism related to pandemic. This general annex is for use during the interpandemic period. A checklist for considerations can be found in Appendix I.

The World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) have identified the periods during pandemic; this determination may be seen in Figure 1. During these periods, the City of Poquoson will utilize specific "triggers" to increase preparatory efforts or implement certain policies.

### Interpandemic Period

***Phase I: No new virus subtypes have been detected in humans.***

Trigger	Action
No specific requirements	Maintain general level of readiness with infrastructure and support planning

**Phase II: No new virus subtypes have been detected in humans, however, there are substantial risks of human transmission.**

Trigger	Action
No specific requirements	Activate a work group to monitor the development of issues related to the potential pandemic and re-assess planning efforts.
VDH the presence of an subtype of concern located in Virginia	Increase monitoring, activate a pandemic public information campaign.

### **Pandemic Alert Period**

**Phase III: Human infection with a new subtype but no human-to-human spread or at most rare instances of spread to a close contact.**

Trigger	Action
No specific requirements	Work group continues to assess the progress of the potential subtype and shift focus to preparation, especially for public education.

**Phase IV: Small clusters with limited human-to-human transmission but spread is highly localized, suggesting the virus is not well adapted to humans.**

**Phase V: Larger clusters but human-to-human spread is still localized, suggesting the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible.**

Trigger	Action
Outside the Continental US	Continue preparations based on CDC and VDH guidance.
Inside the continental US	Implement public awareness information, increase stocks for hand sanitizing material, etc. for employees.
In Virginia	Implement or continue public awareness information. Increase workplace flexibility to decrease the possibility of transmission.
In Hampton Roads	Implement or maintain public awareness information. Aggressively monitor absenteeism for illness, implement workplace transmission controls such as telecommuting and decreased face-to-face meetings. Consider public event schedule changes to decrease community transmission

## Pandemic Period

***Phase VI: Increased and sustained transmission in the general population.***

## Post pandemic Period

***Return to interpandemic period activities***

## **Organization:**

The Emergency Management Coordinator will identify a team, if necessary, with defined roles and responsibilities for preparedness and response planning. The planning process includes input from all representatives in the City.

The Community Relations Events Office will plan for scenarios likely to result in an increase or decrease in demand for Poquoson activities, products or services during a pandemic (e.g. effect of restriction on mass gatherings).

A Citywide emergency communications plan is established and revised periodically in the Basic Plan of the Emergency Operations Plan. This continuity of operations sections includes identification of key contacts, chains of communication (including suppliers), and processes for tracking and communicating business and employee status.

The City Manager's Office will develop consistent policies for implementation by the City Manager providing:

- Forecast and allow for employees absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines and school and/or business closures.
- Implement guidelines to modify the frequency and type of face-to-face contact (example: handshaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers (refer to CDC recommendations available through the Health Department)
- Evaluate employee access to and availability of mental health and social services during a pandemic, including corporate, community and faith-based resources, and improve services as needed.
- Establish policies for employee compensation and sick leave absences unique to a pandemic, including policies on when a previously ill person is no longer infectious and can return to work post illness.
- Establish policies for alternative work schedules and telecommuting that would decrease face-to-face activities during a pandemic

The Health Department will:

- Provide health advisories, recommendations and consultation to the City.
- Conduct disease surveillance through passive (reporting by healthcare facilities) and active (health record auditing) measures. These surveillance will be utilized at the local level and in concert with state and federal surveillance to assess and predict the impact of a pandemic in the community.
- Disease Control:
  - Make recommendations for disease containment measures and community transmission controls

- Establish vaccine priorities and coordinate procedures for vaccine distribution and use, including deployment of vaccination teams and the pooling of drugs and medication.
- Coordinate the distribution and use of available drug supplies with hospitals, urgent care centers, long term care facilities and pharmacies.
- Make recommendations regarding the isolation or quarantine of individuals, or areas based on the best available health intelligence.
- Coordinate with the Office of the Chief Medical Examiner (OCME), local funeral homes, and federal mortuary services for mortuary operations and deceased identification. Establish liaison with funeral homes and set criteria for mass fatality holding capacity.
- Provide criteria for the provision of temporary refrigerated holding capacity for the deceased.
- Provide and coordinate vital statistics services.

## Pandemic Functional Annex: Appendix I

### Checklist of Considerations for Departmental Pandemic Planning

- Identify essential employees and other critical inputs such as raw materials, suppliers, sub-contractor services/products and logistics required to maintain operations by location and function during a pandemic. Increase stock inventory where possible and compensate estimated delays in just-in-time programs.
- Train and prepare ancillary workforce and coordinate efforts with other departments so that individuals are trained in varied tasks but will not be assigned to fulfill multiple positions at the same time.
- Understand how isolations and quarantine orders are produced, enforced and terminated
- Maintain awareness and disseminate materials with reliable pandemic information from the health department and any other necessary news outlets.
- Anticipate employee fear, anxiety, rumors and misinformation through communications and planning.
- Develop outlets for communicating pandemic status and actions to employees, citizens and identify community sources for timely and accurate pandemic information as well as resources for obtaining vaccines and antivirals.
- Participate in exercises and drills with the health department
- Increase department stocks of cleaning agents and respiratory hygiene materials such as tissues, receptacles, masks and hand sanitizer
- Encourage and track annual vaccination, if available, for employees
- Prepare a scalable plan for a man-power based provision of services
- Increase respiratory hygiene and hand washing awareness. Also provide sufficient and accessible infection control supplies in all City maintained buildings.
- Establish a flexible worksite and flexible work hours plan that is consistent with human resource policies
- Plan for employees who have been exposed to pandemic, are suspected to be ill, or become ill at the worksite (example: infection control response or immediate mandatory sick leave). **The City of Poquoson has a policy in place to address pandemics.**
- Plan for restricted travel to affected geographic areas (consider both domestic and international sites), evacuating employees working in or near an affected

area when an outbreak begins, and guidance for employees returning from affected areas (refer to CDC travel recommendations).

- Plan to eliminate meetings, decrease meeting sizes or classroom activities where possible to decrease transmission.

**A RESOLUTION TO ADOPT THE 2023 UPDATED EMERGENCY  
OPERATIONS PLAN FOR THE CITY OF POQUOSON**

**WHEREAS**, the City Council of Poquoson, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

**WHEREAS**, the City of Poquoson has a responsibility to provide for the safety and well being of its citizens and visitors; and

**WHEREAS**, the City of Poquoson initially adopted an Emergency Operations Plan in 2010; and

**WHEREAS**, the Section 44-146-19 (E) of the Code of Virginia requires the locality to readopt every four years; and

**WHEREAS**, the City of Poquoson has updated the 2023 Emergency Operations Plan to include the General Pandemic Annex.

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

**Section 1:** That the Updated Emergency Operations Plan dated October 23, 2023 is hereby adopted.

**Section 2:** That the Plan shall be reviewed and revised as necessary but at least annually and formally adopted by City Council every four years.

**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

October 23, 2023

**To:** City Council

**From:** City Clerk

**Subject: Resolution Making an Appointment to Board of Zoning Appeals**

Attached for your consideration is a resolution making an appointment to the Board of Zoning Appeals, due to the resignation of Nancy M. Wissinger, who has served since August 2005 from the Western Precinct and serves (At-Large). Micah Miller who currently serves as an alternate member would like to be considered for this vacant seat on the Board.

The current Board Bank Applications can be found on the Intranet. This recommendation has been made in accordance with the Boards and Commissions Standard Operating Procedure (SOP) that was adopted on April 25, 2022.



**RESOLUTION MAKING AN APPOINTMENT  
TO THE BOARD OF ZONING APPEALS**

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

**Section 1:** That the following person be and the same hereby is appointed to the Board of Zoning Appeals for the term indicated:

<u><b>Name</b></u>	<u><b>Term Expire</b></u>
Micah Miller	August 31, 2025

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

October 23, 2023

**To:** City Council  
**From:** City Manager  
**Subject:** Resolution Canceling the Second Meetings of the Months of November and December 2023

As has been done in the past, presented for your consideration is a resolution canceling the second meetings of the months of November and December, 2023.

**RESOLUTION CANCELING THE SECOND MEETING  
OF THE MONTHS OF NOVEMBER AND DECEMBER 2023**

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

**Section 1:** That the meetings scheduled for November 20, 2023 and December 25, 2023 are hereby canceled.

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

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

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

**CERTIFICATION OF CLOSED SESSION**

**WHEREAS**, the Council of the City of Poquoson, Virginia convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, 2.2-3711(A)(8) of the Code of Virginia (1950), as amended requires a certification by this Council that such closed session was conducted in conformity with Virginia Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia does hereby certify that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Council.

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

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