



# **City of Poquoson, Virginia**

## **Annual Financial Plan - Fiscal Year 2023**



**Final Version**





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# **INTRODUCTION**

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## Executive Summary

J. Randall Wheeler

April 11, 2022

Honorable Mayor and Members of City Council  
Poquoson, Virginia

Thank you for the opportunity to present the City Manager's Recommended Budget for Fiscal Year (FY) 2023, submitted in accordance with Article V of the Poquoson City Charter.

### **Introduction:**

Each year we begin the budget development process with a detailed review of the current fiscal year and the City's overall financial position. I am pleased to share that as of this writing, the City's overall financial position remains strong despite the on-going impacts of the COVID-19 public health emergency. At this point the staff projects a small, positive year-end contribution to the General Fund Balance.

In addition to the on-going public health emergency we find ourselves preparing this budget recommendation at a time of highest inflation our country has experienced in forty years, gas prices exceeding four dollars a gallon, a recent Federal Reserve interest rate increase (the first of several such increases projected for this year and next), a major European war and the prospect of a double dip recession. These are in addition to significantly increased public and private sector challenges for recruitment and retention of employees. Also, I would note that the General Assembly has not yet completed its budget for next year. It is possible that the final State budget, particularly potential changes to the local sales tax on groceries, may have a significant negative impact on our local government revenues depending upon how the final legislation is crafted.

### **Guiding Principles of Budget Development:**

As the budget team and I worked through the development of this budget recommendation we continued to utilize the five guiding principles that have helped provide a framework for the past several budgets. These five guiding principles are:

Stable Property Tax Rates: The FY2023 Recommended Budget does not contain any increases to City tax rates. Further, in recognition of the significant increases in the value of used vehicles this year staff proposed and 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.

Focus on Existing Services: The Recommended Budget prioritizes the continuation of existing programs and service levels.

Adherence to Financial Guidelines: The Recommended Budget has been prepared in accordance with the City Council's Adopted Fiscal Management Guidelines.

Base Financial Recommendation on Best Information Available: The Recommended Budget has incorporated revenue and expenditure estimates as of March of 2022, including as referenced above the temporary reduction in the personal property calculation methodology. As referenced in the Introduction there are a large number of budgetary uncertainties that may impact the budget between now and the close of the fiscal year on June 30<sup>th</sup> of 2023. The City staff will carefully monitor our fiscal condition and update our projections regularly. Should conditions develop that require substantive changes to the fiscal plan we will work with Council to take those actions necessary to meet any challenge which presents itself.



Limit New Initiatives: There are no new programs or significant service enhancements proposed in the General Fund. Available local funds, beyond those needed to continue existing services are focused on providing compensation increases for City and School employees.

Consistent with our past practice the remainder of the Budget Message is structured around the City's five identified strategic focus areas. This budget message will also reflect efforts in the current fiscal that relate to each focus area.

#### **Strategic Focus Area #1 – Public Education:**

The Recommended Budget fully funds the School Superintendent's Requested Budget. In recognition of rapidly changing economic conditions, including a high rate of inflation and increasing interest rates this budget 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.

It is worth noting that during the course of the current fiscal the City has continued its partnership with the School Division to make investments in the Poquoson Middle School athletic field complex, we assisted with the purchase of an additional school bus and have approved budget appropriations in support of the Poquoson Middle School renovation project which is on schedule to be completed by the end of this calendar year. I would also note that 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.

#### **Strategic Focus Area #2 – Public Safety:**

The Recommended Budget includes two specific items in support of public safety. First the recommended Capital Projects Fund budget includes a number of new federally funded projects, including most notably the construction of a new Public Safety Building which as envisioned will include the Police Department, Fire Administration and the Emergency Operations Center. In the case of the Public Safety Building the proposed plan includes utilizing a mixture of discretionary federal funds and available debt capacity (would not require a tax rate increase) for a total project budget of approximately \$13 million.

Second, this budget includes a special pay adjustment of \$1,000 for all sworn public safety officers in recognition of significant recruitment and retention pressures being experienced by the City specifically and by local governments in our area generally. This special pay adjustment is intended to be in addition to the general compensation increases recommended for all employees which will be addressed in Strategic Priority #4 – Quality of Services. Also, during the course of the last year the Council has also appropriated local funds to support the grant matching requirements for the acquisition of a new ambulance unit and have made a number of expenditures large and small to assist us in dealing with the COVID-19 public health emergency.

#### **Strategic Focus Area #3 - Quality of Life:**

While there are no new initiatives for this focus area in the FY2023 Recommended Budget I would like to highlight several projects that have been funded since the adoption of the current year's budget which we have completed or are anticipated to be completed prior to the end of the year. The first was the acquisition of property for a new park off of Kelsor Drive. The Parks and Recreation Advisory Board is currently seeking public comments as it works to develop a specific plan for the development of the park. In addition, the City Council has appropriated funds for the construction of restroom facilities at South Lawson Park. Also, the City completed the Poquoson Avenue sidewalk project which completes a walkable connection between the City's two school complexes.

Additionally, the City Council has approved funding for significant maintenance and renovations at the Municipal Pool and allocated funding sufficient to begin implementation of the City Hall area park improvements project. Lastly, the City has installed two new micro parks on Wythe Creek Road and is in the process of replacing the bleachers at Messick Point.



#### **Strategic Focus Area #4 – Quality of Services:**

Continuing to provide high quality services to our community has been one of the most important priorities for our local government during the public health emergency. Throughout it all we have been flexible, resilient and in some cases very creative. As the public health emergency continues to recede we continue to adapt to new and changing service delivery requirement. In Poquoson our employees are the cornerstone of our provision of high quality services. The past two years have been difficult on them, as it has for the members of our residents and our local business community.

For the upcoming fiscal year I am not recommending any new programs or significant service enhancements in the General Fund and have chosen instead to recommend a focus on increasing employee compensation to help insure our ability to recruit and retain quality employees. The necessity of this action has been made even more pressing by the very high rate of annual inflation projected to be between 6-8% for the coming year, significant public and private sector wage competition and a noticeable decrease in the number of applicants the City has been receiving for open positions.

For these reasons I am recommending a general wage increase of 5% plus \$1,500 for all full-time permanent positions as well as pay rate adjustments for part-time personnel.

#### **Strategic Focus Area #5 – Fiscal Stability:**

As we pass the two-year mark from the beginning of the COVID-19 public health emergency (and are hopefully beginning its final phase) I am pleased to share with you that the City's financial position remains strong. The City remains in compliance with all of its adopted financial management policies, our fiscal stability reserve remains intact at the one million dollar level and the City has been able to maintain its AAA bond rating with Standard and Poor's.

During the past year the City has also provided money to the York/Poquoson Department of Social Services and the United Way to assist residents with COVID-related financial assistance needs and the City has provided additional funds to the Economic Development Authority to provide assistance to our local businesses as they meet the challenges and demands of operating during the public health emergency.

#### **Conclusion:**

The past two years have brought unprecedented challenges to our city. As a local government and as a community we have been challenged to adapt to a rapidly changing and extended public health emergency. While no community can be fully prepared for the challenges we have and continue to face, I believe that working together we have to this point emerged stronger than we began. As we look toward next year we are challenged by significant inflationary pressures and increased challenges to our ability to recruit and retain high quality employees.

My focus for FY2023 is strengthening our ability to attract and retain a high quality work force. Additionally, through the significant investments we have made in the Poquoson Middle School Complex and are planning with regard to the construction of a Public Safety Building and the Poquoson Primary School HVAC Renovation Project it is my opinion that we are making important investments in our ability to provide high quality services both for the next several years and into the decades to come.

Thank you to the City Council, the Planning Commission, School Board and staff that each play an important role in the development of the City Manager's Recommended Budget. My team and I look forward to working with Council members as you begin your formal budget deliberations.



## HISTORY OF THE CITY



The City of Poquoson, which had been a part of York County for many years, became a town in 1952 and an independent city in 1975 upon referendum of the citizens. However, the ties remain close with certain municipal functions continuing to be shared with York County to include the Courts, Social Services, Sheriff's Department and E-911 Center.

Poquoson is the oldest continuously named city in Virginia. The term "poquoson" was used to describe a boundary line between 2 elevated tracts of land. Such a boundary contained a stream, river, or creek with its adjoining marsh which lay between 2 tracts of higher ground. Poquoson was used as a common noun and is found in many deeds along the eastern seaboard. Through the years the term became a proper noun for the land that lies between 2 such Poquosons - the Old Poquoson River and the New Poquoson River.

The first mention of Poquoson was in Captain Christopher Calthrope land grant issued by a court in Elizabeth City on April 26, 1631. Three years later the Poquoson Parish was named as a beneficiary in the will of Benjamin Symms for "a free school to educate and teach the children of Elizabeth City and Poquoson." This New Poquoson Parish originally included the areas known today as Poquoson, Tabb, Grafton, Dare, and Seaford.

The southern portion of the Poquoson District in York County was incorporated in 1952 to retain control over its schools. The city form of government was adopted June 1, 1975.





The City is organized under the Council-Manager form of government. The Poquoson City Council is comprised of seven members who are elected by voters on a non-partisan basis and serve four year staggered terms. The City is divided into three precincts, with each precinct entitled to two representatives. The City Mayor is elected at large. Persons elected to City Council take office on the first day of January following the election.

The City Council is the policy determining body of the City. Its responsibilities include: adoption of the City budget; creation, combination or elimination of City departments; approval of all tax levies; approval of amendments, supplements or repeals to ordinances and the City Code; and appointment of the City Manager, City Clerk, City Attorney, School Board and other various local boards, commissions and committees. The Manager serves at the pleasure of Council, carries out its policies, directs business procedures and has the power of appointment and removal of all heads of departments (except Constitutional Officers) as well as all other employees of the City.

One of the most important services provided by a city to its taxpayers is the education of the children in the community. The Virginia State statutes put Virginia schools under the dual control of the State Education Board and a local school board. The State Education Board provides operational procedures, standards of education and state school and formulas for partial funding. The City must provide all capital improvement funds, pay debt on school projects and provide any additional operating funds required, but not provided by the State Education Board and federal aid. The City Council's authority is limited to appointing local school board members, appropriating funds by state established categories and issuing debt relating to school projects. Local school boards do not have taxing or bond issuance authority.

The City of Poquoson provides a full range of services, including police and fire protection; the maintenance of highways, 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 a City pool; and manages various paid recreational activities. In addition to general governing activities, the governing body has significant financial influence over the Poquoson Public Schools and the Economic Development Authority (EDA).



**Note Regarding Census Data Comparisons - The data represented in this section is compared to 2010 US Census information. ClearGov will update all databases when the 2020 census data is made available to them by the US Census Bureau.**



## Population Overview



TOTAL POPULATION

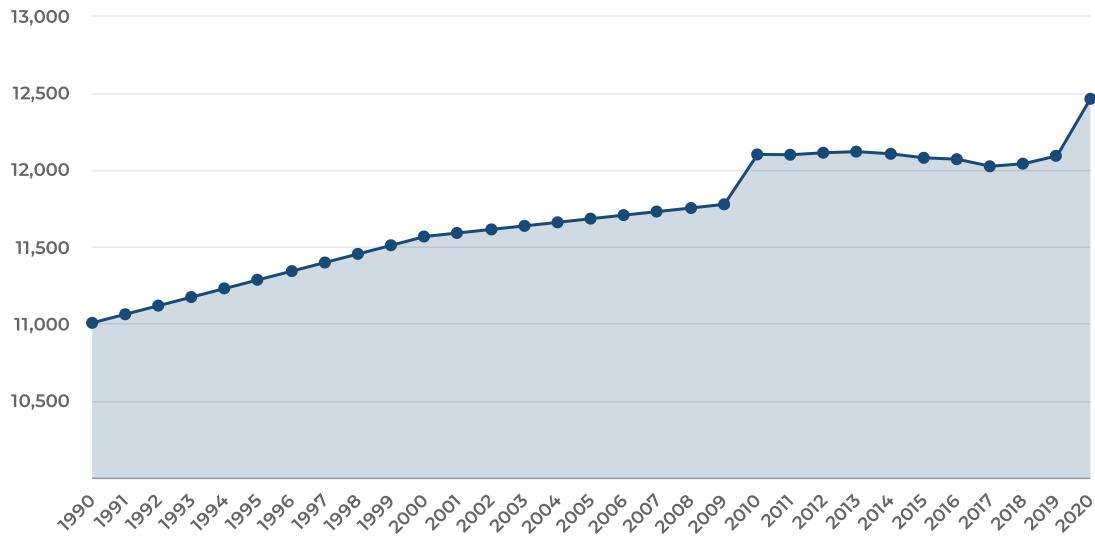
**12,460**

▲ 3.1%  
vs. 2019

GROWTH RANK

**77** out of **228**

Municipalities in Virginia



\* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses



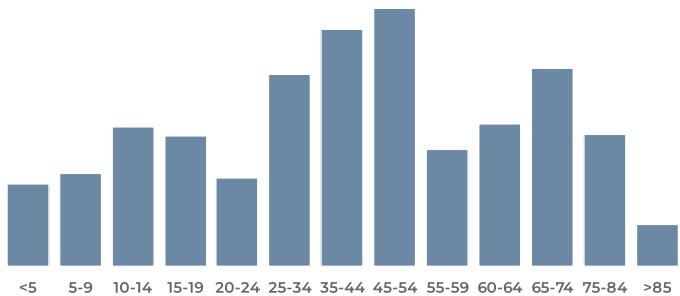
DAYTIME POPULATION

**8,696**

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

\* Data Source: American Community Survey 5-year estimates

### POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

\* Data Source: American Community Survey 5-year estimates



## Household Analysis

TOTAL HOUSEHOLDS

**4,632**

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.

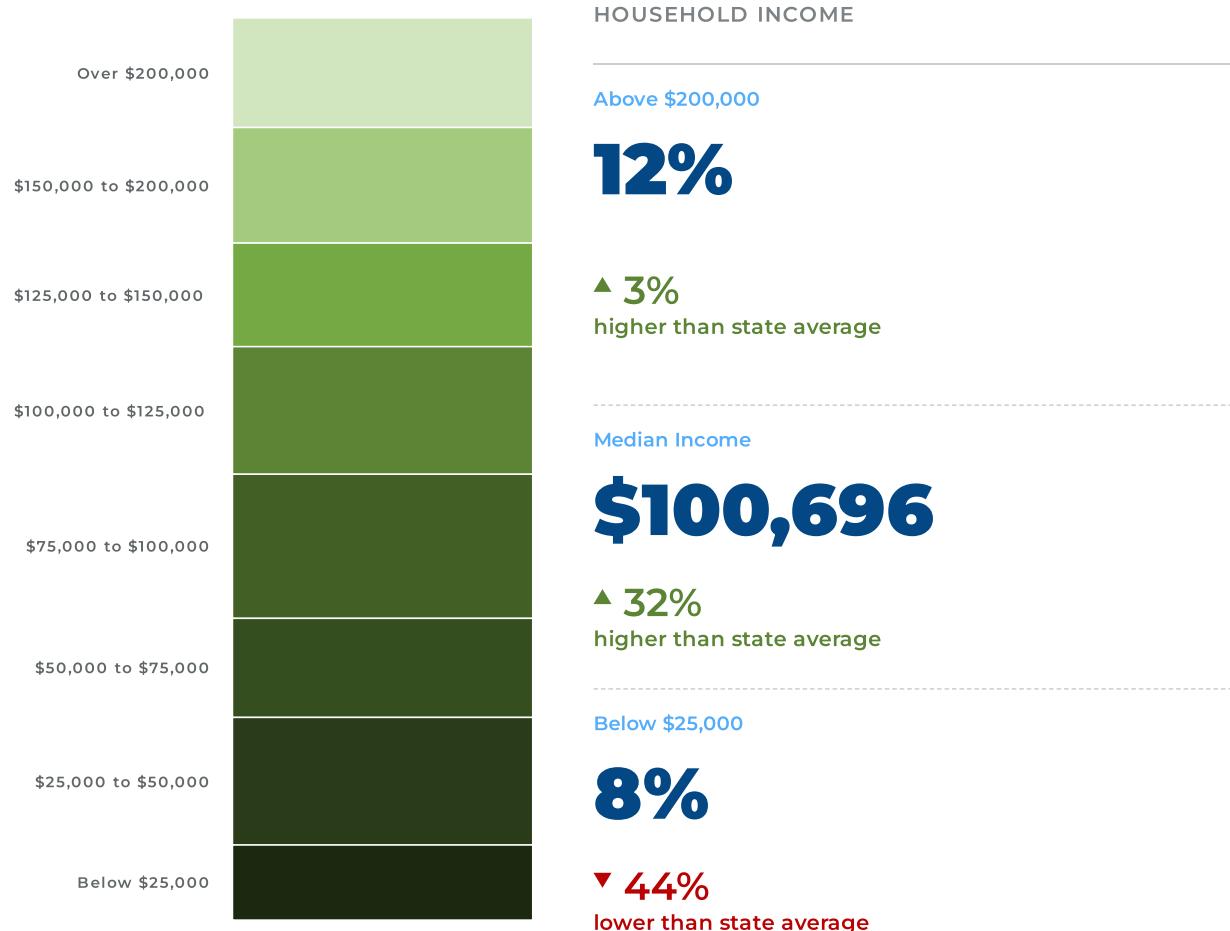


\* Data Source: American Community Survey 5-year estimates



## Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



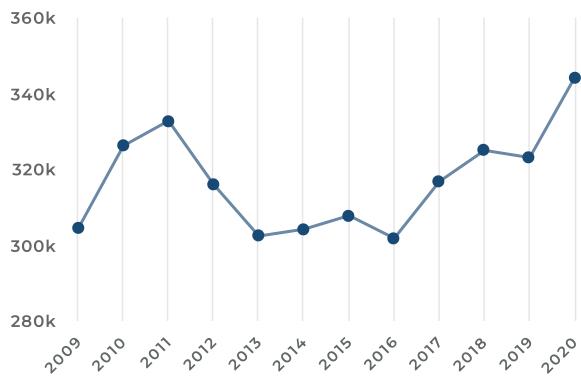
\* Data Source: American Community Survey 5-year estimates



# Housing Overview



2020 MEDIAN HOME VALUE  
**\$344,300**



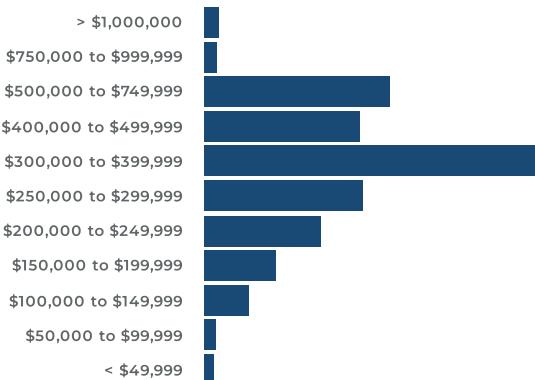
\* Data Source: 2020 US Census Bureau  
<http://www.census.gov/data/developers/data-sets.html>, American Community Survey. Home value data includes all types of owner-occupied housing.

## HOME OWNERS VS RENTERS

Poquoson State Avg.



## HOME VALUE DISTRIBUTION



\* Data Source: 2020 US Census Bureau  
<http://www.census.gov/data/developers/data-sets.html>, American Community Survey. Home value data includes all types of owner-occupied housing.

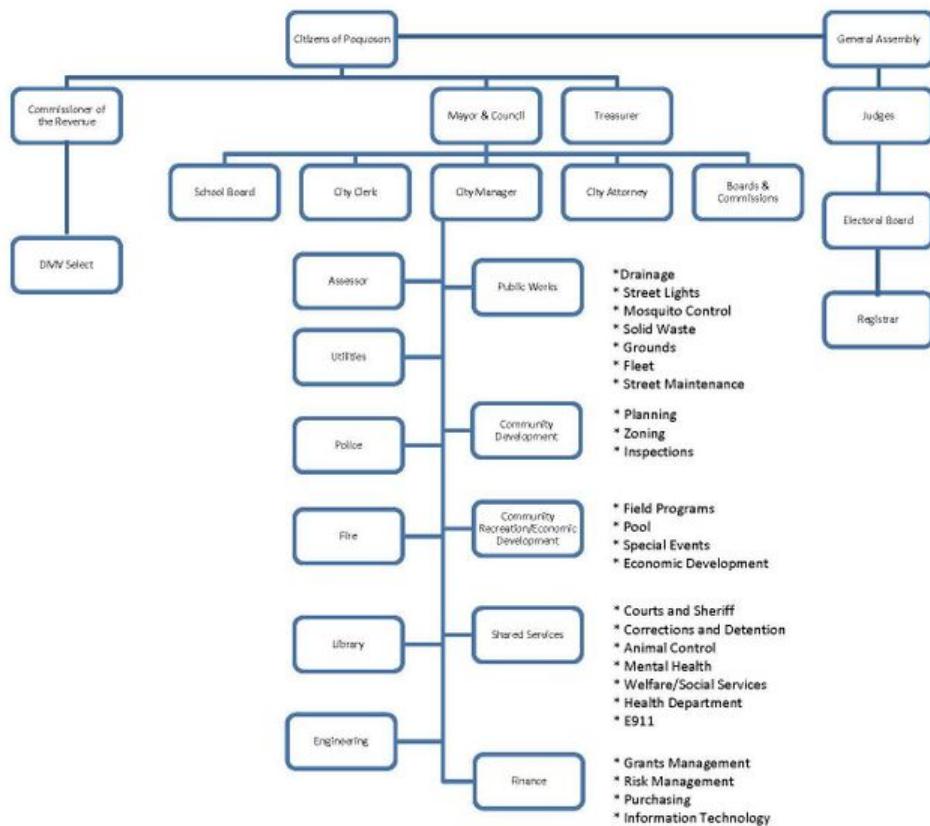
\* Data Source: 2020 US Census Bureau  
<http://www.census.gov/data/developers/data-sets.html>, American Community Survey. Home value data includes all types of owner-occupied housing.



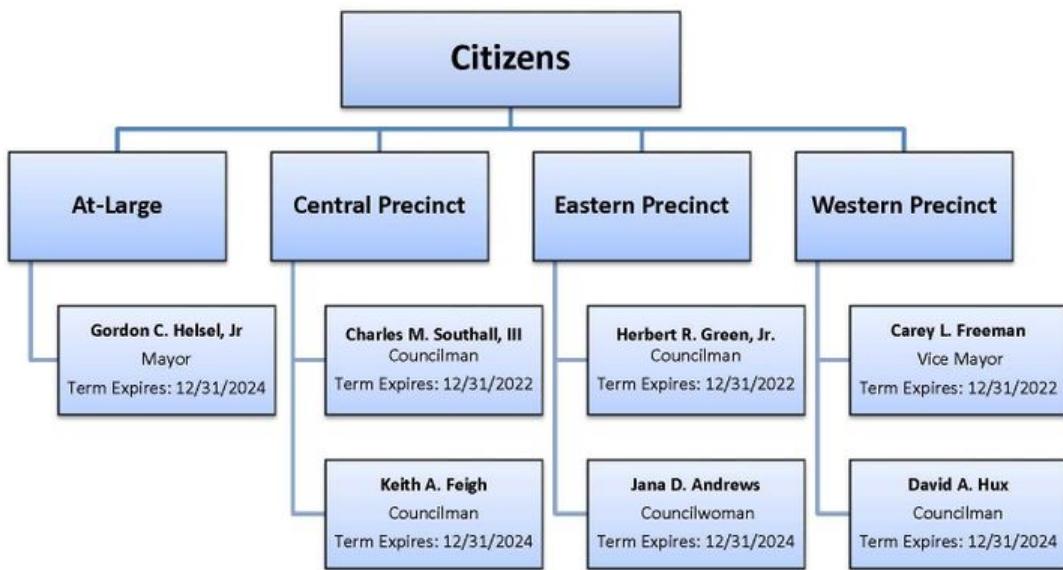
# City Government Organization Chart

## CITY OF POQUOSON, VIRGINIA

### CITY GOVERNMENT ORGANIZATION CHART



# POQUOSON CITY COUNCIL



## Fund Structure

The financial accounts for the City are organized on the basis of funds. In governmental accounting, a fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements of the Comprehensive Annual Financial Report. The City Budget includes all funds where financial transactions are recorded. The following are used by the City:

### Governmental Funds

- **General Fund:** Used to account for all revenues and expenditures applicable to the general operations of the City, which are not accounted for in other funds.
- **Debt Service Fund:** Used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
- **Capital Projects Fund:** Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary funds.)
- **Special Revenue Fund/Grants:** Used to account for resources and expenditures related to State and Federal grants for community development and public safety.
- **Special Revenue Fund/OPEB:** Used to account for resources and expenses related to Other Post Employment Benefits, mainly health insurance.

The General Fund of the City is divided into functional areas, such as General Administration, Public Safety, Public Works, Health & Welfare, Parks, Recreation & Cultural, Community Development, etc. Each department within a functional area has its own budget, for example, Police and Fire within the functional area of Public Safety. The Budget format presents expenditures by functional area and departments within a specific function.

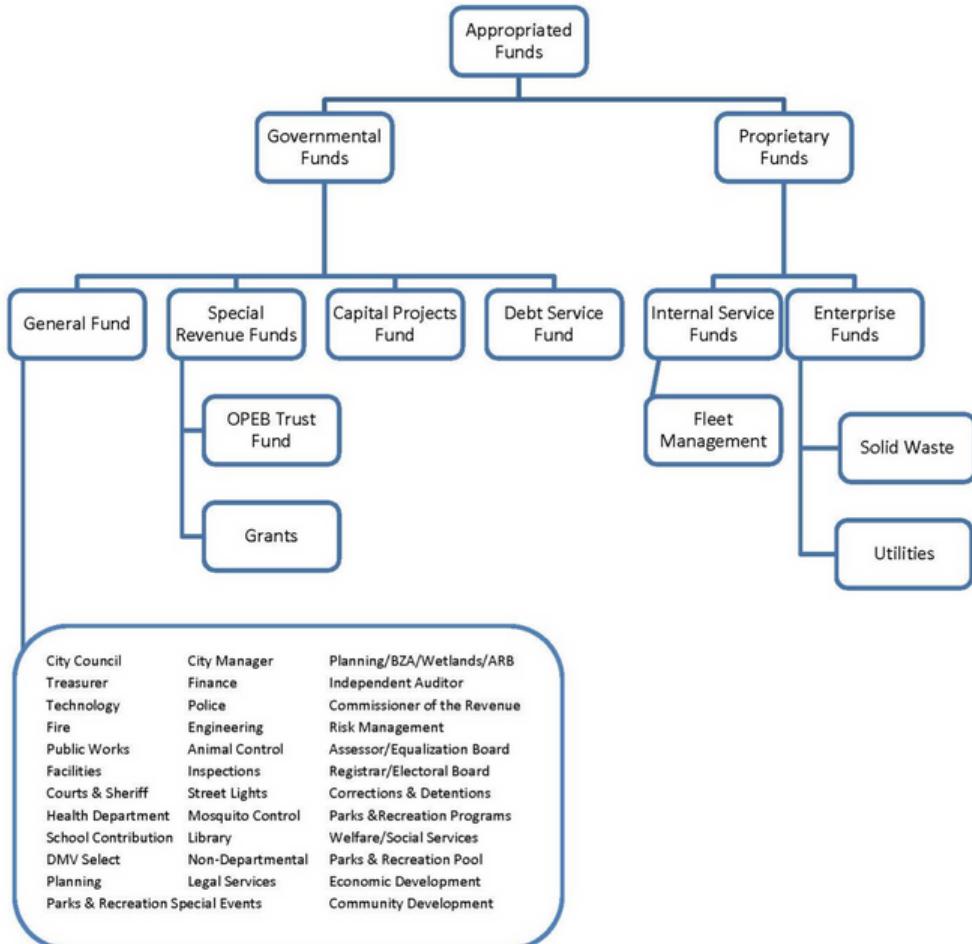
### Proprietary Funds (Business-Type Activities)

Proprietary Funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of operating and providing services to the public is completely or partially financed from user charges; or (b) where the governing body has determined that the periodic determination of net results of operations is appropriate for management control and accountability.

Proprietary Funds include:

- **Solid Waste Enterprise Fund**
- **Utilities Enterprise Fund**
- **Fleet Management Internal Service Fund**





## Basis of Budgeting

The Commonwealth of Virginia requires each municipality in Virginia to adopt an annual budget which conforms to certain minimum standards. The purpose of this requirement is to ensure accountability for the public funds entrusted to the City's elected officials. While accountability is certainly an important element, our approach to budget development in Poquoson goes beyond accounting.

The Annual Financial Plan is one of the most important accomplishments by City Council during any fiscal year. Expressed in very simple terms, this budget document is the City's "Plan of Action" for the next year. The document tells the reader where and in what priority the City will apply its resources and what the City expects to accomplish. If we have been successful in our efforts, a reading of this document should give our citizens a good idea of the financial status of our City as well as the progress being made in many service areas.

Departmental budget and agency requests are submitted to the Finance Department by the end of December. The Finance Department reviews the budget with the Departments. Every line item in a departmental budget must be fully justified.

The Director of Finance meets with department heads as necessary to review requests. Inevitably, revenue estimates fall short of total departmental requests. It is the responsibility of the City Manager to prepare a budget in which available revenues are budgeted with the proposed expenditures of City departments, regional agencies and the local funding of the School system. In order to accomplish this, the City Manager must recommend reductions in departmental requests and tax or fee increases or a combination of both if necessary.

As a final step, the City Manager's recommended budget is presented to City Council during the month of April. Subsequently, a public hearing and several work sessions take place. During this period City Council may insert expenditures or may increase, decrease, or strike out any expenditure in the recommended budget except for already approved debt service. Within forty days of the budget being presented to Council, but in no event later than the thirty-first day of May, City Council shall approve a budget. If for any reason the Council fails to approve a budget on or before such date, then the budget as submitted by the City Manager shall be the budget for the ensuing year.



# Budget Policies

The following brief summary of financial and budgetary principles and policies serve to guide the City in developing the Annual Financial Plan, which is formally recommended to City Council for adoption. The major components are as follows:

## Financial Planning Policies

**Balanced Budgets:** All funds are subject to the annual budget process. All operating and capital fund budgets must be balanced — total anticipated revenues plus fund balances or reserves brought forward must equal total estimated expenditures each year. The Utilities Fund will be self-supporting. All budgets will be formulated and adopted on the basis of accounting consistent with generally accepted accounting principles (GAAP). The budget process will include coordinating development of the capital improvement budget with development of the operating budget.

**Long-Range Planning:** Budgets will be adopted annually, taking into consideration input from all organizational levels of the City. The Planning Commission recommends the Constrained Capital Improvement Plan (CCIP); the document then goes to City Council for approval. Approved capital projects are included in the annual budget document to the extent funds are available. The long-term revenue, expenditure, and service implications of continuing or ending existing programs or adding new programs, services, and debt will be considered while formulating budgets annually. The City will assess the condition of all major capital assets, including buildings, roads, sewer lines, vehicles, and equipment annually.

In preparing the current Annual Financial Plan, the City also looks to its vision included in its Comprehensive Plan. This is the City's long range plan for the physical development of the City. The vision of the City of Poquoson is building a sustainable community. This sustainable community provides financial stability, retention of citizen disposable income, attraction of outside investment and spending, better circulation for mobility, improved transportation, enhanced recreation and amenities, increased quantity and quality in commercial goods and services.

The General Fund will maintain a minimum of 12%—15% of total operating expenditures as its unassigned fund balance. Fund Balance of the General Fund shall be used only for emergencies, nonrecurring expenditures, major capital purchases that cannot be accommodated through current year revenues, financial opportunities to enhance the well-being of the City or State budget shortfalls.

Annually, the financial advisors meet with City Council to review policies to ensure the continuing compliances are met.

## Revenue Policies

**Revenue Diversification:** The City will strive to maintain a diversified and stable revenue system to protect the City from short-run fluctuation in any one revenue source and ensure its ability to provide ongoing services. The City will identify all revenue and grant options available to the City each year. All revenue collection rates, especially for real estate and personal property taxes, will be reviewed annually, and all efforts to maximize receipt of revenues due will be made by the Treasurer's Office.

**User Fees and Charges:** Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery. Building permit and inspection fees are reviewed annually.

Recreation program charges will be reviewed annually. In general all efforts will be made to provide programs and activities at an affordable level for the residents while still recovering a major portion of direct costs of programs, not to include administrative costs or the use of facilities. Charges for specialty classes such as baton, drama, etc. will be set at a level to encourage maximum participation, and also enable 70% to 80% of program receipts to be used to compensate instructors. Team sports participation fees will also be set to encourage maximum participation, while still recovering all direct program costs.



Admission and rental fees for the City pool are intended to provide an affordable service to citizens. Fees are not intended to recover 100% of the costs of operating the facility. The City encourages membership passes at a minimum fee, which provide an even more affordable opportunity for residents to enjoy the pool.

The City's Utilities Fund and Solid Waste Fund will be self-supporting. Sewer and solid waste charges will be reviewed annually and set at levels which fully cover the total direct and indirect costs – including operations, capital outlay, and debt service.

**Use of One-time or Limited-time Revenues:** To minimize disruptive effects on services due to non-recurrence of these sources, the City will not use one-time revenues to fund operating expenditures.

### **Expenditure Policies**

**Operating/Capital Expenditure Accountability:** The City will finance all current expenditures with current revenues. The City will not short-term borrow to meet cash flow needs. Future operating costs associated with new capital improvements will be projected and included in operating budgets. Capital Improvement Program budgets will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.

The budgets for all funds shall be controlled at the fund level. Expenditures may not exceed total appropriations for any fund without approval from the City Council. All operating fund appropriations will lapse at fiscal year-end, except appropriations in the Capital Fund. These monies can be used over a three-year period. The City will include a contingency line item in the General Fund to be administered by the City Manager to meet unanticipated expenditures of a nonrecurring nature. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare and present to City Council monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

### **Fund Balance Reserve**

Fund Balance reflects the accumulation of excess revenues over expenditures. The City adopted the current fund balance policy in FY 2010. The Unassigned General Fund balance at the close of the fiscal year shall be no less than 12% — 15% of the total General Fund expenditures. During the current operating year, City Manager and City Council review the unassigned General Fund balance as compared to the total General Fund expenditures to ensure compliance of the policy. The City has built a fiscal stability reserve of \$1 million. This portion of fund balance provides sufficient working capital for the City and serves as a "rainy day" fund for emergencies, pandemics or unforeseen circumstances.

### **Debt Policy**

The objective of the City's debt policy is to maintain the City's ability to incur present and future debt at the lowest interest rates in amounts needed for financing the adopted Capital Improvement Program without adversely affecting the City's ability to finance essential City services. During FY2010, the City adopted three debt policies to help ensure and promote long term financial stability. The City's tax supported debt service as a percentage of General government expenditures should not exceed 10%, the tax supported debt of the City shall not exceed 3% of the total assessed value and the City shall retire at least 50% of the principal amount of the City's tax supported debt within 10 years. (General Government expenditures shall be equal to general fund operating expenditures, plus the school operating fund expenditures, less the general fund transfer to the schools operating fund.) The City does not issue long-term debt to finance current operations.

A five-year Constrained Capital Improvements Plan is developed and updated annually along with corresponding anticipated funding sources. Capital projects financed through either bank qualified borrowing or the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.

### **Investment Policy**



The following is a brief synopsis of the investment policy of the City of Poquoson. The Treasurer of the City of Poquoson is an elected Constitutional Officer, whose responsibility, in part, is to invest funds in an expedient and prudent manner, meeting or exceeding all statutes and guidelines governing the investment of public funds in Virginia.

Cash and reserve balances from all funds will be consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the funds based on their respective participation and in accordance with generally accepted accounting principles. Each month, the Treasurer reports to City Council the cash and investment activity and balances.

The primary objectives of investment activities shall be safety, liquidity and yield. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

### **Budget Amendment Process**

The adopted General Fund Budget may be amended in one of two ways as outlined by the Code of Virginia. The City Manager is authorized to transfer funds within a fund for transfers of \$50,000 or less. Revisions that alter total appropriations for a fund must be approved by City Council. Therefore, the level of control at which expenditures may not exceed appropriations is the total expenditure level of each fund. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can amend the budget.



## Budget Process

The City must adopt a balanced budget on an annual basis that is enforced under state law for the City as a whole. The budget is designed to allow as much flexibility as possible for departments to implement Council goals and objectives while still imposing guidelines. To this end, the budget is itemized at the departmental level for operating expenditures and the project level for capital expenditures. The current budget provides expenditure allocations by Fund, Department, and Expenditure categories.

For the operational budget, it is the expenditure categories management will use to monitor a department's fiscal responsibility and its success at planning the year. These budget categories are comprised of individual line items and budget requests were submitted and detailed by line item. For capital projects, the budget will be monitored on a project basis. The budget format includes staffing levels by department and/or division. This document is intended to provide insight into the operating policy of the City, as well as demonstrate the City's commitment to fiscal responsibility and the needs of the citizens.

In the document, the Budgeted Fiscal Year 2022 reflects the adopted budget plus any amendments made by City Council during the year. The percentage and dollar change between Budgeted Fiscal Year 2022 versus Recommended Budget for Fiscal Year 2023 are based on the amended budget for Fiscal Year 2022.



## Budget Timeline

The budget preparation for the City of Poquoson begins with the budget timeline. The timeline provides when departments and outside agencies will receive their package, when the packages are due by to the Department of Finance and when the City Manager Recommended Budget will be presented to City Council.



Mar 15, 2022	Superintendent's Proposed Budget presented at Work Session
Mar 21, 2022	Final adjustments by Finance Department and City Manager to Proposed Revenues and Expenditures
Mar 22, 2022	Poquoson School Board Public Hearing on Superintendent's Proposed Budget and Adoption of budget
Mar 25, 2022	School Board approved budget forwarded to City Council
Apr 7, 2022	Proposed Budget distributed to City Council Members
Apr 8, 2022	Publish notice of Budget Public Hearing and Proposed Tax Rates and Fees
Apr 11, 2022	Presentation to City Council of Proposed Tax Rates and Fees
Apr 15, 2022	Publish notice of Budget Public Hearing and Proposed Tax Rates and Fees
Apr 25, 2022	Public Hearing on Budget at City Council Meeting. Budget Work Session prior to Council Meeting with City Manager and Director of Finance, School Board and Superintendent
May 9, 2022	City Council Adoption of Budget



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## **BUDGET OVERVIEW**

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## Summaries

### SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Dept Head Request Budget	FY 2023 City Council Approved Budget
General Fund	\$ 29,542,453	\$ 30,375,433	\$ 33,085,456	\$ 34,200,939	\$ 33,028,630	\$ 33,133,000
Debt Service	4,746,752	3,795,092	6,810,494	4,898,516	4,185,134	4,185,134
Capital Projects	19,161,504	1,359,933	4,634,634	17,916,432	4,295,919	4,262,919
Solid Waste Enterprise	888,367	1,141,314	1,219,158	1,274,836	1,305,000	1,305,000
Utilities Enterprise	2,197,747	1,934,694	1,892,818	1,908,000	1,957,000	1,957,000
Fleet Management Internal Service	791,855	726,779	721,240	799,830	844,480	844,480
Special Revenue/Grants	664,809	188,214	25,785	7,286,745	13,714,494	13,714,494
Special Revenue/OPEB	260,132	222,576	236,436	208,236	200,000	200,000
<b>TOTAL REVENUE AND TRANSFERS</b>	<b>58,253,619</b>	<b>39,744,035</b>	<b>48,626,021</b>	<b>68,493,534</b>	<b>59,530,657</b>	<b>59,602,027</b>
Less: Interfund Transfers	4,307,106	4,368,807	4,639,920	4,616,020	4,245,000	4,212,000
<b>TOTAL REVENUE</b>	<b><u>\$ 53,946,513</u></b>	<b><u>\$ 35,375,228</u></b>	<b><u>\$ 43,986,101</u></b>	<b><u>\$ 63,877,514</u></b>	<b><u>\$ 55,285,657</u></b>	<b><u>\$ 55,390,027</u></b>

### SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Amended Budget	FY 2023 Dept Head Request Budget	FY 2023 City Council Approved Budget
General Fund	\$ 29,273,182	\$ 29,682,639	\$ 30,423,394	\$ 34,200,939	32,982,037	33,133,000
Debt Service	4,026,900	3,818,461	6,803,444	4,898,516	4,185,134	4,185,134
Capital Projects	1,261,980	2,581,685	8,520,351	17,916,432	4,295,919	4,262,919
Solid Waste Enterprise	866,100	1,091,993	1,153,782	1,274,836	982,641	1,305,000
Utilities Enterprise	1,612,941	1,607,333	1,885,023	1,908,000	1,822,776	1,957,000
Fleet Management Internal Service	733,966	709,442	721,152	799,830	896,516	844,480
Special Revenue/Grants	583,798	186,928	25,662	7,286,745	13,714,494	13,714,494
Special Revenue/OPEB	157,212	197,972	189,116	208,236	200,000	200,000
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>38,516,079</b>	<b>39,876,453</b>	<b>49,721,924</b>	<b>68,493,534</b>	<b>59,079,517</b>	<b>59,602,027</b>
Less: Interfund Transfers	4,307,106	4,368,807	4,639,920	4,616,020	4,245,000	4,212,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 34,208,973</u></b>	<b><u>\$ 35,507,646</u></b>	<b><u>\$ 45,082,004</u></b>	<b><u>\$ 63,877,514</u></b>	<b><u>54,834,517</u></b>	<b><u>55,390,027</u></b>



### SUMMARY OF TAX RATES AND FEES

	FY 2020 Approved	FY 2021 Approved	FY 2022 Approved	FY 2023 Approved
<b><u>General Fund Taxes and Fees</u></b>				
Real Estate Tax	\$1.14/\$100 AV	\$1.14/\$100 AV	\$1.13/\$100 AV	\$1.13/\$100 AV
Public Service Corporation	\$1.14/\$100 AV	\$1.14/\$100 AV	\$1.13/\$100 AV	\$1.13/\$100 AV
Personal Property Tax				
Automobile	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Boat	\$0.00001/\$100 AV 1st half			
Boat	\$0.00001/\$100 AV 2nd half			
Trailer (Utility, Boat, etc.)	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Recreation Vehicle	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Mobile Home	\$1.07/\$100 AV 1st Half	\$1.14/\$100 AV 1st Half	\$1.13/\$100 AV 1st Half	\$1.13/\$100 AV 1st Half
Mobile Home	\$1.14/\$100 AV 2nd Half	\$1.14/\$100 AV 2nd Half	\$1.13/\$100 AV 2nd Half	\$1.13/\$100 AV 2nd Half
Local Sales Tax	6.0%	6.0%	6.0%	6.0%
Meals Tax (food and beverage)	6.0%	6.0%	6.0%	6.0%
Consumer Utility Tax				
Commercial	\$10	\$10	\$10	\$10
Residential	\$3	\$3	\$3	\$3
Cigarette Tax	\$.20 per pack	\$.20 per pack	\$.20 per pack	\$.20 per pack
Courthouse Security Fee	\$10	\$10	\$20	\$20
Recovery (EMS) Fees:				
ALS-2	\$775	\$775	\$775	\$775
ALS	\$550	\$550	\$550	\$550
BLS	\$450	\$450	\$450	\$450
Transport Declined Fee	\$375	\$375	\$375	\$375
Oxygen Usage Fee	\$50	\$50	\$50	\$50
Mileage	\$12	\$12	\$12	\$12
Parks & Recreation Fees:**				
Youth Athletics	\$65 - \$80	\$65 - \$80	\$65 - \$80	\$70 - \$95
Adult Athletics	\$235 - \$400/team	\$235 - \$400/team	\$235 - \$400/team	\$265 - \$440/team
Camps	\$75 - \$250	\$75 - \$250	\$75 - \$250	\$75 - \$250
Exercise Classes	\$48 - \$65	\$48 - \$65	\$48 - \$65	\$48 - \$65
Pool Admission	\$3 - \$5	\$3 - \$5	\$3 - \$5	\$4 - \$6
Swimming Lessons	\$30 - \$60	\$30 - \$60	\$35 - \$65	\$40 - \$75
Swim Team - Summer	\$165	\$180	\$180	\$195
Pool Rental	\$185	\$185	\$185	\$210
Pool Passes	\$35 - \$55	\$40 - \$60	\$40 - \$60	\$55 - \$75

\*\*Additional Non-Resident Fees Apply



## SUMMARY OF TAX RATES AND FEES

	FY 2020 Approved	FY 2021 Approved	FY 2022 Approved	FY 2023 Approved
<b>Facility Use Fees:</b>				
Community Designated Groups per member	\$10 resident \$20 non-resident	\$10 resident \$20 non-resident	\$10 resident \$20 non-resident	\$20 resident \$30 non-resident
Non-Community Groups (based on field location/lights/time)	\$20 - \$110 per hour			
<b>DMV Commission</b>				
1st \$500,000 of gross collection	4.5%	4.5%	4.5%	4.5%
over \$500,000 of gross collection	5.0%	5.0%	5.0%	5.0%
<b><u>Solid Waste Fund Fees</u></b>				
Bag Fees	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag
Container/Cart--bimonthly fee	Fee based on Size			
Landscaping Debris Charges	**\$60 per pickup	**\$60 per pickup	**\$60 per pickup	**\$60 per pickup
Bulky Item Pickup	**\$63 per pickup	**\$63 per pickup	**\$63 per pickup	**\$63 per pickup
Drop-Off of Debris or Bulky	Free	Free	Free	Free
Second Recycle Container	-	\$12.00 per billing cycle	\$12.00 per billing cycle	\$12.00 per billing cycle
<b><u>Utilities Fund Fees</u></b>				
<b>Sewer Service Fees</b>				
Commercial	\$62 bi-monthly plus \$1.75/hcf	\$58 bi-monthly plus \$1.75/hcf	\$58 bi-monthly plus \$1.75/hcf	\$58 bi-monthly plus \$1.75/hcf
Residential	\$62 bi-monthly	\$58 bi-monthly	\$58 bi-monthly	\$58 bi-monthly
Sewer Availability Fees	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot

Note: The Personal Property tax is billed at calendar year rate.

**\*Rate changes are shown in bold.**

**\*\* Homeowner receives one free pickup per year, either Landscaping Debris or Bulky Item.**

AV = Assessed Valuation

SC = Service Charge

hcf = 100 cubic feet



**SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY**

<b>Revenues</b>	<b>Expenditures</b>
<b>General Fund</b>	
General Property Taxes	\$ 24,037,202
Other Local Taxes	3,477,000
Permits Licenses & Fees	137,000
Fines & Forfeitures	42,000
Use of Money & Property	216,300
Charges for Services	793,080
State Non-Categorical Aid	2,073,435
State Categorical Aid	396,655
State Other Categorical Aid	1,634,003
Federal Revenue	26,325
Transfer from Sewer Fund	250,000
Transfer from Solid Waste Fund	<u>50,000</u>
	<u>11,059,602</u>
<b>Total</b>	<b><u>\$ 33,133,000</u></b>
<b>Debt Service Fund</b>	
Transfer from General Fund	\$ 3,795,000
Note Proceeds	374,081
Transfer from EDA	<u>16,053</u>
	<u>87,402</u>
<b>Total</b>	<b><u>\$ 4,185,134</u></b>
<b>Capital Projects Fund</b>	
State Revenue	\$ 570,000
Bond Proceeds	3,625,919
Transfer from General Fund	<u>67,000</u>
	<u>67,000</u>
<b>Total</b>	<b><u>\$ 4,262,919</u></b>
<b>Special Revenue Fund/Grants</b>	
Federal Funding	\$ 7,286,745
Fund Balance	<u>6,427,749</u>
<b>Total</b>	<b><u>\$ 13,714,494</u></b>
Drainage	\$ 760,000
Poquoson Primary School HVAC	1,976,116
Technology	685,985
Buildings	25,000
Parks	115,000
Sewer	115,925
Public Safety	862,387
Public Safety Building	<u>9,174,081</u>
<b>Total</b>	<b><u>\$ 13,714,494</u></b>



**SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY**

<b>Revenues</b>	<b>Expenditures</b>
<b>Solid Waste Fund</b>	
Charges for Services - Solid Waste Fees \$ 1,181,000	Personnel Services \$ 80,464
Charges for Services - Other 26,000	Employee Benefits 34,917
Transfer from Retained Earnings <u>98,000</u>	Purchased Services 604,277
	Internal Services 66,428
	Other Charges 12,400
	Materials & Supplies 31,626
	Payment to Joint Operations 424,888
	Transfer to General Fund 50,000
<b>Total</b> <u><u>\$ 1,305,000</u></u>	<b>Total</b> <u><u>\$ 1,305,000</u></u>
<b>Utilities Fund</b>	
Charges for Services - Sewer Service Fees \$ 1,794,000	Personnel Services \$ 256,016
Sewer Availability Fees 120,000	Employee Benefits 115,830
Late Payment Fees 25,000	Purchased Services 135,600
Miscellaneous Revenue <u>18,000</u>	Internal Services 41,276
	Other Charges 106,400
	Materials & Supplies 5,272
	Debt Service 682,156
	Transfer to General Fund 250,000
	Capital Outlay 364,450
<b>Total</b> <u><u>\$ 1,957,000</u></u>	<b>Total</b> <u><u>\$ 1,957,000</u></u>
<b>Fleet Fund</b>	
Internal Service Revenue - City \$ 583,664	Personnel Services \$ 200,340
Internal Service Revenue - Schools <u>260,816</u>	Employee Benefits 128,002
	Purchased Services 83,280
	Other Charges 12,601
	Materials & Supplies 409,560
	Capital Outlay 10,697
<b>Total</b> <u><u>\$ 844,480</u></u>	<b>Total</b> <u><u>\$ 844,480</u></u>
<b>Special Revenue Fund/OPEB</b>	
Retiree Contributions \$ 100,000	Retiree Benefits \$ 185,000
Transfer from General Fund:	Contribution to Trust <u>15,000</u>
City Contribution 85,000	
Trust Contribution <u>15,000</u>	
<b>Total</b> <u><u>\$ 200,000</u></u>	<b>Total</b> <u><u>\$ 200,000</u></u>



**SUMMARY OF FUND BALANCE OR NET ASSETS BY FUND**

	General Fund	Debt Service	Capital Projects Fund	Solid Waste Fund	Utilities Fund	Fleet Management Fund	Special Revenue Fund/Grants	Special Revenue Fund/OPEB
Fund Balance - 7/1/2018	8,160,002	389,674	1,356,391	299,660	7,429,806	(130,454)	6,157	85,148
Actual FY 2019 Revenues	29,542,453	4,746,752	19,161,504	888,367	2,197,747	791,855	664,809	260,132
Actual FY 2019 Expenditures	(29,273,182)	(4,026,790)	(1,261,980)	(866,100)	(1,612,941)	(733,967)	(583,798)	(157,121)
<b>Fund Balance - 6/30/2019</b>	<b>\$ 8,429,273</b>	<b>\$ 1,109,636</b>	<b>\$ 19,255,915</b>	<b>\$ 321,927</b>	<b>\$ 8,014,412</b>	<b>\$ (72,566)</b>	<b>\$ 87,168</b>	<b>\$ 188,068</b>
Beginning Fund Balance - 7/1/2019	8,429,273	1,109,636	19,255,915	321,927	8,014,412	(72,566)	87,168	188,068
Actual FY 2020 Revenues	30,375,433	3,795,092	2,103,689	1,141,314	1,934,694	726,779	188,214	222,576
Actual FY 2020 Expenditures	(29,682,627)	(3,818,571)	(3,325,441)	(1,091,994)	(1,607,330)	(709,444)	(179,888)	(182,972)
<b>Fund Balance - 6/30/2020</b>	<b>\$ 9,122,079</b>	<b>\$ 1,086,157</b>	<b>\$ 18,034,163</b>	<b>\$ 371,247</b>	<b>\$ 8,341,776</b>	<b>\$ (55,231)</b>	<b>\$ 95,494</b>	<b>\$ 227,672</b>
Beginning Fund Balance - 7/1/2020	9,122,079	1,086,157	18,034,163	371,247	8,341,776	(55,231)	95,494	227,672
Actual FY 2021 Revenues	33,085,456	6,810,494	4,634,634	1,219,158	1,892,818	721,240	25,785	236,436
Actual FY 2021 Expenditures	(30,423,394)	(6,803,444)	(6,520,351)	(1,153,782)	(1,885,023)	(721,152)	(25,662)	(189,116)
<b>Fund Balance - 6/30/2021</b>	<b>\$ 11,784,141</b>	<b>\$ 1,093,207</b>	<b>\$ 14,148,446</b>	<b>\$ 436,623</b>	<b>\$ 8,349,571</b>	<b>\$ (55,143)</b>	<b>\$ 95,617</b>	<b>\$ 274,992</b>
Beginning Fund Balance - 7/1/2021	11,784,141	1,093,207	14,148,446	436,623	8,349,571	(55,143)	95,617	274,992
Estimated FY 2022 Revenues	34,200,939	4,898,516	17,916,432	1,274,836	1,908,000	799,830	7,286,745	208,236
Estimated FY 2022 Expenditures	(34,200,939)	(4,898,516)	(17,916,432)	(1,274,836)	(1,908,000)	(799,830)	(7,286,745)	(208,236)
<b>Projected Fund Balance - 6/30/2022</b>	<b>\$ 11,784,141</b>	<b>\$ 1,093,207</b>	<b>\$ 14,148,446</b>	<b>\$ 436,623</b>	<b>\$ 8,349,571</b>	<b>\$ (55,143)</b>	<b>\$ 95,617</b>	<b>\$ 274,992</b>
Beginning Fund Balance - 7/1/2022	11,784,141	1,093,207	14,148,446	436,623	8,349,571	(55,143)	95,617	274,992
Estimated FY 2023 Revenues	33,133,000	4,185,134	4,262,919	1,305,000	1,957,000	844,480	13,714,494	200,000
Estimated FY 2023 Expenditures	(33,133,000)	(4,185,134)	(4,262,919)	(1,305,000)	(1,957,000)	(844,480)	(13,714,494)	(200,000)
<b>Projected Fund Balance - 6/30/2023</b>	<b>\$ 11,784,141</b>	<b>\$ 1,093,207</b>	<b>\$ 14,148,446</b>	<b>\$ 436,623</b>	<b>\$ 8,349,571</b>	<b>\$ (55,143)</b>	<b>\$ 95,617</b>	<b>\$ 274,992</b>



## Fund Overview

The Fund Overview includes a general overview of the Annual Financial Plan for Fiscal Year 2023 for the City of Poquoson. The summary provides a quick overview of the fiscal plans of the City for the upcoming fiscal year. It highlights some of the more significant items in the City's budget and addresses some of City Council's goals. The information contained in the Fund Summaries, Funding Sources and Departments has a considerable amount of detail for those who desire a more thorough review of the budget document.

The General Fund is the primary focus of the overview. This is the primary operating fund of the City and is used to account for most of the City's financial resources. The spending requirements of this fund determine the rates of local taxation.

In addition, budgets have been prepared for the Debt Service Fund, the Capital Projects Fund, the Solid Waste Enterprise Fund, the Utilities Enterprise Fund, the Fleet Management Internal Service Fund, Special Revenue Fund/Grants and Special Revenue Fund/OPEB.

The budget is available for public review in the City Manager's Office, and online at [www.poquoson-va.gov](http://www.poquoson-va.gov).



## General Fund

### **Revenues by Category:**

The General Fund derives its revenue from a variety of sources as indicated in the funding sources section. The largest revenue source is from general property taxes, which includes real estate taxes, personal property taxes, public service corporation taxes, delinquent taxes and penalties and interest.

**Real Estate Tax:** The City expects to receive \$19,525,700 in real estate tax revenue in FY2023 along with \$100,000 in delinquent real estate tax. Real estate taxes are projected to increase by \$285,000 while delinquent real estate tax will remain unchanged.

The following factors make up the change in real estate:

- Growth projections for FY2023 are based on new homes and other improvements to be built throughout the year valued at \$19,300,000.
- The proposed real estate tax rate is \$1.13 per \$100 of assessed value.
- Tax relief for disabled veterans and deferral for the elderly increased from \$553,504 to an estimated \$650,000. In FY2022, an additional 11 applicants have been approved for the program. For FY2023, the City estimates an additional 25 applicants will be received and approved. (The tax relief for disabled veterans is a State-mandated program that is unfunded to the City. The tax relief and deferral for the elderly is a program offered by the City.)

**Public Services Corporation Taxes:** The City expects the same as FY2022 or \$242,000.

**Personal property taxes and the State Personal Property Tax Relief Act (PPTRA):** The City has projected to receive a combined total of \$5,909,937; which is an \$822,502 increase from the FY2022 estimate. PPTRA established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personally-used motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assembly sessions made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,435.

The City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal-use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 42% for calendar year 2022. This percentage relief is based on the actions taken by City Council at the March 28, 2022 council meeting. At this meeting, a resolution was passed applying an assessment ratio of 90% to the value of certain automobiles and trucks as authorized by the Code of Virginia during the calendar year of 2022. This action is due to the anomaly that values of automobiles and trucks have increased from the prior year instead of decreasing as in years past.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 69% of personal property tax in FY2023. The FY2023 budget for the local personal property tax is \$3,986,502 and State non-categorical aid remains level at \$1,923,435.

The proposed personal property tax rate is \$4.15 per \$100 assessed value, which is the same rate as FY2008. The proposed boat tax rate is \$0.00001, the same since January 1, 2014. The proposed recreational vehicle tax rate is \$1.50, the same rate as in previous years.



### **Other Local Taxes:**

The General Fund also realizes revenue from a variety of smaller local taxes such as local sales tax, communication sales and use tax, meals tax, consumer utility tax, and business licenses. The total of \$3,471,000 other local taxes accounts for 11% of total General Fund revenues and is expected to increase by \$319,000 from the FY2022 amended budget. The proposed meals tax rate is 6%. The proposed cigarette tax rate is \$.20 cents.

**Other local revenue** totals \$395,300 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; and miscellaneous revenue.

**Charges for services** include library fines, passport fees, copying charges, charges for shared ground maintenance for the schools, EMS fees and Parks & Recreation activities for a total of \$648,475. The EMS fee will remain the same, the total revenue for EMS fees is expected to be \$360,000.

In FY2023, revenue from parks and recreation programs is expected to be \$131,600. The pool revenue is expected to be \$85,275. The special event's revenue is expected to be \$127,450, and \$17,155 in revenue is projected for the work boat race. It is the City's hope to have the Poquoson Seafood Festival in October this year since the last two year's festivals were canceled due to the pandemic.

**State and Federal revenue** is expected to be \$4,023,418 in FY2023, a decrease of \$122,193 from the FY2022 amended budget. FY2022 was the 3rd year of a 3 year grant for SRO's.

**Transfers** include \$250,000 from the Utilities Fund and \$50,000 from the Solid Waste Fund. These Funds reimburse the General Fund for services that are provided by the staff of the Engineering, Public Works, Treasurer and Finance Departments.

### **Expenditures by Category:**

**School Expenditures:** The contribution to schools accounts for 33% of the total General Fund budget. The FY2023 budget includes funding of \$11,059,602 for schools, which fully funds the Superintendent's FY2023 request to the City. The City has provided additional funding for an extra 1% salary increase for staff in addition to the 5% that was included for staff in the Superintendent's budget request. The school's budget is based on an average daily membership of 2,055 students for the FY2023 school year as compared to 2,039 students for the FY2022 school year. It should be noted that the principal and interest related to school debt account for 74% of the total Debt Service Budget. The City provides over \$13 million towards schools operations and related debt.

In the past, the School Division has had unexpended transfers at the end of the year which were returned to the City. At the end of FY2021, there was \$1,136,439 in unexpended transfers. A total of \$429,167 was transferred to the Capital Project Fund to support the Poquoson Middle School Renovation project. The reappropriation of \$214,000 for a school bus and \$175,000 for a PHS traffic loop was reappropriated from the leftover FY2021 funds. \$318,272 was leftover and reappropriated to schools operations in FY2022 to provide one-time bonus payment to school employees. If there are unexpended transfers at the end of FY2022, they may be reappropriated in FY2023.

**City Personnel Services:** Employee salaries, overtime, and benefits account for personnel services. City personnel services are \$12,573,020 in FY2023, a \$543,466 increase from the FY2022 revised budget. Employee benefits account for 45% of personnel services. Health insurance premiums increased an average of 10%. In FY2023, the VRS had a biennium rate change to 14.17% from 13.55%.



### **General Fund Expenditure Uses**

Uses	FY 2022	FY 2023	\$ Inc/(Dec)	% Inc/(Dec)
<b>School</b>	\$ 10,760,701	\$ 11,059,602	\$ 298,901	2.7%
<b>City</b>	23,440,238	21,960,398	(1,479,840)	(6.7%)
<b>Total</b>	\$ 34,200,939	\$ 33,020,000	\$ (1,159,939)	(3.5%)

### **General Fund Contribution to Schools**

Category	FY 2022	FY 2023	\$ Inc/(Dec)	% Inc/(Dec)
<b>School Contribution</b>	\$ 10,442,429	\$11,059,602	\$ 617,173	5.5%
<b>Reappropriation</b>	318,272	-	(318,272)	(100%)
<b>Total</b>	\$ 10,760,701	\$11,059,602	\$ 298,901	( 2.7%)

### **General Fund City Expenditures by Category**

Category	FY 2022	FY 2023	\$ Inc/(Dec)	% Inc/(Dec)
<b>Personnel Services</b>	\$ 12,029,554	\$12,573,020	\$ 543,466	4.3%
<b>Operations/Transfers</b>	7,223,454	5,265,823	(1,957,631)	(37.2%)
<b>Debt Service</b>	3,795,000	3,795,000	-	-
<b>Capital Outlay</b>	392,230	326,555	(65,675)	(20.1%)
<b>Total</b>	\$ 23,440,238	\$21,960,398	\$ (1,479,840)	(6.7%)

#### **Expenditures By Category:** (Continued)

***City Operations/Transfers:*** The City's operational costs are \$5,077,823 and transfers are \$188,000 a total of \$5,265,823 in FY2023.

***Debt Service:*** In FY2023, the City will transfer \$3,795,000 to the Debt Service Fund. The transfer is explained in the Debt Service Fund section.

***Capital Outlay:*** The City's capital outlay for FY2023 is \$326,555, a \$65,675 decrease from FY2022. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools, and fire hose.



## Debt Service Fund

Debt Service Fund projected expenditures for FY2023 are \$4,185,134.

DEBT SERVICE FUND USES:	
School Debt - Principal and Interest	\$3,102,891
City Debt - Principal and Interest	620,760
Debt Issuance	374,081
Reserve for Future Debt	87,402
Total	4,185,134

The following graphs depict the City's debt service over the years. The City's largest outstanding debt is School Obligation Bonds, which were used for school projects relating to construction and equipment purchases.

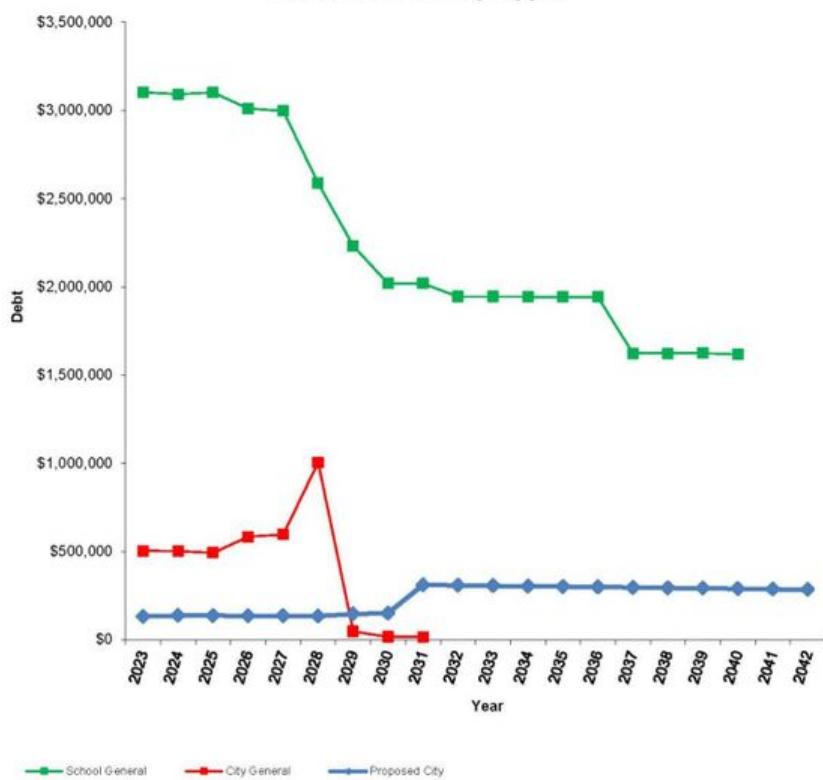
In FY2023, the City anticipates funding a new Public Safety Building. The estimated cost to build is approximately \$13 million. The budget for FY2023 includes utilizing revenue replacement funds from the ARPA grant of \$9 million and borrowing through general obligation debt the remaining \$3 million. Included in Debt Service Fund, we have anticipated borrowing up to \$4 million to cover the funds needed to complete the building and the issuance cost of the obligation.



## DEBT SERVICE FUND

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### Debt Service By Type



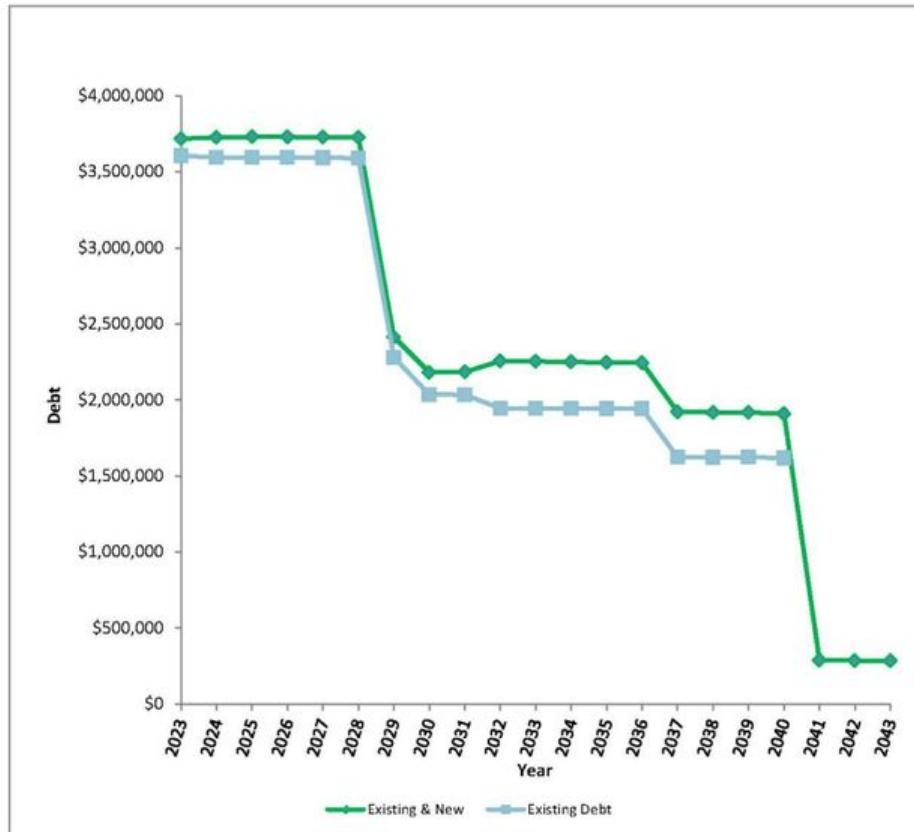
The City has various debt instruments which have been used to pay for various School and City projects. This graph only depicts the current debt of the City. The graph will be updated once the anticipated borrowing has occurred.



## DEBT SERVICE FUND

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### Total Current and Projected Debt Service Fund



The above graph depicts the City's current debt service until the debt is paid. In addition to current, the graph provides the combined current and projected debt based on the anticipated borrowing.



## Capital Projects Fund

The Capital Projects Fund accounts for financial resources used for the acquisition or construction of major city or school capital facilities, infrastructure, and equipment other than those financed by proprietary funds.

Capital Project revenues include \$570,000 in State Highway Funds for street and drainage improvements and a transfer of \$67,000 from the General Fund. The FY2022 - Beyond FY2026 Constrained Capital Improvements Plan (CCIP) prepared by staff was the most adopted plan used by the City.

Total FY2023 expenditures for the Capital Projects Fund are \$4,262,919. Unspent funds from FY2022 are allowed to be carried forward for two additional years. If the project is not completed in three years, City Council must reappropriate the unspent funds to complete the project. If there are any unspent funds when the project is completed, funds can revert to the General Fund.

In FY2023, it is anticipated to issue debt to fund a much needed Public Safety state of the art facility.

### Capital Projects Fund Revenue Sources

State Funds	\$570,000
Transfer from the General Fund	67,000
Bond Proceeds	<u>3,625,919</u>
Total	\$4,262,919

### Capital Projects Fund Expenditure Uses

Street Paving	\$570,000
Professional Service	17,000
Public Safety Building	3,625,919
Public Safety Replacement Equipment	42,000
Park Improvement	<u>8,000</u>
Total	\$4,262,919



## **Solid Waste Fund**

The Solid Waste Fund is an enterprise fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris. The projected revenues for FY2023 are \$1,305,000.

Citizens are provided a standard recycling container and have the option to select a household trash container/cart size. The solid waste fee is billed bi-monthly along with the sewer service fee. Trash bags are available for those residents who exceed the capacity of their trash container/cart.

The City provides curbside pickup services for woody waste at a rate of \$60 per pickup and bulky waste item pickup at a rate of \$63. Each household gets one free bulk item or landscape curbside pickup each year. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris and bulky items, not to cover the cost of the programs. Residents may also take their landscaping debris to the VPPSA regional composting facility located at the York County landfill at no charge. The City is estimated to pay VPPSA \$47,864 to operate the composting/disposal facility in FY2023.

The City continues to offer a program whereby residents of the City may drop off their bulky and landscaping debris at a temporary convenience site on two Saturdays a month. There is no charge for these services. The City offers a leaf pickup program. During the months of November through February, residents may put their leaves at curbside to be picked up by the City as long as the requirements of packing the leaves are met.

### **Solid Waste Sources of Revenue**

Solid Waste Fees	\$1,181,000
Bag Fees	19,500
Landscaping & Bulky Item Charges	6,000
Miscellaneous	500
Transfer from Retained Earnings	<u>98,000</u>
Total	\$1,305,000

### **Solid Waste Expenditure Uses**

Personnel Services	\$ 115,381
Garbage Disposal	507,149
Recycling	348,305
Bulky Item/Landscaping	173,892
Hazardous Material	23,219
Other Costs	87,054
Transfer to General Fund	<u>50,000</u>
Total	\$1,305,000



## Fleet Management Fund

The Fleet Management Fund is used to account for financing the costs of vehicle parts, vehicle contracted services, gas and oil, and labor for all city and school vehicles and equipment. Costs are charged to City departments and the School Division for the services of the Fleet Management Fund. The budget is \$844,480 in FY 2023, a \$44,650 increase from the FY2022 amended budget.

### Fleet Management Sources of Revenue

Parts and Contracted Services	\$247,915
Garage Labor and Overhead	359,870
Gas and Oil Revenues	<u>236,695</u>
Total	\$844,480

### Fleet Management Expenditure Uses

Personnel Services	\$328,342
Fuel and Lubricants	236,695
Parts and Contractors	247,915
Other	20,831
Capital Outlay	<u>10,697</u>
Total	\$844,480

## Utilities Fund

The Utilities Fund is operated as an enterprise fund and provides for the maintenance of sewer lines and pump stations. The FY2023 budget is \$1,957,000, which is \$49,000 more than the FY2022 budget.

Each household that is available to sewer pays a fee whether connected to the system or not, unless a waiver is granted by City Council. The proposed sewer service fee is \$58 bi-monthly for FY2023. The sewer availability fee remains at \$6,000 for newly created lots. Commercial users also pay a fee based on water consumption. The consumption fee also remains at \$1.75 hcf.

Approximately 35% of the expenditures in the Utilities Fund covers debt service on various improvements and extension of the sewer system. \$364,450 or 19% of the expenditures are for maintenance and capital needs. Personnel services account for 19% of expenditures and includes salaries and benefits for 5 full-time employees for FY2023.

### Utilities Sources of Revenue

Sewer Service Fees	\$1,794,000
Sewer Availability Fee	120,000
Other	<u>43,000</u>
Total	\$1,957,000

### Utilities Expenditure Uses

Personnel Services	\$371,846
Operating Expenses	288,548
Debt Service	682,156
Capital Outlay	364,450
Transfer to General Fund	<u>250,000</u>
Total	\$1,957,000



## Special Revenue Fund/Grants

The Special Revenue Fund/Grants accounts for revenues and expenditures related to State and Federal grants for community development and public safety.

In FY2023, the city expects to appropriate a total of \$13,714,494 in Federal American Rescue Plan Act (ARPA) Funds for various projects.

### Special Revenue Fund/Grants Sources of Revenue

Federal ARPA (COVID) Funds	\$7,286,745
Reappropriation of Fund Balance	<u>6,427,749</u>
Total	\$13,714,494

### Special Revenue Fund/Grants Expenditure Uses

Poquoson Primary School HVAC	\$1,976,116
Public Safety Equipment	862,387
Public Safety Building	9,174,081
Technology	685,985
Parks	115,000
Drainage	700,000
Watershed	60,000
Buildings	25,000
Sewer	<u>115,925</u>
Total	\$13,714,494

## Special Revenue Fund/Other Post Employment Benefits

The Special Revenue Fund/OPEB accounts for revenues and expenditures related to Other Post-Employment Benefits (OPEB), specifically, retiree health insurance.

In November 2016, City Council approved an enhanced change to OPEB effective July 1, 2017. Retirees who meet required conditions are able to continue health insurance coverage on the City-sponsored plan with the City subsidizing 50% of the cost of coverage until age 65, less the VRS Health Insurance Credit amount.

As part of the long-term plan for the benefit, the City joined in a Trust Fund with other Virginia localities to begin funding a portion of the projected liability.

### Special Revenue Fund/OPEB Sources of Revenue

Retiree Contributions	\$100,000
Transfer from General Fund	<u>100,000</u>
Total	\$200,000

### Special Revenue Fund/OPEB Expenditure Uses

Retiree Benefits	\$100,000
City Share	85,000
Contribution to Trust	<u>15,000</u>
Total	\$200,000



## Unbudgeted Needs

There are a number of items which have not been included in the budget due to budget constraints. Some of the more important items include:

**Personnel:** The Fire Department needs an additional firefighter/paramedic based on National Fire Protection Association (NFPA) recommendations for staffing of firefighter/paramedics. It is the Fire Department's goal to meet NFPA 1710 and requested an EMT-T or EMT-P to be included in the budget that was not funded in this year's financial plan. There is also a need for a human resource manager to handle all benefit requirements for the City. Lastly, should developmental activity increase in the future, the City will need to reassess its staffing to meet increased service requirements.

**Operating Costs:** This budget funds existing services and programs at prior year levels. An item that is requested but not recommended in this budget is funding for a replacement vehicle for the Police Department. Increased funding for replacement Information Technology equipment is also not funded. Smaller requests from other departments ranged from increased contracted services and furniture replacement.

**Capital:** The majority of the capital outlay funds in this budget are for Street and Highway maintenance and Bond Proceeds for replacement of Public Service Building. While this budget has addressed some minor replacements of small computer equipment; it still does not fund these capital outlays to the extent needed by the departments. In addition, capital replacement or maintenance needs to be addressed concerning the City facilities. The Municipal building is more than 40 years old. Additionally, the City's capital equipment replacements have not been addressed in this budget. Finally, the City will continue to look for future opportunities when replacing the aging vehicle fleet.



## Strategic Focus Areas

Consistent with the City's past practice, the recommended budget is structured around the City's five identified strategic focus areas.

### **Public Education:**

The 2023 recommended budget includes an added 1% pay adjustment for School employees in addition to the 5% compensatory increase requested as part of the School's budget. This budget also fully funds the School Superintendent's requested budget.

During the current fiscal year, the City has continued to make investments in the Poquoson Middle School athletic field complex. The City has also assisted with the purchase of an additional School bus and have continued to approve budget appropriations to support the Middle School renovation project. The Middle School project is slated for completion at the end of calendar year 2023. This budget also includes the allocation of almost two million dollars in federal funding to assist with the renovation of the HVAC system at the Poquoson Primary School.

### **Public Safety:**

The Fiscal Year 2023 recommended Capital Projects Fund includes federal funding for the construction of a new Public Safety Building which will include the Police Department, Fire Administration and the Emergency Operations Center. The proposed plan includes utilizing a mixture of discretionary federal funds and available debt capacity for a total project budget of approximately \$13 million. It is important to underscore the fact that this project does not require an increase in the property tax rate.

This budget also includes an additional special pay adjustment of \$1,000 for all sworn public safety officers in recognition of recruitment and retention pressures experienced presently. This special pay adjustment is in addition to the general pay increases that are recommended for all City employees for FY 2023.

### **Quality of Life:**

Although there are no new initiatives for this focus area for Fiscal Year 2023, it is noteworthy to mention several ongoing projects. During this fiscal year, the City acquired property for a new park near Kelsor Drive. The Parks and Recreation Advisory Board is currently working to develop a specific plan for development efforts. City Council also appropriated funds for the construction of restroom facilities at South Lawson Park. The City Council has appropriated local and state funding for two projects. For the schools, the City completed the Poquoson Avenue sidewalk project which connects the City's two school complexes.

Finally, the City Council has approved funding for municipal pool renovations and City Hall area park improvements. The City has installed two new micro parks on Wythe Creek Road and is currently replacing the bleachers at Messick Point. All of these initiatives make Poquoson a better place to live and to work.

### **Quality of Services:**

Continuing to provide quality services to our community is of utmost importance to City leaders. This recommended budget includes funding for a 5% compensation increase plus an additional \$1,500 increase for all full-time permanent positions as well as pay rate adjustments for part-time personnel. The current inflationary climate, significant public and private sector wage competition, and a decrease in the number of applications received for open positions are additional reasons for this recommendation.

### **Fiscal Stability:**

As we pass the two-year mark of the beginning of the COVID-19 public health emergency, the City's financial position remains strong. The City remains in compliance with all of its financial management policies, and due to the health of the General fund, the City has been able to maintain its AAA bond rating with Standard and Poor's agency. During the past year, the City has also been able to assist the York/Poquoson Department of



Social Services, the United Way, and citizen COVID assistance needs. Finally, the City has also provided additional funds to the Economic Development Authority to aid in assisting our local businesses as necessary; post pandemic.



## Short-term Factors

The budget process allows for multiple parties to discuss the needs of the City, issues, and short-term factors that should be acknowledged when developing the budget. For Fiscal Year 2022, the budget still had some uncertainty due to COVID-19 that hit the nation in March 2020. As we finished almost two years of the pandemic, the City continues to monitor the factors that will anticipate to be short-lived.

For Fiscal Year 2023, the recommended budget reflects the following factors:

- The Poquoson Public Schools Superintendent's allocation request for FY 2023 is \$448,354. This includes a 5% compensatory increase for school staff. The City's contribution to the School system includes an additional \$168,819; for a total of \$617,713. This includes funding for an additional 1% salary increase for school staff. This budget fully funds the requests of the School Superintendent.
- Capital Project funding for new Public Safety Building through discretionary Federal funding and Debt Service capacity.
- A pay compensation of 5% plus \$1,500 for all eligible City employees.
- An additional \$1,000 pay increase for all sworn public safety officers for the City.
- Increase in health insurance premiums by 10.5%.
- Increase in the Virginia Retirement System Rate by 5%.



## Fiscal Management

**Balanced Budget:** All Funds are subject to the annual budget process. All budgets will be formulated and adopted on the basis of accounting consistent with generally accepted accounting principles.

**Unassigned Fund Balance:** The General Fund will maintain a minimum of 12% - 15% of total operating expenditures as its unassigned fund balance.

**Fiscal Stability Reserve:** City Council adopted a policy to maintain \$1 million in the fiscal stability reserve. As of Fiscal Year 2021, the City made the final allocation of \$178,000 to satisfy the policy. The \$1 million reserve remains in tact and is reflected as committed fund balance of the General Fund. The unobligated portion of the fund balance provides sufficient working capital for the City and serves as a "rainy day" fund for emergencies or unforeseen circumstances such as a pandemic.

**Debt Policy:** To maintain the City's ability to incur present and future debt at the lowest interest rates. The City achieves this by maintaining the bond agencies ratings. For S&P, the City received a rating of AAA on the City's outstanding general obligation bonds. This is the highest bond rating available through S&P. Moody's affirmed the City's existing Aa2 credit rating and assigned an enhanced Aa1 rating to 2018 general obligation bonds based on the City's strong underlying fundamentals plus the Virginia state aid intercept program.

**Stable Tax Rates:** The Fiscal Year 2023 Recommended Budget is balanced with stable property tax rates. For the calendar year 2022, City Council approved utilizing 90% of the value of the assessment of certain automobiles and trucks for personal property tax.



## **Personnel**

The City operates under the Council-Manager form of government. The City Manager is responsible for the hiring of all City personnel. In the City of Poquoson, the City Manager hires all Department Heads and gives the Department Heads the authority to hire their staff. All new positions must be appropriated in the budget approved by City Council.

## **Personnel Changes**

There are no recommended increases in the number of Full Time Employees (FTE) for Fiscal Year 2023. As we near the close of Fiscal Year 2022, the City currently has vacancies in Police, Public Works and Sewer. In total, the City has had seven employees retire from the Fiscal Year 2022. In Fiscal Year 2023, there will be at least two employees retiring. One from the Finance Department and one from the Fire Department. The total number of FTE approved as the end of FY2022 is 149.05. A request by the Fire Department to increase their FTE will not be recommended in this budget due to fiscal constraints.



## Personnel Trends by Department/Funds

### PERSONNEL POSITIONS

Departments and Funds	FY 2020 Authorized FTE	FY 2021 Authorized FTE	FY 2022 Authorized FTE	FY 2023 Requested FTE	FY 2023 Authorized FTE
City Council	0.40	0.40	0.40	0.40	0.40
City Manager*	3.80	3.80	3.80	3.80	3.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00	4.00
Assessor	2.00	2.00	2.00	2.00	2.00
Treasurer	4.00	4.00	4.00	4.00	4.00
Finance	4.00	4.00	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10	2.10
Police	30.25	30.00	30.00	30.00	30.00
Fire	33.00	33.00	33.00	34.00	33.00
Inspections*	3.75	3.75	3.75	3.75	3.75
Engineering	2.00	2.00	2.00	2.00	2.00
Public Works	17.50	17.50	17.50	17.50	17.50
Mosquito Control	3.75	3.75	3.75	3.75	3.75
Parks & Recreation Programs	3.80	3.80	3.80	3.80	3.80
Parks & Recreation Pool	5.00	5.00	5.00	5.00	5.00
Parks & Recreation Special Events	1.00	1.00	1.00	1.00	1.00
Library	12.45	12.45	12.45	12.45	12.45
Planning	4.00	4.00	4.00	4.00	4.00
Economic Development	1.00	1.00	1.00	1.00	1.00
DMV Select	2.00	2.00	2.00	2.00	2.00
<b>Total General Fund</b>	<b>139.80</b>	<b>139.55</b>	<b>139.55</b>	<b>140.55</b>	<b>139.55</b>
Solid Waste	1.00	1.00	1.00	1.00	1.00
Utilities	5.00	5.00	5.00	5.00	5.00
Fleet Management	3.50	3.50	3.50	3.50	3.50
<b>Total Departments and Funds</b>	<b>149.30</b>	<b>149.05</b>	<b>149.05</b>	<b>150.05</b>	<b>149.05</b>

\* FTE associated with approved but unfunded positions have been eliminated from the personnel positions to reflect actual employees within departments. A note was added for those departments within their sections.



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## **FUND SUMMARIES**

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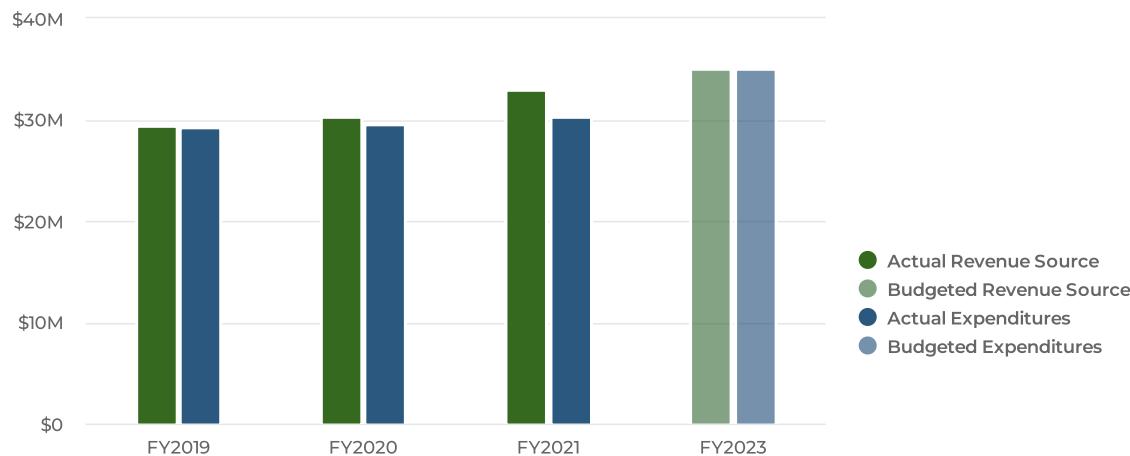
## General Fund

The General Fund is the City's main operating fund and is used to account for all financial resources traditionally associated with government except those required to be accounted for in another fund (i.e. enterprise funds and special revenue funds).

### Summary

The City of Poquoson is projecting **\$33.1M** of revenue in FY2023, which represents a 3.1% decrease over the prior year.

Budgeted expenditures are projected to decrease by 3.1% or **\$1.067M** to **\$33.1M** in FY2023.



The FY 2023 Budget for the General Fund does not contain any increases to City tax rates. For the tax year of 2022, a change to the personal property tax calculation to lower the percentage of certain vehicle's value from 100% to 90% of the assessment for calendar year 2022. This action was adopted by City Council on March 28, 2022. The focus is and always will be to continue to provide the existing services and programs at the same level as the prior year. As the City Manager has indicated in his executive summary, the budget focused on strategic areas.

**Public Education:** The Poquoson Public Schools Superintendent's request for FY 2023 is \$448,354. The FY 2023 Budget fully funds the request of the School Superintendent as well as provides an additional \$168,819. The funding will allow the Schools to implement a salary adjustment of 5% for employees as well as an 1% additional compensation. The total funding for Schools is \$617,173. As in past years, the Schools had unexpended transfers at the end of the year which were returned to the City.

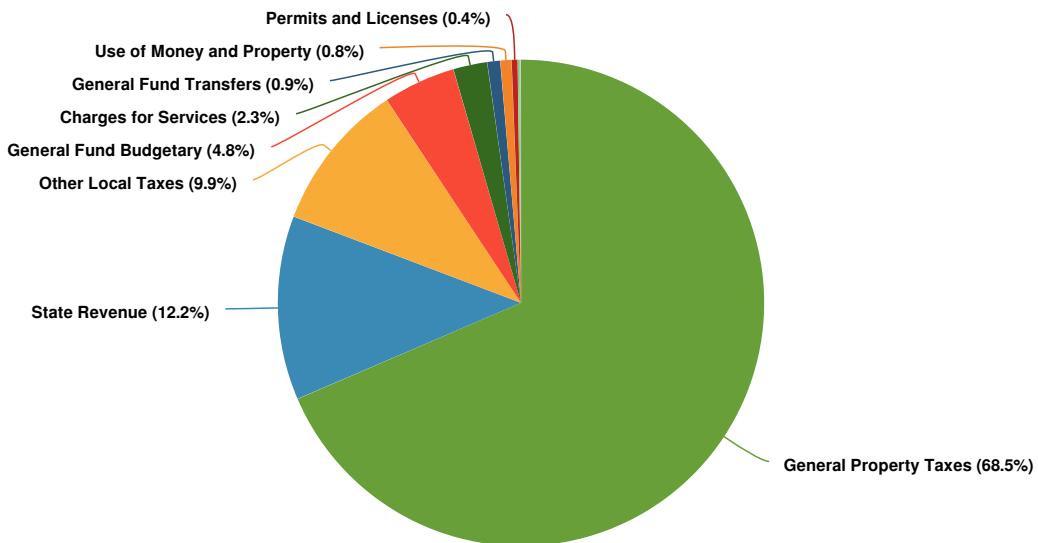
**Quality of Services:** The budget includes a general compensation of 5% plus \$1,500 for all full-time permanent positions as well as a pay rate adjustment for part-time personnel.

**Public Safety:** The budget includes compensation of a special pay adjustment of \$1,000 for all sworn public safety officers. The special pay adjustment is in addition to the general compensation.



## Revenues by Source

### Projected 2023 Revenues by Source

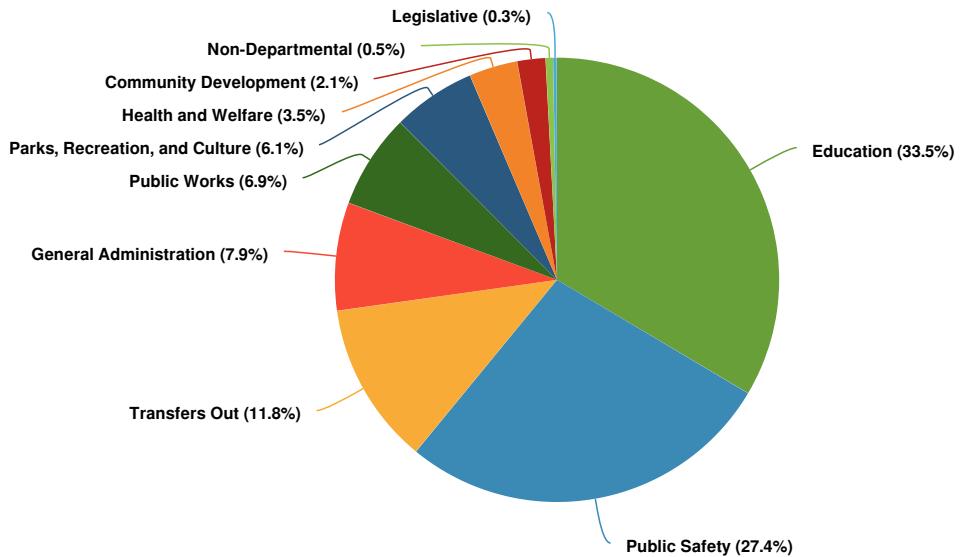


Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)
Revenue Source						
General Property Taxes	\$20,971,058	\$21,594,009	\$22,006,910	\$24,037,202	N/A	\$24,037,202
Other Local Taxes	\$2,868,532	\$2,903,939	\$3,408,036	\$3,477,000	N/A	\$3,477,000
Permits and Licenses	\$115,212	\$106,467	\$305,493	\$137,000	N/A	\$137,000
Fines and Fees	\$30,474	\$30,661	\$34,141	\$42,000	N/A	\$42,000
Use of Money and Property	\$358,997	\$322,261	\$206,124	\$266,300	N/A	\$266,300
Charges for Services	\$776,328	\$600,840	\$508,202	\$793,080	N/A	\$793,080
Miscellaneous Revenue	\$58,830	\$31,841	\$62,140	\$6,178	N/A	\$6,178
State Revenue	\$3,999,204	\$4,015,798	\$4,014,768	\$4,292,119	N/A	\$4,292,119
Federal Revenue	\$21,372	\$569,617	\$1,989,648	\$27,603	N/A	\$27,603
General Fund Transfers	\$342,447	\$200,000	\$549,994	\$300,000	N/A	\$300,000
General Fund Budgetary	\$0			\$1,688,104	N/A	\$1,688,104
<b>Total Revenue Source:</b>	<b>\$29,542,456</b>	<b>\$30,375,433</b>	<b>\$33,085,456</b>	<b>\$35,066,586</b>	<b>N/A</b>	<b>\$35,066,586</b>



# Expenditures by Function

## Budgeted Expenditures by Function



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)
Expenditures						
Legislative	\$70,373	\$72,882	\$72,337	\$95,493	N/A	\$95,493
<b>Total Legislative:</b>	<b>\$70,373</b>	<b>\$72,882</b>	<b>\$72,337</b>	<b>\$95,493</b>	<b>N/A</b>	<b>\$95,493</b>
General Administration	\$2,050,592	\$2,051,162	\$2,606,252	\$2,757,336	N/A	\$2,757,336
<b>Total General Administration:</b>	<b>\$2,050,592</b>	<b>\$2,051,162</b>	<b>\$2,606,252</b>	<b>\$2,757,336</b>	<b>N/A</b>	<b>\$2,757,336</b>
Public Safety						
Electoral Board-Registrar	\$164,995	\$187,619	\$205,171	\$235,884	N/A	\$235,884
Courts	\$476,137	\$501,387	\$526,467	\$419,874	N/A	\$419,874
Police	\$3,137,352	\$3,032,845	\$3,185,081	\$4,084,266	N/A	\$4,084,266
Fire	\$3,230,585	\$3,471,089	\$3,831,923	\$4,175,816	N/A	\$4,175,816
Corrections and Detention	\$326,190	\$287,183	\$305,140	\$304,328	N/A	\$304,328
Inspections	\$252,007	\$252,001	\$314,989	\$307,553	N/A	\$307,553
Animal Control	\$74,082	\$84,489	\$88,071	\$89,316	N/A	\$89,316
<b>Total Public Safety:</b>	<b>\$7,661,349</b>	<b>\$7,816,613</b>	<b>\$8,456,842</b>	<b>\$9,617,037</b>	<b>N/A</b>	<b>\$9,617,037</b>
Public Works	\$1,941,770	\$1,883,764	\$1,960,823	\$2,418,005	N/A	\$2,418,005
<b>Total Public Works:</b>	<b>\$1,941,770</b>	<b>\$1,883,764</b>	<b>\$1,960,823</b>	<b>\$2,418,005</b>	<b>N/A</b>	<b>\$2,418,005</b>

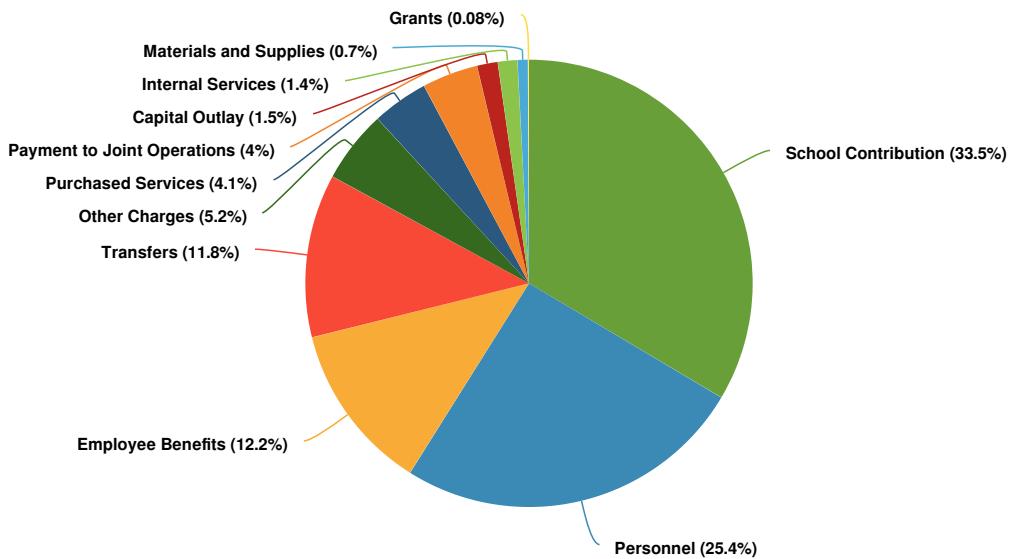


Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)
Health and Welfare	\$1,167,407	\$1,174,768	\$1,036,241	\$1,234,960	N/A	\$1,234,960
<b>Total Health and Welfare:</b>	<b>\$1,167,407</b>	<b>\$1,174,768</b>	<b>\$1,036,241</b>	<b>\$1,234,960</b>	<b>N/A</b>	<b>\$1,234,960</b>
Education	\$9,851,389	\$9,963,611	\$9,031,974	\$11,757,582	N/A	\$11,757,582
<b>Total Education:</b>	<b>\$9,851,389</b>	<b>\$9,963,611</b>	<b>\$9,031,974</b>	<b>\$11,757,582</b>	<b>N/A</b>	<b>\$11,757,582</b>
Parks, Recreation, and Culture	\$1,704,995	\$1,650,418	\$1,519,338	\$2,129,531	N/A	\$2,129,531
<b>Total Parks, Recreation, and Culture:</b>	<b>\$1,704,995</b>	<b>\$1,650,418</b>	<b>\$1,519,338</b>	<b>\$2,129,531</b>	<b>N/A</b>	<b>\$2,129,531</b>
Community Development	\$549,964	\$571,566	\$566,823	\$720,830	N/A	\$720,830
<b>Total Community Development:</b>	<b>\$549,964</b>	<b>\$571,566</b>	<b>\$566,823</b>	<b>\$720,830</b>	<b>N/A</b>	<b>\$720,830</b>
Non-Departmental	\$151,810	\$311,995	\$1,050,603	\$191,812	N/A	\$191,812
<b>Total Non-Departmental:</b>	<b>\$151,810</b>	<b>\$311,995</b>	<b>\$1,050,603</b>	<b>\$191,812</b>	<b>N/A</b>	<b>\$191,812</b>
Transfers Out	\$4,123,523	\$4,185,860	\$4,122,161	\$4,144,000	N/A	\$4,144,000
<b>Total Transfers Out:</b>	<b>\$4,123,523</b>	<b>\$4,185,860</b>	<b>\$4,122,161</b>	<b>\$4,144,000</b>	<b>N/A</b>	<b>\$4,144,000</b>
<b>Total Expenditures:</b>	<b>\$29,273,172</b>	<b>\$29,682,639</b>	<b>\$30,423,394</b>	<b>\$35,066,586</b>	<b>N/A</b>	<b>\$35,066,586</b>



# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)
Expense Objects						
Personnel	\$7,057,758	\$7,263,946	\$7,740,561	\$8,907,555	N/A	\$8,907,555
School Contribution	\$9,851,389	\$9,963,611	\$9,031,974	\$11,757,582	N/A	\$11,757,582
Employee Benefits	\$2,940,346	\$3,166,080	\$3,478,575	\$4,274,004	N/A	\$4,274,004
Other Charges	\$1,585,897	\$1,878,354	\$2,597,014	\$1,832,310	N/A	\$1,832,310
Purchased Services	\$979,749	\$852,428	\$837,281	\$1,427,308	N/A	\$1,427,308
Internal Services	\$462,476	\$449,200	\$457,303	\$497,328	N/A	\$497,328
Materials and Supplies	\$180,736	\$163,963	\$234,368	\$261,585	N/A	\$261,585
Payment to Joint Operations	\$1,412,935	\$1,391,969	\$1,448,906	\$1,417,012	N/A	\$1,417,012
Capital Outlay	\$678,363	\$367,228	\$475,251	\$521,286	N/A	\$521,286
Grants				\$26,616	N/A	\$26,616
Transfers	\$4,123,523	\$4,185,860	\$4,122,161	\$4,144,000	N/A	\$4,144,000
<b>Total Expense Objects:</b>	<b>\$29,273,172</b>	<b>\$29,682,639</b>	<b>\$30,423,394</b>	<b>\$35,066,586</b>	<b>N/A</b>	<b>\$35,066,586</b>





## Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources for the payment of general obligation debt service for the City and the School Division, except for debt payable by the Utilities Fund. Revenues of the Debt Service Fund are derived from transfers from the General Fund and/or Capital Projects Fund.

City of Poquoson Charter Article 13 "Limitation on the issuance of bonds or other interest bearing obligations" addresses the debt limit. It states that there shall not be any issued bonds or other interest-bearing obligations which exceed for any one issuance, one and one-half percentum of the assessed valuation of the real estate in the City subject to taxation, according to the most current assessment for taxes, without voter approval. Certificates of indebtedness, revenue bonds, or other obligations issued in anticipation of the collection of the revenues for the current year, provided they mature within one year from issuance, are not required to be voted on by the qualified voters of the City.

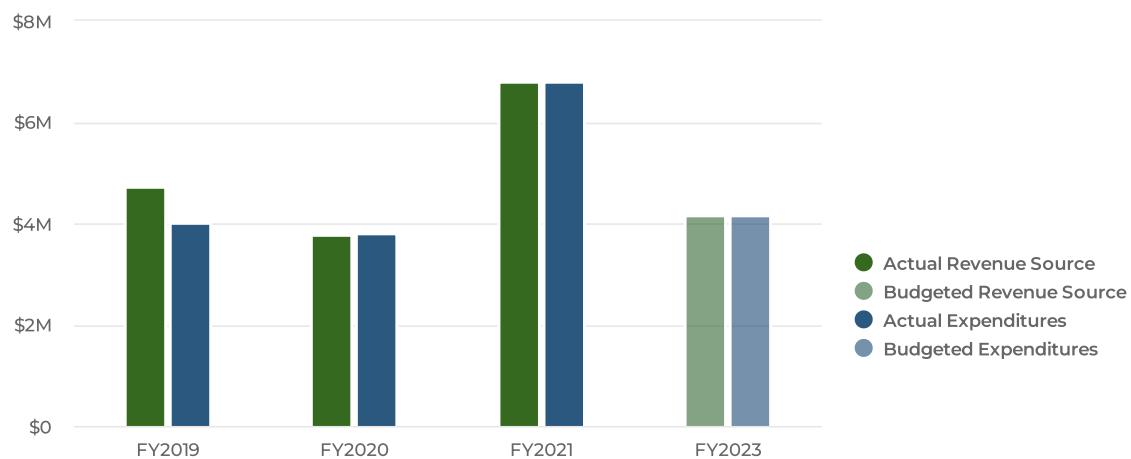
In May 2014, Standard & Poor upgraded the long-term rating for the City to AAA from AA+, the highest possible rating from Standard & Poor which provides that the City's capacity to meet its financial commitments on the obligation is extremely strong. In June 2016, Standard & Poor reaffirmed the AAA rating. In December 2017, upgraded the City's outstanding bonds an additional notch to Aa1 as a result of the strength of the Virginia State Intercept program along with the City's underlying credit quality. In June 2018, Moody's reaffirmed the Aa2 rating and assigned an enhanced Aa1 rating to 2018 general obligation bonds.

The City's most significant debt is in School bonds. Other significant debt service items relate to notes and bonds of the City and Economic Development Authority (EDA). All the debt service presented in the budget is based on legally binding agreements, unless it is labeled estimate.



## Summary

City of Poquoson, Virginia is projecting \$4.19M of revenue in FY2023, which represents a 0% increase over the prior year.  
Budgeted expenditures are projected to increase by 0% or N/A to \$4.19M in FY2023.

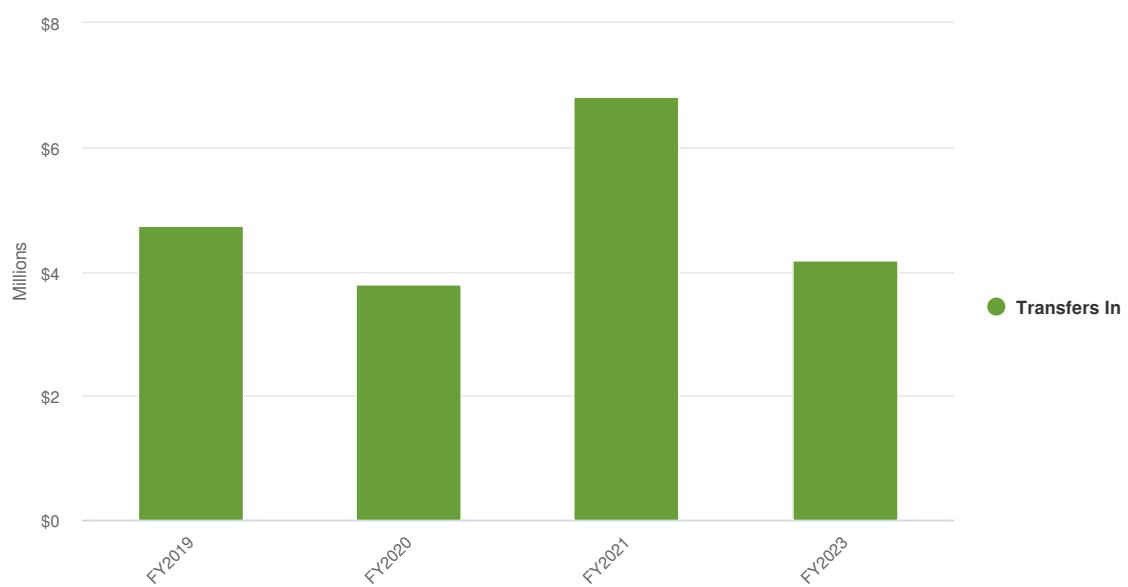


## Revenues by Source

**Transfers:** The Debt Service Fund is financed exclusively from transfers made by other funds. Usually the transfer of debt comes from the General Fund.

**Use of Reserve:** In FY 2013, the City established a debt reserve to set aside funds for future debt service. In anticipation of the borrowing during FY 2019, the City increased the reserve in FY 2019 with the understanding of utilizing the funds when the debt is payable. In FY 2022, the City utilized the reserve instead of borrowing additional debt to fund nine projects in the Adopted CCIP. In FY 2023, the budget does not include utilizing the reserve that remained from FY 2022.

### Budgeted and Historical 2023 Revenues by Source



Revenue for the Debt Service Fund is provided for by transfers from the General Fund and issuing new debt.

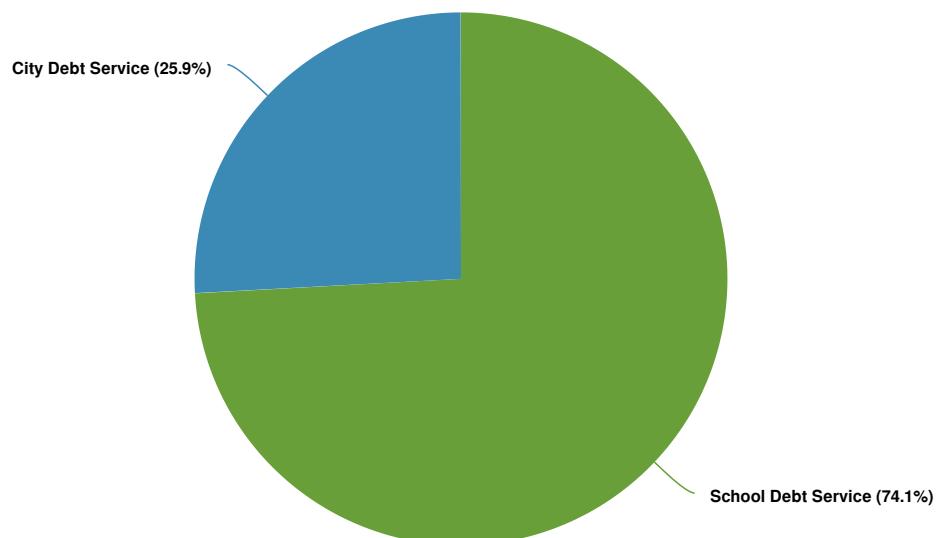
Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Revenue Source						
Transfers In	\$4,746,752	\$3,795,092	\$6,810,494	\$4,185,134	\$4,185,134	N/A
<b>Total Revenue Source:</b>	<b>\$4,746,752</b>	<b>\$3,795,092</b>	<b>\$6,810,494</b>	<b>\$4,185,134</b>	<b>\$4,185,134</b>	<b>N/A</b>



## Expenditures by Expense Type

In FY 2022, City Council appropriated the available cash balance in Debt Service to fund nine projects in the Capital Project Fund. In 2018, our financial advisors provided to City Council the required annual allocation by the General Fund to the Debt Service Fund to pay for the debt service associated with a combined borrowing of \$23 Million. The annual allocation from the General Fund to the Debt Service Fund includes the current debt and the future debt based on the projected interest rates determined at the approval of the borrowing of \$23 Million in 2018. The two issuances totaled \$21.4 Million in new debt provided the City better than anticipated interest rates and the second issuance was borrowed later than expected. These factors and the continuing appropriation of the annual allocation based on 2018 have left the cash balance in the Debt Service Fund. It was staff's recommendation to utilize the cash balance in the Debt Service Fund instead of borrowing new debt to fund the nine projects contained in the Adopted CCFP. Those projects consist of City Hall Park (gazebo/dog park), South Lawson Park (restrooms), Medic Replacement, Police cars, Municipal Pool Renovation, Public Works Equipment, School Bus and repaving of parking lots.

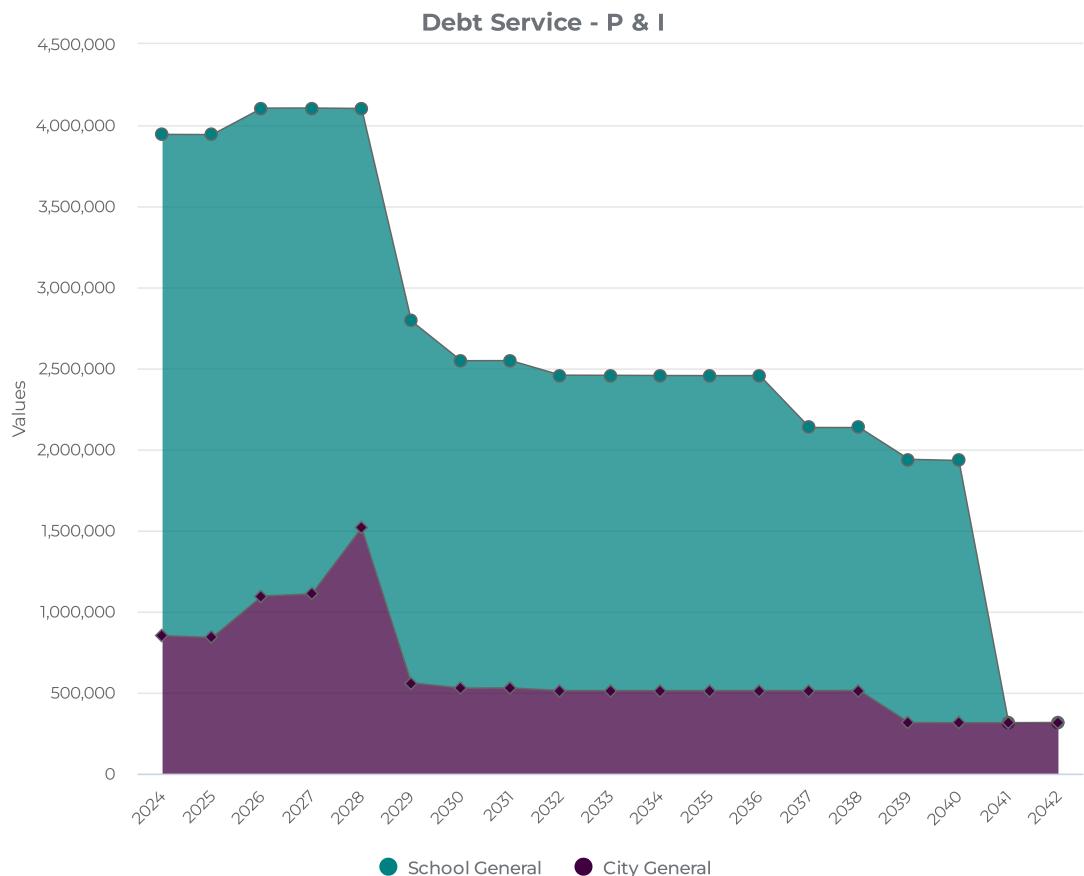
### Budgeted Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expense Objects						
Transfers			\$446,900		\$0	N/A
City Debt Service	\$1,415,143	\$990,916	\$2,722,878	\$1,082,243	\$1,082,243	N/A
School Debt Service	\$2,611,757	\$2,827,545	\$3,633,666	\$3,102,891	\$3,102,891	N/A
<b>Total Expense Objects:</b>	<b>\$4,026,900</b>	<b>\$3,818,461</b>	<b>\$6,803,444</b>	<b>\$4,185,134</b>	<b>\$4,185,134</b>	<b>N/A</b>



## Debt Service



The above Debt Service principal and interest reflect the newest general obligation debt. The City issued new debt under the General Obligation Bond, Series 2021A in March 2021. The total amount of debt issued was \$3,522,000. The new money financed the additional funds needed for Poquoson Middle School and the replacement of the Turf Football Field located behind Poquoson Middle School. It is anticipated that the City will issue new debt totaling \$4 Million during FY 2023 for the Public Safety Building. This anticipation is included in the above chart.



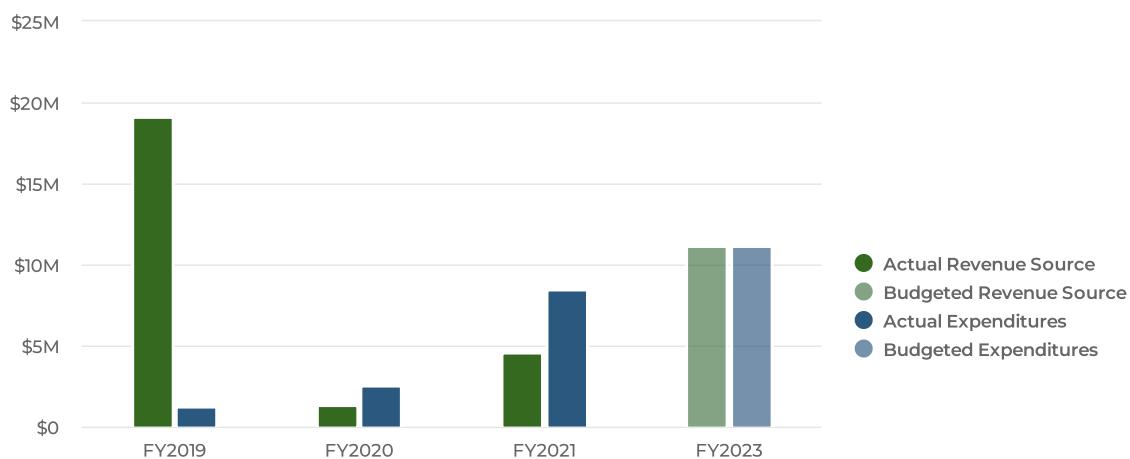


## Capital Projects Fund

The Capital Projects Fund accounts for financial resources to be used for the acquisition or construction of major City or School capital facilities, infrastructure, and equipment other than those financed by proprietary funds.

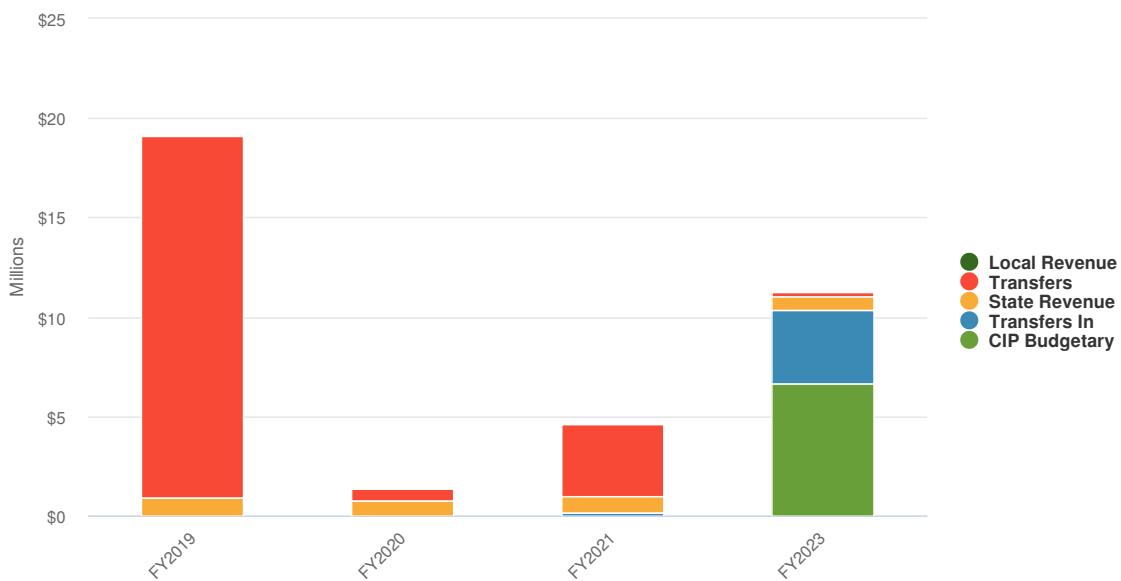
### Summary

The City of Poquoson is projecting \$4.2M of revenue in FY2023, which represents a 75.9% decrease over the prior year. Budgeted expenditures are projected to decrease by 75.9% or \$13.4M to \$4.2M in FY2023.



## Revenues by Source

### Budgeted and Historical 2023 Revenues by Source

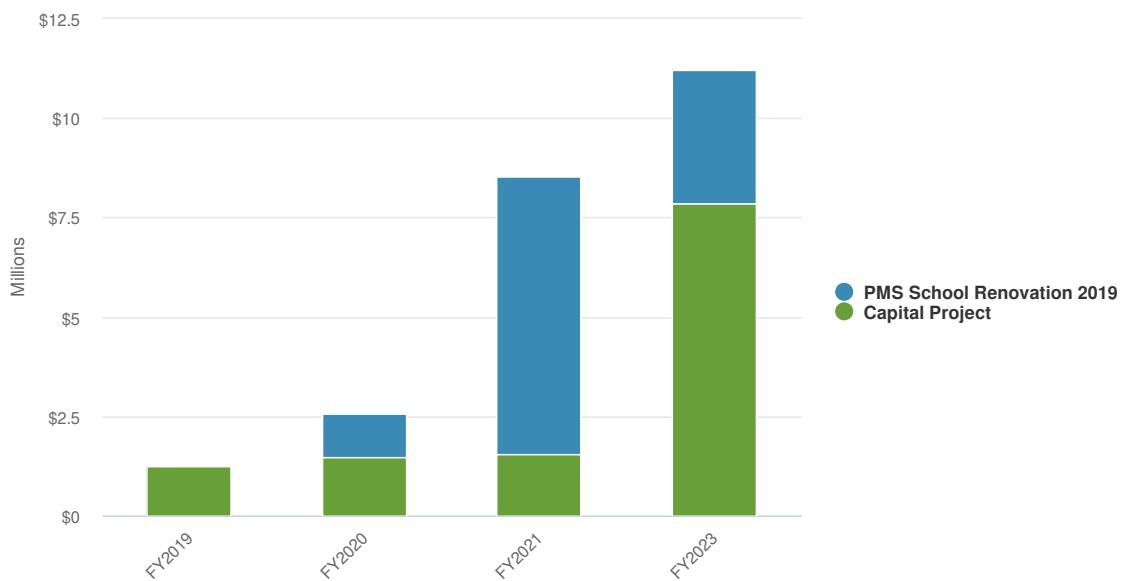


Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Revenue Source						
Local Revenue	\$24,407	\$27,232	\$14,027		\$0	N/A
State Revenue	\$937,803	\$774,320	\$853,107	\$694,082	\$694,082	N/A
Transfers In			\$160,000	\$3,625,919	\$3,625,919	N/A
Transfers	\$18,199,293	\$558,381	\$3,607,500	\$228,000	\$228,000	N/A
CIP Budgetary	\$0			\$6,683,813	\$6,683,813	N/A
<b>Total Revenue Source:</b>	<b>\$19,161,503</b>	<b>\$1,359,933</b>	<b>\$4,634,634</b>	<b>\$11,231,814</b>	<b>\$11,231,814</b>	<b>N/A</b>



## Expenditures by Function

### Budgeted and Historical Expenditures by Function



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Capital Project	\$1,261,980	\$1,479,171	\$1,547,989	\$7,871,559	\$7,871,559	N/A
PMS School Renovation 2019		\$1,102,514	\$6,972,362	\$3,360,255	\$3,360,255	N/A
<b>Total Expenditures:</b>	<b>\$1,261,980</b>	<b>\$2,581,685</b>	<b>\$8,520,351</b>	<b>\$11,231,814</b>	<b>\$11,231,814</b>	<b>N/A</b>



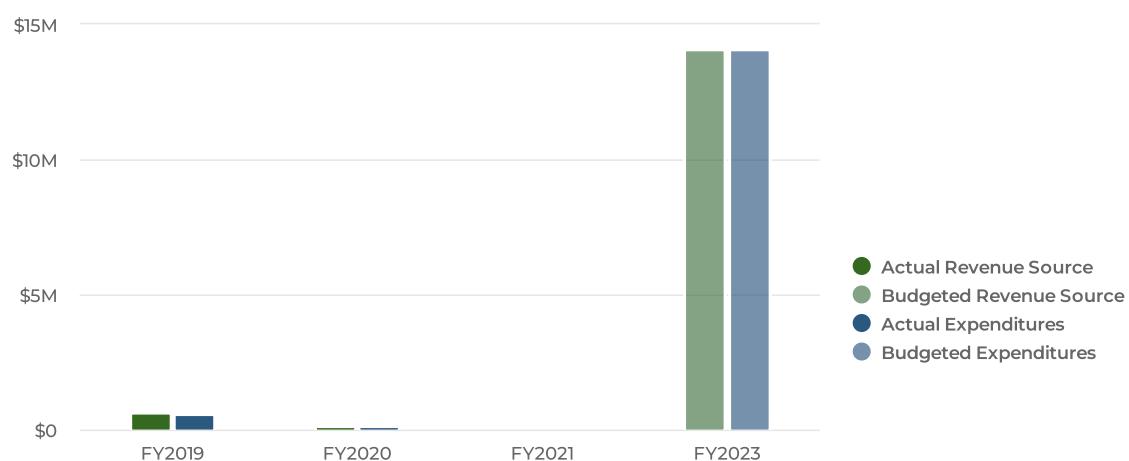


## Special Revenue Fund/Grants

The Special Revenue Fund/Grants accounts for revenues and expenditures related to State and Federal grants for community development and public safety. The City has no outstanding grants. In Fiscal Year 2020, the City completed the Federal Tea-21 Grant administered by the Virginia Department of Transportation. The grant allowed for the City to move the Tom Hunt Store to the Poquoson Museum property for future public visitation.

### Summary

The City of Poquoson is projecting \$13.7M of revenue in FY2023, which represents a 88.2% increase over the prior year. Budgeted expenditures are projected to increase by 88.2% or \$6.4M to \$13.7M in FY2023.



## American Rescue Plan Act (ARPA) - Overview

In May 2021, the U.S. Department of the Treasury launched the Coronavirus State and Local Fiscal Recovery Fund, established by the American Rescue Plan Act of 2021 to provide \$350 billion in emergency funding for state, local, territorial and Tribal governments. The Treasury Department published a two-page Quick Reference Guide, an eight-page Fact Sheet on the Coronavirus State and Local Fiscal Recovery Funds program and a 151-page Interim Final Rule. The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility to meet local needs — including support for households, small businesses, impacted industries, essential workers, and the community's hardest-hit by the crisis. Within the categories of eligible uses listed, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities, according to the Treasury.

In addition to allowing for flexible spending up to the level of their revenue loss, the Treasury guidance states that recipients can use funds to:

- Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral health care, mental health and substance misuse treatment, and certain public health and safety personnel responding to the crisis, among other uses;
- Address negative economic impacts caused by the public health emergency, including by rehiring public sector workers, providing aid to households facing food, housing or other financial insecurity, offering small business assistance, and extending support for industries hardest hit by the crisis;
- Aid the communities and populations hardest hit by the crisis, supporting an equitable recovery by addressing not only the immediate harms of the pandemic, but its exacerbation of longstanding public health, economic and educational disparities;
- Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service during the pandemic;
- Invest in water, sewer and broadband infrastructure, improving access to clean drinking water, supporting vital wastewater and storm water infrastructure, and expanding access to the broadband internet.

The City of Poquoson is expected to receive two separate funding allocations. The first funding allocation of \$2,373,490 was directly from the federal government due to being an independent city. The second funding allocation of \$12,200,00 is from the Coronavirus State and Local Fiscal Recovery Funds allocation based on the total population of the non-entitlement units of local governments, which are local governments typically serving a population under 50,000 from the Commonwealth of Virginia. According to the guidance, expenses must be obligated by December 31, 2024, but actual payments can lag to December 31, 2026. The expenditure of this federal allocation will be a multi-year process, to be informed by public input and deliberation throughout the process. The National League of Cities (NLC) recommends municipalities have some guiding principles in mind to help guide the plan for recovery. They are: to assess government operations and community needs to develop a plan for recovery; to use each revenue source strategically; to prioritize fiscal stability; and to maintain records and document impact. The Administration must carefully plan the intended uses, to maximize the benefit to the city from this "one in a lifetime" funding opportunity. The finance department recommends prioritizing projects allowed under the guidance of the Federal Government requirements. By focusing on restoring and strengthening the city's financial position, the city will be better suited to maintain critical services. The next priority should be to reserve a portion of the allocation for the ongoing response to the public health emergency. Once priority areas are allocated, the remaining balance can be reserved for all other eligible expenditure categories under the legislation.



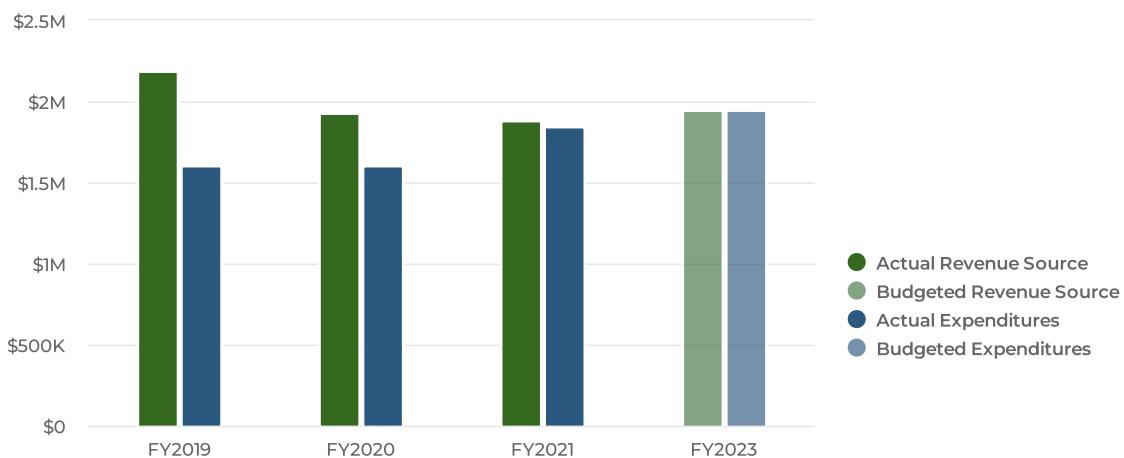


## Sewer Fund

The Utilities Fund is operated as an Enterprise Fund which is used to account for sewer operations that function as though they were a private-sector entity. An Enterprise Fund is expected to cover its costs through user charges. The Utilities Fund provides for the maintenance of sewer lines and pump stations and the debt service incurred in having the sewer originally extended and renovated. The Department provides 24 hour service for the 29 pump stations, 51.7 miles of gravity sewer lines and 12.4 miles of sewer force mains, installation of sewer taps, replacement or repair of broken or misaligned lines.

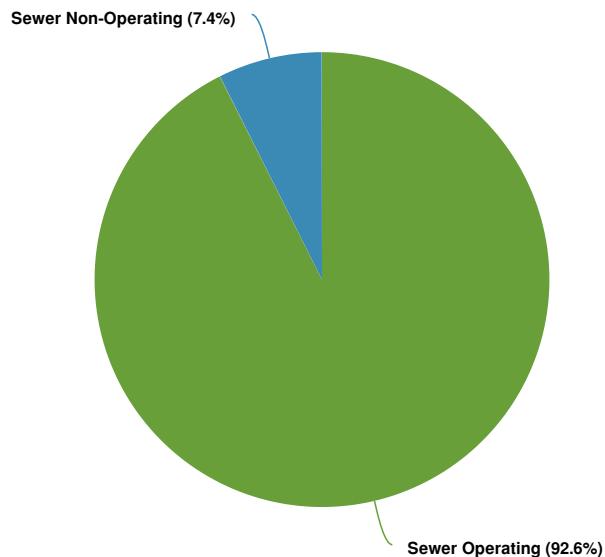
### Summary

The City of Poquoson is projecting **\$1.97M** of revenue and expenditures, in FY2023, which represents a **\$49,000** increase over FY2022.



## Revenues by Source

### Projected 2023 Revenues by Source

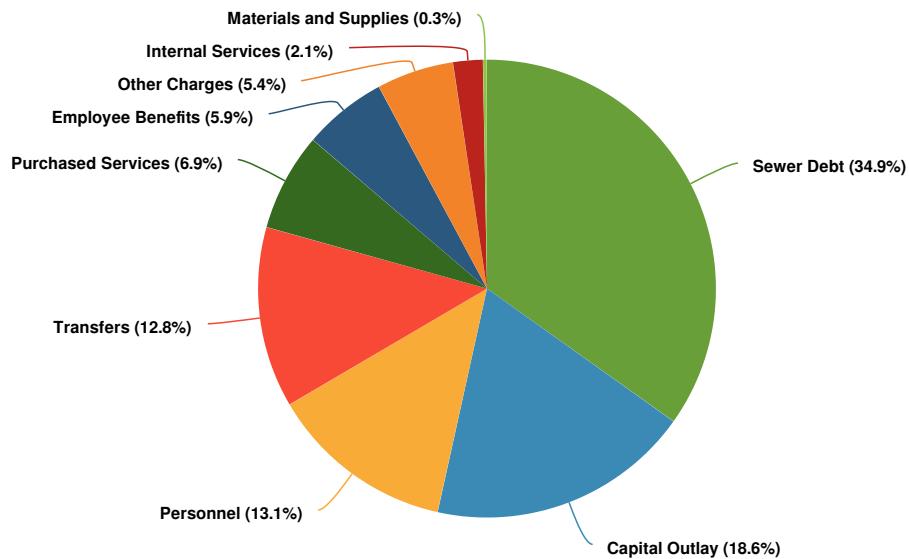


Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Revenue Source						
Sewer Operating	\$2,033,927	\$1,775,917	\$1,794,133	\$1,812,000	\$1,812,000	N/A
Sewer Non-Operating	\$163,818	\$158,777	\$98,685	\$145,000	\$145,000	N/A
<b>Total Revenue Source:</b>	<b>\$2,197,746</b>	<b>\$1,934,694</b>	<b>\$1,892,818</b>	<b>\$1,957,000</b>	<b>\$1,957,000</b>	<b>N/A</b>



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expense Objects						
Personnel	\$246,837	\$220,739	\$220,395	\$256,016	\$256,016	N/A
Employee Benefits	\$72,541	\$93,813	\$117,790	\$115,830	\$115,830	N/A
Other Charges	\$110,456	\$106,475	\$110,264	\$106,400	\$106,400	N/A
Purchased Services	\$85,050	\$98,463	\$97,877	\$135,600	\$135,600	N/A
Internal Services	\$27,690	\$23,644	\$27,414	\$41,276	\$41,276	N/A
Materials and Supplies	\$9,536	\$5,852	\$20,445	\$5,272	\$5,272	N/A
Capital Outlay	\$714,580	\$736,867	\$789,530	\$364,450	\$364,450	N/A
Transfers	\$150,000	\$150,000	\$200,000	\$250,000	\$250,000	N/A
Sewer Debt	\$196,250	\$171,480	\$270,634	\$682,156	\$682,156	N/A
<b>Total Expense Objects:</b>	<b>\$1,612,940</b>	<b>\$1,607,333</b>	<b>\$1,854,349</b>	<b>\$1,957,000</b>	<b>\$1,957,000</b>	<b>N/A</b>



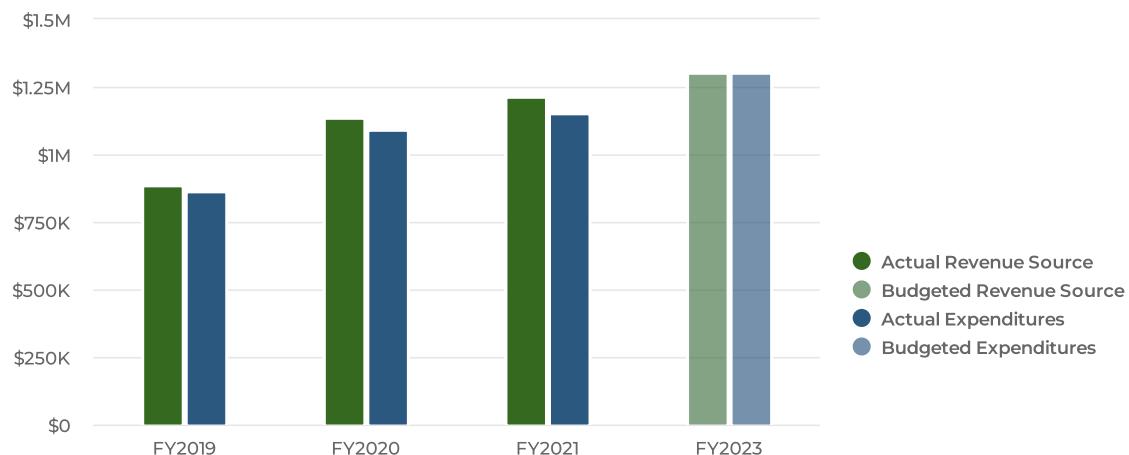


## Solid Waste Fund

The Solid Waste Fund is an Enterprise Fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris.

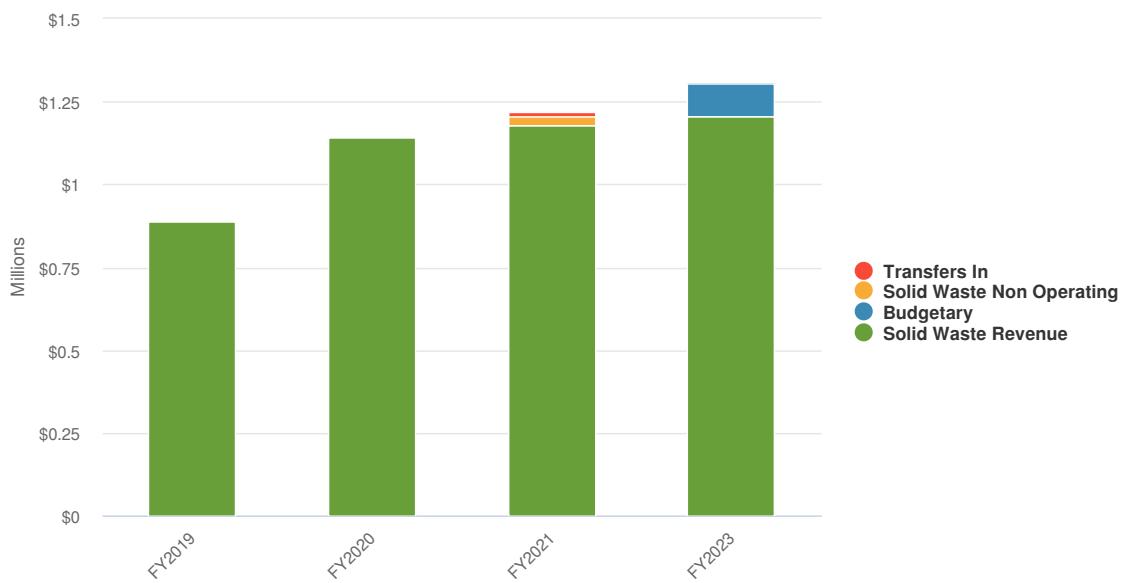
### Summary

The City of Poquoson is projecting \$1.31M of revenue in FY2023, which represents a 2.4% increase over the prior year. Budgeted expenditures are projected to increase by 2.4% or \$121.82K to \$1.27M in FY2023.



## Revenues by Source

### Budgeted and Historical 2023 Revenues by Source

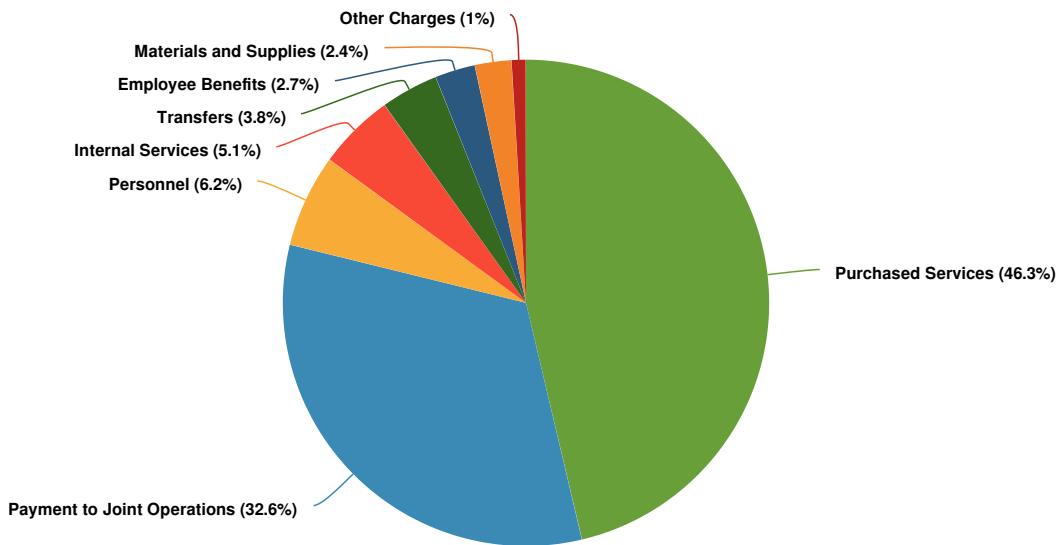


Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Revenue Source						
Budgetary	\$0			\$98,000	\$98,000	N/A
Transfers In	\$1,853		\$15,000		\$0	N/A
Solid Waste Non Operating	\$6	\$546	\$24,593		\$0	N/A
Solid Waste Revenue	\$886,508	\$1,140,768	\$1,179,565	\$1,207,000	\$1,207,000	N/A
<b>Total Revenue Source:</b>	<b>\$888,367</b>	<b>\$1,141,314</b>	<b>\$1,219,158</b>	<b>\$1,305,000</b>	<b>\$1,305,000</b>	<b>N/A</b>



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expense Objects						
Personnel	\$66,735	\$73,065	\$74,071	\$80,464	\$80,464	N/A
Employee Benefits	\$21,634	\$27,334	\$42,208	\$34,917	\$34,917	N/A
Other Charges	\$10,579	\$13,664	\$12,106	\$12,400	\$12,400	N/A
Purchased Services	\$474,410	\$486,900	\$499,373	\$604,277	\$604,277	N/A
Internal Services	\$61,240	\$46,774	\$44,928	\$66,428	\$66,428	N/A
Materials and Supplies	\$16,314	\$17,385	\$21,258	\$31,626	\$31,626	N/A
Payment to Joint Operations	\$151,554	\$357,360	\$385,122	\$424,888	\$424,888	N/A
Capital Outlay	\$13,635	\$19,511	\$24,716		\$0	N/A
Transfers	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	N/A
<b>Total Expense Objects:</b>	<b>\$866,099</b>	<b>\$1,091,993</b>	<b>\$1,153,782</b>	<b>\$1,305,000</b>	<b>\$1,305,000</b>	<b>N/A</b>



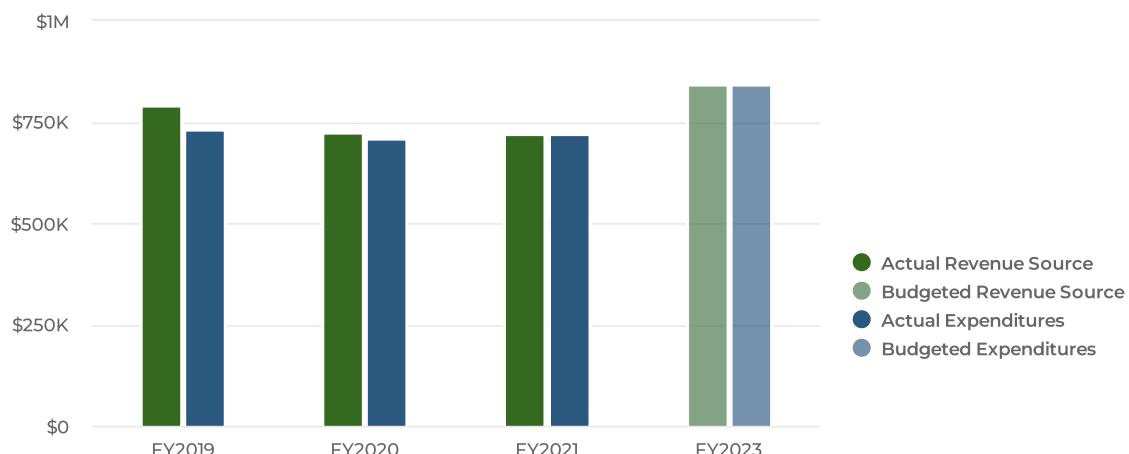


## Fleet Management Fund

The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis. Internal Service Funds are classified as proprietary funds in recognition of the commercial accounting principles they follow. The Fleet Management Fund, which consists of the garage operation, provides maintenance/repair service of all City vehicles and equipment as well as School Division vehicles and buses. The charging of garage services through an Internal Service Fund allows for equitable distribution of the cost of operating the garage to the departments using the services. Each department is billed directly for repair and maintenance of vehicles. The Fleet Management Fund also provides fuel and lubricants for City and School vehicles which are billed directly to the departments based on usage.

### Summary

The City of Poquoson is projecting \$844.48K of revenue in FY2023, which represents a 6% increase over the prior year. Budgeted expenditures are projected to increase by 6% or \$44.65K to \$844.48K in FY2023.



## Revenue by Fund

**Parts and Contracted Services:** Anticipated revenue for charges to users for the cost of parts for vehicles and equipment. Parts and contracted services are charged to departments based on actual costs incurred. The amount for FY 2023 is based on estimates from the Fleet Manager.

**Garage Labor and Overhead:** Fleet employee salaries, benefits, and garage charges are billed to users as labor involved with repairing and maintaining vehicles and equipment. Each department is charged a pro-rated share of the Fleet operating costs based on the anticipated time that will be spent repairing and maintaining their vehicles in FY 2023. Departments' labor line item is charged based on overall percentage of vehicles and equipment for each department.

**Gas and Oil Revenues:** Projected revenues from the direct billing to users of gas and oil for vehicles and equipment. Gas and oil are charged to departments based on actual costs incurred. The increase is based on an estimated cost of \$2.90 per gallon of fuel. Usage is an estimated 47,109 gallons of diesel fuel and 31,883 gallons of gasoline. Anticipated oil usage is 2,302 gallons at a cost of \$3.10 per gallon.

## Expenditures by Fund

**Garage Operation:** Provides for the personnel and fringe benefits for maintaining the garage. The garage provides for maintenance and repair service for all City vehicles and equipment and well as the Poquoson School Division vehicles and buses.

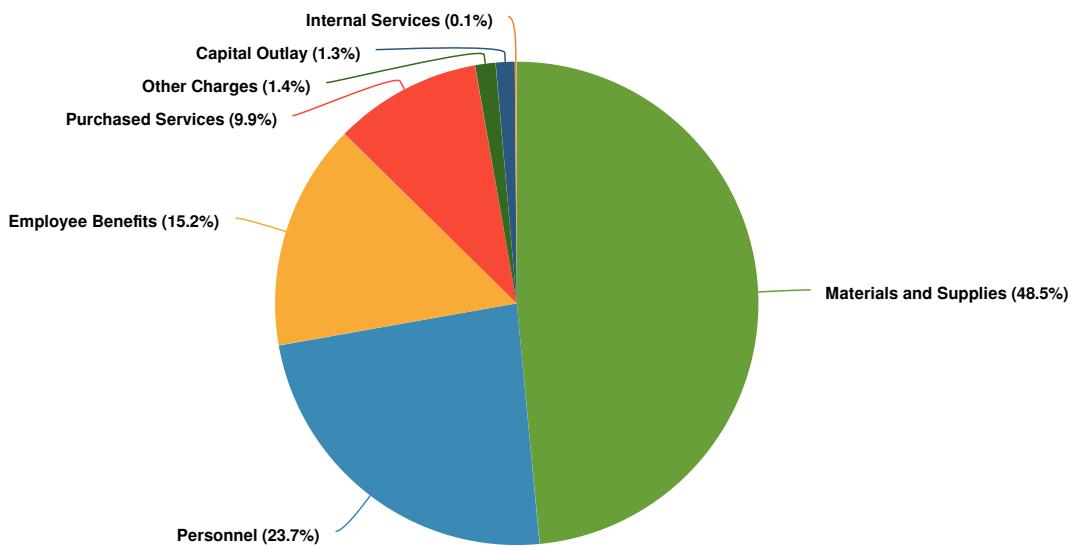
### Operating Expenditures:

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Fleet Management Fund						
Personnel	\$177,203	\$182,374	\$183,718	\$200,340	\$200,340	N/A
Employee Benefits	\$73,677	\$106,507	\$140,401	\$128,002	\$128,002	N/A
Other Charges	\$9,322	\$9,351	\$8,605	\$11,550	\$11,550	N/A
Purchased Services	\$84,204	\$85,475	\$75,408	\$83,280	\$83,280	N/A
Internal Services	\$899	\$339	\$406	\$1,051	\$1,051	N/A
Materials and Supplies	\$374,930	\$312,846	\$303,457	\$409,560	\$409,560	N/A
Capital Outlay	\$13,731	\$12,550	\$9,157	\$10,697	\$10,697	N/A
<b>Total Fleet Management Fund:</b>	<b>\$733,967</b>	<b>\$709,442</b>	<b>\$721,152</b>	<b>\$844,480</b>	<b>\$844,480</b>	<b>N/A</b>



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type





## Special Revenue Fund/OPEB

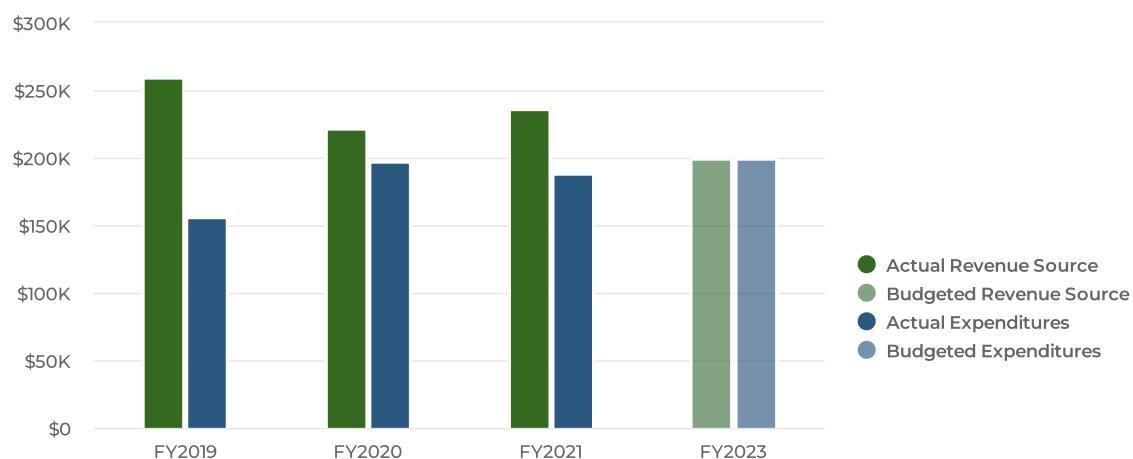
The Special Revenue Fund/OPEB accounts for revenues and expenditures related to Other Post Employment Benefits (OPEB). Specifically, retiree health insurance.

In November 2016, City Council approved an enhanced change to OPEB effective July 1, 2017. Prior to July 1, 2017, employees who had met certain conditions were given an option of continuing health insurance coverage in the City-sponsored plan at the City's rate. The total cost of the insurance is borne by the retiree. For employees retiring July 1, 2017 or later, in addition to the previous benefit, retirees who meet additional longevity with the City and other criteria will also be able to continue health insurance coverage in the City-sponsored plan with the City subsidizing 50% of the cost of coverage until age 65, less the VRS Health Insurance Credit amount.

As part of a long-term funding plan for the benefit, the City joined the Virginia Pooled OPEB Trust Fund with other Virginia localities to begin funding and investing a portion of the projected liability.

### Summary

The City of Poquoson is projecting \$200K of revenue in FY2023, which represents a 5% decrease over the prior year. Budgeted expenditures are projected to decrease by 5% or \$8K to \$200K in FY2023.



The City administers a single-employer defined benefit postemployment healthcare plan that covers all current retirees and covered dependents and will provide coverage for all future retirees and their covered dependents. Employees who are eligible for the health plan under normal retirement must have a combination of age (minimum 50 years of age) and years of service (minimum of 5 years) equal to seventy (70).



## Revenue by Fund

The fund received two sources of revenue.

1. The retiree contributions for their portion of the cost for the elected coverage of the City-sponsored health insurance plan. Contributions are based on retirees who are eligible and elect to continue on the City-sponsored health insurance plan. The retiree contribution covers their portion of the elected benefit and the City transfers funds from the General Fund to cover the portion of the retirement cost provided by the City. Additional the City provides for a contribution towards the Virginia Pooled OPEB Trust Fund to assist with future cost associated with the OPEB Fund.
2. A transfer from the General Fund for the City's portion of the retirement cost for those retirees who are eligible and elect to continue and fund a yearly contribution to the Virginia Pooled OPEB Trust Fund administered by VACo/VML located in Richmond, Virginia.

Contributions are based on retirees who are eligible and elect to continue on the City-sponsored health insurance plan. The retiree contribution covers their portion of the elected benefit and the City transfers funds from the General Fund to cover the portion of the retirement cost provided by the City. Additional the City provides for a contribution towards the Virginia Pooled OPEB Trust Fund to assist with future cost associated with the OPEB Fund.

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>OPEB</b>						
REVENUES FROM RETIREES	\$99,650	\$94,752	\$122,439	\$100,000	\$100,000	N/A
ACCRUED INCOME	\$2,575	\$30,699	\$35,300		\$0	N/A
TRANSFER FROM GENERAL FUND	\$157,907	\$97,125	\$78,697	\$100,000	\$100,000	N/A
<b>Total OPEB:</b>	<b>\$260,132</b>	<b>\$222,576</b>	<b>\$236,436</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>N/A</b>



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Expenditures</b>						
<b>OPEB</b>						
<b>Employee Benefits</b>						
OPEB HEALTH INSURANCE	\$152,561	\$179,823	\$186,136	\$185,000	\$185,000	N/A
ACCRUED LOSS	\$4,651	\$17,539	\$2,980		\$0	N/A
<b>Total Employee Benefits:</b>	<b>\$157,212</b>	<b>\$197,362</b>	<b>\$189,116</b>	<b>\$185,000</b>	<b>\$185,000</b>	<b>N/A</b>
<b>Other Charges</b>						
CONTRIBUTION OPEB TRUST	\$0			\$15,000	\$15,000	N/A
<b>Total Other Charges:</b>	<b>\$0</b>			<b>\$15,000</b>	<b>\$15,000</b>	<b>N/A</b>
<b>Total OPEB:</b>	<b>\$157,212</b>	<b>\$197,362</b>	<b>\$189,116</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$157,212</b>	<b>\$197,362</b>	<b>\$189,116</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>N/A</b>



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## **FUNDING SOURCES**

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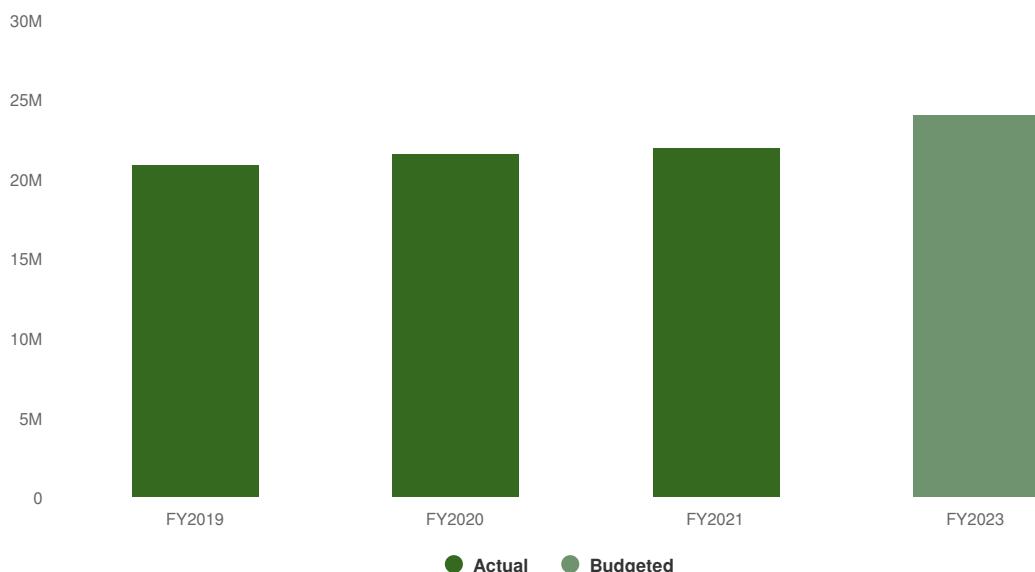


## General Property Taxes Summary

General Property taxes account for 84% of locally generated revenues. Included in this category are levies made on real estate and personal property of City residents and businesses.

**\$24,037,202** **\$24,037,202**  
(% vs. prior year)

### General Property Taxes Proposed and Historical Budget vs. Actual



#### Real Estate Tax:

FY2023 is estimated with a budgeted increase of \$285,000 in real estate taxes. This is due in part to both conservative collections, as well as FY2023 not being a revaluation year. There is no change to the real estate tax rate for FY2023. The City collects taxes two times per fiscal year, December 5th and June 5th.

#### Personal Property Tax:

FY2023 reflects an increase of approximately \$452,500 due to increased values for used personal vehicles based on J.D. Powers (formerly known as National Automobiles Dealers Association).

## Revenue by Fund

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>General Fund</b>						
<b>General Property Taxes</b>						
CURRENT REAL ESTATE TAX	\$17,621,687	\$18,260,502	\$18,289,048	\$19,525,700	\$19,525,700	N/A
DELINQUENT REAL ESTATE TAX	\$120,996	\$113,226	\$141,513	\$100,000	\$100,000	N/A
PUBLIC SERVICE CORP. TAX	\$262,580	\$222,248	\$247,639	\$242,000	\$242,000	N/A
CURRENT PERSONAL PROPERTY TAX	\$2,740,373	\$2,826,564	\$3,055,300	\$3,986,502	\$3,986,502	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
DELINQUENT PERSONAL PROPERTY TAX	\$102,756	\$43,755	\$148,098	\$40,000	\$40,000	N/A
PENALTIES ALL PROPERTY	\$80,835	\$84,344	\$81,518	\$100,000	\$100,000	N/A
INTEREST ALL PROPERTY	\$31,872	\$37,381	\$37,759	\$38,000	\$38,000	N/A
ADMINISTRATIVE FEES	\$9,958	\$5,989	\$6,035	\$5,000	\$5,000	N/A
<b>Total General Property Taxes:</b>	<b>\$20,971,058</b>	<b>\$21,594,009</b>	<b>\$22,006,910</b>	<b>\$24,037,202</b>	<b>\$24,037,202</b>	<b>N/A</b>
<b>Total General Fund:</b>	<b>\$20,971,058</b>	<b>\$21,594,009</b>	<b>\$22,006,910</b>	<b>\$24,037,202</b>	<b>\$24,037,202</b>	<b>N/A</b>

## Local Revenue

The real estate property tax on residential, commercial land and buildings in the City is recommended at a rate of \$1.13 per \$100 of assessed value. Each cent of tax brings approximately \$176,358 of revenue to the City as compared to \$160,895 from the previous year.

The tax rate is applied to the assessed value of individual property, as determined by the Real Estate Assessor during the assessment. The Commonwealth of Virginia requires localities to assess real property at 100% of fair market value. FY2023 is not a reassessment year. Tax rate and value are effective July 1, 2022.

Residential growth projections in FY2023 are based on new houses and other residential improvements and commercial improvements estimated in value at \$9,128,126, to be built throughout the year.

FY2023 Real Estate Budget Estimate	\$20,066,706
Less Tax Relief and Deferral:	
Tax Relief and Deferral for Elderly (Local Program)	(200,484)
Tax Relief for Disabled Veteran (State Mandated Program-Unfunded to City of Poquoson)	(291,730)
Additional Tax Relief Approved in FY2023	(157,786)
Plus:	
FY2023 Residential growth on new assessments of new homes and other improvements	117,769
FY2023 Real Estate Budget	\$19,525,700

In FY2022, the Commissioner of the Revenue office approved eleven homes for the tax relief program. It is estimated that the Commissioner of the Revenue will receive and approve 25 application during FY2023. The assessed value of real estate provides for \$178K per cent. The tax relief program for FY2023 eliminates 3.4 cents of the assessed value of real estate.

Real estate taxes are due on December 5th and June 5th. Past due balances paid by the end of the month the taxes are due are assessed a 2% penalty. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances on the first day of the month following the month in which the tax is due. In addition, interest of 10% per annum is assessed on unpaid balances beginning in the month in which the tax was due.



## Public Service Corporation

The State Corporation Commission assesses a tax on the value of the real estate and personal property of all public service corporations; such as, Dominion Virginia Power, Virginia Natural Gas, Verizon and Cox Communications. The Commissioner of the Revenue certifies the levy as submitted by the State Corporation Commission.

Public service corporations are taxed at the same rate as real estate. The State Corporation Commission assesses public service corporations and the City estimates assessments will be \$23,089,851 in FY2023.

## Personal Property Tax

The City imposes a tax on tangible personal property of businesses and individuals, including motor vehicles, business equipment, boats, recreational vehicles (RVs), and trailers.

The City uses the J.D. Powers, (formerly NADA) loan value to determine the assessment of automobiles and recreational vehicles. In the FY 2022 and FY2023 budget, the tax rate for automobiles is based on a \$4.15 tax rate per \$100 of assessed value; for recreational vehicles a \$1.50 tax rate per \$100 of assessed value and \$0.00001 for boats. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the recommended real estate rate of \$1.13 per \$100 of assessed value.

The FY2023 combined personal property tax revenue is \$5,909,937; an \$1,012,502 combined total increase over the FY2022 estimated budget. This projected increase is due to the vehicles holding value at the end of assessment. Personal property taxes are due on December 5th and June 5th. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances. Interest at the rate of 10% per annum accrues on all delinquent taxes on the first day following the due date on which such taxes become delinquent.

On March 28, 2022, City Council approved a motion for tax assistance relief for its residents. A resolution was passed applying an assessment ratio of 90% to the value of certain automobiles and trucks as authorized by the Code of Virginia during the calendar year 2022. This action is due to the anomaly that values of automobiles and trucks have increased from the prior year instead of decreasing as in years past.

The Personal Property Tax Relief Act of 1998 (PPTRA) established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assemblies made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually which became effective in FY2008. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,435.

In 2006, the City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 40% for calendar year 2022.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 60% of personal property tax in FY2021. The break out between local taxes and state aid is as follows for FY2021 Personal Property tax revenue.

Local Taxes	State Aid	Total
\$3,986,502	\$1,923,435	\$5,909,937

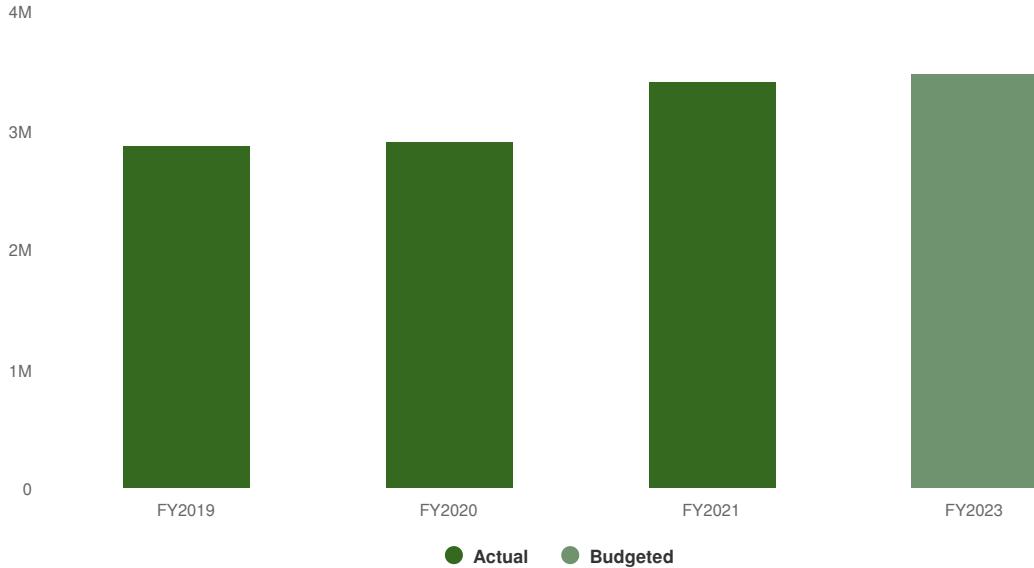


## Other Local Taxes Summary

**\$3,477,000** **\$3,477,000**

(% vs. prior year)

### Other Local Taxes Proposed and Historical Budget vs. Actual



#### **Local Sales Tax:**

In FY 2023, \$1,091,000 is expected for Local Sales Tax as the City continues to recognize an uptick in sales even in this post pandemic market. Many residents redirected their purchases to online during the Pandemic and it is anticipated that citizens will continue this trend. There is an increase of \$102,000 from the FY 2022 revenue.

#### **Recordation Taxes:**

FY 2023 expects to receive \$275,000 or an increase of \$108,000. This is due to residents selling their properties or refinancing their properties.

#### **Meals Tax:**

Meals purchased in restaurants in FY 2023 expect to generate \$840,000 in FY 2023. The meals tax rate of 6% is imposed on all prepared food and beverages sold in the City, the same rate since FY 2002.

## Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>					
<b>Other Local Taxes</b>					
LOCAL SALES AND USE TAX	\$665,682	\$771,394	\$1,091,000	\$1,091,000	N/A
COMMUNICATIONS SALES & USE TAX	\$353,367	\$340,326	\$315,000	\$315,000	N/A
CONSUMER UTILITY TAX	\$297,250	\$308,072	\$312,000	\$312,000	N/A



Name	FY2019 Actual	FY2020 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
CONSUMPTION TAX	\$41,086	\$38,706	\$40,000	\$40,000	N/A
BUSINESS LICENSE TAX	\$393,729	\$440,070	\$446,000	\$446,000	N/A
CABLE FRANCHISE FEE	\$1,332	\$1,259		\$0	N/A
BANK FRANCHISE TAX	\$53,880	\$4,807	\$23,000	\$23,000	N/A
RECORDATION TAXES	\$191,869	\$218,461	\$275,000	\$275,000	N/A
DEED OF CONVEYANCE	\$40,497	\$41,156	\$70,000	\$70,000	N/A
MEALS TAX	\$747,136	\$671,363	\$840,000	\$840,000	N/A
CIGARETTE TAX	\$82,704	\$68,325	\$65,000	\$65,000	N/A
<b>Total Other Local Taxes:</b>	<b>\$2,868,532</b>	<b>\$2,903,939</b>	<b>\$3,477,000</b>	<b>\$3,477,000</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$2,868,532</b>	<b>\$2,903,939</b>	<b>\$3,477,000</b>	<b>\$3,477,000</b>	<b>N/A</b>

## Local Sales Tax

The general sales tax rate of the State of Virginia is 5.3% and an additional 0.7% imposed in localities that make up the Northern Virginia and Hampton Roads areas. Poquoson is one of the Hampton Roads localities. The State returns to the City 1% of the sales tax collected within the City of Poquoson. For FY 2023, the City has reflected an increase of \$162,000 due to the online shopping and citizens comforts of being at home.

## Meals Tax

The meals tax rate for FY2023 is 6%. This tax has been imposed on all prepared food and beverages sold in the City since FY2002. The City is still monitoring closely meals tax and the effect that of the COVID-19 pandemic for the current year and future years.

## Communications Sales & Use Tax

The 2006 Virginia General Assembly completed a major restructuring of telecommunication taxes. Effective January 1, 2007, a statewide Communications Sales and Use Tax applies to retail communication and video services. The tax rate is 5% on local exchange telephone service, paging, inter-exchange (interstate and intrastate), cable and satellite television, wireless and Voice over Internet Protocol (VoIP).

This tax replaces the local consumer utility tax the City collected from both residential and commercial customers of telephone companies. The local E-911 tax was replaced with a \$0.75 "E-911 tax" applied to each local landline and a \$0.75 "State E-911 fee" applied to each wireless number. The Cable Franchise Fee was replaced by the Communications Sales Tax. The tax is collected by the companies and paid to the State, which administers distribution of the tax revenue. The redistribution of taxes is intended to be revenue neutral to the City. In FY2023, it is expected to decrease by \$35,000 for a total of \$315,000. This is due to the reduced number of overall landlines in residential homes.

## Consumer Utility Tax

The City collects a tax based upon consumption from residential and commercial users of the service provided by Dominion Virginia Power and Virginia Natural Gas. The monthly charge for residential and commercial users shall not exceed \$3 and \$10 respectively.

## Consumption Tax

This is a tax instituted by the State to replace the business license tax that electric and gas utilities are no longer required to pay. It is estimated that the City will receive \$40,000 for FY2023 which remains the same as FY2022.



## Business License Tax

Poquoson requires that all persons doing business in Poquoson obtain a business license prior to beginning business. Licenses are based on estimated gross receipts from business beginning date to December 31 of that year. Until you have been in business for a full calendar year, you continue to estimate your gross receipts for the business license renewal. Once in business for a full calendar year, the business license renewal is based on the prior year's gross receipts. [The Code of Virginia (<http://law.lis.virginia.gov/vacode>) (Title 58.1-3700.1) defines gross receipts to mean "the whole, entire, total receipts without deduction."] Business licenses are assessed on a calendar year, January 1 through December 31 and are renewed annually by March 1. The cost of a business license is determined by the following factors:

1. The gross receipts (gross purchases for wholesale merchants)
2. The rate applied for the business industrial category

### Rates

Businesses are assessed at the following rates:

- **Professional Services** - \$0.58/\$100 of gross receipts (Virginia State Code § 2.2-4301 states "Professional services" means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.)
- **Services** - \$0.36/\$100 of gross receipts
- **Retail Merchants** - \$0.20/\$100 of gross receipts
- **Contractors** - \$0.16/\$100 of gross receipts (Virginia State code 58.1-3715 states that contractors based outside of Poquoson require a Poquoson business license only if calendar year gross receipts exceed \$25,000)
- **Wholesale Merchant** - \$0.05/\$100 of gross purchases

## Cigarette Tax

This tax is based on a rate of 20 cents per pack. This tax went into effect October 1, 2001. The amount budgeted for FY2023 is expected to remain level at \$65,000.

## Other Local Taxes

<b>Other Local Taxes:</b>	
Bank Franchise Tax	\$23,000
Recordation Tax	\$275,000
Deed of Conveyance	\$70,000

The Bank Franchise Tax is a fee that is imposed on the net capital of local banks based on returns filed with the Commissioner of the Revenue. The amount budgeted for Bank Franchise Tax is based on prior years' experience and anticipated economic trends.

Recordation Tax represents fees paid to record any document with the Circuit Court. The Recordation Tax reflects the Virginia State House Bill 1726 which no longer provides funds to localities effective July 1, 2020.

The Deed of Conveyance is a fee that is charged by the Clerk of the York/Poquoson Circuit Court for recording land transfers.



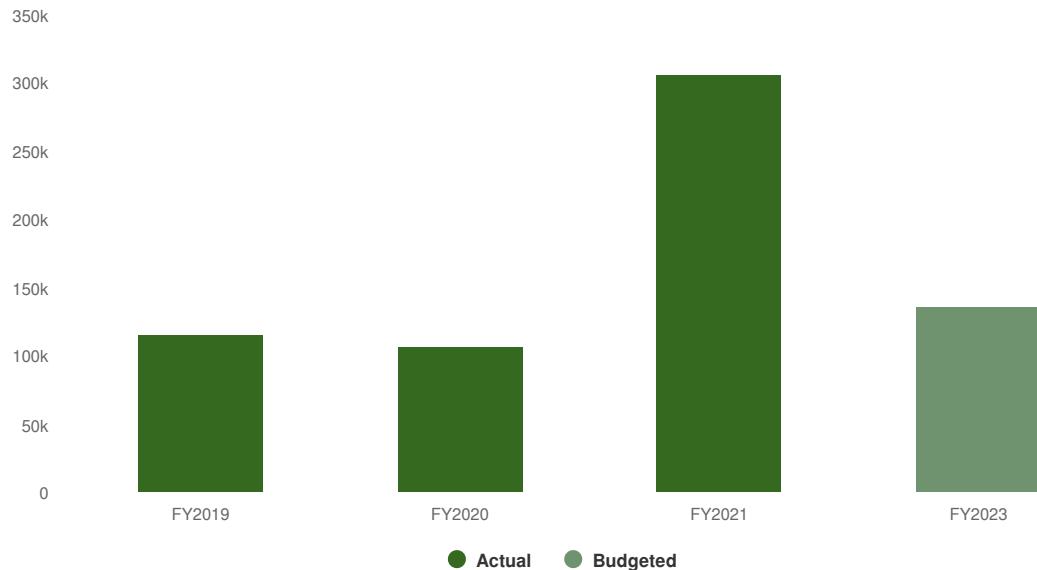
## Permits and Licenses Summary

**\$137,000**

**\$137,000**

(% vs. prior year)

### Permits and Licenses Proposed and Historical Budget vs. Actual



The Permits and Licenses budgets remain neutral based on post-pandemic construction and subsequent permitting.

## Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Permits and Licenses</b>						
DOG LICENSES	\$1,115	\$1,381	\$1,910	\$1,000	\$1,000	N/A
FARM ANIMAL PERMIT	\$45	\$210	\$150		\$0	N/A
HEALTH PERMIT	\$1,200				\$0	N/A
SITE PLAN INSPECTION FEE	\$0			\$15,000	\$15,000	N/A
TRANSFER FEES	\$353	\$528	\$486		\$0	N/A
ZONING ADVERTISING	\$1,736	\$876	\$3,298	\$2,000	\$2,000	N/A
SUBDIVISION PLAN REVIEW FEES	\$10,884	\$5,209	\$44,713	\$10,000	\$10,000	N/A
BUILDING PERMITS	\$37,007	\$38,405	\$89,048	\$45,000	\$45,000	N/A
BUILDING INSPECTION	\$58				\$0	N/A
ELECTRICAL PERMITS	\$11,677	\$11,454	\$12,467	\$15,000	\$15,000	N/A
PLUMBING PERMITS	\$12,572	\$8,635	\$12,127	\$12,000	\$12,000	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
MECHANICAL PERMITS	\$16,408	\$14,167	\$20,577	\$16,000	\$16,000	N/A
WETLANDS APPLICATION	\$1,138		\$298		\$0	N/A
EROSION & SEDIMENT	\$8,930	\$19,781	\$116,124	\$15,000	\$15,000	N/A
SOLICITOR PERMITS			\$260		\$0	N/A
SIGN PERMIT	\$484	\$540	\$520	\$1,000	\$1,000	N/A
RIGHT OF WAY PERMIT	\$4,745	\$4,215	\$2,295	\$4,000	\$4,000	N/A
HOME BUSINESS USE PERMIT	\$50				\$0	N/A
DRAINAGE PIPE PERMIT	\$1,140	\$930	\$1,090	\$1,000	\$1,000	N/A
BOUNDARY LINE ADJ.		\$116			\$0	N/A
WETLAND MITIGATION FEES	\$5,600				\$0	N/A
GOLF CART FEES	\$70	\$20	\$130		\$0	N/A
<b>Total Permits and Licenses:</b>	<b>\$115,212</b>	<b>\$106,467</b>	<b>\$305,493</b>	<b>\$137,000</b>	<b>\$137,000</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$115,212</b>	<b>\$106,467</b>	<b>\$305,493</b>	<b>\$137,000</b>	<b>\$137,000</b>	<b>N/A</b>

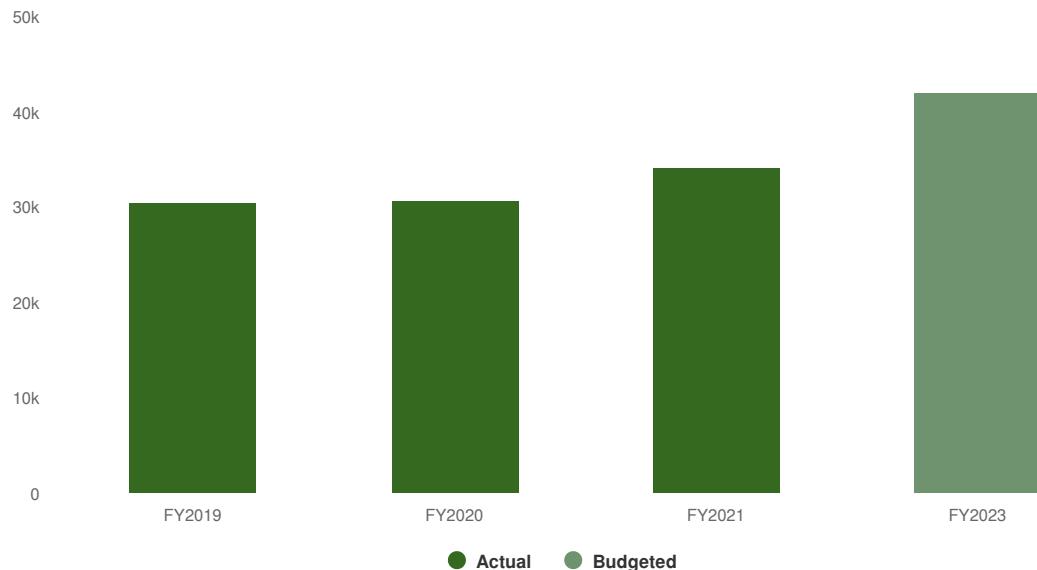


## Fines and Fees Summary

No change to Fines and Fees for FY2023.

**\$42,000** **\$42,000**  
(% vs. prior year)

### Fines and Fees Proposed and Historical Budget vs. Actual



### Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Fines and Fees</b>						
COURT FINES & FEES	\$29,182	\$29,573	\$32,179	\$42,000	\$42,000	N/A
PARKING FINES	\$325	\$275	\$900		\$0	N/A
CLERK OF COURT SPECIAL ASSESSMENT	\$82	\$67	\$146		\$0	N/A
COURT APPOINTED ATTORNEY	\$886	\$746	\$916		\$0	N/A
<b>Total Fines and Fees:</b>	<b>\$30,474</b>	<b>\$30,661</b>	<b>\$34,141</b>	<b>\$42,000</b>	<b>\$42,000</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$30,474</b>	<b>\$30,661</b>	<b>\$34,141</b>	<b>\$42,000</b>	<b>\$42,000</b>	<b>N/A</b>

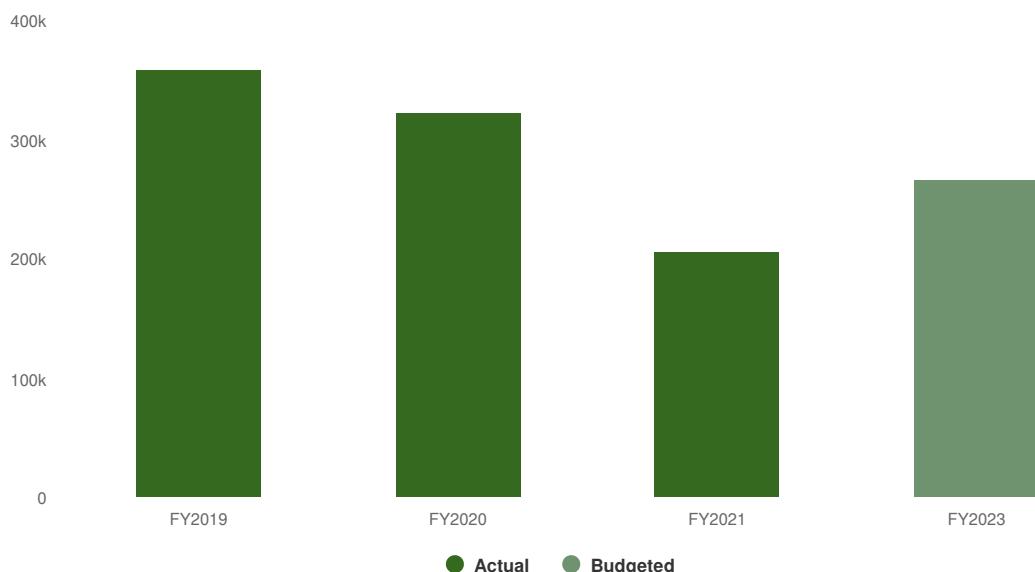


## Use of Money and Property Summary

A decrease in Use of Money and Property in 2023 is due to interest on deposits performing well below budget in FY 2022 economic climate.

**\$266,300** **\$266,300**  
(% vs. prior year)

### Use of Money and Property Proposed and Historical Budget vs. Actual



#### ***Interest on Deposit:***

The City expects to receive \$50,000 for interest earned on cash invested in banks. This is a decrease of \$50,000 which is a result of lower interest rates offered by banks on the City's invested money.

#### ***Tower Rental:***

In FY2023, the City anticipates \$135,000 of Tower Rental revenue. The same as FY2022.

## Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Use of Money and Property</b>						
INTEREST ON DEPOSITS	\$153,941	\$120,150	\$15,031	\$100,000	\$100,000	N/A
RENTAL OF PROPERTY	\$26,300	\$26,300	\$26,300	\$26,300	\$26,300	N/A
TOWER RENTAL	\$172,285	\$172,831	\$162,643	\$135,000	\$135,000	N/A
MESSICK POINT PIER RENTAL	\$1,900	\$1,100		\$1,200	\$1,200	N/A
COMMUNITY CENTER RENTAL	\$4,572	\$1,880	\$2,150	\$3,800	\$3,800	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Total Use of Money and Property:</b>	\$358,997	\$322,261	\$206,124	\$266,300	\$266,300	N/A
<b>Total Revenue Source:</b>	\$358,997	\$322,261	\$206,124	\$266,300	\$266,300	N/A

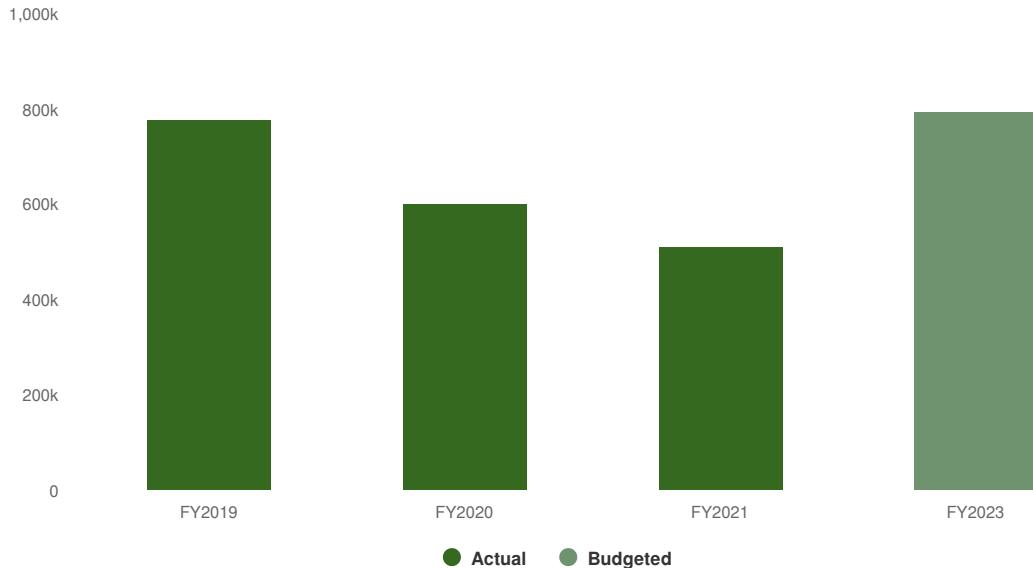


## Charges For Services Summary

**\$793,080** **\$793,080**

(% vs. prior year)

### Charges For Services Proposed and Historical Budget vs. Actual



#### **Library Fee:**

It is expected that the Library Fees collected in FY2023 will mirror the budgeted amount for FY2022.

#### **Passport Processing Fees:**

The City anticipates collecting \$55,000 in passport processing fees for FY2023. As more people wish to travel there is a need for passports as identification, citizens must obtain this document.

#### **Parks and Recreation Revenue for Parks Programs:**

It is expected in FY2023, that citizens will participate in more Parks & Recreation programs post pandemic. Presently, the Director for parks and recreation is realizing record participation numbers for various locations and facilities. Residents of Poquoson are participating in the maximum number allowed.

#### **Parks and Recreation Pool:**

Revenue for the pool is expected to increase to \$85,275; up from \$63,600 for all different activities relating to the pool.

#### **Parks and Recreation Festival:**

The Poquoson Seafood Festival is expected to produce revenue of \$127,450 for parking, vendor fees and festival sponsors. The festival is anticipated to be held in October 2022, the first one in 3 years, since the COVID-19 pandemic required cancellation.



## Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Charges for Services</b>						
LIBRARY FEES	\$16,051	\$11,356	\$9,919	\$10,000	\$10,000	N/A
COPYING CHARGES	\$6,421	\$4,903	\$2,992	\$6,000	\$6,000	N/A
PASSPORT PROCESSING FEES	\$57,218	\$35,822	\$23,841	\$55,000	\$55,000	N/A
TEST PROCTORING FEES - LIBRARY	\$790	\$814	\$277	\$600	\$600	N/A
SALE OF MAPS, SURVEYS	\$0				\$0	N/A
EMS FEES	\$348,826	\$289,997	\$325,565	\$360,000	\$360,000	N/A
FACILITY USER FEE	\$16,299	\$15,831	\$5,894	\$16,800	\$16,800	N/A
YOUTH ATHLETICS	\$48,313	\$36,862	\$12,037	\$51,000	\$51,000	N/A
ADULT ATHLETICS	\$11,270	\$3,602		\$4,200	\$4,200	N/A
INSTRUCTIONAL CLASS	\$63,288	\$22,673	\$40,465	\$59,300	\$59,300	N/A
ADULT RECREATION PROGRAM	\$1,811	\$536		\$300	\$300	N/A
DONATIONS	\$5,153	\$2,574			\$0	N/A
MISCELLANEOUS REVENUE	\$2,240	\$30	\$10,075		\$0	N/A
GATE ADMISSION	\$16,845	\$12,874	\$17,636	\$16,000	\$16,000	N/A
CONCESSION STAND	\$1,114	\$554	-\$364	\$1,500	\$1,500	N/A
POOL RENTAL	\$1,290	\$370	\$975	\$1,000	\$1,000	N/A
SWIMMING LESSONS	\$17,155	\$6,960	\$17,195	\$28,000	\$28,000	N/A
SWIM TEAM	\$15,491		\$25,450	\$17,675	\$17,675	N/A
OTHER POOL ACTIVITY	\$1,255	\$831	\$4,000	\$1,500	\$1,500	N/A
POOL PASSES	\$12,095	\$2,165	\$12,245	\$19,600	\$19,600	N/A
MISCELLANEOUS REVENUE	\$0	\$57			\$0	N/A
SEAFOOD FEST VENDOR FEES	\$54,300	\$54,549		\$55,500	\$55,500	N/A
SEAFOOD FEST PARKING	\$25,064	\$27,871		\$31,850	\$31,850	N/A
HOLIDAY PARADE		\$2,000			\$0	N/A
SEAFOOD FEST ACTIVITIES	\$381	\$45		\$2,600	\$2,600	N/A
SEAFOOD FEST SPONSORS	\$34,691	\$50,111		\$37,500	\$37,500	N/A
WORKBOAT RACE ACTIVITIES	\$3,214	\$1,923		\$1,405	\$1,405	N/A
WORKBOAT RACE SPONSORS	\$15,750	\$15,530		\$15,750	\$15,750	N/A
<b>Total Charges for Services:</b>	<b>\$776,328</b>	<b>\$600,840</b>	<b>\$508,202</b>	<b>\$793,080</b>	<b>\$793,080</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$776,328</b>	<b>\$600,840</b>	<b>\$508,202</b>	<b>\$793,080</b>	<b>\$793,080</b>	<b>N/A</b>

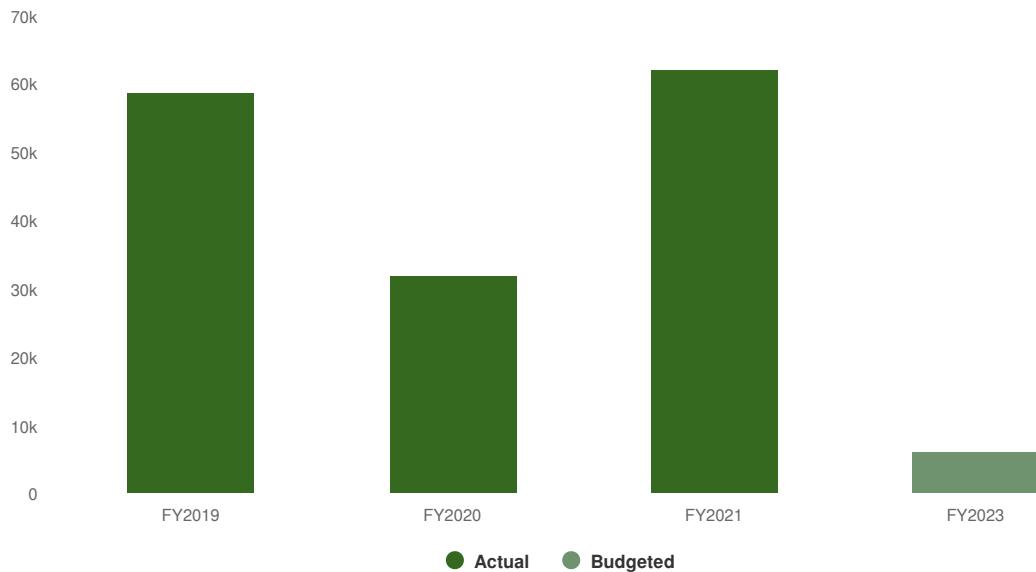


## Miscellaneous Revenue Summary

Note to readers: There is no Miscellaneous Revenue anticipated or budgeted for FY2023. For this reason, there is no data to pull into a graph for the Fiscal Year.

**\$6,178** **\$6,178**  
(% vs. prior year)

### Miscellaneous Revenue Proposed and Historical Budget vs. Actual



#### **Miscellaneous Revenue:**

In FY2023, the City does not initially appropriate funds for miscellaneous revenue. Instead, during the fiscal year, budget supplements are presented to City Council. When City Council approves the award for such things as miscellaneous grants, donations, sale of equipment, then the budget supplement is entered into the applicable funding category.

## Revenue by Fund

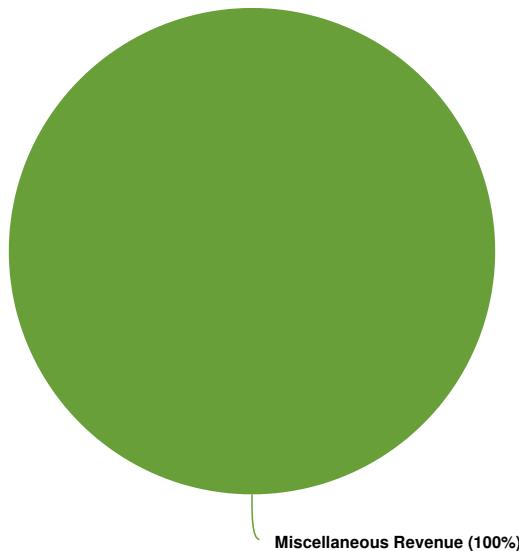
Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2021 Actual vs. FY2022 Budgeted (\$ Change)	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
<b>Governmental Funds</b>					
<b>General Fund</b>					
<b>Miscellaneous Revenue</b>					
SALE OF EQUIPMENT	\$35,302	-\$3		\$0	N/A
DONATIONS - LIBRARY	\$15,139	\$10,027	\$4,771	-\$4,771	N/A
DONATIONS - FIRE			\$7,783	-\$7,783	N/A
DONATIONS - POLICE	\$2,090	\$3,380	\$1,325	-\$1,325	N/A
DONATIONS-OTHER	\$1,235	\$1,212		\$0	N/A
MISCELLANEOUS REVENUE	\$4,200	\$11,885	\$16,552	-\$16,552	N/A
RETURNED CHECK FEE	\$220	\$649	\$445	-\$445	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2021 Actual vs. FY2022 Budgeted (\$ Change)	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
POLICE REPORTS	\$645	\$550	\$850	-\$850	N/A
POLICE GRANTS			\$26,476	-\$26,476	N/A
VRSA GRANT		\$4,000	\$3,938	-\$3,938	N/A
EXPENDITURE REFUND		\$141		\$0	N/A
<b>Total Miscellaneous Revenue:</b>	<b>\$58,830</b>	<b>\$31,841</b>	<b>\$62,140</b>	<b>-\$62,140</b>	<b>N/A</b>
<b>Total General Fund:</b>	<b>\$58,830</b>	<b>\$31,841</b>	<b>\$62,140</b>	<b>-\$62,140</b>	<b>N/A</b>
<b>Total Governmental Funds:</b>	<b>\$58,830</b>	<b>\$31,841</b>	<b>\$62,140</b>	<b>-\$62,140</b>	<b>N/A</b>

## Revenues by Source

### Projected 2023 Revenues by Source



Name	Account ID	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Miscellaneous Revenue</b>						
SALE OF EQUIPMENT	010-1700-0100	\$1,588	\$35,302	-\$3		N/A
SALE OF REAL PROPERTY	010-1700-0200	\$401,825				N/A
DONATIONS - LIBRARY	010-1700-1720	\$15,221	\$15,139	\$10,027	\$4,771	N/A
DONATIONS - FIRE	010-1700-1722				\$7,783	N/A
DONATIONS - POLICE	010-1700-1724	\$275	\$2,090	\$3,380	\$1,325	N/A



Name	Account ID	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
DONATIONS-OTHER	010-1700-1729		\$1,235	\$1,212		N/A
MISCELLANEOUS REVENUE	010-1700-1730	\$1,816	\$4,200	\$11,885	\$16,552	N/A
RETURNED CHECK FEE	010-1700-1731	\$542	\$220	\$649	\$445	N/A
POLICE REPORTS	010-1700-1732	\$975	\$645	\$550	\$850	N/A
STATE PRIMARY FEE FUND	010-1700-1734	-\$600				N/A
CSA REIMBURSEMENT	010-1700-1735	\$11,629				N/A
POLICE GRANTS	010-1700-1743				\$26,476	N/A
VRSA GRANT	010-1700-1745			\$4,000	\$3,938	N/A
EXPENDITURE REFUND	010-1700-1755			\$141		N/A
<b>Total Miscellaneous Revenue:</b>		<b>\$433,270</b>	<b>\$58,830</b>	<b>\$31,841</b>	<b>\$62,140</b>	<b>N/A</b>
<b>Total Revenue Source:</b>		<b>\$433,270</b>	<b>\$58,830</b>	<b>\$31,841</b>	<b>\$62,140</b>	<b>N/A</b>

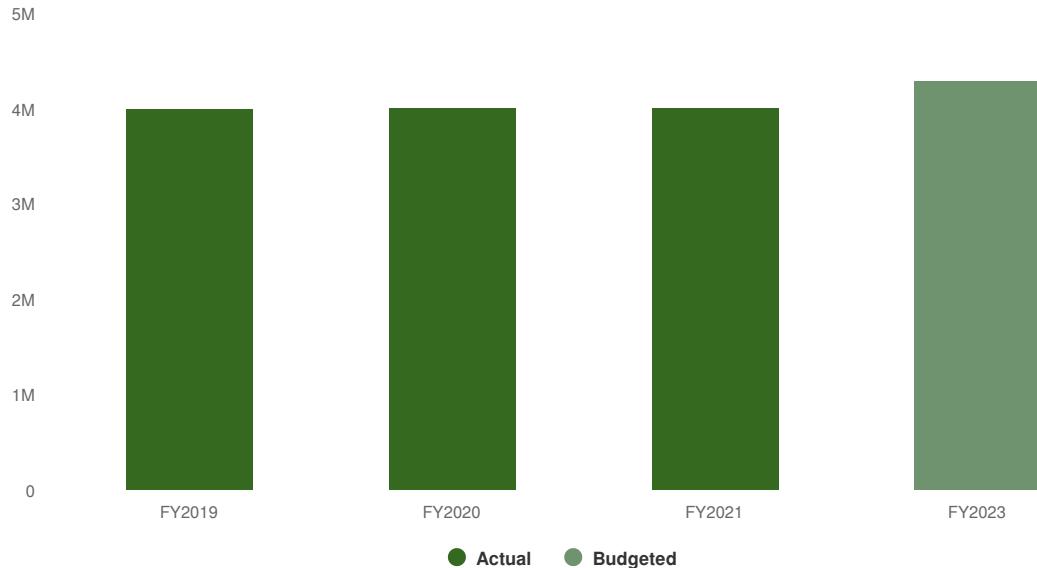


## State Revenue Summary

**\$4,292,119** **\$4,292,119**

(% vs. prior year)

### State Revenue Proposed and Historical Budget vs. Actual



#### State Non-Categorical Revenue:

In FY2023, it is anticipated the City will receive \$130,000 as DMV reimbursement for the revenue that is collected in the City's DMV Select office.

#### State Categorical Revenue:

In FY2023, the City anticipates receiving \$307,655 to assist with the salaries and benefits of the Commissioner of the Revenue, Treasurer and Registrar's Offices. This is an increase of \$4,246.

#### Fire Program Fund:

For FY2023, the supplemental award amount is \$0.00 due to the fact that the City will present to City Council a budget supplement when and if the City is awarded funds in FY2023.

#### State 599 Funds Police:

State funding allotment for police services in FY2023 is recommended and budgeted at \$259,380.

## Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>State Revenue</b>						
P2P AND/OR GAMING FEE			\$15,766		\$0	N/A
ROLLING STOCK TAX	\$12	\$90	\$56		\$0	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
MOBILE HOME TITLING	\$20,286	\$14,139	\$40,221	\$20,000	\$20,000	N/A
PPTRA	\$1,923,431	\$1,923,435	\$1,923,427	\$1,923,435	\$1,923,435	N/A
DMV REIMBURSEMENT	\$132,048	\$109,337	\$130,923	\$130,000	\$130,000	N/A
SHARED SALARY-COM	\$88,245	\$93,053	\$96,183	\$111,550	\$111,550	N/A
SHARED FRINGES-COM	\$9,837	\$8,587	\$8,803	\$10,570	\$10,570	N/A
SHARED SALARY-TREA	\$93,574	\$97,104	\$96,394	\$100,000	\$100,000	N/A
SHARED FRINGES-TREA	\$7,964	\$7,874	\$8,234	\$10,400	\$10,400	N/A
SHARED-REGISTRAR	\$37,500	\$47,456	\$39,983	\$75,135	\$75,135	N/A
CHILDREN'S SERVICE ACT	\$266,593	\$265,764	\$152,542	\$252,000	\$252,000	N/A
STATE DRUG SEIZURE	\$1,116	\$669	\$1,770		\$0	N/A
EMERGENCY MANAGEMENT GRANT	\$16,174	\$24,846	\$6,500	\$20,000	\$20,000	N/A
EMS GRANT (4 FOR LIFE)	\$13,075	\$13,225	\$12,723	\$23,000	\$23,000	N/A
FIRE PROGRAM FUND	\$42,055	\$44,252	\$46,304	\$49,991	\$49,991	N/A
LITTER CONTROL GRANT	\$6,207	\$4,883	\$5,608	\$9,570	\$9,570	N/A
LIBRARY AID	\$145,789	\$152,887	\$167,250	\$188,851	\$188,851	N/A
FIRE GRANT - TRAINING/HARDWARE	\$700	\$700		\$700	\$700	N/A
VA TOURISM CORP GRANT				\$30,000	\$30,000	N/A
DEPT. OF ENVIRONMENTAL QUALI			\$756	\$26,616	\$26,616	N/A
STATE 599 FUNDS (POLICE)	\$249,620	\$259,356	\$275,493	\$259,380	\$259,380	N/A
SCHOOL RESOURCE OFFICER GRANT	\$62,352	\$67,948	\$67,674	\$96,921	\$96,921	N/A
VMRC LICENSES	-\$19	\$19			\$0	N/A
VMRC LOCAL FEE REVENUE	\$566	\$508	\$1,458		\$0	N/A
MISC STATE GRANTS	\$2,079	-\$334	\$1,700	\$4,000	\$4,000	N/A
STREET & HIGHWAY MAINTENANCE	\$880,000	\$880,000	\$915,000	\$950,000	\$950,000	N/A
<b>Total State Revenue:</b>	<b>\$3,999,204</b>	<b>\$4,015,798</b>	<b>\$4,014,768</b>	<b>\$4,292,119</b>	<b>\$4,292,119</b>	N/A
<b>Total Revenue Source:</b>	<b>\$3,999,204</b>	<b>\$4,015,798</b>	<b>\$4,014,768</b>	<b>\$4,292,119</b>	<b>\$4,292,119</b>	N/A

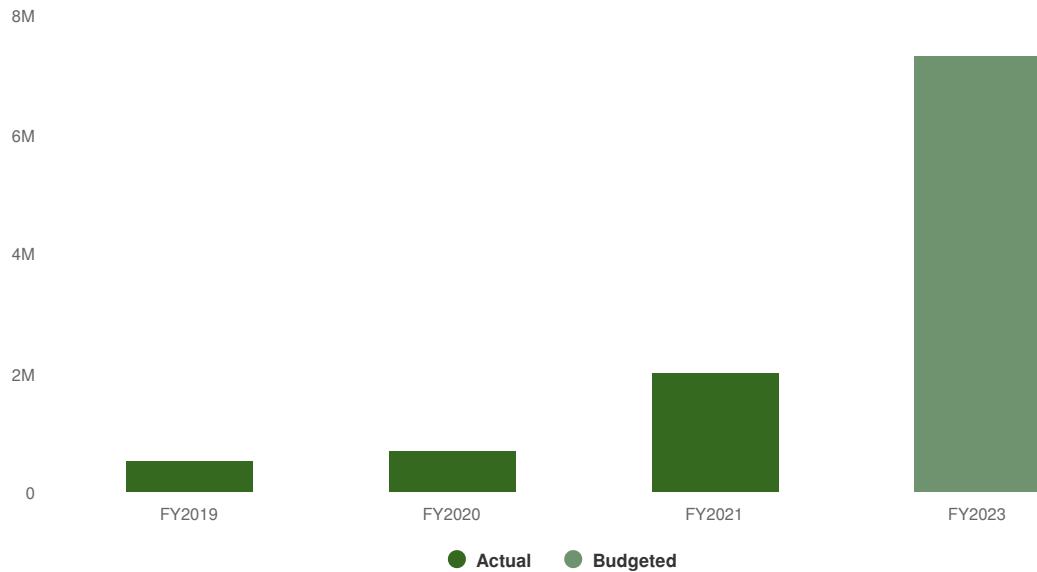


## Federal Revenue Summary

**\$7,314,348** **\$7,314,348**

(% vs. prior year)

### Federal Revenue Proposed and Historical Budget vs. Actual



#### Federal Revenue-- LEMPG Planning Grant:

For FY 2023, the City expects to receive approximately \$7,500 the LEMPG Grant in the Fire Department.

As additional Federal grant opportunities become available for the City, staff will bring them before City Council for review and approval.

## Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Federal Revenue</b>						
CARES FUNDS COVID-19		\$426,858	\$1,751,821		\$0	N/A
PLUM TREE ISLAND REFUGE	\$2,881	\$2,498	\$28,719		\$0	N/A
DUI GRANTS-SELECTIVE ENFORCEMENT	\$10,166	\$9,763	\$10,920	\$6,500	\$6,500	N/A
BYRNE JUSTICE ASSISTANCE GRANT				\$5,278	\$5,278	N/A
DEPT EMERGENCY PLANNING GRANT	\$7,500	\$7,275	\$7,500	\$15,000	\$15,000	N/A
FEMA PUBLIC ASSISTANCE GRANT		\$10,195	\$3,398		\$0	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
DEPT HOMELAND SECURITY GRANT	\$0	\$112,193	\$186,465		\$0	N/A
FEDERAL E-RATE TELEPHONE DISCOUNT	\$825	\$835	\$825	\$825	\$825	N/A
ARPA (COVID) FUNDING -- FEDE				\$7,286,745	\$7,286,745	N/A
TEA-21 STORE PRESERVATION GRAN		\$140,909	\$25,662		\$0	N/A
#4072 FEDERAL HMGP	\$79,578				\$0	N/A
FEDERAL HMGP #4042	\$389,200				\$0	N/A
FMA 2014-001 FED REV 3 HOUSE ELEV	\$27,287				\$0	N/A
<b>Total Federal Revenue:</b>	<b>\$517,437</b>	<b>\$710,526</b>	<b>\$2,015,310</b>	<b>\$7,314,348</b>	<b>\$7,314,348</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$517,437</b>	<b>\$710,526</b>	<b>\$2,015,310</b>	<b>\$7,314,348</b>	<b>\$7,314,348</b>	<b>N/A</b>



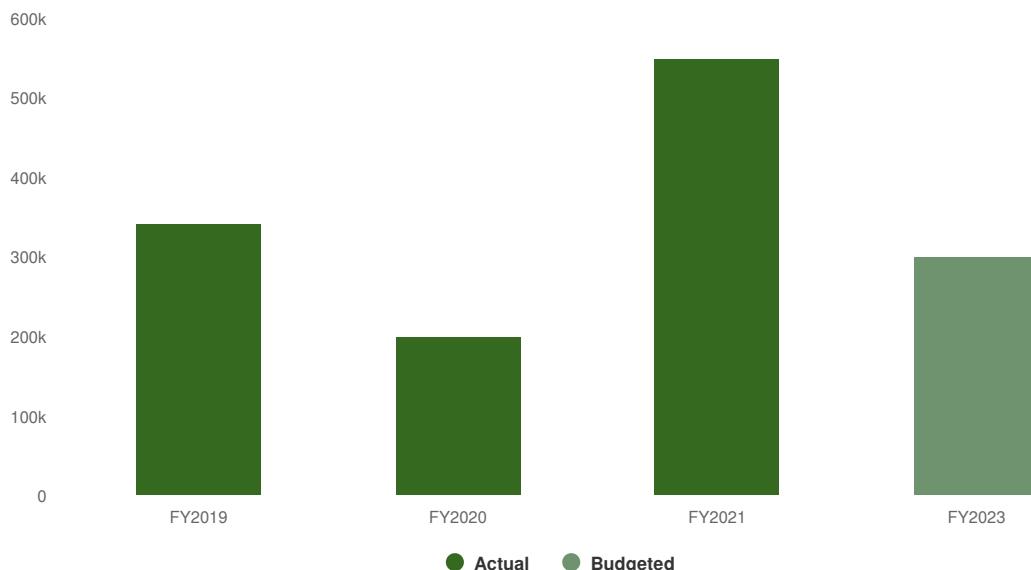
## Transfers In-General Fund Summary

Transfers in from the Sewer Fund and Solid Waste Fund to finance general government expenditures incurred for the overall administration of the sewer system and solid waste programs.

**\$300,000**    **\$300,000**

(% vs. prior year)

### Transfers In-General Fund Proposed and Historical Budget vs. Actual



#### Transfers In:

FY2023, a Transfer from the Sewer Fund totals \$250,000. This is \$50,000 more than budgeted as FY2022. This provides funds to reimburse the General Fund for expenses incurred in the overall administration of the sewer system.

In FY2023, there is a Solid Waste Fund transfer for the General Fund for expenses incurred for administration of the City's solid waste program in the amount of \$50,000, same as FY2022.

## Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>General Fund Transfers</b>						
OTHER FINANING SOURCES	\$142,447				\$0	N/A
TRANSFER FROM DEBT SERVICE			\$286,900		\$0	N/A
TRANSFER FROM GRANT/FRIENDS			\$13,094		\$0	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
TRANSFER FROM SEWER FUND	\$150,000	\$150,000	\$200,000	\$250,000	\$250,000	N/A
TRANSFER FROM SOLID WASTE FUND	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	N/A
<b>Total General Fund Transfers:</b>	<b>\$342,447</b>	<b>\$200,000</b>	<b>\$549,994</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$342,447</b>	<b>\$200,000</b>	<b>\$549,994</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>N/A</b>



## Revenue by Fund

No funding is requested from the General Fund Balance as revenue in the FY2023 operating budget.

Name	FY2019 Budgeted	FY2020 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (\$ Change)	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
<b>General Fund</b>				
<b>General Fund Budgetary</b>				
TRANSFER FROM UNAPP FUND BALANCE	\$525,990	\$519,243	\$0	N/A
<b>Total General Fund Budgetary:</b>	<b>\$525,990</b>	<b>\$519,243</b>	<b>\$0</b>	<b>N/A</b>
<b>Total General Fund:</b>	<b>\$525,990</b>	<b>\$519,243</b>	<b>\$0</b>	<b>N/A</b>

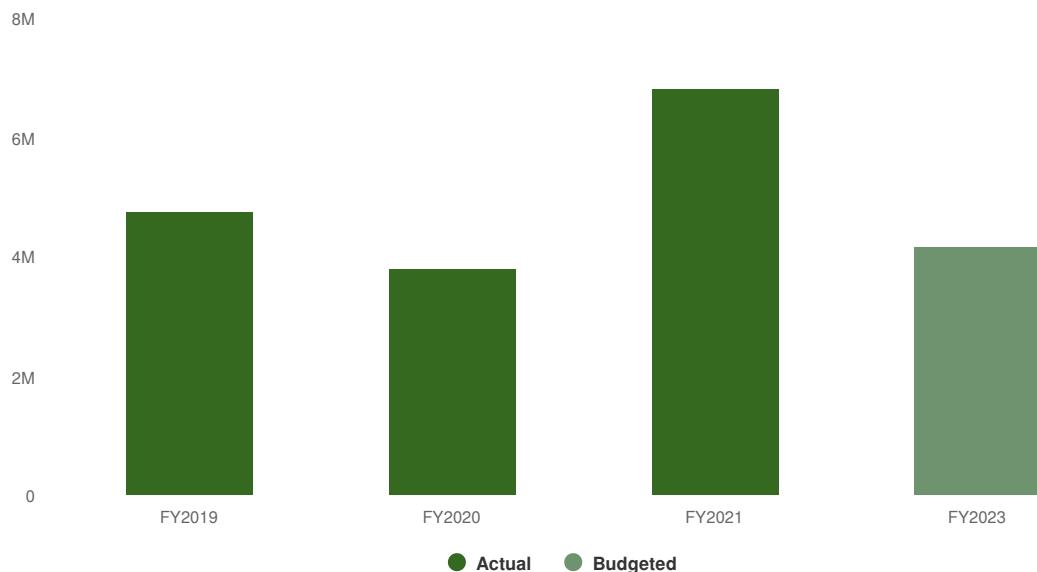


## Debt Service Summary

The City's Debt Service Fund is used to report revenues and financing sources, and the related expenditures for long-term debt.

**\$4,185,134** **\$4,185,134**  
(% vs. prior year)

### Debt Service Proposed and Historical Budget vs. Actual



## Revenues by Source

**Transfers:** The Debt Service Fund is financed exclusively from transfers made by other funds. In the past years, the transfer of debt has come from the General Fund.

**Use of Reserve:** In FY2023 there is no planned use of the reserve.

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Transfers In</b>						
EXPENDITURE REFUND		\$10			\$0	N/A
TRANSFER FROM GENERAL FUND	\$3,813,627	\$3,795,082	\$3,795,082	\$3,795,000	\$3,795,000	N/A
TRANSFER FROM EDA			\$24,583	\$16,053	\$16,053	N/A
NOTE PROCEEDS			\$2,977,921	\$374,081	\$374,081	N/A
OTHER FINANCING SOURCES PREMIUM	\$933,125		\$12,908		\$0	N/A
<b>Total Transfers In:</b>	<b>\$4,746,752</b>	<b>\$3,795,092</b>	<b>\$6,810,494</b>	<b>\$4,185,134</b>	<b>\$4,185,134</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$4,746,752</b>	<b>\$3,795,092</b>	<b>\$6,810,494</b>	<b>\$4,185,134</b>	<b>\$4,185,134</b>	<b>N/A</b>

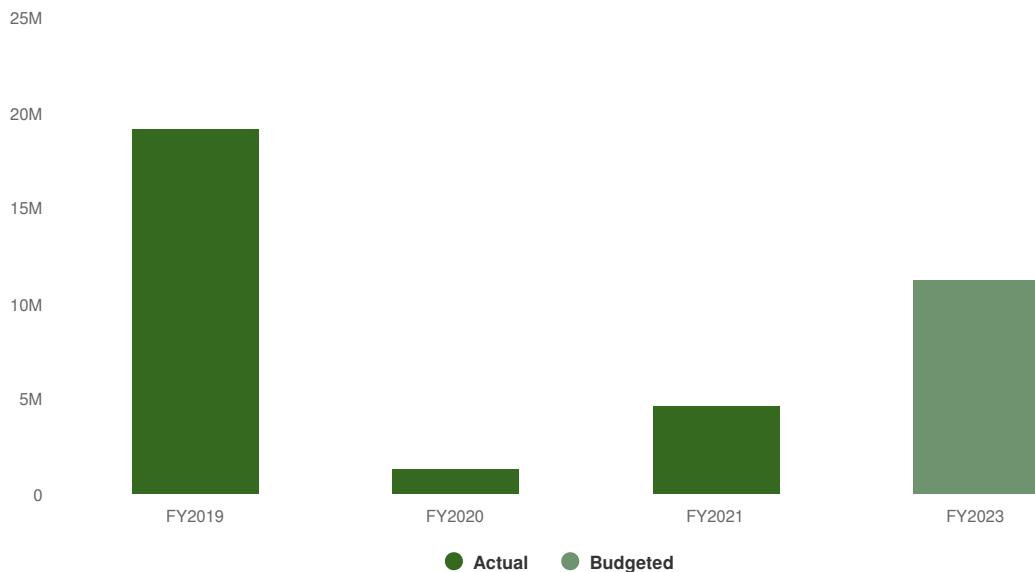


## Capital Projects Fund Summary

The City's Capital Projects Fund is used to track the financial resources used to acquire and/or construct a major capital asset. These projects usually involve large expenditures and result in assets with extended life spans.

**\$11,231,814** **\$11,231,814**  
(% vs. prior year)

### Capital Projects Fund Proposed and Historical Budget vs. Actual



## Revenues by Source

### Revenue Explanations:

**Local Revenue:** No anticipated revenue from donations or private grants is anticipated for the FY2023 Budget.

**State Highway Funds:** Each year the City allocates a portion of the funding it receives from the Virginia Department of Transportation (VDOT) to the City for the annual paving and drainage programs. The City is projected to receive a total of \$1.520 Million from the State Highway Maintenance Fund \$570,000 is recorded in the Capital Projects Fund and the remaining \$950,000 is recorded in the General Fund. The exact amount of revenue for FY2023 will not be available until August 2022.

**Bond Proceeds:** In FY2023, the City anticipates Bond Proceeds of \$3,625,919 to partially fund a public safety building.

**Transfers:** The Capital Project Fund will receive a transfer from the General Fund in the amount of \$67,000.



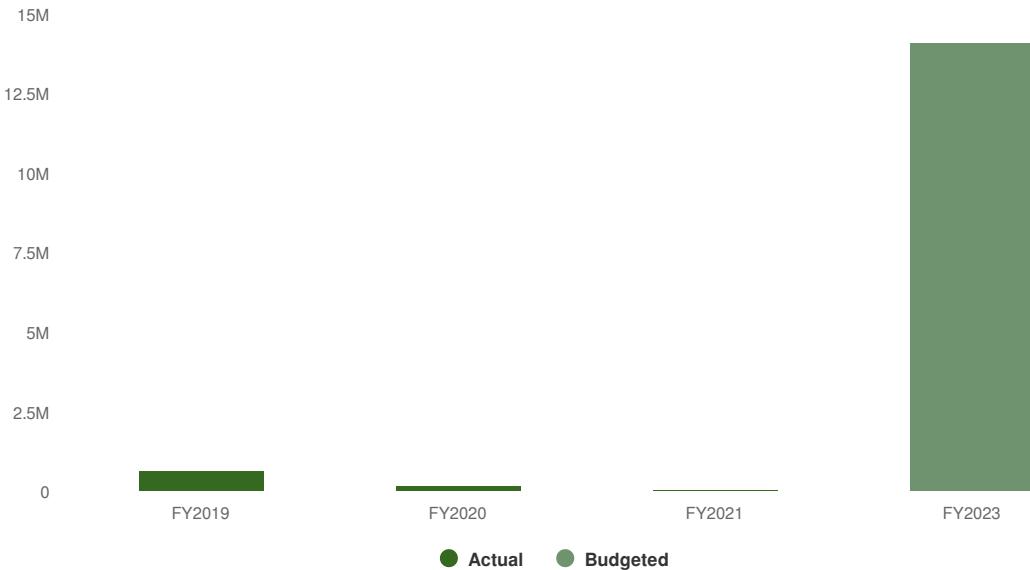
## Special Revenue Fund/Grants

The Special Revenue Fund/Grants accounts for all Non-General Grant Fund revenue. The majority of this revenue is derived from specific sources (other than capital projects) that are restricted by legal and regulatory provisions to finance specific activities as identified by the grants.

**\$14,113,410** **\$14,113,410**

(% vs. prior year)

### Special Revenue Grant Fund Proposed and Historical Budget vs. Actual



### Revenue by Fund

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Special Revenue Grant Fund	\$664,809	\$188,214	\$25,785	\$14,113,410	N/A
<b>Total Special Revenue Grant Fund:</b>	<b>\$664,809</b>	<b>\$188,214</b>	<b>\$25,785</b>	<b>\$14,113,410</b>	<b>N/A</b>

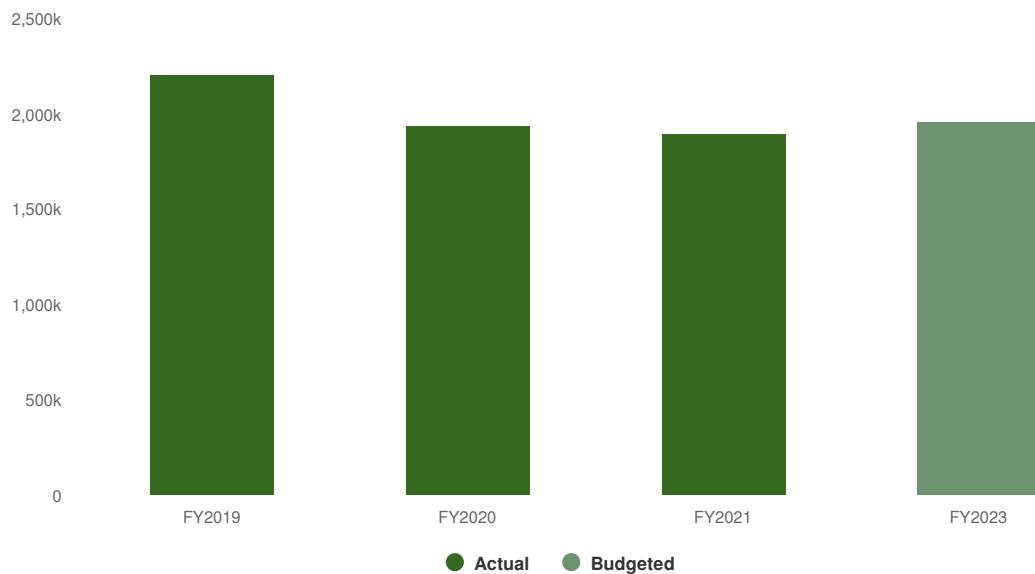


## Sewer Fund Summary

For the City's Sewer fund, FY2023 projects a \$25,000 increase in sewer service fees within operating revenue budget. For the sewer fund non-operating revenue, the City is projecting a \$24,000 increase over last year with sewer availability fees.

**\$1,957,000** **\$1,957,000**  
(% vs. prior year)

### Sewer Fund Proposed and Historical Budget vs. Actual



## Revenues by Source

The Sewer Fund is operated as an Enterprise Fund which is used to account for sewer operations that function as though they were a private-sector entity. The Sewer Fund is expected to cover its costs through user charges. The estimated users for FY2023 is 5,134. The bi-monthly fee per user is \$58.00. Commercial users are charged a flat sewer service fee plus a fee based on water consumption. During part of FY2022, the City waived interest and late fees associated with the accounts due to the pandemic.

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Sewer Operating</b>						
SEWER SERVICE FEES	\$1,867,188	\$1,775,917	\$1,784,895	\$1,794,000	\$1,794,000	N/A
REPAIR REVENUES	\$60				\$0	N/A
MISCELLANEOUS REVENUE	\$166,680		\$9,238	\$18,000	\$18,000	N/A
<b>Total Sewer Operating:</b>	<b>\$2,033,927</b>	<b>\$1,775,917</b>	<b>\$1,794,133</b>	<b>\$1,812,000</b>	<b>\$1,812,000</b>	<b>N/A</b>
<b>Sewer Non-Operating</b>						
INTEREST INCOME			\$2,130		\$0	N/A
SERVICE FEES INTEREST	\$37,461	\$32,718	\$13	\$25,000	\$25,000	N/A
INTEREST INCOME NOTES	\$71	\$59	\$33		\$0	N/A
SEWER AVAILABILITY FEES	\$126,286	\$126,000	\$96,015	\$120,000	\$120,000	N/A
SALE OF EQUIPMENT			\$494		\$0	N/A
<b>Total Sewer Non- Operating:</b>	<b>\$163,818</b>	<b>\$158,777</b>	<b>\$98,685</b>	<b>\$145,000</b>	<b>\$145,000</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$2,197,746</b>	<b>\$1,934,694</b>	<b>\$1,892,818</b>	<b>\$1,957,000</b>	<b>\$1,957,000</b>	<b>N/A</b>



## Revenue Explanations

**Sewer Service Fees:** Each household which is connected to sewer is assessed a flat sewer service fee unless a waiver is granted by City Council. In FY2023, the Sewer Service fee is proposed at \$58 bi-monthly.

The Sewer Ordinance has a sliding scale that is offered to households that meet certain income requirements. It is estimated that \$24,969 in sewer fees are waived due to the scale.

In FY2023, there are an estimated 5,134 users of sewer for total revenues of \$1,794,000.

	FY 2022 Adopted Bi- Monthly Fees	FY 2023 Bi- Monthly Adopted Fees	Projected Number of Accounts	FY 2023 Revenue	FY 2023 Fees Waived
Combined Income					
\$25,000 or less	\$ -	\$ -	45	\$0	\$15,660
25,001 - 33,000	14.50	14.50	16	1,392	4,176
33,001 - 41,000	29.00	29.00	23	4,002	4,002
41,001 - 47,600	43.50	43.50	13	3,393	1,131
over 47,601	58.00		5037	1,752,876	-
			Total	\$1,761,663	\$24,969

Commercial users are charged the flat sewer service fee plus a fee based on water consumption. In FY2023, the commercial fee is proposed at \$1.75 for every 100 cubic feet of water consumed. In FY2023, it is estimated that \$32,864 in commercial water consumption fees will be collected.

**Sewer Availability Fees:** The sewer availability fee for a vacant lot is \$6,000. For FY2023, it is estimated that new properties will generate \$96,000 in revenue.

Water Meter Size (inches)	Availability Fee
5/8	\$ 6,000
3/4	6,600
1	7,200
1 1/2	7,800
2	8,400
3	9,000
4	10,500
6	14,500

**Late Payment Fees:** Represents \$5 fee bi-monthly plus 1% interest per month on unpaid bi-monthly sewer service fees for homeowners and commercial accounts.

**Miscellaneous Revenue:** Accounts for miscellaneous revenue not classified as service fees or interest income.

**Interest Income:** Includes interest earned on non-restricted investments

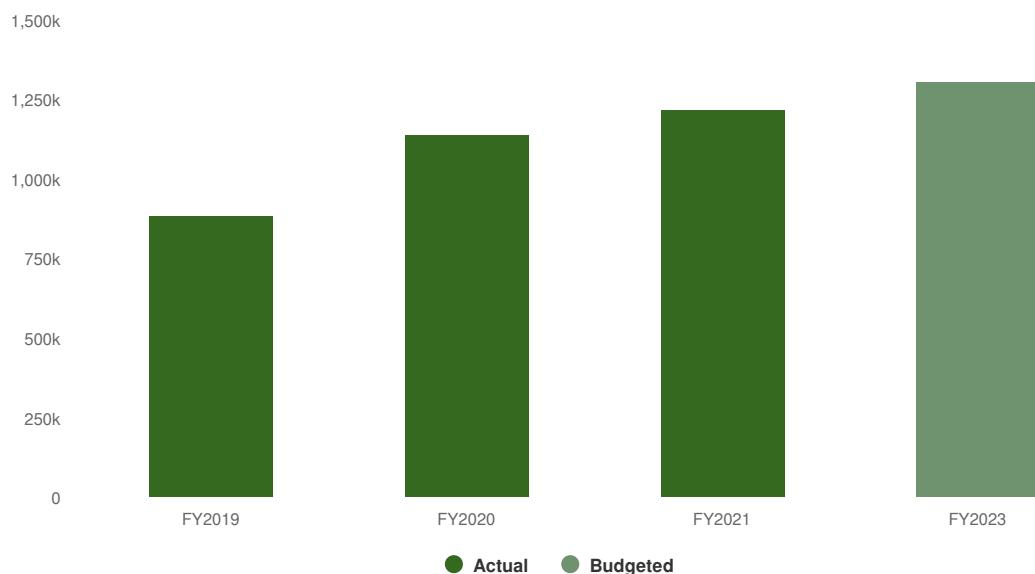


## Solid Waste Fund Summary

The change in budget is due to the increase in operations. The increased budget of \$35,000 for FY2023 is due to operating solid waste fee revenues.

**\$1,305,000**    **\$1,305,000**  
(% vs. prior year)

### Solid Waste Fund Proposed and Historical Budget vs. Actual



## Revenues by Source

**Solid Waste Fees:** The fees are based on the container/cart program implemented on October 1, 2007. Citizens have the option to choose from 3 plans, or an additional 2 plans if eligible. The Solid Waste Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$15,473 of Solid Waste fees will be waived due to the scale. The combined rate for Solid Waste includes, Garbage and Recycling.

Residents have a choice of Plan A, Plan B or Plan C. Residents who qualify, have a choice of Plan D for pick-up every other week based on age. Plan E is offered only to residents who live on a private lane or townhomes where a hardship exists that a trash container/cart is impractical to use. Residents choosing Plan E will still use the pay-by-the-bag system and the bimonthly fee is to cover the cost of recycling. All residents may use the pay-by-the-bag system when their chosen trash container/cart is not large enough for their weekly trash service. Trash bags will still be available for purchase at local businesses.

**Bag Fees:** The fee for the green bags remains at 5 bags for \$8.75 per package (\$1.75 per bag). This fee has been the same for the previous fourteen fiscal years.

**Landscaping Debris Charges:** The City provides curbside pickup service for woody waste for a fee of \$60 per pickup. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$47,864 to operate the composting/disposal facility in FY2023. Residents may take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident. Residents may also bring woody waste to a free designated drop off site that is provided twice a month.

**Bulky Item Charge:** The City also provides curbside pickup for bulky items. The fee is at \$63 per pickup. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation. In 2011, the City implemented a free drop off service twice a month for residents to dispose of unwanted items instead of paying for a residential pickup.

**Recycle Can Fee:** Due to request of residents, the City will provide to residents upon request a second recycle can. The fee (\$6 per month/\$12 per billing cycle) is based on the per cart fee charged to the City.

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Budgetary</b>						
TRANSFER FROM RETAINED EARNINGS	\$0			\$98,000	\$98,000	N/A
<b>Total Budgetary:</b>	<b>\$0</b>			<b>\$98,000</b>	<b>\$98,000</b>	<b>N/A</b>
<b>Transfers In</b>						
TRANSFER FROM GENERAL FUND	\$1,853		\$15,000		\$0	N/A
<b>Total Transfers In:</b>	<b>\$1,853</b>		<b>\$15,000</b>		<b>\$0</b>	<b>N/A</b>
<b>Solid Waste Non Operating</b>						
LATE FEES	\$6	\$546	\$276		\$0	N/A
SALE OF EQUIPMENT			\$24,317		\$0	N/A
<b>Total Solid Waste Non Operating:</b>	<b>\$6</b>	<b>\$546</b>	<b>\$24,593</b>		<b>\$0</b>	<b>N/A</b>



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Solid Waste Revenue</b>						
GREEN BAG FEES	\$20,475	\$18,375	\$24,675	\$19,500	\$19,500	N/A
LANDSCAPING DEBRIS	\$2,580	\$4,200	\$2,440	\$2,000	\$2,000	N/A
BULKY ITEM CHARGE	\$6,232	\$4,407	\$4,510	\$4,000	\$4,000	N/A
RECYCLING FEES	\$709	\$824	\$2,432		\$0	N/A
DISPOSAL DECALS	\$348	\$611	\$618	\$500	\$500	N/A
SOLID WASTE FEES	\$856,164	\$1,112,247	\$1,144,590	\$1,181,000	\$1,181,000	N/A
MISCELLANEOUS REVENUE		\$104	\$300		\$0	N/A
<b>Total Solid Waste Revenue:</b>	<b>\$886,508</b>	<b>\$1,140,768</b>	<b>\$1,179,565</b>	<b>\$1,207,000</b>	<b>\$1,207,000</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$888,367</b>	<b>\$1,141,314</b>	<b>\$1,219,158</b>	<b>\$1,305,000</b>	<b>\$1,305,000</b>	<b>N/A</b>



## Revenue Explanations

**Solid Waste Fees:** In FY2023, the fees are based on the container/cart program implemented on October 1, 2007. Citizens have the option to choose from 3 plans, or an additional 2 plans if eligible. The Solid Waste Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$18,383 of Solid Waste fees will be waived due to the scale. The combined rate for solid waste includes garbage and recycling.

Residents have a choice of Plan A, Plan B or Plan C. Residents who qualify have a choice of Plan D for pick-up every other week based on age. Plan E is offered only to residents who live in a private lane or townhomes where hardship exists and a trash container/cart is impractical to use. Residents choosing Plan E will still use the pay-by-the-bag system and the bi-monthly fee is to cover the cost of recycling. All residents may use the pay-by-the-bag system when their chosen trash container/cart is not large enough for their weekly trash service. Trash bags will still be available for purchase at local businesses.

	Number of Units	FY 2022 Adopted Bi-Monthly Fees	FY 2023 Adopted Bi-Monthly Fees	FY 2023 Adopted Revenue	FY 2023 Fees Waived	FY 2023 Total Revenue
<b>Plans:</b>						
Plan A = 35 gallon container/cart	1585	\$35.00	35.00	332,850	(6,510)	326,340
Plan B = 65 gallon container/cart	2389	51.00	51.00	731,034	(5,585)	725,449
Plan C = (2) 65 containers/carts	132	85.00	85.00	67,320	(1,020)	66,300
Plan D = 35 gallon container/cart (bi-weekly) pickup	228	25.00	25.00	34,200	(2,250)	31,950
Plan E = no container/cart (private lanes, townhomes)	53	18.00	18.00	5724	(108)	5,616
New services during FY 2023 (Plan A/B)	<u>10</u>			<u>3,276</u>	_____	<u>3,276</u>
	4,397			1,174,404	(15,473)	1,158,931

**Bag Fees:** The fee for the green bags remains at 5 bags for \$8.75 per package (\$1.75 per bag). This fee has been the same for the previous fifteen fiscal years.

**Landscaping Debris Charges:** The City provides a curbside pickup service for woody waste for a fee of \$60 per pickup. The fee is intended to cover a small portion of the cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$47,864 to operate the composting/disposal facility in FY2023. Residents may take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident. Residents may also bring woody waste to a free designated drop off site that is provided twice a month.

**Bulky Item Charge:** The City also provides curbside pickup for bulky items. In FY2023, the fee is \$63 per pickup. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation. In 2011, the City implemented a free drop off service twice a month for residents to dispose of unwanted items instead of paying for a residential pickup.

**Recycle Can Fee:** The City will provide a second recycle can for residents upon request. The fee (\$6 per month/\$12 per billing cycle) is based on the per cart fee charged to the City.

The resident has the choice of one free landscaping debris or bulky pick-up each year before being charged the respective fee.

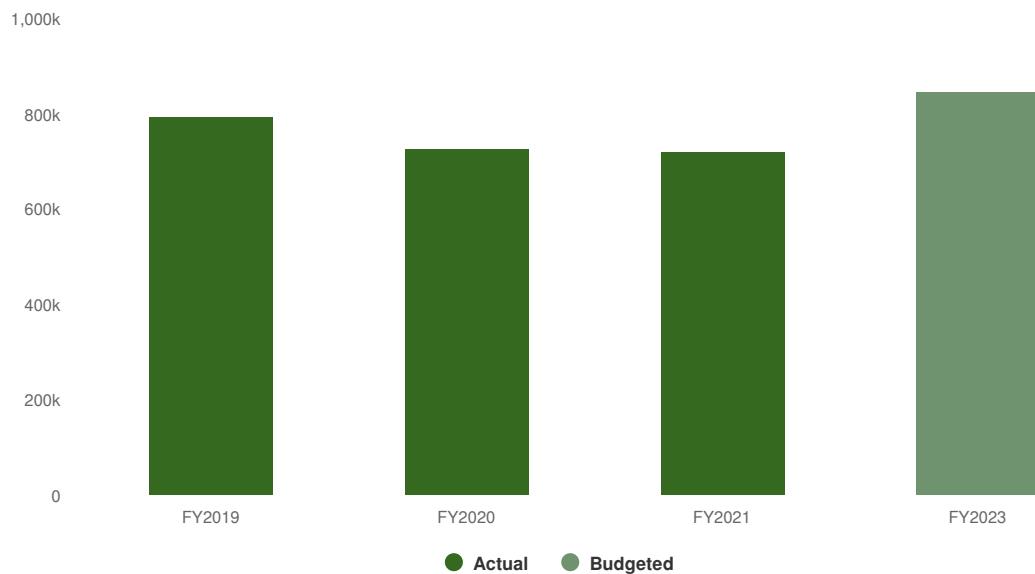


## Fleet Summary

The Fleet revenue budget for FY2023 is projecting an increase based on increased services for repair revenues, services fees, and gas and oil revenues.

**\$844,480** **\$844,480**  
(% vs. prior year)

### Fleet Proposed and Historical Budget vs. Actual



### Revenues by Source

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>Transfers In</b>						
TRANSFER FROM GENERAL FUND	\$5,480		\$2,000		\$0	N/A
<b>Total Transfers In:</b>	<b>\$5,480</b>		<b>\$2,000</b>		<b>\$0</b>	<b>N/A</b>
<b>Fleet Operating</b>						
REPAIR REVENUES	\$260,948	\$224,420	\$216,847	\$247,915	\$247,915	N/A
SERVICE FEES	\$292,288	\$310,790	\$313,476	\$359,870	\$359,870	N/A
GAS & OIL REVENUES	\$233,138	\$191,569	\$188,917	\$236,695	\$236,695	N/A
<b>Total Fleet Operating:</b>	<b>\$786,374</b>	<b>\$726,779</b>	<b>\$719,240</b>	<b>\$844,480</b>	<b>\$844,480</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$791,854</b>	<b>\$726,779</b>	<b>\$721,240</b>	<b>\$844,480</b>	<b>\$844,480</b>	<b>N/A</b>

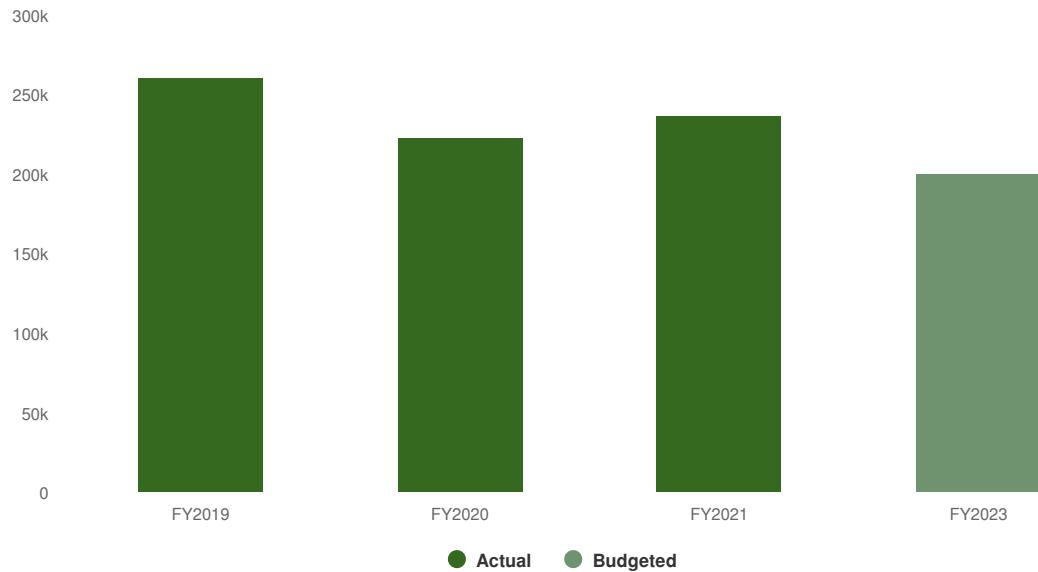


## OPEB Summary

**\$200,000**      **\$200,000**

(% vs. prior year)

### OPEB Proposed and Historical Budget vs. Actual



## Revenues by Source

### Retiree contributions:

Revenue from retirees who are eligible and elect to continue on the City-sponsored health insurance plan for their portion of the cost.

### Transfer from General Fund:

**City Contribution:** Transfer to cover the City's portion of the retirement cost for those retirees who are eligible and elect to continue on the City-sponsored health insurance plan for the City's portion of the cost.

**Trust Contribution:** Transfer to fund the contributions to the Trust.

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Revenue Source</b>						
<b>OPEB Revenue</b>						
REVENUES FROM RETIREES	\$99,650	\$94,752	\$122,439	\$100,000	\$100,000	N/A
ACCRUED INCOME	\$2,575	\$30,699	\$35,300		\$0	N/A
TRANSFER FROM GENERAL FUND	\$157,907	\$97,125	\$78,697	\$100,000	\$100,000	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Total OPEB Revenue:</b>	<b>\$260,132</b>	<b>\$222,576</b>	<b>\$236,436</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>N/A</b>
<b>Total Revenue Source:</b>	<b>\$260,132</b>	<b>\$222,576</b>	<b>\$236,436</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>N/A</b>



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## **DEPARTMENTS**

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# City Council

Gordon C. Helsel, Jr  
Mayor

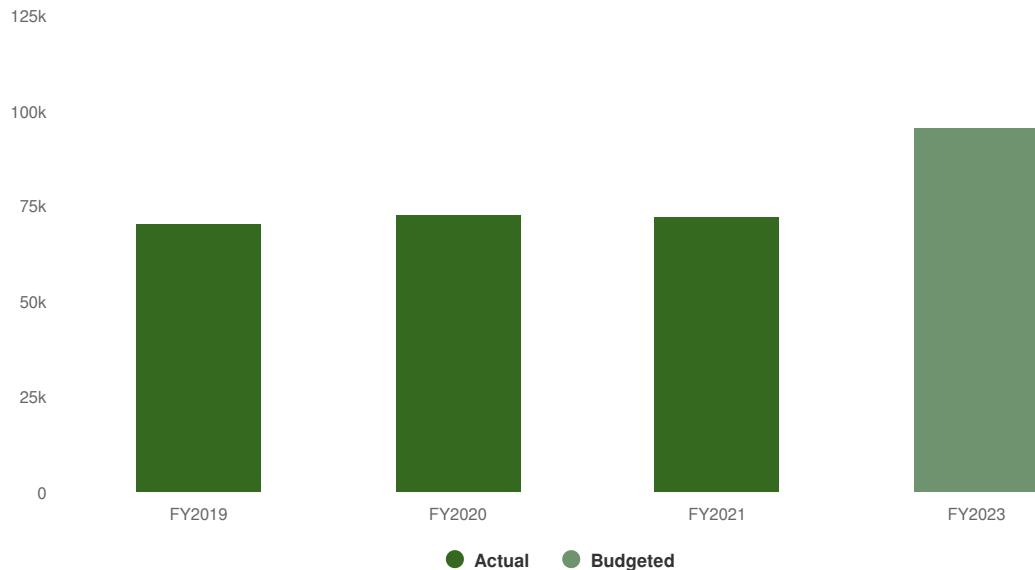
The City of Poquoson is organized under the Council-Manager form of government. The Poquoson City Council is composed of seven members who are elected by the voters and serve four-year staggered terms. The City is divided into three precincts, each of which is entitled to two representatives. The City Mayor is elected at large. Persons elected to City Council take office on the first day of January following the election which is held in November of even number years. The City Council appoints the City Manager, City Clerk, City Attorney, and members to various Boards and Commissions. The City Council adopts the City Budget, Constrained Capital Improvement Plan, ordinances and resolutions relating to municipal affairs and imposes fines and penalties for noncompliance. The council is served by a City Clerk who is responsible for transcribing the minutes of Council meetings and generally managing City Council's affairs. The City Clerk provides administrative support to the Mayor and Council and maintains City records in accordance with the Code of Virginia.

## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs towards the Virginia Retirement System. Additionally, this department reflects an increase associated with the cost of advertising, which is required for all public hearings.

**\$95,493** **\$95,493**  
(% vs. prior year)

### City Council Proposed and Historical Budget vs. Actual

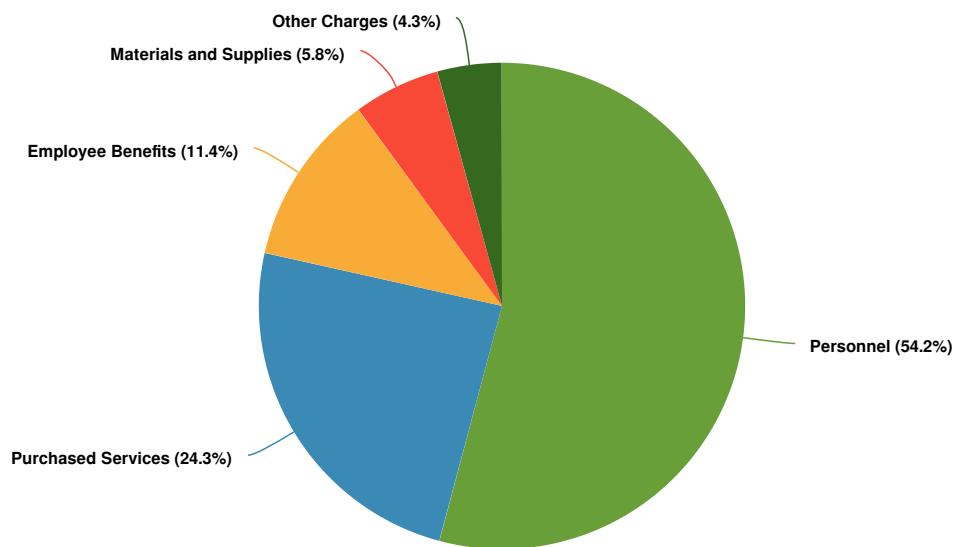


## Expenditures by Function

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures							
Legislative							
City Council							
Personnel	\$45,846	\$46,586	\$47,008	\$46,953	\$51,722	\$51,722	N/A
Employee Benefits	\$11,423	\$8,467	\$8,258	\$8,829	\$10,931	\$10,931	N/A
Other Charges	\$2,837	\$3,595	\$3,035	\$1,895	\$4,090	\$4,090	N/A
Purchased Services	\$6,216	\$6,510	\$11,097	\$12,917	\$23,250	\$23,250	N/A
Materials and Supplies	\$6,242	\$5,215	\$3,484	\$1,743	\$5,500	\$5,500	N/A
Total City Council:	<b>\$72,564</b>	<b>\$70,373</b>	<b>\$72,882</b>	<b>\$72,337</b>	<b>\$95,493</b>	<b>\$95,493</b>	N/A
Total Legislative:	<b>\$72,564</b>	<b>\$70,373</b>	<b>\$72,882</b>	<b>\$72,337</b>	<b>\$95,493</b>	<b>\$95,493</b>	N/A
<b>Total Expenditures:</b>	<b>\$72,564</b>	<b>\$70,373</b>	<b>\$72,882</b>	<b>\$72,337</b>	<b>\$95,493</b>	<b>\$95,493</b>	N/A

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized FY2020	Authorized FY2021	Authorized FY2022	Requested FY2023	Authorized FY2023
City Clerk	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
Totals	0.40	0.40	0.40	0.40	0.40

## Goals and Objectives

The City Council promotes economic development opportunities as a means of bringing balance to local revenue generation. They also provide outstanding leadership on behalf of the citizens.

## Program Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Regular Meetings	17	18	18	18
Work Sessions	5	5	5	5
Special Sessions/Retreats	1	1	1	1

## Term of Office

### ***Mayor***

Gordon C Helsel Jr.  
Term Expires: 12/31/2024

### ***Central Precinct***

Charles M. "Bud" Southall, III  
Term Expires: 12/31/2022

Keith A. Feigh

Term Expires: 12/31/2024

### ***Eastern Precinct***

Herbert R. "Buddy" Green  
Term Expires: 12/31/2022

Jana D. Andrews

Term Expires: 12/31/2024

### ***Western Precinct***

Carey L. Freeman-Vice Mayor  
Term Expires: 12/31/2022

David A. Hux

Term Expires: 12/31/2024



# City Manager

James R. Wheeler  
City Manager

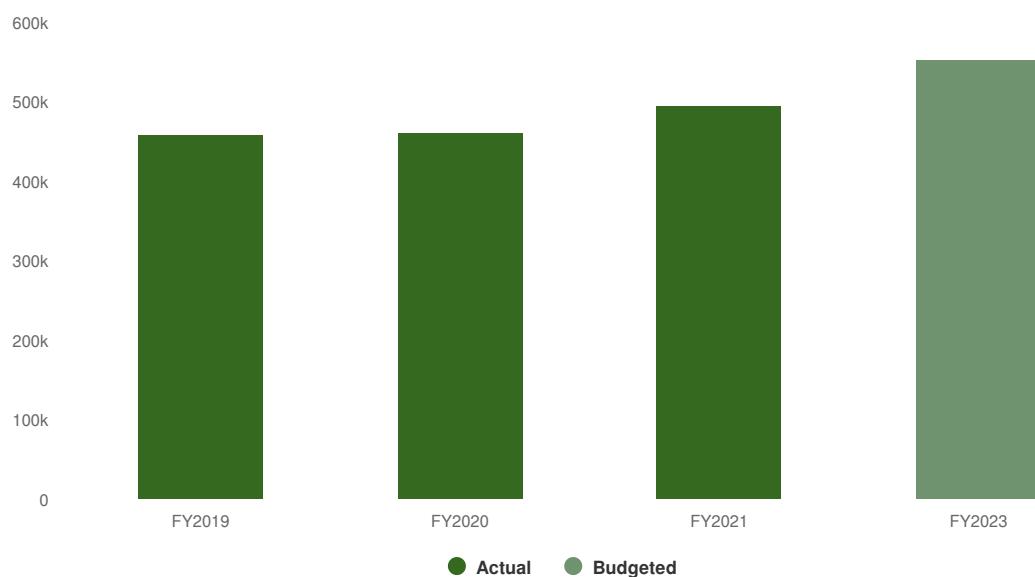
The City Manager's Office serves as primary point of contact for citizen questions and requests for service, as well as serves as the public information office for media requests for non-public safety related information. In addition, the City Manager's partners with our Superintendent of Schools, our Constitutional Officers, the York-Poquoson Department of Social Services and other state, federal and regional partners on a variety of issues and programs that serve the City's residents, businesses and greater Hampton Roads. Lastly, the City Manager's Office oversees all human resources matters.

## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Additionally, this department reflects an increase associated with dues and membership. Included in this budget is the cost of leasing a copier, which has been reported in Facilities and Grounds for the past years. This change only moves the budgeted reporting from one department to another.

**\$552,673** **\$552,673**  
(% vs. prior year)

### City Manager Proposed and Historical Budget vs. Actual

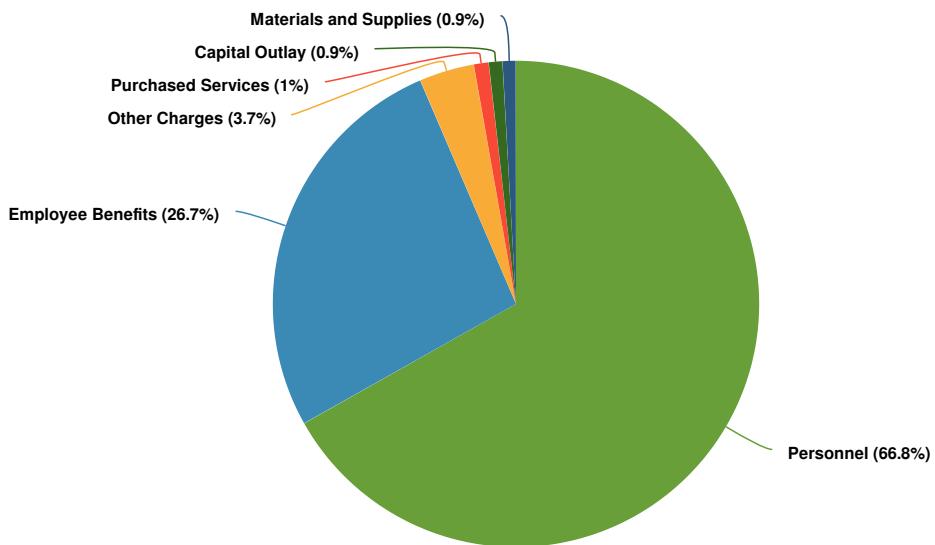


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (%) Change)
Expenditures						
General Administration						
City Manager						
Personnel	\$337,750	\$341,938	\$358,424	\$369,445	\$369,445	N/A
Employee Benefits	\$99,053	\$99,586	\$116,975	\$147,678	\$147,678	N/A
Other Charges	\$15,014	\$13,593	\$13,471	\$20,200	\$20,200	N/A
Purchased Services	\$463	\$893	\$1,181	\$5,450	\$5,450	N/A
Internal Services	\$48		\$130		\$0	N/A
Materials and Supplies	\$5,764	\$4,086	\$2,838	\$4,900	\$4,900	N/A
Capital Outlay	\$20	\$135	\$714	\$5,000	\$5,000	N/A
<b>Total City Manager:</b>	<b>\$458,112</b>	<b>\$460,231</b>	<b>\$493,733</b>	<b>\$552,673</b>	<b>\$552,673</b>	<b>N/A</b>
<b>Total General Administration:</b>	<b>\$458,112</b>	<b>\$460,231</b>	<b>\$493,733</b>	<b>\$552,673</b>	<b>\$552,673</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$458,112</b>	<b>\$460,231</b>	<b>\$493,733</b>	<b>\$552,673</b>	<b>\$552,673</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions <b>Personnel Summary:</b>	Authorized FY2020	Authorized FY2021	Authorized FY2022	Requested FY2023	Authorized FY2023
City Manager	1	1	1	1	1
Assistant City Manager	1	1	1	1	1
Assistant to the City Manager	0.6	0.6	0.6	0.6	0.6
Executive Assistant	1	1	1	1	1
Part-time (FTE)	0.2	0.2	0.2	0.2	0.2
Totals	3.8	3.8	3.8	3.8	3.8

## Goals and Objectives

The City Manager's goals are to provide outstanding leadership to the City Government, and increase economic growth within the City. Additionally, the City Manager's objective is to effectively manage all governmental services, and maintain an excellent working partnership with the Superintendent and Poquoson City Schools.



## Legal Services

**D. Wayne Moore**  
City Attorney

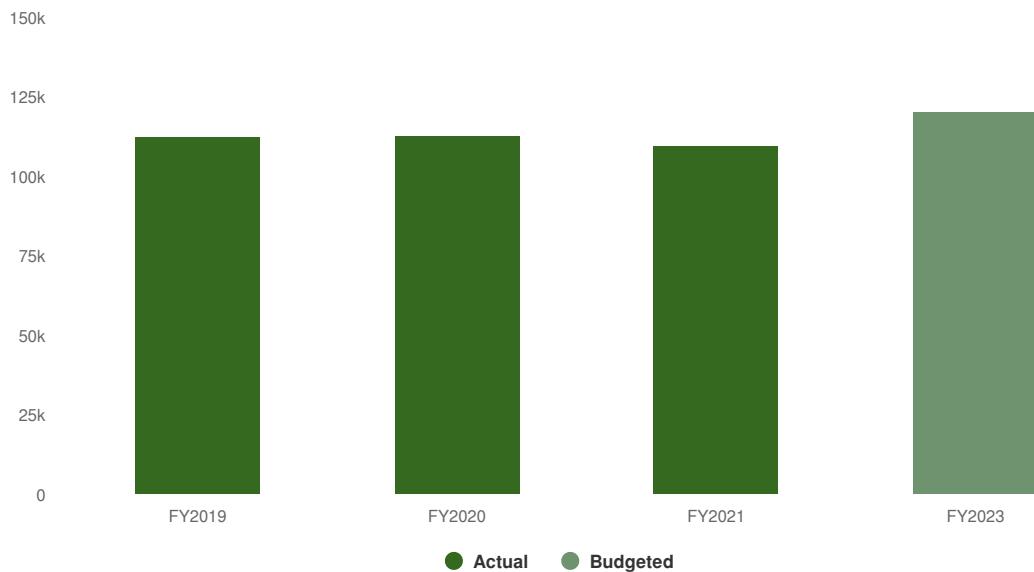
The City Attorney is appointed by City Council to serve as legal advisor to the City Council, the City Managers, and all Departments and Boards and Commissions of the City. The City Attorney prepares and reviews ordinance for introduction to Council as well as drafts and reviews all contracts, licenses, permits, deeds, leases and other legal documents to which the City is a party. The City Attorney also represents the City in all legal proceedings and prosecutes violation of City ordinances.

## Expenditures Summary

This department does not have any costs associated with personnel. Minimal decrease due to reduction in travel.

**\$120,305** **\$120,305**  
(% vs. prior year)

### Legal Services Proposed and Historical Budget vs. Actual



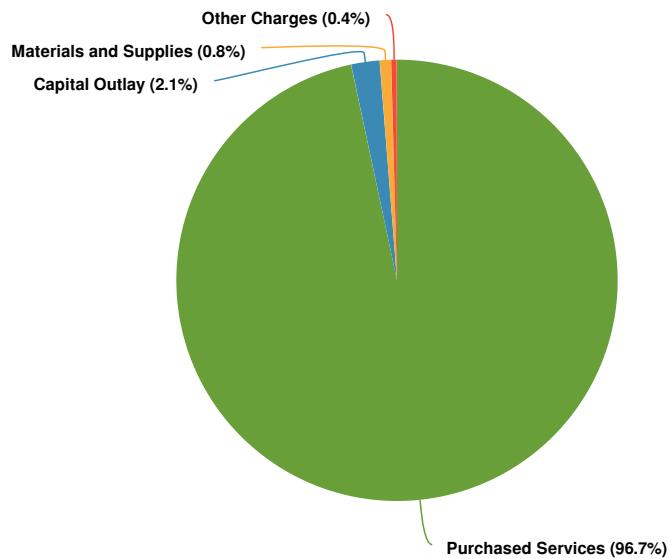
## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
General Administration						
Legal						
Other Charges	\$805	\$123	\$345	\$500	\$500	N/A
Purchased Services	\$107,395	\$109,148	\$105,333	\$116,305	\$116,305	N/A
Materials and Supplies	\$1,699	\$961	\$1,592	\$1,000	\$1,000	N/A
Capital Outlay	\$2,141	\$2,280	\$2,280	\$2,500	\$2,500	N/A
<b>Total Legal:</b>	<b>\$112,039</b>	<b>\$112,512</b>	<b>\$109,550</b>	<b>\$120,305</b>	<b>\$120,305</b>	<b>N/A</b>
<b>Total General     Administration:</b>	<b>\$112,039</b>	<b>\$112,512</b>	<b>\$109,550</b>	<b>\$120,305</b>	<b>\$120,305</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$112,039</b>	<b>\$112,512</b>	<b>\$109,550</b>	<b>\$120,305</b>	<b>\$120,305</b>	<b>N/A</b>



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



Legal Services are provided by a licensed attorney contracted and appointed by City Council. Since the City does not employ the City Attorney, cost for the legal services are reflected in purchased services.

City Attorney will practice preventive law on behalf of the City of Poquoson by regular meetings with the City Manager and recommendations to improve the legal position of the City. City Attorney will handle legal matters concerning the City in accordance with law in a timely and efficient manner.



## Independent Auditor

Leigh Etheridge  
Director of Finance

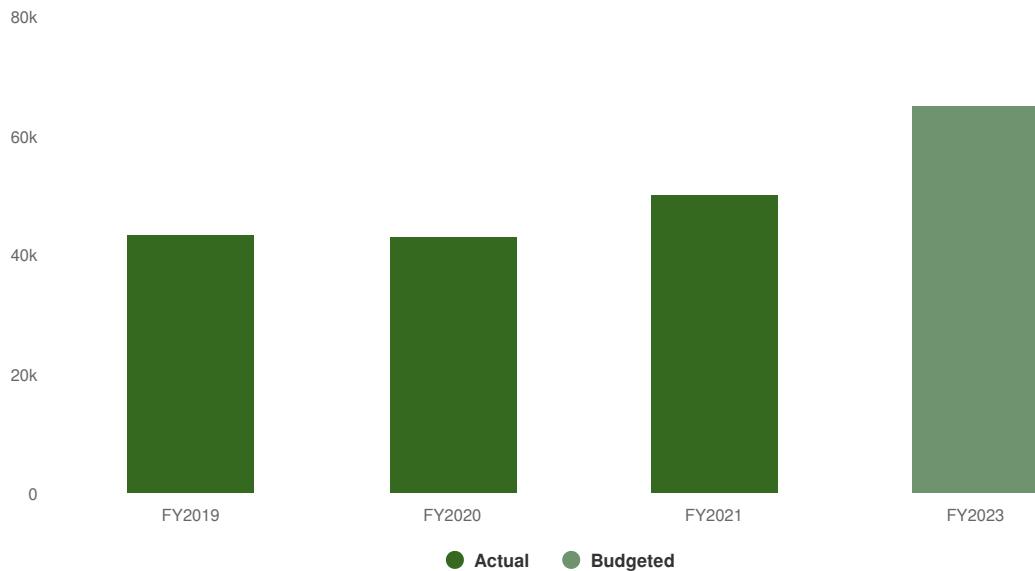
Independent Auditor accounts for an independent accounting firm to conduct an audit of the City's, Schools', and EDA's financial records for the preceding fiscal year in accordance with law.

## Expenditures Summary

This department does not have any costs associated with personnel. The increase for Fiscal Year 2023 budget is associated with the cost of professional auditing services for an independent accounting firm.

**\$65,000** **\$65,000**  
(% vs. prior year)

### Independent Auditor Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
General Administration	\$43,251	\$43,040	\$50,150	\$65,000	\$65,000	N/A
Purchased Services	\$43,251	\$43,040	\$50,150	\$65,000	\$65,000	N/A
<b>Total Expenditures:</b>	<b>\$43,251</b>	<b>\$43,040</b>	<b>\$50,150</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>N/A</b>

## Goals and Objectives

An independent accounting firm is contracted to conduct the audit of the City, School and EDA. In order to receive an independent review of the financial records no personnel services are reflected. They provide City Council and City administration analysis, recommendations, counsel and information concerning financial related activities of the City in accordance with generally accepted government auditing standards promulgated by the Comptroller General of the United States and the Auditor of Public Accounts of the Commonwealth of Virginia. They perform FY2022 audits of the audits of the City, School Board, School Activity Funds and Economic Development authority (EDA) and draft the Comprehensive Annual Financial Report by November 30, 2022. They prepare the Comparative Cost Report for the City, and provide suggestions to strengthen internal accounting and administrative controls.

## Program Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Auditing Hours	770	780	780	780

## Program Accomplishments

Assisting in reviewing Government Finance Officers Association (GFOA) prior year comments and financial statement check list in order to apply for the GFOA award for certification of Achievement for Excellence in Financial Reporting for FY2022.



## Commissioner of the Revenue

**Joseph Coccimiglio**  
Commissioner of the Revenue

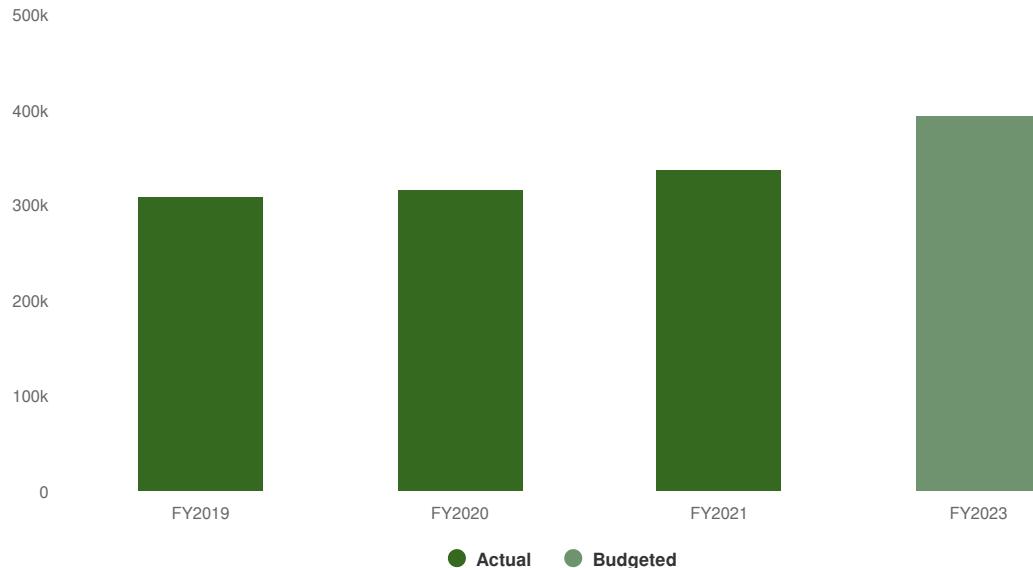
Maintain owners of record for all real estate parcels; prepare land book in accordance with State Code. Ensure that all personal property, business property and public utility taxes are assessed. Render fair and consistent assessments with regards to all personal property. Audit all locally filed Virginia State income tax returns and provide reports to State and City Treasurer. Utilize the online computer systems with the department of Taxation for processing refunds. Administer tax exemption and deferral program for elderly and handicapped and Disabled Veteran Program. Issue business licenses to all businesses operating within the City and non-city contractor businesses which gross \$25,000 or more in business within the City of Poquoson. Prepare food and beverage tax forms and enforce such tax. Administer and enforce the rules and regulations relating to cigarette taxation.

### Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Additionally, this department reflects minimal increases associated with the costs of software subscriptions to allow for online processes that involve payments for meal tax and applications for business licenses.

**\$393,462** **\$393,462**  
(% vs. prior year)

#### Commissioner of the Revenue Proposed and Historical Budget vs. Actual

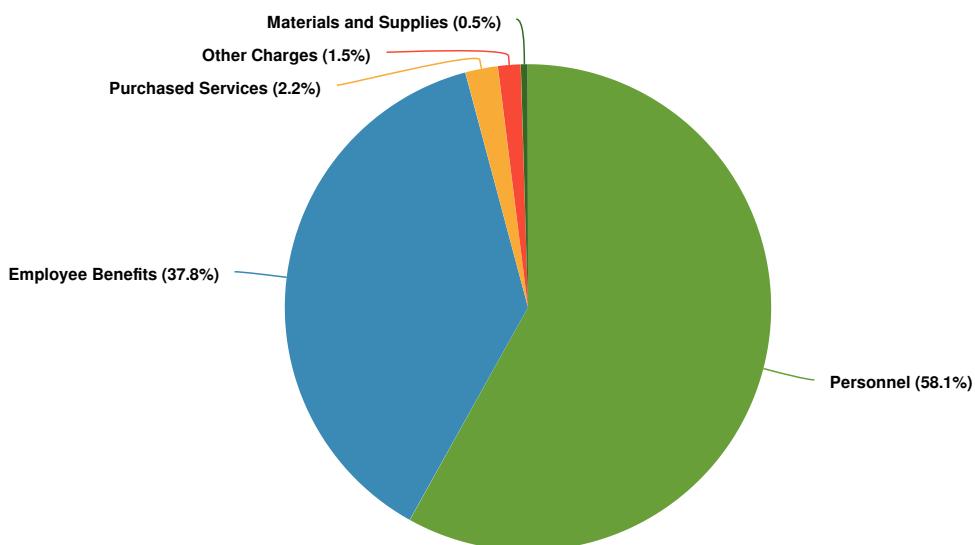


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Actual vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
General Administration						
Commissioner of Revenue						
Personnel	\$189,853	\$192,586	\$199,637	\$228,561	\$12,092	N/A
Employee Benefits	\$103,222	\$112,160	\$124,582	\$148,601	\$15,212	N/A
Other Charges	\$5,707	\$4,184	\$4,107	\$5,950	\$1,314	N/A
Purchased Services	\$7,235	\$5,548	\$6,103	\$8,500	-\$15,928	N/A
Materials and Supplies	\$1,844	\$1,154	\$1,869	\$1,850	\$219	N/A
Capital Outlay			\$19		-\$114	N/A
Total Commissioner of Revenue:	<b>\$307,861</b>	<b>\$315,632</b>	<b>\$336,317</b>	<b>\$393,462</b>	<b>\$12,795</b>	N/A
Total General Administration:	<b>\$307,861</b>	<b>\$315,632</b>	<b>\$336,317</b>	<b>\$393,462</b>	<b>\$12,795</b>	N/A
<b>Total Expenditures:</b>	<b>\$307,861</b>	<b>\$315,632</b>	<b>\$336,317</b>	<b>\$393,462</b>	<b>\$12,795</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions <b>Personnel Summary:</b>	Authorized	Authorized	Authorized	Requested	Authorized <b>FY2023</b>
	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	
Commissioner of the Revenue	1	1	1	1	1
Deputy Commissioner II	1	1	1	1	1
Deputy Commissioner I	1	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1	1
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

## Goals and Objectives

The goals for the Commissioner of the Revenue are preparing the Real Estate Land Book and all necessary supplements. They will execute deferral and exemption of real estate taxes for elderly and disabled persons who meet requirements. The office will meet all deadlines of the assessment book and business license for the year. This office will continue to audit the Virginia Department of Taxation for proper remittance of Poquoson's sales tax, and enforce prepared food, beverage and cigarette tax. The Commissioner of the Revenue's office will assist residents with their state tax preparation and submission, and provide outstanding customer service to all of our patrons.

## Outflow Measures

	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>
Business License	872	860	870	870
Meals Tax	45	47	49	49
Personal Property Abatements	2,902	3,000	3,050	3,050
Personal Property Assessments	23,033	22,175	22,000	22,000
Property Transfers	458	525	475	475
Public Service Corporations	11	10	10	10
Real Estate Abatements	72	75	78	78
Real Estate Parcels	5,450	5,475	5,500	5,500
State Estimated Returns	206	190	175	175
State Tax Returns Audited	686	650	600	600
Tax Exemption & Deferral Applications	170	180	190	190



## Assessor - Equalization Board

Stephenie Love  
City Assessor

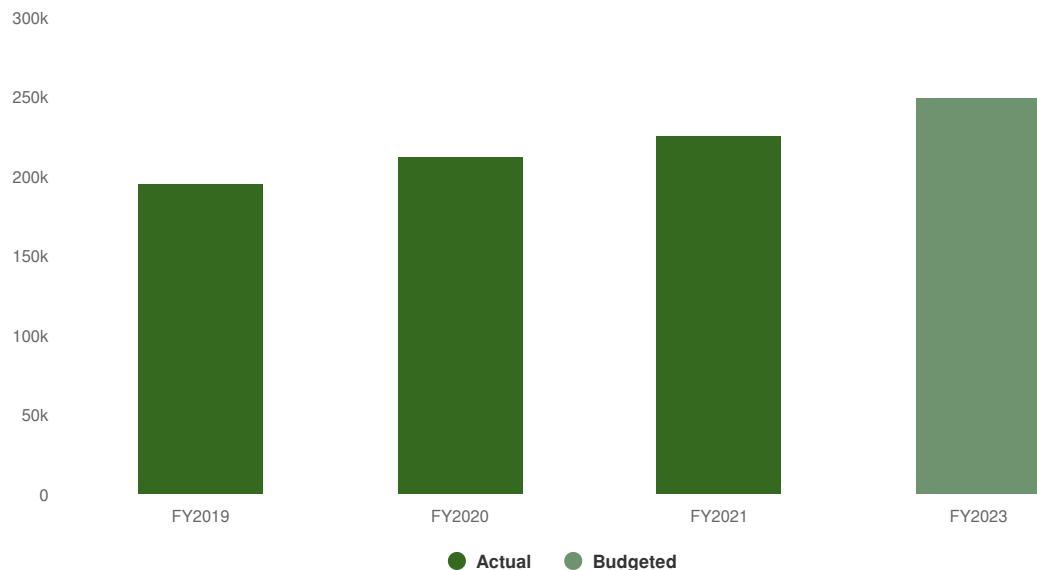
The Assessor's office appraises all real estate in Poquoson and interprets and administers all laws pertaining to assessments. This task forms the base of all real estate taxes which is a substantial portion of the revenue used to operate the City.

### Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Additionally, the decrease for FY2023 is associated with staffing salaries and benefit savings upon transition of the new Assessor.

**\$249,342** **\$249,342**  
(% vs. prior year)

#### Assessor - Equalization Board Proposed and Historical Budget vs. Actual

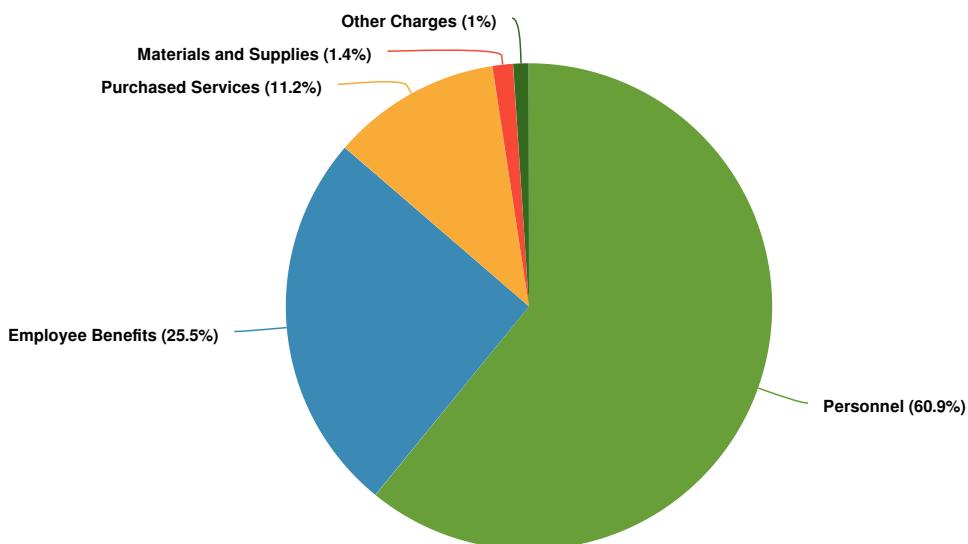


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (%) Change)
Expenditures						
General Administration						
Assessor-Equalization Board						
Personnel	\$126,660	\$131,765	\$132,812	\$151,810	\$151,810	N/A
Employee Benefits	\$59,488	\$62,754	\$68,892	\$63,482	\$63,482	N/A
Other Charges	\$2,492	\$589	\$2,540	\$2,600	\$2,600	N/A
Purchased Services	\$3,977	\$14,000	\$18,047	\$28,050	\$28,050	N/A
Materials and Supplies	\$2,443	\$2,823	\$2,978	\$3,400	\$3,400	N/A
Capital Outlay	\$100	\$300			\$0	N/A
<b>Total Assessor-Equalization Board:</b>	<b>\$195,160</b>	<b>\$212,231</b>	<b>\$225,269</b>	<b>\$249,342</b>	<b>\$249,342</b>	<b>N/A</b>
<b>Total General Administration:</b>	<b>\$195,160</b>	<b>\$212,231</b>	<b>\$225,269</b>	<b>\$249,342</b>	<b>\$249,342</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$195,160</b>	<b>\$212,231</b>	<b>\$225,269</b>	<b>\$249,342</b>	<b>\$249,342</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions <b>Personnel Summary:</b>	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
City Real Estate Assessor	1	1	1	1	1
Assessor Technician	1	1	1	1	1
Totals	2	2	2	2	2

## Goals and Objectives

Department continues the implementation of the new Vision Assessment Software Package. The Assessors' office wants to maintain one of the highest Assessment Ratio's among all the localities in the state of Virginia.

## Program Measures

<b>Assessor</b>	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Real Estate Parcels	5,455	5,454	5,443	5,443
Total Assessed Value	\$1,655,142,200	\$1,665,332,400	\$1,738,100,000	\$1,738,100,000
Property Transfers	525	476	490	490
Abatements & Supplements	220	137	175	175
Assessed Value - Abate/Sup	\$17,205,200	\$17,258,400	13,204,100	17,500,000

<b>Equalization Board</b>	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
# of Property Owners Appealing	5	N/A	7	N/A
# of Parcels Reviewed	6	N/A	5	N/A
# of Parcels Increased	-	N/A	1	N/A
Value of Increases	-	N/A	6,000	N/A
# of Assessments Decreased	5	N/A	4	N/A
Value of Decreases	\$157,294	N/A	\$250,000	N/A

\*Assessments are performed every two years; therefore the Equalization Board only meets every two years.

## Program Accomplishments

The Assessor's office completed the FY2022 reassessments in March 2021, and mailed them out to property owners in April 2021. They also held Assessor's hearing with concerned citizens in reference to the new assessments in May 2021. The Board of Equalization Hearing was held in July 2021.

The department valued new construction at percentage complete as of July 1, 2021.

The Assessor's office balanced their database with the Commissioner of the Revenue's database for FY2022 Landbook printing.



## Treasurer

**Steven D. Clarke**  
Treasurer

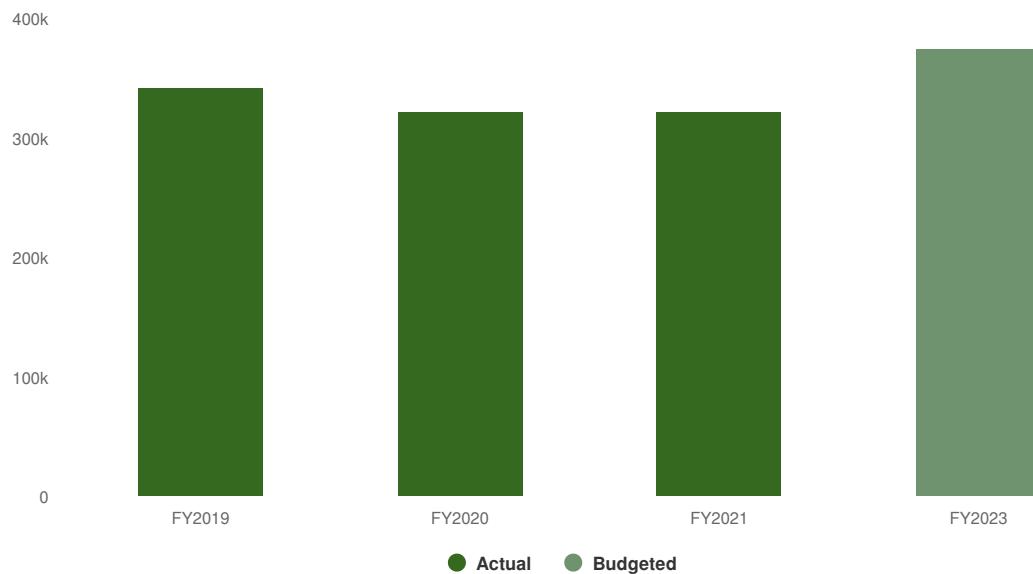
The Treasurer collects all revenues due to the City and School Division including real estate, personal property, services fees, prepared meals tax, license fees, and utility fees. They administer online-payment website, direct-debit program and credit cards. The Treasurer pursues delinquent taxes and fees through warrants, DMV stops, wage liens, and debt setoff. Maintain proper accounting of all cash receipts. Invest idle cash and assist in debt service management. Maintain and reconcile bank accounts used by the City and School Division. Collect and deposit State income taxes and State estimated taxes. Process and mail all original and delinquent personal property and real estate tax bills. Maintain mortgage files so real estate taxes can be conveyed against escrowed funds for taxpayers.

## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Additionally, this department reflects an increase in associated bank charges and costs of office supplies.

**\$374,443** **\$374,443**  
(% vs. prior year)

### Treasurer Proposed and Historical Budget vs. Actual

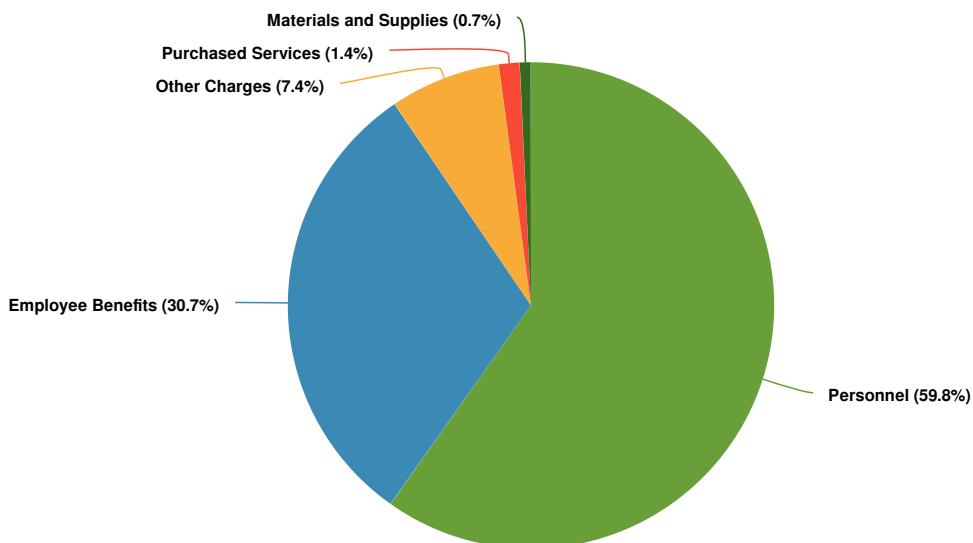


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (%) Change)
Expenditures						
General Administration						
Treasurer						
Personnel	\$211,929	\$197,957	\$194,609	\$223,937	\$223,937	N/A
Employee Benefits	\$91,462	\$90,206	\$94,248	\$115,008	\$115,008	N/A
Other Charges	\$32,146	\$27,940	\$24,387	\$27,570	\$27,570	N/A
Purchased Services	\$4,895	\$4,530	\$5,955	\$5,188	\$5,188	N/A
Materials and Supplies	\$1,481	\$1,358	\$2,408	\$2,740	\$2,740	N/A
Capital Outlay		\$428			\$0	N/A
<b>Total Treasurer:</b>	<b>\$341,913</b>	<b>\$322,419</b>	<b>\$321,607</b>	<b>\$374,443</b>	<b>\$374,443</b>	N/A
<b>Total General Administration:</b>	<b>\$341,913</b>	<b>\$322,419</b>	<b>\$321,607</b>	<b>\$374,443</b>	<b>\$374,443</b>	N/A
<b>Total Expenditures:</b>	<b>\$341,913</b>	<b>\$322,419</b>	<b>\$321,607</b>	<b>\$374,443</b>	<b>\$374,443</b>	N/A

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions	Authorized Personnel Summary:	FY2020	Authorized FY2021	Authorized FY2022	Requested FY2023	Authorized FY2023
Treasurer	1	1	1	1	1	1
Deputy Treasurer	1	1	1	1	1	1
Accounting Technician	1	1	1	1	1	1
Account Clerk	1	1	1	1	1	1
Totals	4	4	4	4	4	4

## Goals and Objectives

The Treasurer's Office will maintain high collection rates and customer service. They will continue training/certification program for Treasurer and deputies. The Treasurer and one deputy will maintain their certifications as Master Governmental Treasurer and Master Governmental Deputy Treasurers. The department pursues collections of delinquent accounts through use of DMV stops, debt setoff programs, liens and warrants. They maintain State office accreditation which was received in 2014.

## Outflow Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
First Year Personal Property Collection Rate	91.65%	91.0%	91.0%	91.0%
First Year Real Estate Collection Rate	98.85%	98.5%	98.5%	98.5%
Business Licenses Processed	855	805	800	810
Dog Tags Processed	243	300	325	250
Estimated Tax Payments	531	50	500	500
Meals Tax Payments Processed	379	325	315	350
Personal Property Tax Tickets Processed	40,580	41,000	41,000	41,000
Real Estate Tax Tickets Processed	11,686	11,750	11,700	11,725
Utility Account Payments Processed	27,405	27,470	27,450	27,500



## Finance

**Leigh Etheridge**  
Director of Finance

The Finance Department provides financial services for all City operations. Duties include general accounting, payroll, accounts payable, purchasing, sewer and solid waste utility billing, computer support services, risk management program, and administering employee benefit programs. Through the preparation of the City's Comprehensive Annual Financial Report and the Annual Financial Plan, the department develops, monitors, and reports the financial activities of the City. The Department is also the audit liaison for the City's annual financial audit.

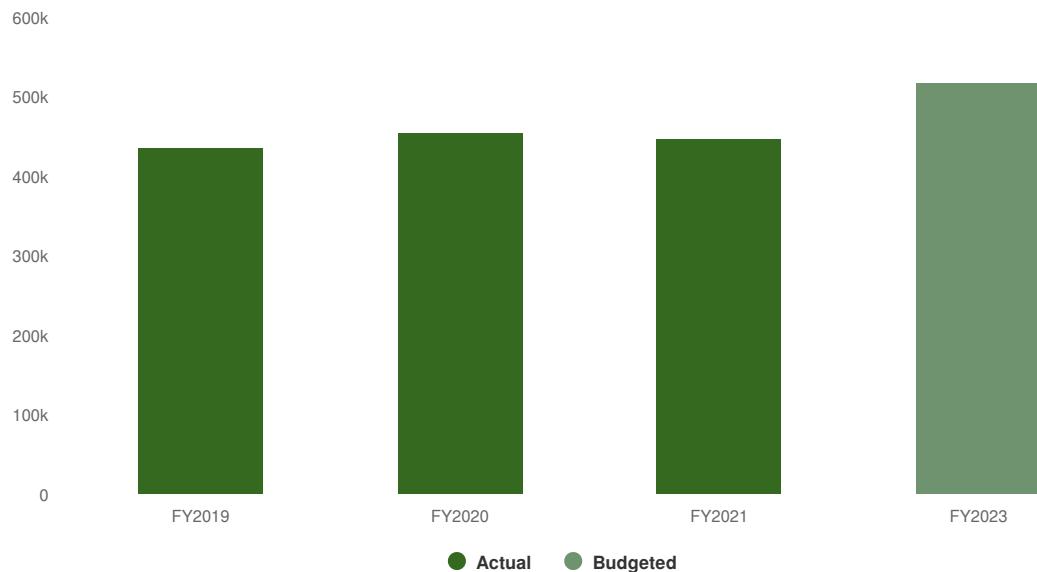
### Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. This cost center had very little change from the prior year for operational costs.

**\$516,954** **\$516,954**

(% vs. prior year)

#### Finance Proposed and Historical Budget vs. Actual

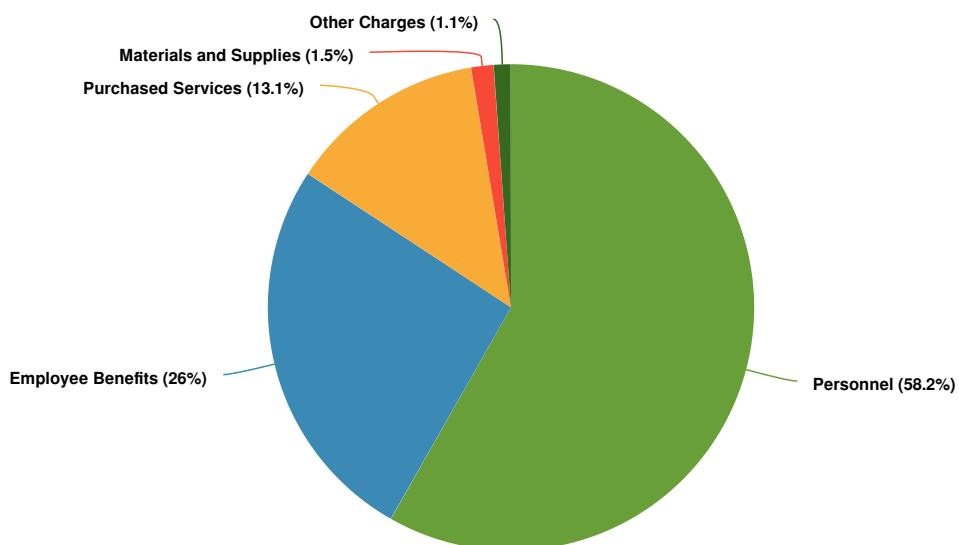


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
General Administration						
Finance						
Personnel	\$259,843	\$266,085	\$251,789	\$301,036	\$301,036	N/A
Employee Benefits	\$109,750	\$123,360	\$125,841	\$134,618	\$134,618	N/A
Other Charges	\$5,709	\$4,501	\$4,044	\$5,850	\$5,850	N/A
Purchased Services	\$52,752	\$54,081	\$57,339	\$67,700	\$67,700	N/A
Materials and Supplies	\$7,107	\$6,952	\$7,105	\$7,750	\$7,750	N/A
Capital Outlay	\$250		\$238		\$0	N/A
Total Finance:	<b>\$435,411</b>	<b>\$454,979</b>	<b>\$446,356</b>	<b>\$516,954</b>	<b>\$516,954</b>	N/A
Total General Administration:	<b>\$435,411</b>	<b>\$454,979</b>	<b>\$446,356</b>	<b>\$516,954</b>	<b>\$516,954</b>	N/A
<b>Total Expenditures:</b>	<b>\$435,411</b>	<b>\$454,979</b>	<b>\$446,356</b>	<b>\$516,954</b>	<b>\$516,954</b>	N/A

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized	Authorized	Authorized	Requested	Authorized
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2023
Director of Finance	1	1	1	1	1
Assistant Director of Finance	1	1	1	1	1
Account Analyst	1	1	1	1	1
Finance Specialist	1	1	1	1	1
Totals	4	4	4	4	4

## Goals and Objectives

Finance oversees annual audit, risk management activities, and employee benefits; maintain and monitor all financial records and prepare annual financial plan. They continue to identify areas of cost savings on a city-wide basis. They identify areas where City financial policies should be developed such as cash management, fund balance requirements and equipment replacement. Finance prepares a budget that meets or exceeds the requirement of the GFOA Distinguished Budget Award, and the annual Comprehensive Annual Financial Report that also meets or exceeds the requirements of the GFOA Award in Finance Reporting.

## Program Measures

	FY 2020	FY 2021	FY 2022	FY 2023
	Actual	Actual	Estimated	Estimated
Accounts Payable Checks Issued	3,607	3,413	3,500	3,500
Invoices Paid	7,292	7,141	7,200	7,200
Payroll Checks Issued	96	358	300	150
Payroll Direct Deposits	4,301	3,871	4,400	4,400
Utility Bills Printed	30,174	31,000	31,380	31,380
Utility Customers	5,029	5,134	5,150	5,150
Utility Customers with Special Rates	118	98	96	96



# Risk Management

**Leigh Etheridge**  
Director of Finance

Contain expenses relating to the city's property, liability, and automobile insurance coverage for general administration departments. Fund other fringe benefits that cannot be allocated to a particular department. Fund Risk Management Consultant.

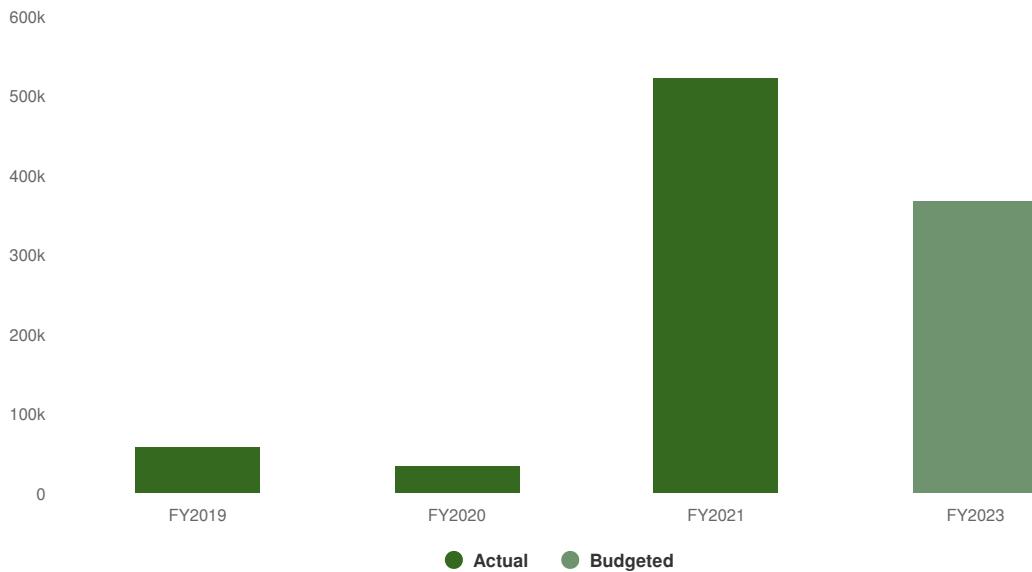
## Expenditures Summary

This department does not have any costs associated with personnel. A decrease is reflected in this department due to not anticipating any pay increases outside of the budget process and also for discontinuing professional services for oversight of premium renewals.

**\$367,157** **\$367,157**

(% vs. prior year)

### Risk Management Proposed and Historical Budget vs. Actual

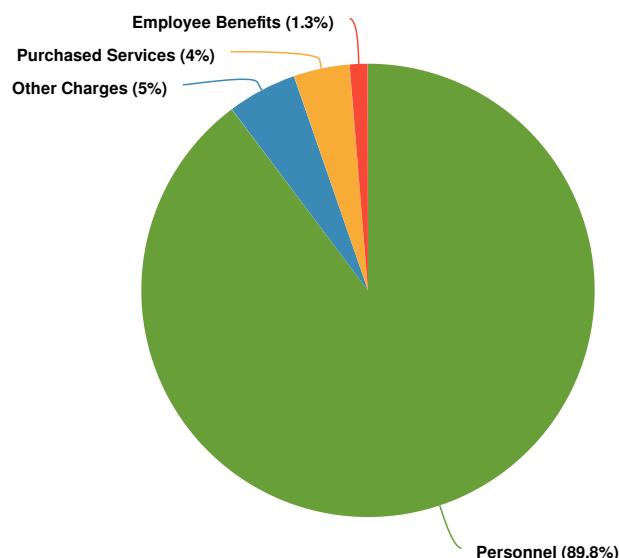


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
General Administration						
Risk Management						
Personnel	\$5,086	\$5,038	\$437,635	\$329,528	\$329,528	N/A
Employee Benefits	\$18,980	\$4,939	\$49,352	\$4,729	\$4,729	N/A
Other Charges	\$12,652	\$11,914	\$15,713	\$18,200	\$18,200	N/A
Purchased Services	\$21,191	\$11,168	\$17,934	\$14,700	\$14,700	N/A
Materials and Supplies		\$202	\$1,101		\$0	N/A
Total Risk Management:	\$57,909	\$33,261	\$521,735	\$367,157	\$367,157	N/A
Total General Administration:	\$57,909	\$33,261	\$521,735	\$367,157	\$367,157	N/A
<b>Total Expenditures:</b>	<b>\$57,909</b>	<b>\$33,261</b>	<b>\$521,735</b>	<b>\$367,157</b>	<b>\$367,157</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Goals and Objectives

Risk Management will work to minimize liability exposure and to seek coverage wherever exposure exists. They will continue to stress the importance of safety programs and other preventive measures for reducing loss. Risk Management works with departments on safety, conduct inspections and various types of safety training.



## **Program Accomplishments**

\*City provided public safety employees with initial annual physical through LifeScan. Beginning in FY 2023 this program will be each department's responsibility.



## Technology

**Leigh Etheridge**  
Director of Finance

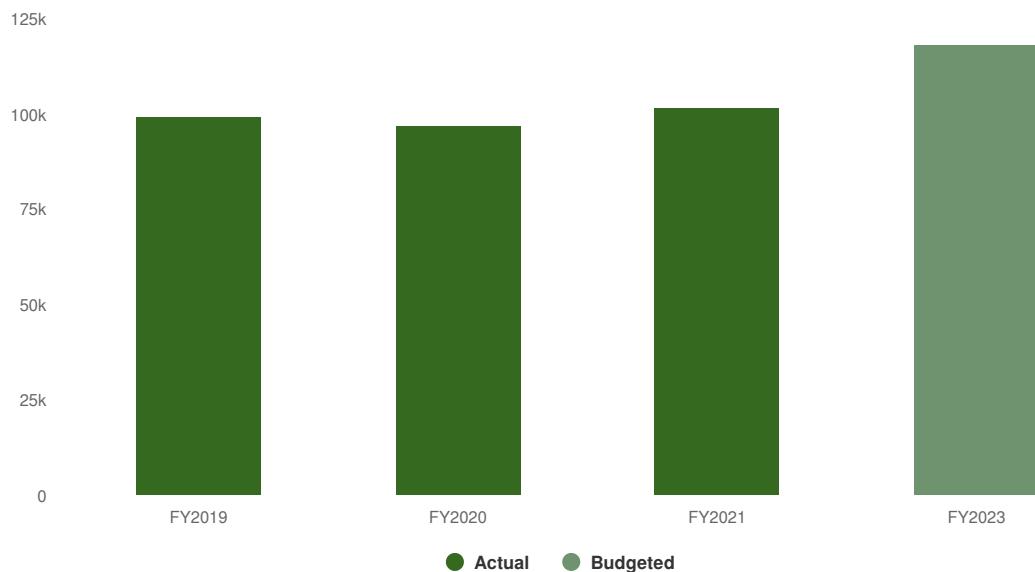
This department supports the contractor that maintains and assists with the City's GIS database as well as the shared information technology support from the Poquoson City Public Schools. Purchases technology equipment for the City.

### Expenditures Summary

This department does not have any costs associated with personnel. The technology function lays with the Finance Department along with the assistance of the City's operating divisions. The slight decrease in this department is associated with lowered funding for computer consulting services.

**\$118,000** **\$118,000**  
(% vs. prior year)

#### Technology Proposed and Historical Budget vs. Actual

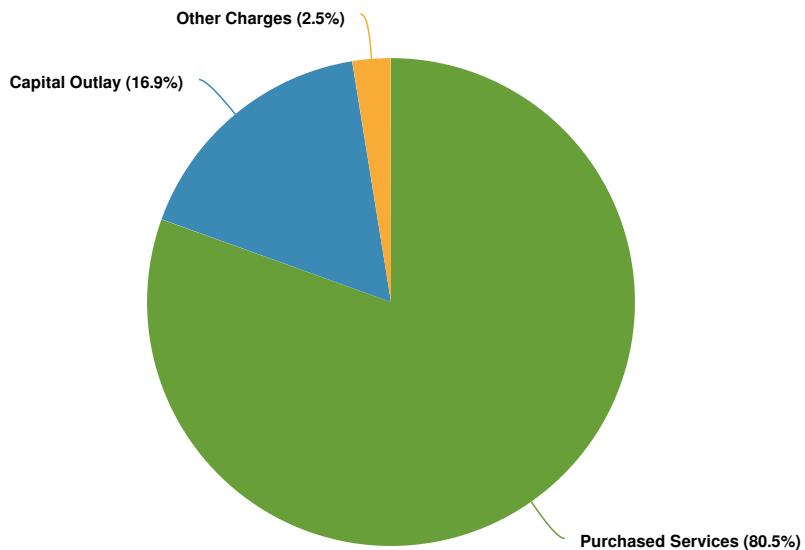


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
General Administration						
Technology						
Other Charges	\$2,361	\$2,829	\$2,731	\$3,000	\$3,000	N/A
Purchased Services	\$48,952	\$65,658	\$65,592	\$95,000	\$95,000	N/A
Capital Outlay	\$47,624	\$28,370	\$33,212	\$20,000	\$20,000	N/A
<b>Total Technology:</b>	<b>\$98,937</b>	<b>\$96,857</b>	<b>\$101,535</b>	<b>\$118,000</b>	<b>\$118,000</b>	<b>N/A</b>
<b>Total General Administration:</b>	<b>\$98,937</b>	<b>\$96,857</b>	<b>\$101,535</b>	<b>\$118,000</b>	<b>\$118,000</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$98,937</b>	<b>\$96,857</b>	<b>\$101,535</b>	<b>\$118,000</b>	<b>\$118,000</b>	<b>N/A</b>

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



## Goals and Objectives

The Technology department will provide maintenance and technical support for the City's GIS database, computer systems and purchase of technology equipment. They will also continue City-wide replacement plan for technology equipment.



## **Program Accomplishments**

- \*Various computer, printer, and server equipment was purchased and upgraded throughout the City.
- \*Worked with Assura to create an Incident Response Plan for the City.



## Elections

**Tammi Pinckney**  
General Registrar

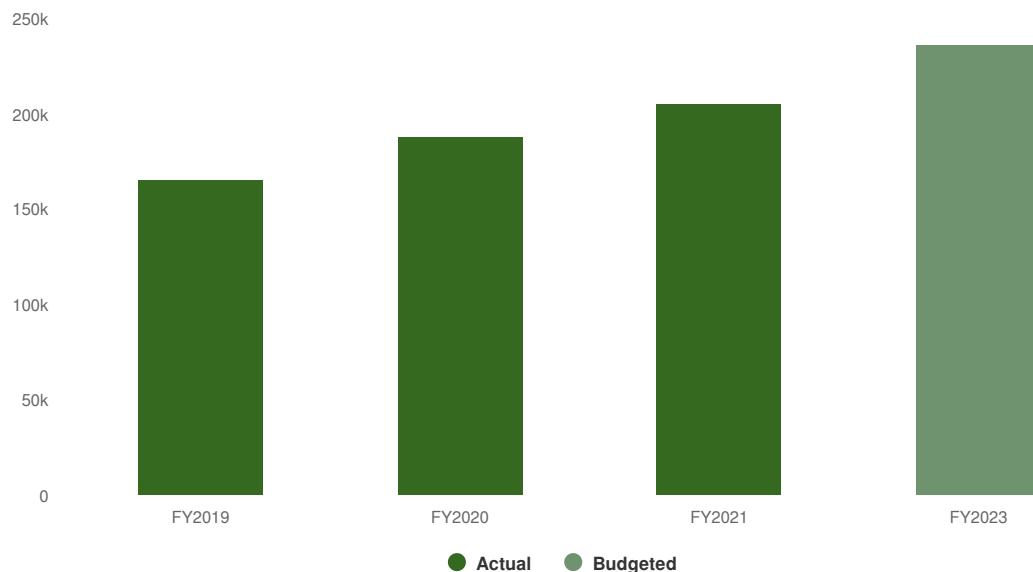
Process registrations of residents not only in Poquoson but throughout Virginia and United States. Assist registrations at Poquoson High School, bayside Convalescent Center and Dominion Village. Maintain accurate records of all registered voters. Process and enter all registrations, deletions, name and address changes into the voter Registration System. Create Photo ID's for voters who do not have an acceptable ID for voting purposes at no cost to voter. Oversee all elections and absentee voting ensuring that they are handled in accordance with Virginia Election Laws. Verify Certificate of Candidate Qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum. Verify results of each election and certify to State Board of Elections. Recruit and train Officers of Election and schedule officers to work at polling place.

## Expenditures Summary

This budget for FY 2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. The increased budget for this department consists of funding required for officers required during a primary election year, as well as other operating expenditures directly related to a primary election.

**\$235,884** **\$235,884**  
(% vs. prior year)

### Elections Proposed and Historical Budget vs. Actual

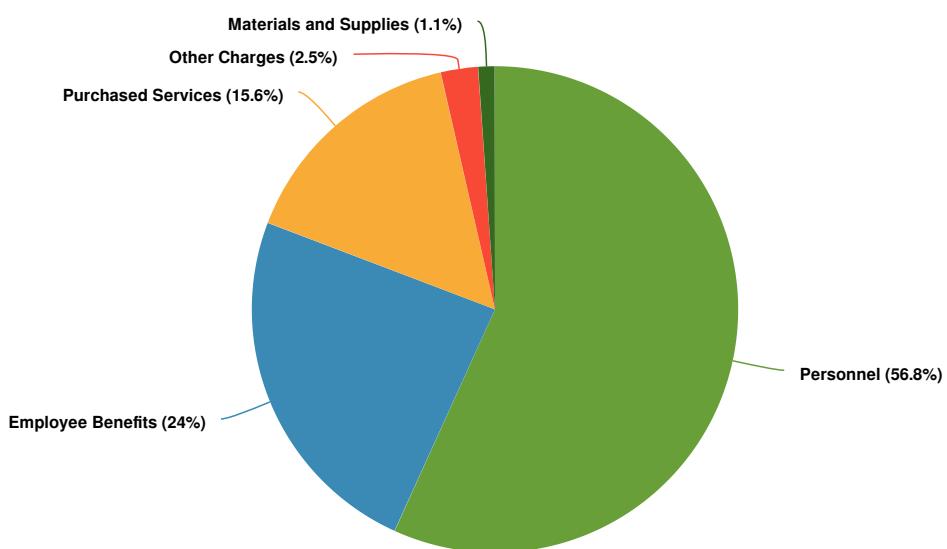


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Safety						
Electoral Board-Registrar						
Personnel	\$99,277	\$101,276	\$117,203	\$133,925	\$133,925	N/A
Employee Benefits	\$45,421	\$44,170	\$46,793	\$56,684	\$56,684	N/A
Other Charges	\$3,128	\$3,072	\$5,059	\$5,855	\$5,855	N/A
Purchased Services	\$14,224	\$18,097	\$19,362	\$36,800	\$36,800	N/A
Materials and Supplies	\$1,587	\$1,444	\$16,754	\$2,620	\$2,620	N/A
Capital Outlay	\$1,358	\$19,560			\$0	N/A
Total Electoral Board-Registrar:	<b>\$164,995</b>	<b>\$187,619</b>	<b>\$205,171</b>	<b>\$235,884</b>	<b>\$235,884</b>	N/A
Total Public Safety:	<b>\$164,995</b>	<b>\$187,619</b>	<b>\$205,171</b>	<b>\$235,884</b>	<b>\$235,884</b>	N/A
<b>Total Expenditures:</b>	<b>\$164,995</b>	<b>\$187,619</b>	<b>\$205,171</b>	<b>\$235,884</b>	<b>\$235,884</b>	N/A

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized FY2020	Authorized FY2021	Authorized FY2022	Requested FY2023	Authorized FY2023
Registrar	1	1	1	1	1
Assistant Registrar	1	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1	0.1
Totals	2.1	2.1	2.1	2.1	2.1

## Goals and Objectives

The Registrar's office will assist the citizens regarding requirements for voter registration, referral services, identification requirements, and Early Voting. They will increase voter registrations through use of the National Voter Registration Act (NCRA). They will continue to maintain accurate and up-date voter records. The Registrar's will train the Officers of Election and assist candidates with filing requirements and verify certificates of Candidate Qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.

They will protect the integrity of the electoral process and efficiently conduct the elections in FY2023 within the provisions of the Code of Virginia.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Changes in Address	483	650	600	600
Deletions	505	750	500	500
New Registrants	324	600	500	500
Other Changes	343	1300	700	700
Registered Voters	9,121	9,400	9,300	9,300
Voters Transferred In	292	500	300	300

## Program Accomplishments

\*Assisted the City Manager's Office and the IT Department with Assura to meet minimum security standards as set by Virginia Law.

\*Assisted Voters in completing requests to vote by mail and explained the new Permanent Absentee Voting Application that became law 07/01/2021.

\*Successfully conducted November 2021 General and Special Elections (including 45 days of Early Voting).

\*Trained new election officials on the ExpressVote and optical scan voting machines and electronic poll books.

\*Successfully conducted June 2021 Democratic Primary (including 45 days of Early Voting).

\*Worked with the Department of Elections to verify voters received credit for voting in elections.

\*Researched and confirmed the National Change of Address list provided by the Department of Elections.

\*Successfully completed a recount of the November 2, 2021 House of Delegates, 91st District.



## Courts and Sheriff

**York County**  
Joint Services

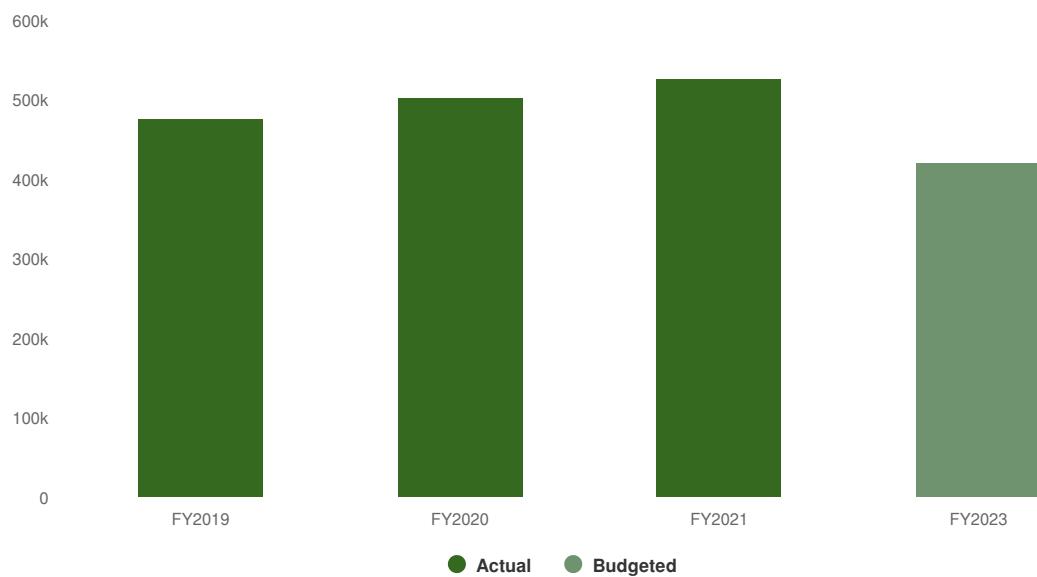
This department includes the cost of judicial services which are shared with York County. Included are the prorated costs of the Commonwealth Attorney, Juvenile/Domestic Relations Court, services provided by the Clerk of Court, Sheriff services, and certain capital and maintenance costs for the Court buildings. All court activity is located in Yorktown. This department also includes Colonial Community Corrections whose mission is to enhance public safety, empower clients and improve the quality of the community by providing judicial alternatives to adult incarceration, transitional services, and criminal justice planning to the localities served in the region.

## Expenditures Summary

The personnel services are administered by York County and Colonial Community Corrections. For FY 2023, a decrease in the overall budget is due to decreases in both Sheriff and building maintenance operations for shared services.

**\$419,874** **\$419,874**  
(% vs. prior year)

### Courts and Sheriff Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Safety						
Courts						
Payment to Joint Operations	\$476,137	\$501,387	\$526,467	\$419,874	\$419,874	N/A
<b>Total Courts:</b>	<b>\$476,137</b>	<b>\$501,387</b>	<b>\$526,467</b>	<b>\$419,874</b>	<b>\$419,874</b>	<b>N/A</b>
<b>Total Public Safety:</b>	<b>\$476,137</b>	<b>\$501,387</b>	<b>\$526,467</b>	<b>\$419,874</b>	<b>\$419,874</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$476,137</b>	<b>\$501,387</b>	<b>\$526,467</b>	<b>\$419,874</b>	<b>\$419,874</b>	<b>N/A</b>

## Budget Detail

	FY2022			FY2023	
	Original		FY2022	City Council	
	FY2020	FY2021	Adopted	Revised	Approved
	Actual	Actual	Budget	Budget	Budget
York/Poquoson Courthouse	\$240,733	\$291,037	\$274,750	\$274,750	\$205,823
Sheriff	233,702	229,110	230,000	230,000	186,758
9th District Court	6,986	6,360	6,360	5,160	5,200
Colonial Community Corrections	19,966	19,966	19,966	19,966	22,093
<b>Total</b>	<b>\$494,471</b>	<b>\$546,473</b>	<b>\$531,076</b>	<b>\$529,876</b>	<b>\$419,874</b>



## Police

**Stephen Keatts**  
Chief of Police

Enforce the laws of the Commonwealth of Virginia and the ordinances of the City of Poquoson. Prevent and deter crime to provide safety of the public. Preserve and maintain a safe and secure living and business environment in Poquoson. Provide assistance and friendly service to all persons within the city. Assist in providing on-scene emergency medical assistance to person in need. Provide quality investigative services to the community and pursue those who violate the law or threaten the safety of our community.

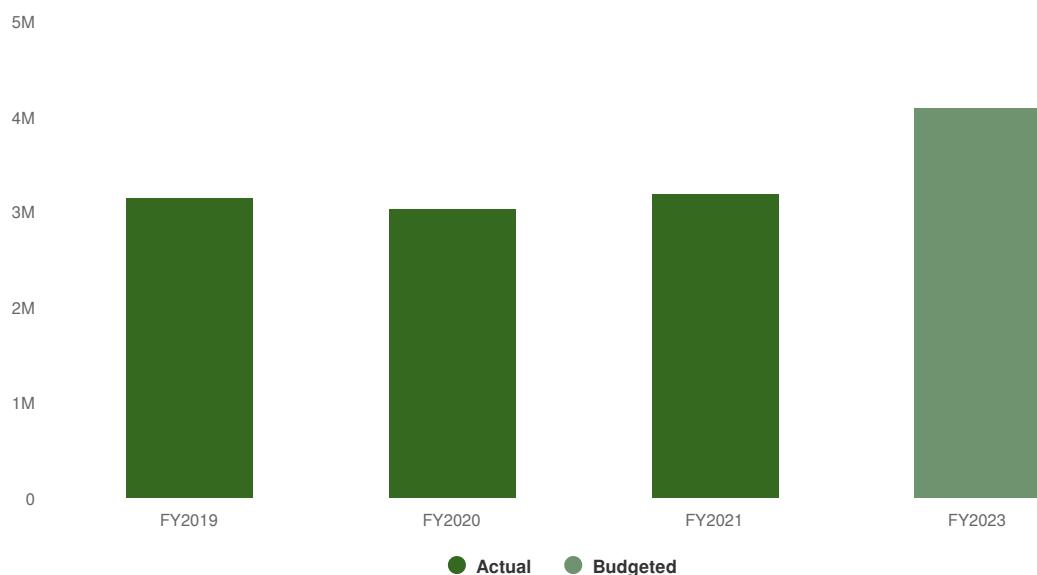
### Expenditures Summary

This budget for FY 2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees and \$2,500 for hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Additionally, this budget recognizes an increase for annual physicals being budgeted and charged here, departmentally. This is only a change in where these operational costs are budgeted. The budget also includes an increase for shared E-911 services.

**\$4,084,266** **\$4,084,266**

(% vs. prior year)

#### Police Proposed and Historical Budget vs. Actual

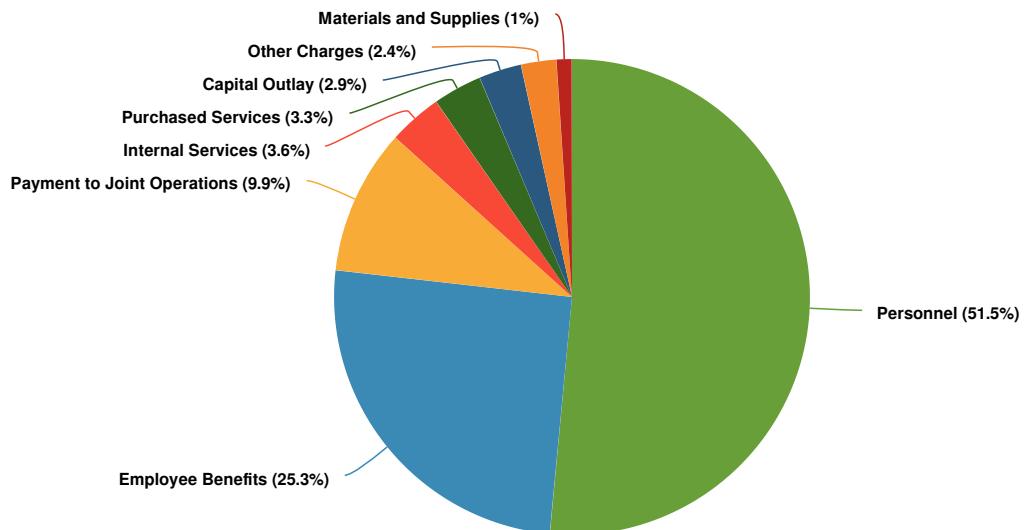


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Safety						
Police						
Personnel	\$1,562,171	\$1,689,666	\$1,583,875	\$2,103,643	\$2,103,643	N/A
Employee Benefits	\$610,723	\$680,619	\$742,187	\$1,032,999	\$1,032,999	N/A
Other Charges	\$53,993	\$55,740	\$68,272	\$98,003	\$98,003	N/A
Purchased Services	\$76,291	\$71,860	\$105,969	\$136,195	\$136,195	N/A
Internal Services	\$138,861	\$123,695	\$143,057	\$148,673	\$148,673	N/A
Materials and Supplies	\$36,391	\$27,126	\$64,965	\$42,366	\$42,366	N/A
Payment to Joint Operations	\$336,000	\$339,405	\$342,818	\$403,985	\$403,985	N/A
Capital Outlay	\$322,922	\$44,734	\$133,938	\$118,402	\$118,402	N/A
Total Police:	<b>\$3,137,352</b>	<b>\$3,032,845</b>	<b>\$3,185,081</b>	<b>\$4,084,266</b>	<b>\$4,084,266</b>	N/A
Total Public Safety:	<b>\$3,137,352</b>	<b>\$3,032,845</b>	<b>\$3,185,081</b>	<b>\$4,084,266</b>	<b>\$4,084,266</b>	N/A
<b>Total Expenditures:</b>	<b>\$3,137,352</b>	<b>\$3,032,845</b>	<b>\$3,185,081</b>	<b>\$4,084,266</b>	<b>\$4,084,266</b>	N/A

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions <b>Personnel Summary</b>	Authorized	Authorized	Authorized	Requested	Authorized
	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2023</b>
Police Chief	1	1	1	1	1
Captain/Assistant Police Chief	1	1	1	1	1
Lieutenant	2	2	2	2	2
Planning and Administration					
Sergeant	-	1	1	1	1
Investigations Sergeant	2	1	1	1	1
Patrol Sergeant	4	4	4	4	4
Detective	2	3	3	3	3
Corporal	4	4	4	4	4
School Resource Officer	2	2	2	2	2
Police Officer - Patrol	9	9	8	8	8
Records Administrator	1	1	1	1	1
Administrative Secretary	-	-	1	1	1
Part Time Clerical	0.5	0.75	-	-	-
Part Time Property and Evidence Technician	-	-	0.5	0.5	0.5
Part Time Property and Evidence Specialist	-	-	0.5	0.5	0.5
Part Time Police (FTE)	1.5	1.5	-	-	-
<b>Totals</b>	<b>30.00</b>	<b>30.25</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>

## Goals and Objectives

Crime Prevention and Reduction will be a priority for the Police department, focusing on alcohol and drug violations, larceny and vandalism. The Police department will further develop the School Resource partnership through approved programming for faculty, staff, students, and families once the schools fully re-open. Officers and staff will continue to complete required training while also seeking opportunities for specialized training that will enhance service to the community. Holiday Patrols will continue and the use of Bicycle Patrols will be expanded throughout the year. The department will continue to seek opportunities to upgrade and enhance equipment. They will seek new grant funding opportunities that will increase our abilities without adding strain to the budget. Regional partnerships will be maintained, providing for efficient delivery of services to the community. The Police department will continue to seek development of a plan to create a new Public Safety facility as a part of the City's CIP program.

In partnership with the Poquoson Fire and Rescue, the department will develop a fitness program to ensure and enhance members' physical and mental health, thereby elevating our ability to effectively achieve stated goals and objects.



## Program Accomplishments

\*The COVID-19 pandemic continued, affecting every person, home and business. The Police Department was not to be untouched by this on-going event. Though there were restrictions put in place to limit in-person services at the police facility, the department continued to provide full law enforcement services to our community.

\*The Police Department introduced new community programming as the pandemic eased. Two sessions were conducted; DARE Camp, 911 Leadership Camp, and Bicycle Rodeo. These events had a positive impact on many of the youth in our community.

\*Through the Department's safety and security of our community, the Department continued the Holiday Patrols Program. This program seeks to keep Poquoson a safe place to shop and do business through the holiday season.



## Fire

**Robert Holloway**  
Fire Chief

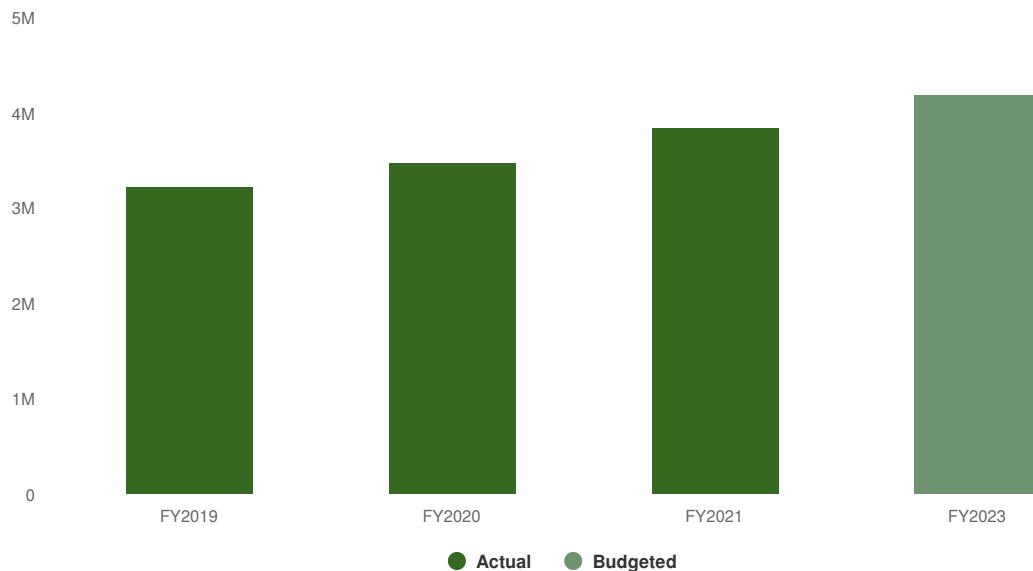
Provide 24 hour emergency services for the fire suppression, ambulance service, rescue service, hazardous materials spills, water rescue, and radiological monitoring. Provide non-emergency services in fire prevention, education and training

### Expenditures Summary

This budget for FY 2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees and \$2,500 for hazardous duty employees, a 10.5% increase in the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. The increase in this department is primarily from changing the budget reporting for annual physicals, removing from Risk Management. There is also a minimal increase in equipment.

**\$4,175,816** **\$4,175,816**  
(% vs. prior year)

#### Fire Proposed and Historical Budget vs. Actual

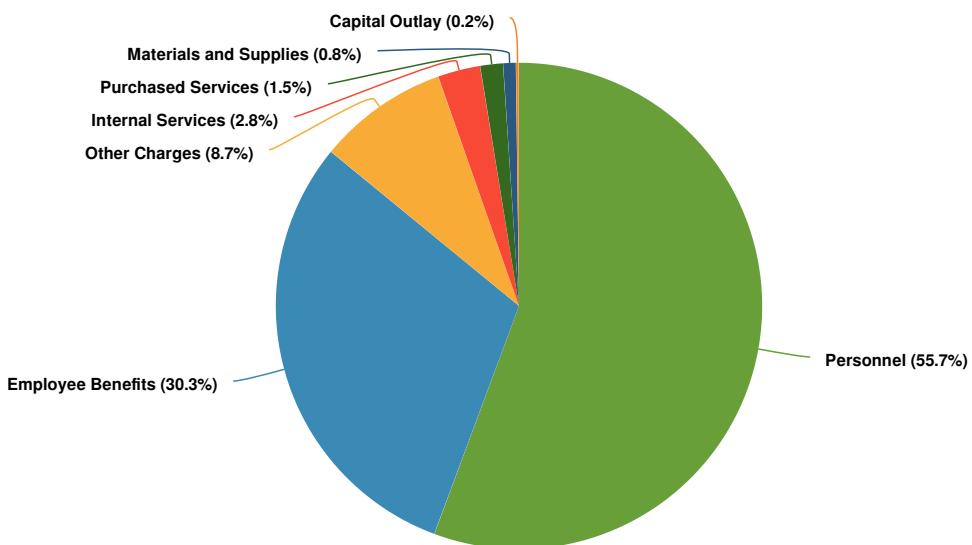


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Safety						
Fire						
Personnel	\$1,958,081	\$1,991,472	\$2,111,232	\$2,324,512	\$2,324,512	N/A
Employee Benefits	\$856,077	\$939,693	\$1,031,511	\$1,264,155	\$1,264,155	N/A
Other Charges	\$246,581	\$359,369	\$516,781	\$362,514	\$362,514	N/A
Purchased Services	\$35,485	\$30,156	\$27,099	\$63,085	\$63,085	N/A
Internal Services	\$108,878	\$124,510	\$111,688	\$118,315	\$118,315	N/A
Materials and Supplies	\$21,371	\$22,164	\$31,505	\$35,135	\$35,135	N/A
Capital Outlay	\$4,112	\$3,725	\$2,107	\$8,100	\$8,100	N/A
<b>Total Fire:</b>	<b>\$3,230,585</b>	<b>\$3,471,089</b>	<b>\$3,831,923</b>	<b>\$4,175,816</b>	<b>\$4,175,816</b>	<b>N/A</b>
<b>Total Public Safety:</b>	<b>\$3,230,585</b>	<b>\$3,471,089</b>	<b>\$3,831,923</b>	<b>\$4,175,816</b>	<b>\$4,175,816</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$3,230,585</b>	<b>\$3,471,089</b>	<b>\$3,831,923</b>	<b>\$4,175,816</b>	<b>\$4,175,816</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions <b>Personnel Summary:</b>	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
Fire Chief/Fire Official	1	1	1	1	1
Deputy Fire Chief/Emergency Mgt Coord	1	1	1	1	1
Battalion Chief	3	3	3	3	3
Fire Lieutenant	3	3	3	3	3
Firefighter: Paramedic, Enhanced or EMT	24	24	24	25	24
Office Manager	1	1	1	1	1
<b>Totals</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>34</b>	<b>33</b>

\*A request by the Fire Department to increase their FTEs will not be recommended in this budget. The request was for an additional FTE for Firefighter, Paramedic, Enhanced or EMT

## Goals and Objectives

The Fire Department will continue to improve training programs through increased teaching aids, equipment and class offerings. They will continue a basic community education program, refine and improve the fire prevention program. The Fire Department will continue the partnership with the Port of Virginia in assisting with responses throughout the region. They will secure the Fire Training Center in Newport News, Va., for annual training with all staff. The Fire Department will seek out and apply for various grants to assist with training, equipment or programs to enhance the department.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Average Fire/EMT calls per month	191	215	238	238
Training hours	8,700	8,700	8,700	8,700
<b>Fire Calls:</b>				
Structure Fire	19	20	21	21
Brush Fire	9	10	11	11
Miscellaneous Fire	934	969	1,004	1,004
<b>Ambulance Calls:</b>				
Advanced Life Support	577	675	773	773
Basic Life Support	556	680	804	804
Miscellaneous	198	223	248	248

## Program Accomplishments

\*Completed an ISO review and received a Person Protective Class Rating of 2.

\*Conducted a hiring process which resulted in hiring 7 new employees.

\*Under the department's leadership, the City was awarded approximately \$117,000 in grants and was able to make several

  purchases including new EOS Software, Pulse point, and computer equipment.

\*Purchased 26 mattresses and covers for both stations.

\*Rescue tools, lights and ropes were purchased with the 2018 Port Security Grant.

\*A dry hydrant was replaced at Messick Point.



## Corrections and Detention

### Virginia Peninsula Regional Jail & Merrimac Juvenile Joint Services

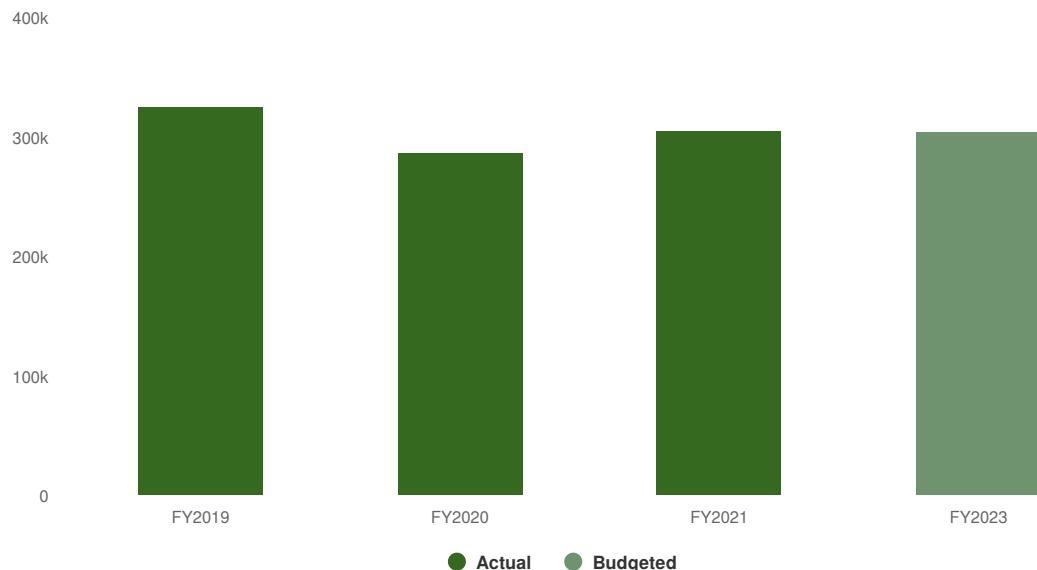
The City of Poquoson shares the Virginia Peninsula Regional Jail Authority with York County, James City County and City of Williamsburg. Poquoson's financial share is determined by a cost formula based on an overall percentage of use history. The City of Poquoson shares the Merrimac Center Juvenile Detention Center with 18 other localities. Prior to FY2018, Poquoson's financial share was based on a per diem rate for each day a juvenile offender from Poquoson was incarcerated, beginning in FY2018, Poquoson's financials share will be determined by a cost formula based on overall percentage of use history. Along with jail costs, other rehabilitative and correctional programs are accounted for in this department; which include Family Group Homes, Project Insight which is a work program that provides opportunity for young people to perform public service work in lieu of traditional sanctions and other services.

## Expenditures Summary

The personnel services are administered by Virginia Peninsula Regional Jail and Merrimac Juvenile Detention Center. The minimal increase in the department is associated with Colonial Group Home Commission where the increased costs are directly related to the Commission's Administration of programs for our youth.

**\$304,328** **\$304,328**  
(% vs. prior year)

### Corrections and Detention Proposed and Historical Budget vs. Actual

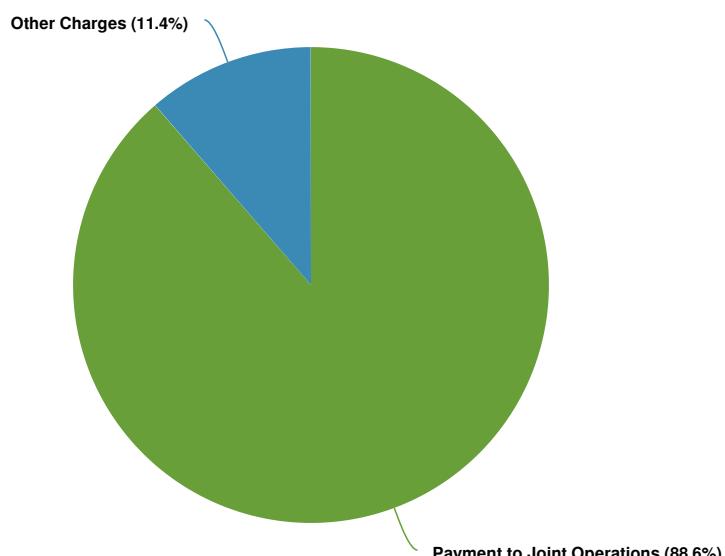


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Safety						
Corrections and Detention						
Other Charges	\$25,040	\$24,237	\$10,062	\$34,625	\$34,625	N/A
Payment to Joint Operations	\$301,150	\$262,946	\$295,078	\$269,703	\$269,703	N/A
Total Corrections and Detention:	<b>\$326,190</b>	<b>\$287,183</b>	<b>\$305,140</b>	<b>\$304,328</b>	<b>\$304,328</b>	N/A
Total Public Safety:	<b>\$326,190</b>	<b>\$287,183</b>	<b>\$305,140</b>	<b>\$304,328</b>	<b>\$304,328</b>	N/A
<b>Total Expenditures:</b>	<b>\$326,190</b>	<b>\$287,183</b>	<b>\$305,140</b>	<b>\$304,328</b>	<b>\$304,328</b>	N/A

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



## Budget Detail

	FY2022			FY2023		FY2023	
	Original		FY2022	Department	City Council		
	FY2020	FY2021	Adopted	Revised	Request	Adopted	
Adult Detention	232,916	260,866	260,866	261,120	247,338	247,338	
Juvenile Services:							
Juvenile Detention	30,036	34,212	39,553	28,705	22,365	22,365	
Project Insight	24,237	10,062	12,469	12,469	34,625	34,625	
Total	\$287,183	\$305,140	\$312,888	\$302,294	\$304,328	\$304,328	



## Inspections

**Charles Horton**  
Director of Community Development

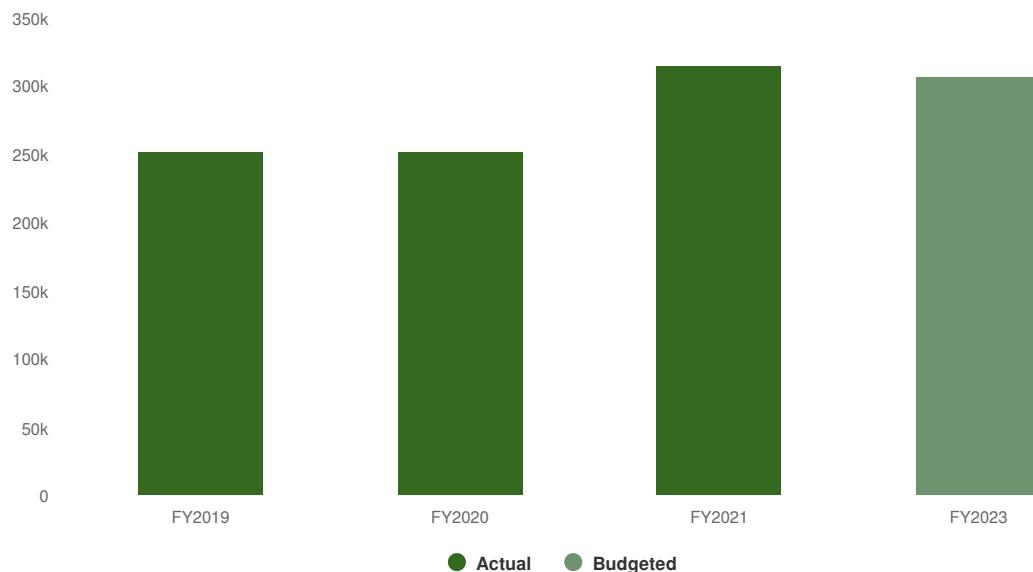
The Inspections Department ensures through the inspection process, plan review and issuing permits that construction performed in the City is in accordance with all applicable City ordinances, State Codes and Federal requirements. They provide information to contractors, the public and any interested parties as requested. They issue building, electrical, plumbing, mechanical, sign driveway, land disturbance and demolition permits. The department verifies that contractors are licensed with the City and through the Commonwealth of Virginia. They enforce zoning, building, and property maintenance requirements as specified by the City ordinance and State law. Ensuring through the permit process, that requirements for new and existing structures are in compliance with Federal Emergency Management Agency (FEMA) regulations. They assign addresses to new structures located on existing and newly created lots, review all building plans, address complaints and violations as reported. The department manages the CRS program.

## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. The increase in Inspections is primarily administrative overhead costs.

**\$307,553** **\$307,553**  
(% vs. prior year)

### Inspections Proposed and Historical Budget vs. Actual

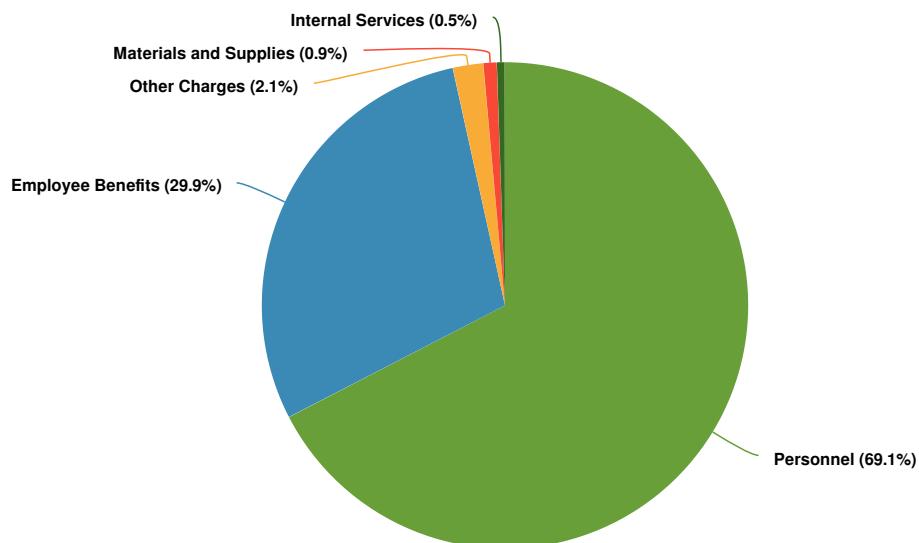


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Safety						
Inspections						
Personnel	\$180,777	\$184,644	\$235,116	\$212,484	\$212,484	N/A
Employee Benefits	\$54,586	\$58,051	\$71,041	\$91,808	\$91,808	N/A
Other Charges	\$4,485	\$3,956	\$8,457	\$6,400	\$6,400	N/A
Purchased Services	\$5,410	\$2,520	-\$5,112	-\$7,600	-\$7,600	N/A
Internal Services	\$2,361	\$1,759	\$2,424	\$1,661	\$1,661	N/A
Materials and Supplies	\$4,388	\$1,071	\$3,063	\$2,800	\$2,800	N/A
<b>Total Inspections:</b>	<b>\$252,007</b>	<b>\$252,001</b>	<b>\$314,989</b>	<b>\$307,553</b>	<b>\$307,553</b>	<b>N/A</b>
<b>Total Public Safety:</b>	<b>\$252,007</b>	<b>\$252,001</b>	<b>\$314,989</b>	<b>\$307,553</b>	<b>\$307,553</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$252,007</b>	<b>\$252,001</b>	<b>\$314,989</b>	<b>\$307,553</b>	<b>\$307,553</b>	<b>N/A</b>

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



## Personnel Summary

Positions	Authorized	Authorized	Authorized	Requested	Authorized
Personnel Summary	FY2020	FY2021	FY2022	FY2023	FY2023
Inspector	1	1	1	1	1
Building Official	1	1	1	1	1
Senior Building Inspector	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Part Time (FTE)	0.75	0.75	0.75	0.75	0.75
Totals	4.75	4.75	4.75	4.75	4.75

## Goals and Objectives

The Inspections Department will continue to education staff in various building related trades. They will provide the citizens and contractors with the most updated information on codes and ordinances. This office continues to improve the methods used to obtain compliance with zoning, property maintenance and building rates. They work toward Class 7 Community Rating Service to increase percentage of discounts on flood insurance rates. The department will continue to implement and improve on the electronic method of field inspections and build an electronic database of permit information. They will facilitate an update of the GIS to include flood zone information, elevation certificates, and prepare and host a minimum of two citizen workshops related to flood issues. The department will create an additional building inspector's position to perform city-wide building inspections in anticipation of new projects beginning construction. They will prepare and host a minimum of two citizen workshops related to flood issues.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Building Permits Issued	300	300	452	485
Certificate of Occupancies Issued	40	40	75	80
Code Violations Cited & Enforced	150	150	320	450
Inspections Performed	1,735	1,302	1,854	2,000
Meetings	260	260	260	260
Plans Reviewed	275	250	275	280
Other Permits (Elect, Plumbing, Mech, etc.)	461	600	672	700



## Program Accomplishments

- \*Continued the development of efficient methods of notifying violators of the City Code and Policies.
- \*Continued to update/maintain a database of the elevation certificates currently on file with the department.
- \*Continued to put elevation certificates online through the City's GIS program.
- \*Maintained CRS Class 8 Program rating.
- \*Continued education of staff in related building trades,
- \*Continued with the community and contractors on the most updated information in regard to codes and ordinances.
- \*Expanded the usage of the Civicgov permit program.
- \*Virginia Building Code adopted by the Virginia General Assembly in September 2018 and 2021.
- \* Assisted five(5) citizens in obtaining a LOMA from FEMA.
- \*Continued to help citizens reduce flood insurance premiums.
- \*Expanded work with realtors related to flood issues, how to lower flood insurance premium costs and helping with the sale and purchase of structures in the City.
- \*Serving on ICC Codes Committee for Residential Structures in flood areas.
- \*Served on the Board of Directors of Virginia Floodplain Management Association. Moderated conference sessions and presented awards at a conference.



## Animal Control

**City of Newport News**  
Joint Services

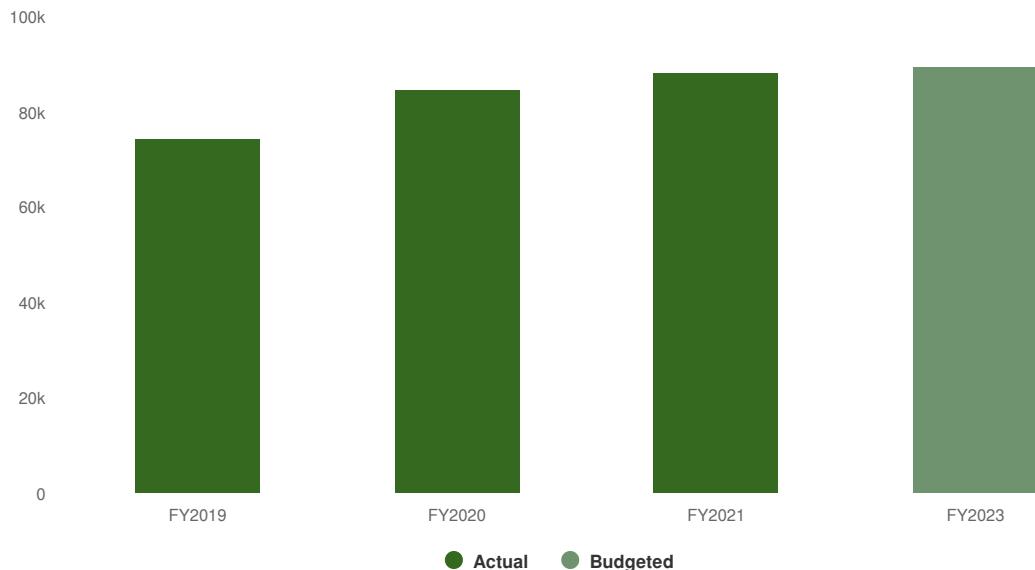
Animal Control is handled by City of Newport News Animal Control. The fully certified officers pick up stray animals, nuisance wildlife, deceased animals on public roadways, and investigate cruelty complaints. The City of Poquoson joined the Peninsula Regional Animal Shelter along with the cities of Newport News, Hampton and York County. Poquoson's financial share of the operating costs is determined by a cost formula based on overall percentage. Debt services share is based on total population at the time of debt issuance and annual installments will be made by the City of Newport News through 2034.

### Expenditures Summary

The personnel services are administered by the City of Newport News. The City of Newport News reflected an increase to the cost of animal control for FY 2023 due to the increased costs in utilities, and increased costs of animal foods.

**\$89,316** **\$89,316**  
(% vs. prior year)

#### Animal Control Proposed and Historical Budget vs. Actual



## Expenditures by Function

FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
No Data To Display	

## Goals and Objectives

Animal Control will continue to provide education and intervention when needed to prevent animal suffering and facilitate compatibility between our citizens and the animals in our community. They will train humane officers in mandated animal control, and answer citizen complaints involving wild as well as domestic animals. Animal Control will enforce animal control and cruelty law and ordinances of the City of Poquoson, issuing summonses for violations of any applicable ordinances. They will pick up running dogs, feral cats, and dead animals on public roadways and dispose of animals. Animal Control will continue to enforce dog licensing laws which require proof of rabies, one of the most effective means of limiting the number of rabies cases.

## Outflow Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Calls for Service	107	147	150	150
Written Warnings	19	18	20	20
Calls for Stray Animals	14	80	50	50
Calls for Animal Bites	18	16	15	15
Calls for Sick/Injured Animal	4	3	4	4
Calls for Nuisance Wildlife	28	64	50	50
Other Calls	8	12	10	10
Dogs Impounded	5	12	10	10
Cats Impounded	5	10	5	5
Wildlife Impounded	13	35	20	20
Cruelty	16	18	10	10

## Budget Detail

	FY2022				FY2023		FY2023
	Original		FY2022 Revised Budget	Department	City Council Adopted Budget		
	FY2020 Actual	FY2021 Actual					
Newport News Animal Control	\$45,940	\$46,938	\$33,410	\$33,410	\$45,088	\$44,545	
Regional Animal Shelter	38,549	41,133	45,087	45,087	45,500	44,771	
Totals	\$84,489	\$88,071	\$78,497	\$78,497	\$90,588	\$89,316	



# Engineering

**Sean Crawford**  
City Engineer

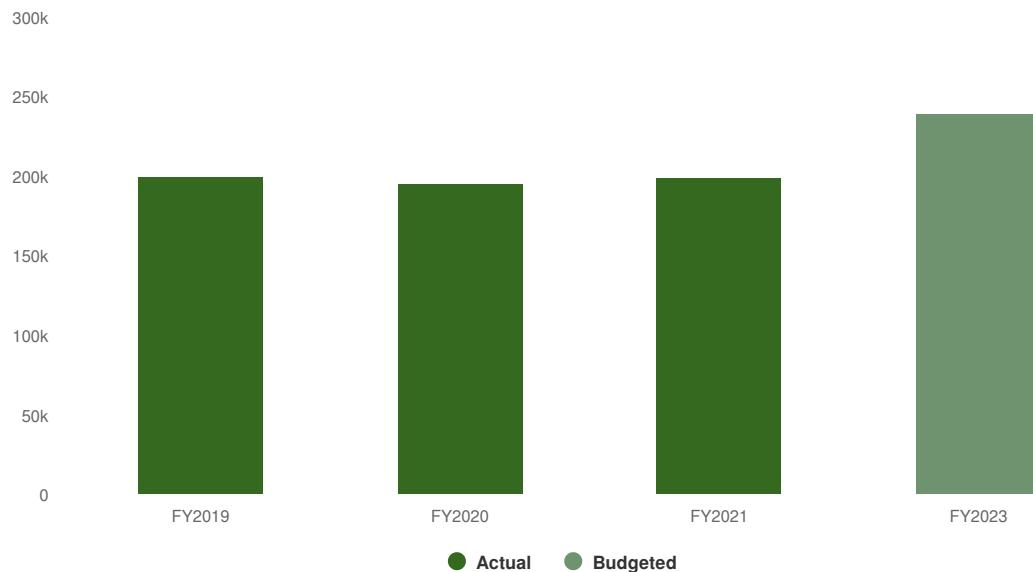
The Engineering Department provides or oversees all engineering services required by the city of Poquoson. They lead all City efforts on road improvement projects, and liaise with VDOT and other communities on joint road projects. They direct the City's storm water permit; lead development of new environmental programs, provide engineering and technical services required for new permits. They develop, lead design and construction of infrastructure projects, with an emphasis on storm water, public right-of-way, and flood control projects. The department manages special projects, studies and analyses related to the City's infrastructure. Leading development and implementation of the Chesapeake Bay TMDL program. They provide technical reviews/guidance on Consent Order work. They provide solutions for draining, transportation, environmental and other civil engineering issues. Engineering represents the City in negotiations and meetings with various Federal and State agencies on technical issue. They provide technical input to DEQ during its development of a Bacterial TMDL implantation plan, and handle all storm water issues within the City. This includes response to citizen concerns, flood mitigation, water quality issues, and water-related environmental programs.

## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System.

**\$240,056** **\$240,056**  
(% vs. prior year)

### Engineering Proposed and Historical Budget vs. Actual

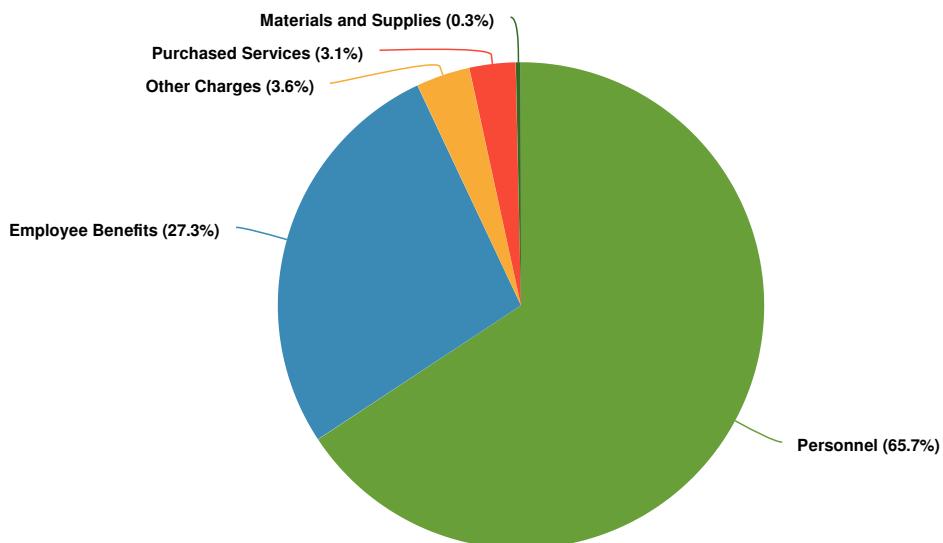


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (%) Change)
Expenditures						
Public Works						
General Engineering						
Personnel	\$133,092	\$136,499	\$136,613	\$157,783	\$157,783	N/A
Employee Benefits	\$47,374	\$49,011	\$49,965	\$65,473	\$65,473	N/A
Other Charges	\$5,399	\$4,473	\$4,495	\$8,600	\$8,600	N/A
Purchased Services	\$12,248	\$3,905	\$5,918	\$7,400	\$7,400	N/A
Internal Services	\$1,035	\$545	\$1,500		\$0	N/A
Materials and Supplies	\$1,099	\$581	\$751	\$800	\$800	N/A
Total General Engineering:	\$200,248	\$195,014	\$199,242	\$240,056	\$240,056	N/A
Total Public Works:	\$200,248	\$195,014	\$199,242	\$240,056	\$240,056	N/A
<b>Total Expenditures:</b>	<b>\$200,248</b>	<b>\$195,014</b>	<b>\$199,242</b>	<b>\$240,056</b>	<b>\$240,056</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized FY 2020	Authorized FY 2021	Authorized FY 2022	Requested FY 2023	Authorized FY 2023
City Engineer	1	1	1	1	1
Engineer I	1	1	1	1	1
Totals	2	2	2	2	2

## Goals and Objectives

The Engineering department provides sound engineering solutions to technical problems. They respond to citizens, City Council, and City staff concerns and requests for information. Engineering provides professional oversight of the City's road system, in accordance with VDOT requirements. They represent the City on regional environmental, utility and other technical panels. They continue to advocate for sound technical guidelines that will adversely impact Poquoson and its citizens. Engineering develops grant-eligible projects to improve City infrastructure. They review development submittals, and lead staff efforts in monitoring the Master Infrastructure Plan.

## Program Measures

	FY2021 Actual	FY2022 Actual	FY2022 Estimated	FY2023 Estimated
Right of Way Permits Issued	65	58	60	75
Major Capital Projects	6	6	6	8
Citywide Permits Reissued/Maintained	2	2	2	2
Request for Engineering Information	150	170	200	200

## Program Accomplishments

- Completed a sidewalk project that will tie in a safe and effective walking path between the middle school and the municipal park.
- Wrote and submitted the annual report for the MS4 permit. Over 100 tasks were completed under this permit.
- Completed the Traffic Signal Upgrade project at all intersections in the city. This provided a safe signal timing crossing for pedestrians and also upgraded many of the outdated signal heads.
- There was an emergency repair on the breakwater at Messick Point. This ensured that the structure was sound and would not break off and cause a safety concern.
- Worked heavily with AES Engineers on the Legacy project for all drainage and roadway design elements.
- Reviewed drainage plans and calculations for roughly 10 subdivision developments.
- Reviewed and issued 58 Right of Way permits for a total cost of \$2,900.
- Applied for Revenue Sharing with VDOT for Shipwreck Island realignment.
- Completed traffic counts on Victory Blvd for the City Engineer to complete a traffic study in the Wythe Creek corridor.



# Public Works

**John Anderson**  
Director of Public Works

Public Works constructs and maintains all City streets to Virginia Department of Transportation (VDOT) standards. They keep roadside drainage ditches clean to eliminate standing water and reduce pavement failure. They maintain road shoulders by placing stone along the edge of pavement, mowing grass and policing litter. They maintain traffic control devices, traffic lines, traffic lights, and traffic signs. Public Works provide safe travel for the public on City right-of-way, and oversee the maintenance of parks and athletic fields. Public Works continue to upgrade roadside and outfall drainage systems throughout the City in accordance with the City's drainage studies. They review new construction plans and perform inspections of all new infrastructure work. Maintaining 39 acres of recreation, park, and municipal property, including 7 baseball/softball fields, 7 multi-use fields, 3 tennis courts, 3 playgrounds, 5 picnic areas, Oxford Run Trail, and the City's public boat launching facilities. They assist with sewer repairs and installations.

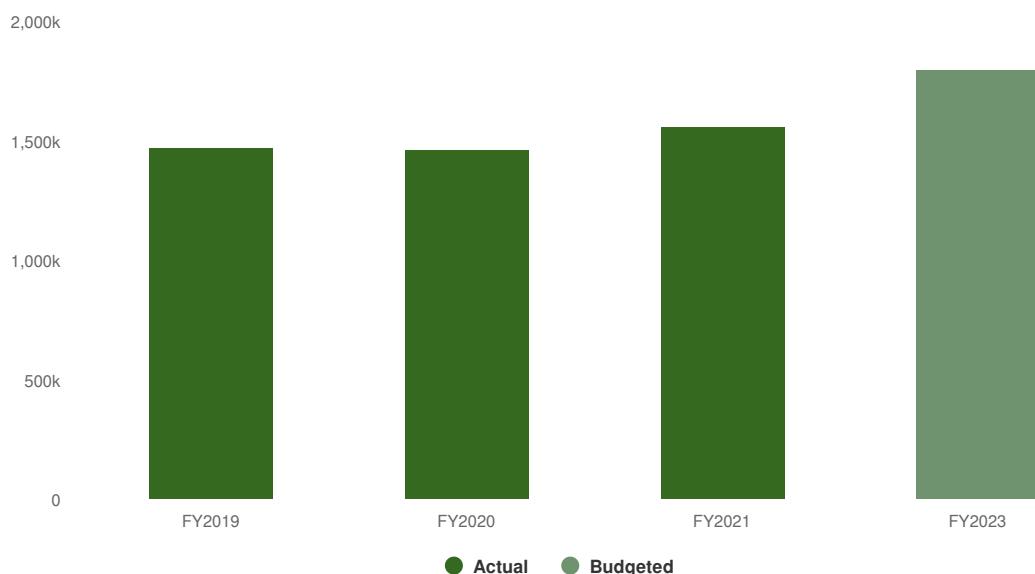
## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Additional increases include funding for field and ground supplies.

**\$1,797,616** **\$1,797,616**

(% vs. prior year)

### Public Works Proposed and Historical Budget vs. Actual

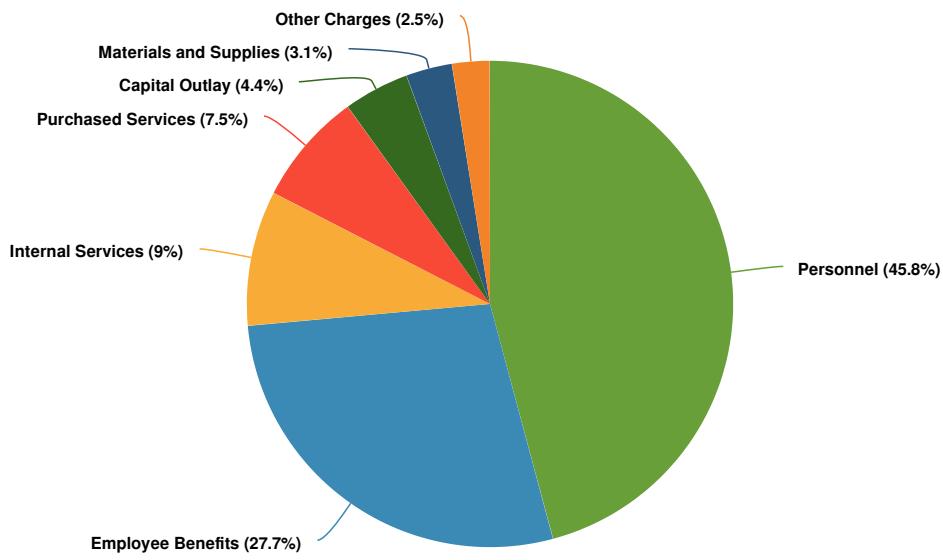


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Works						
Public Works						
Personnel	\$678,524	\$712,902	\$690,403	\$823,991	\$823,991	N/A
Employee Benefits	\$351,720	\$393,038	\$419,231	\$498,566	\$498,566	N/A
Other Charges	\$32,428	\$34,384	\$35,003	\$44,975	\$44,975	N/A
Purchased Services	\$117,391	\$82,063	\$130,464	\$135,050	\$135,050	N/A
Internal Services	\$148,451	\$135,979	\$128,622	\$161,280	\$161,280	N/A
Materials and Supplies	\$40,588	\$44,779	\$56,311	\$55,254	\$55,254	N/A
Capital Outlay	\$99,968	\$61,718	\$97,804	\$78,500	\$78,500	N/A
<b>Total Public Works:</b>	<b>\$1,469,069</b>	<b>\$1,464,863</b>	<b>\$1,557,838</b>	<b>\$1,797,616</b>	<b>\$1,797,616</b>	<b>N/A</b>
<b>Total Public Works:</b>	<b>\$1,469,069</b>	<b>\$1,464,863</b>	<b>\$1,557,838</b>	<b>\$1,797,616</b>	<b>\$1,797,616</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$1,469,069</b>	<b>\$1,464,863</b>	<b>\$1,557,838</b>	<b>\$1,797,616</b>	<b>\$1,797,616</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions <b>Personnel Summary:</b>	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
Director of Public Works	1	1	1	1	1
Construction Inspector	1	-	-	-	-
Public Works Mgr/Construction Supervisor	-	1	1	1	1
Street Maintenance Supervisor	1	1	1	1	1
Senior Crew Leader	-	1	1	1	1
Crew Leader	2	1	1	1	1
Equipment Operator II	1	1	1	1	1
Equipment Operator I	2	2	2	2	2
Maintenance Worker IV	1	1	1	1	1
Maintenance Worker III	2	2	2	2	2
Maintenance Worker II	1	1	1	1	1
Maintenance Worker I	1	2	2	2	2
Parks Maintenance Supervisor	1	1	1	1	1
Parks Maintenance Worker	2	2	2	2	2
Administrative Assistant	1	-	-	-	-
Office Manager	0.5	0.5	0.5	0.5	0.5
<b>Totals</b>	<b>17.5</b>	<b>17.5</b>	<b>17.5</b>	<b>17.5</b>	<b>17.5</b>

## Goals and Objectives

Public Works oversees the construction and maintenance of all city streets in accordance with Virginia Department of Transportation (VDOT) standards to ensure safe vehicle operation for all motorists. They maintain all city's public right-of-way to create a positive city image and promote safety and environmental quality throughout the city. Maintenance includes cleaning/sweeping the city on a regular basis, mowing grass and median during the normal growing season, beautification and maintenance of landscaped areas. Public Works plans to schedule at least one in-house training session per month. This will train employees on more versatility in infrastructure maintenance, "on and off the job" safety issues, and teach correct procedures for performance of specific tasks. Public Works will continue to complete 100% of all works orders within the same week of request. Public Works will conduct regular maintenance to keep all equipment in good running order. They will remove any and all storm (snow/hurricane) debris in a timely and safe manner.



## Program Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
<b>Street Maintenance:</b>				
Asphalt Material Used for Patching (tons)	25.75	42.55	26	26
Asphalt Paving Material Applied (tons)	8,999	4,767	4,223	4,223
Delivery of cases of Green Bags	60	60	70	70
Installation of New Drainage Pipe (feet)	-	-	10	-
Regrading of Roadside Ditches (feet)	9,846	8,289	6,000	6,000
Stone Used for Street Maintenance	119	66	160	160
Work Orders Completed	35	47	40	50
<b>Construction Inspections Performed:</b>				
Driveways	34	37	50	50
Erosion & Sediment Control	10	12	12	12
Sewer	-	-	5	5
Curb & Gutter (feet)	3,242	2,438	4,000	4,000
Sanitary Sewer Pipeline (feet)	-	-	1,500	3,000
Storm Pipe & Drainage Ditches (feet)	2,279	3,983	3,000	3,000
New Street Construction (feet)	3,913	20,351	3,000	3,000

## Program Accomplishments

\*Regraded various roadside ditches-Odd Road, Sandy Bay Drive, Freeman Drive, Ridge Road, and Court DeAyllon.



## Street Lights

**Tonya O'Connell**  
Assistant City Manager

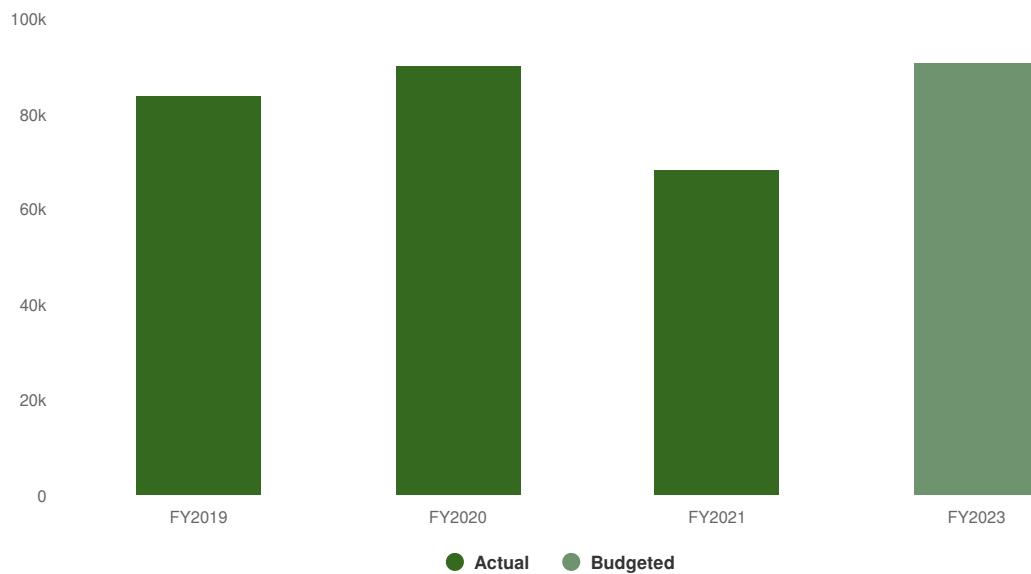
This department contains funding for electricity for existing streetlights and the installation of new streetlights. Developers pay the cost of installing streetlights in new subdivisions. The City is responsible for paying the cost of installing new streetlights in already developed areas.

### Expenditures Summary

The oversight of streetlights resides with the Inspection Department. Personnel services are reflected in that department. A decrease in the FY2023 budget is recognized after prior year replacement of street lights with LED lights.

**\$90,636** **\$90,636**  
(% vs. prior year)

#### Street Lights Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Works						
Street Lights						
Other Charges	\$83,606	\$82,224	\$67,005	\$77,000	\$77,000	N/A
Capital Outlay	\$0	\$7,733	\$1,317	\$13,636	\$13,636	N/A
<b>Total Street Lights:</b>	<b>\$83,606</b>	<b>\$89,957</b>	<b>\$68,322</b>	<b>\$90,636</b>	<b>\$90,636</b>	<b>N/A</b>
<b>Total Public Works:</b>	<b>\$83,606</b>	<b>\$89,957</b>	<b>\$68,322</b>	<b>\$90,636</b>	<b>\$90,636</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$83,606</b>	<b>\$89,957</b>	<b>\$68,322</b>	<b>\$90,636</b>	<b>\$90,636</b>	<b>N/A</b>

## Goals and Objectives

The department provides electricity for the City streetlights in order to maintain a safe community. The City is working with Dominion Energy on a project to upgrade streetlights to LED. City Council approved Ordinance Number 1636 on January 27, 2020 which appropriated \$18,000 of General Fund fund balance to start the first phase of the program. The realized savings from the program will be reinvested to fund future phases.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
Number of Street Lights	589	-	-	-
<i>New Lights Installed:</i>				
City Installed	1	-	-	-
Developer Installed	2	-	83	7
Replacement to LED	2	8	9	5



# Facilities

**Charles Horton**  
Director of Community Development

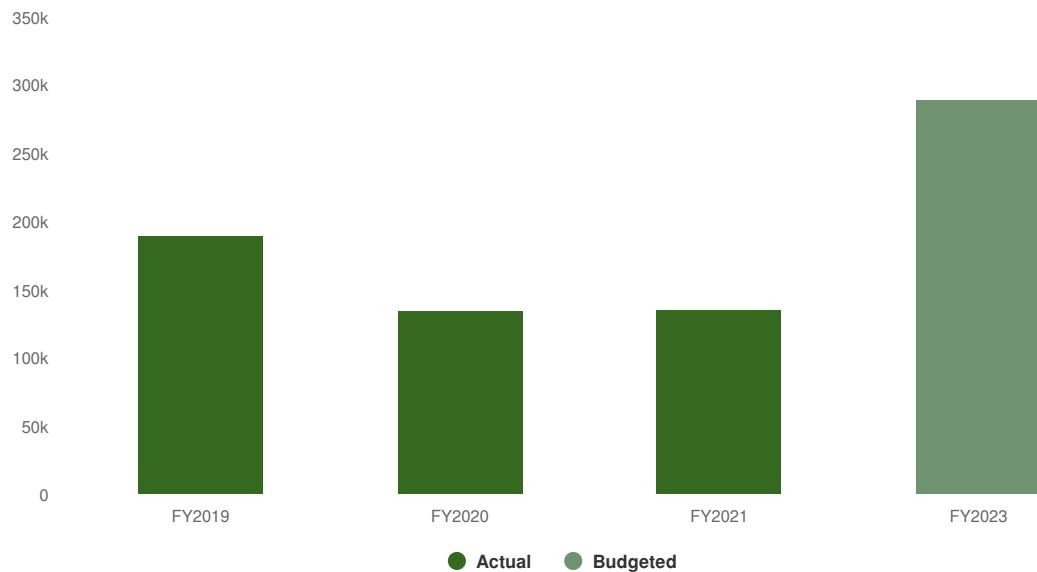
A portion of this Department's cost is supported by the PCPS Administration's rent of \$26,300 per year. Operating items include general liability and property insurance; building heating, ventilation, and air conditioning repairs; and janitorial services. They maintain the appearance of the City properties and address maintenance needs everyday as they become apparent. They maintain and repair facilities, and are on call 24/7 for emergency operations.

## Expenditures Summary

The oversight of the Facilities resides with the Inspection Department. Personnel services are reflected in that department. The primary decrease for FY2023 is due to a reduction in the office equipment budget.

**\$289,697** **\$289,697**  
(% vs. prior year)

### Facilities Proposed and Historical Budget vs. Actual

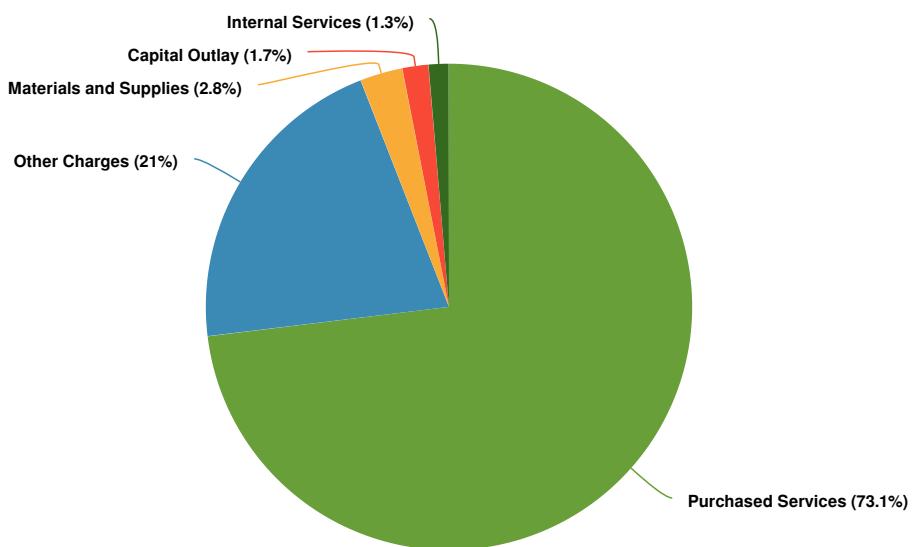


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Public Works						
Facilities and Grounds						
Other Charges	\$54,008	\$50,979	\$47,790	\$60,900	\$60,900	N/A
Purchased Services	\$107,345	\$55,556	\$58,961	\$211,695	\$211,695	N/A
Internal Services	\$4,594	\$6,580	\$4,794	\$3,902	\$3,902	N/A
Materials and Supplies	\$7,231	\$5,203	\$6,436	\$8,200	\$8,200	N/A
Capital Outlay	\$15,668	\$15,612	\$17,440	\$5,000	\$5,000	N/A
Total Facilities and Grounds:	<b>\$188,846</b>	<b>\$133,930</b>	<b>\$135,421</b>	<b>\$289,697</b>	<b>\$289,697</b>	N/A
Total Public Works:	<b>\$188,846</b>	<b>\$133,930</b>	<b>\$135,421</b>	<b>\$289,697</b>	<b>\$289,697</b>	N/A
<b>Total Expenditures:</b>	<b>\$188,846</b>	<b>\$133,930</b>	<b>\$135,421</b>	<b>\$289,697</b>	<b>\$289,697</b>	N/A

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Goals and Objectives

The Facilities Department maintains all facilities used by the staff and citizens of the City of Poquoson. They update and improve facilities as approved or requested by the City Manager and City Council. This Department controls and improves the costs of building operations.

The goal is to update light fixtures to LED throughout the City.



## Program Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Facilities Maintained	7	7	7	7



# Health Department

## Peninsula Health District Joint Services

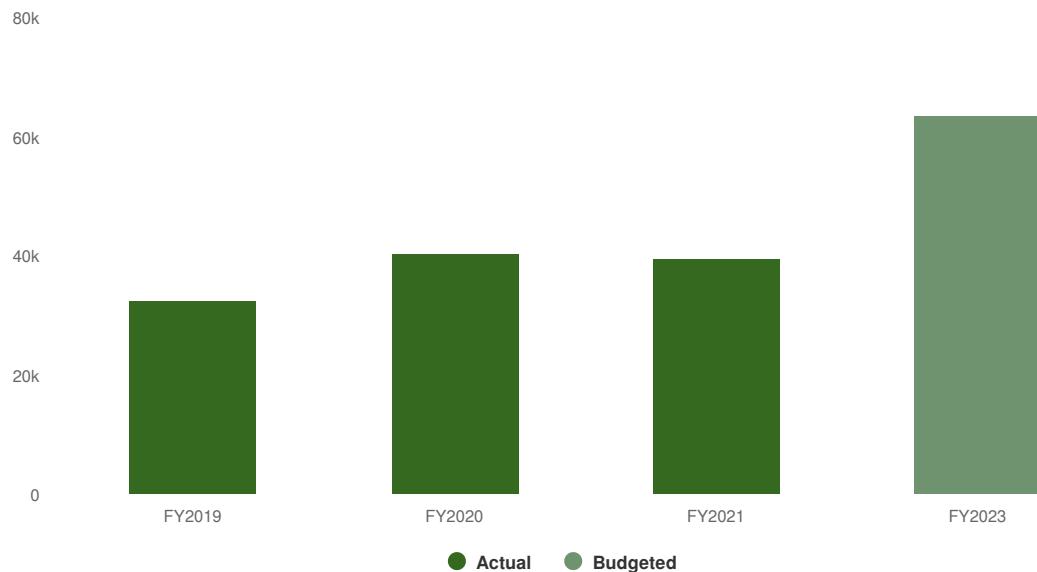
The Health Department provides the City's contribution to the Poquoson Health Department, which is an organizational unit of the Peninsula Health District. The Peninsula Health District is funded through a cooperative agreement between its five local governments and the Commonwealth of Virginia. The localities include Poquoson, Newport News, York County, Williamsburg & James City County. The city's minimum "match" requirement is 32.545% of the City's portion of the total Peninsula Health District budget. The total Health Department budget for Poquoson is \$148,561. The required "match" is estimated at \$54,671 based on receiving funds from the state and other sources. The total Health District's budget for FY2023 is \$8,849,209. The Health Department offers a wide range of preventative, diagnostic and rehabilitative medical and health services to City residents. Clinics are held regularly for family planning, immunization, pediatrics, and senior citizens medical exams, among others. Nurses provide home care for homebound patients. Sanitarians inspect all eating establishments, train food handlers, supervise the installation and proper operation of septic tanks, inspect housing, and provide rabies surveillance for all animal bites.

## Expenditures Summary

The personnel services are administered by the Health Department. There is an overall increase in the department as requested by the Peninsula Health Department.

**\$63,487** **\$63,487**  
(% vs. prior year)

### Health Department Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Health and Welfare						
Health Department						
Other Charges	\$32,545	\$40,293	\$39,418	\$63,487	\$63,487	N/A
<b>Total Health Department:</b>	<b>\$32,545</b>	<b>\$40,293</b>	<b>\$39,418</b>	<b>\$63,487</b>	<b>\$63,487</b>	<b>N/A</b>
<b>Total Health and Welfare:</b>	<b>\$32,545</b>	<b>\$40,293</b>	<b>\$39,418</b>	<b>\$63,487</b>	<b>\$63,487</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$32,545</b>	<b>\$40,293</b>	<b>\$39,418</b>	<b>\$63,487</b>	<b>\$63,487</b>	<b>N/A</b>

The City will continue to provide funding for the regional Public Health Department's services.



## Mosquito and Drainage

**John Anderson**  
Director of Public Works

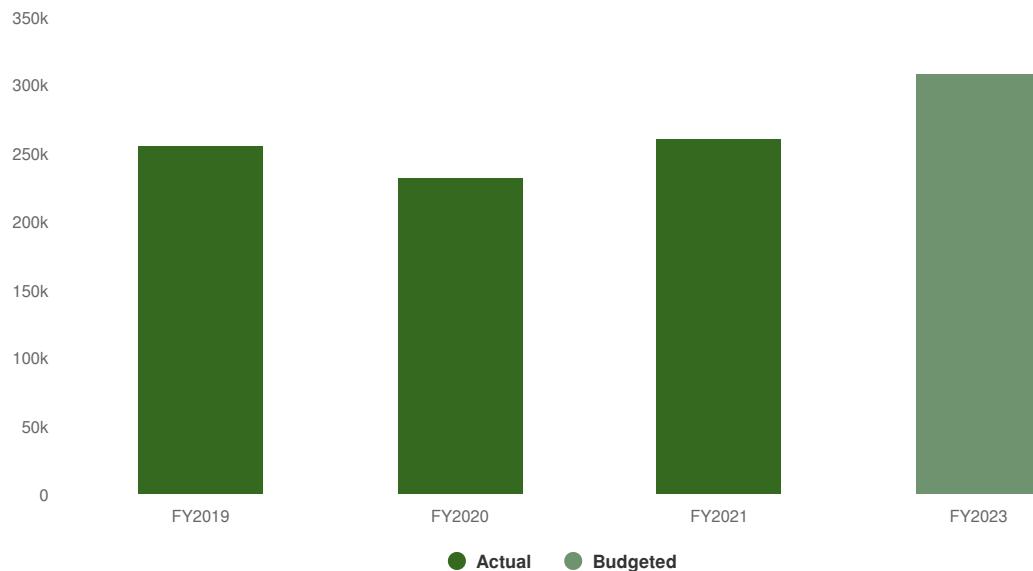
Provide good drainage in the City's Rights-of-way to improve pavement life. Eliminate or treat standing water to reduce mosquito breeding. Keep outfall drainage ditches clean to improve water runoff from streets and reduce property flooding. Spray mosquito adulticides and larvacides to reduce chance of infectious diseases carried by mosquitoes. Educate employees through in-house training. Maintain 26.22 miles of outfall ditches and cement swales as part of regular maintenance of storm system.

### Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System.

**\$308,023** **\$308,023**  
(% vs. prior year)

#### Mosquito and Drainage Proposed and Historical Budget vs. Actual

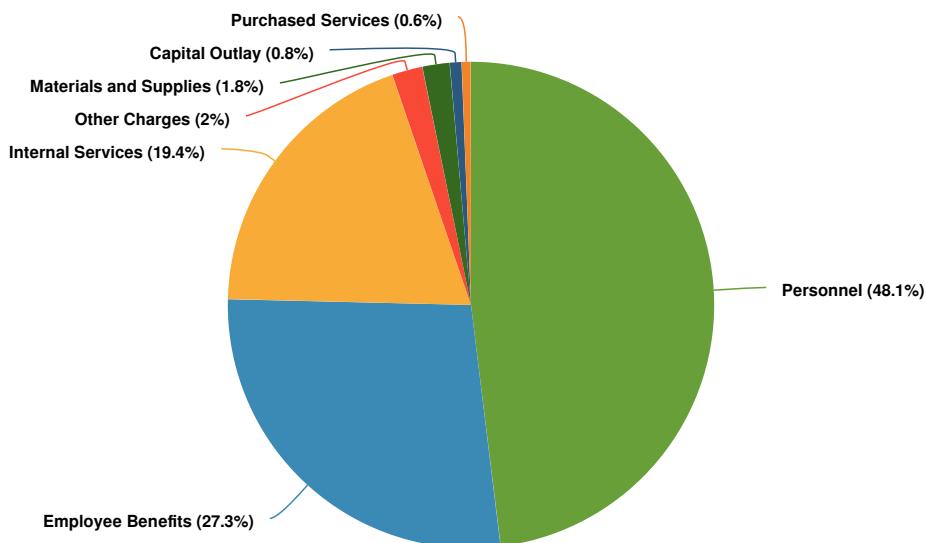


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Health and Welfare						
Mosquito Control						
Personnel	\$122,987	\$116,978	\$130,765	\$148,039	\$148,039	N/A
Employee Benefits	\$54,786	\$52,993	\$58,949	\$84,194	\$84,194	N/A
Other Charges	\$4,629	\$4,454	\$4,425	\$6,275	\$6,275	N/A
Purchased Services	\$11,708	\$160	\$44	\$1,900	\$1,900	N/A
Internal Services	\$55,378	\$54,065	\$59,750	\$59,665	\$59,665	N/A
Materials and Supplies	\$3,771	\$3,144	\$3,351	\$5,550	\$5,550	N/A
Capital Outlay	\$1,621	\$670	\$3,221	\$2,400	\$2,400	N/A
<b>Total Mosquito Control:</b>	<b>\$254,881</b>	<b>\$232,464</b>	<b>\$260,505</b>	<b>\$308,023</b>	<b>\$308,023</b>	N/A
<b>Total Health and Welfare:</b>	<b>\$254,881</b>	<b>\$232,464</b>	<b>\$260,505</b>	<b>\$308,023</b>	<b>\$308,023</b>	N/A
<b>Total Expenditures:</b>	<b>\$254,881</b>	<b>\$232,464</b>	<b>\$260,505</b>	<b>\$308,023</b>	<b>\$308,023</b>	N/A

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
PW Manager/Mosq & Drainage Coordinator	1	-	-	-	-
Crew Leader	1	2	2	2	2
M&D Technician I	1	1	1	1	1
Part Time (FTE)	-	0.75	0.75	0.75	0.75
Totals	3	3.75	3.75	3.75	3.75

## Goals and Objectives

The Mosquito and Drainage Department obtain drainage easements in areas where outfall ditches need to be upgraded. They educate the public on mosquito prevention and have property owners remove obstructions from drainage easements to allow proper cleaning with City equipment. They improve drainage maintenance and mosquito prevention with additional manpower and equipment. The Department cleans the outfall ditches throughout the City on a preventative schedule. They treat all drop inlets, and catch basins in the city for mosquito control. This Department works with the City Engineer on drainage projects. The Department will cut and dig more outfall ditches in the lower end now that they have the machinery.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Cleaning Outfall Ditches by Hand (Feet)	81,885	57,850	100,000	150,000
Cleaning Outfall Ditches with Equip (Feet)	1,200	1,500	1,500	1,500
Drainage Structures Maintained	845	845	845	845
Larvacide for Mosquito Control (Pounds)	2.7	30	30	30
Mosquito Spray Applied (Gallons)	-	0	35	0
Weed Killer Applied (Gallons)	24	15	40	40

## Program Accomplishments

\*Outfall drainage ditches are cleaned by contracted labor in conjunction with staff.

\*Attended recertification courses to keep Pesticide Users' certificates up to date.

\*Hand dug outfall ditches that equipment could not reach to help eliminate standing water and improve drainage.



## Mental Health

### Colonial Behavioral Health Joint Services

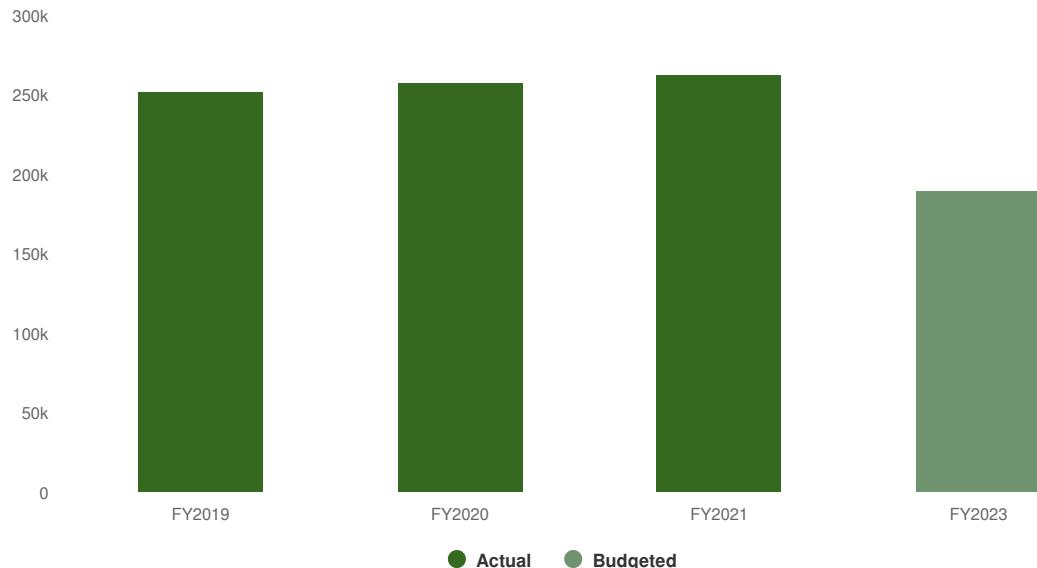
This Department provides the City's contribution to Colonial Behavioral Health, a regional agency that provides overall administration and coordination of mental health, mental retardation and substance abuse programs for Poquoson, Williamsburg, York County and James City County. Their services include psychiatric evaluation and treatment, individual and group counseling, drug abuse treatment, vocational workshops for the developmentally disabled, special education and rehabilitation programs for handicapped children. Local funding is shared according to a predetermined formula. Funding for administrative expenses is based on 20% of the City's population and 80% of current utilization figures. The headquarters for Colonial Behavioral Health is located in Williamsburg.

## Expenditures Summary

For FY2023, the budget remains neutral for the City's contribution to shared mental health services in our region. The contribution is based on a predetermined formula based on population and utilization of services.

**\$190,000** **\$190,000**  
(% vs. prior year)

### Mental Health Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Health and Welfare						
Mental Health						
Other Charges	\$251,793	\$257,645	\$262,632	\$190,000	\$190,000	N/A
<b>Total Mental Health:</b>	<b>\$251,793</b>	<b>\$257,645</b>	<b>\$262,632</b>	<b>\$190,000</b>	<b>\$190,000</b>	<b>N/A</b>
<b>Total Health and Welfare:</b>	<b>\$251,793</b>	<b>\$257,645</b>	<b>\$262,632</b>	<b>\$190,000</b>	<b>\$190,000</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$251,793</b>	<b>\$257,645</b>	<b>\$262,632</b>	<b>\$190,000</b>	<b>\$190,000</b>	<b>N/A</b>

## Goals and Objectives

The City provides funding to Colonial Behavioral Health for Poquoson's share of needed programming for mental health, mental retardation, or substance abuse. The total budget for Colonial Behavioral Health is \$18,567,732 with the local share of \$3,289,000. Poquoson's share is 5% or \$190,000; James City County's share is 58% or \$1,900,000; York County's share is 29% or \$940,000 and Williamsburg's share is 8% or \$259,000. They provide services for outreach detention, community supervision and Cross Roads Community Youth Home which increases by \$19,941 for a total of \$70,225. The request from Crossroads was updated due to COVID-19 resulting in a decrease in the original requested budget by \$8,463.

## Budget Detail

	FY2022		FY2023		
	Original		FY2023 City Manager	Recommended	Budget
	FY2020 Actual	FY2021 Actual			
Colonial Behavioral Health	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000
Crossroads Programs	67,645	72,632	-	-	-
<b>Totals</b>	<b>\$257,645</b>	<b>\$262,632</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>



## Welfare/Social Services

York County  
Joint Services

This department funds the Peninsula Agency on Aging, York/Poquoson Social Services, and Children's Services Act (CSA).

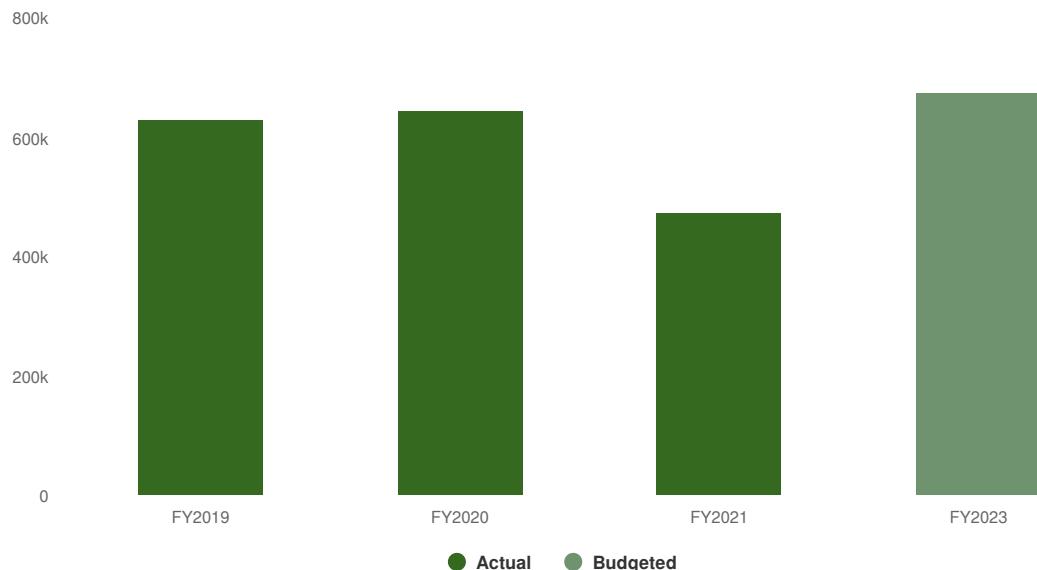
### Expenditures Summary

For the FY2023 Social Services budget, overall increase of \$6,156. Funding is based on utilization of services and program methodology for shared services within the region.

**\$673,450** **\$673,450**

(% vs. prior year)

#### Welfare/Social Services Proposed and Historical Budget vs. Actual



## Expenditures by Function

FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
No Data To Display	

## Expenditures by Expense Type

### Program Measures

	FY2022				FY2023 City Council Adopted Budget \$350,000
	FY2020		FY2021	Original Budget	
	Actual	Actual	Revised Budget		
Children's Services Act	\$352,855	\$185,743	\$350,000	\$350,000	
Peninsula Agency on Aging	3,280	3,400	3,294	3,294	Moved to Comm Development
York/Poquoson Social Services	288,231	284,543	314,000	314,000	323,450
Totals	\$644,366	473,686	667,294	667,294	673,450



# Poquoson Public Schools

**Aarty Tillet**  
School Superintendent

City Council appoints a seven member School Board to administer the Poquoson City Public School system. The School Board is the policy making body for the school system and appoints the School Superintendent who is responsible for the day-to-day administration of the schools. Funding for the operation of the schools and administration is shared by the State and the City with some limited assistance from the Federal government. The State's funding is determined by a formula based on the average membership (ADM) of students and Poquoson's local composite index (LCI) which measures a locality's ability to pay.

## Expenditures Summary

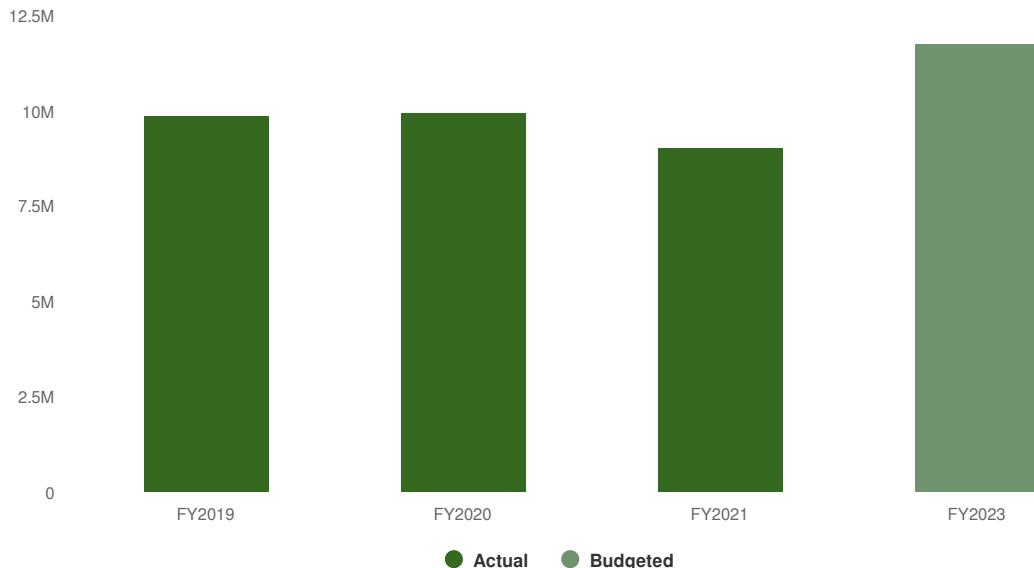
The Poquoson Public Schools Superintendent's request for FY2023 is \$11,059,602. The FY2023 Budget fully funds the request of the School Superintendent. This budget includes an additional amount equivalent to an additional 1% pay adjustment for School employees in addition to the 5% compensation increase requested as part of the School's budget.

As in prior years, if the Schools have unexpended transfers at the end of the year that are returned to the City, the funding can subsequently be re-appropriated to the schools in the upcoming fiscal year.

**\$11,757,582** **\$11,757,582**

(% vs. prior year)

### Poquoson School Board Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Education						
School Transfers						
School Contribution	\$9,851,389	\$9,963,611	\$9,031,974	\$11,757,582	\$11,757,582	N/A
<b>Total School Transfers:</b>	<b>\$9,851,389</b>	<b>\$9,963,611</b>	<b>\$9,031,974</b>	<b>\$11,757,582</b>	<b>\$11,757,582</b>	<b>N/A</b>
<b>Total Education:</b>	<b>\$9,851,389</b>	<b>\$9,963,611</b>	<b>\$9,031,974</b>	<b>\$11,757,582</b>	<b>\$11,757,582</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$9,851,389</b>	<b>\$9,963,611</b>	<b>\$9,031,974</b>	<b>\$11,757,582</b>	<b>\$11,757,582</b>	<b>N/A</b>

## Expenditures by Expense Type

It is important to note the reason for the differences in prior year comparisons to the 2023 budget request for the City Schools. When the Fiscal Year 2023 proposed budget is compared against the Fiscal Year 2022 amended budget, the variance is \$298,901. When compared with the original budget, there is a recommended increase of \$617,173 above last year's approved budget. This is due to an additional appropriation of \$318,272 which was made to the School's budget per Ordinance #1701, on December 13, 2021.

This budget will allow Schools to provide an additional 1% pay adjustment for eligible staff above the School Superintendent's requested 5% increase. This budget fully funds the requests of the Superintendent.



## Parks and Recreational - Programs

**David Callis**  
Director of Community Recreation

Parks and Recreation plan, coordinate, organize and administer a variety of programs, activities and special functions to meet the needs of Poquoson citizens. They coordinate departmental/school/independent league/community group activities at park/recreational/school facilities. They provide support to the Peninsula Agency on Aging's programs, and support civic initiatives and activities. This department serves as the production house for the Island Tide, a three time a year publication that communicates City information and events to citizens. They coordinate leisure and athletic programs; providing interconnectivity between civic groups, churches, and community groups for use of City facilities.

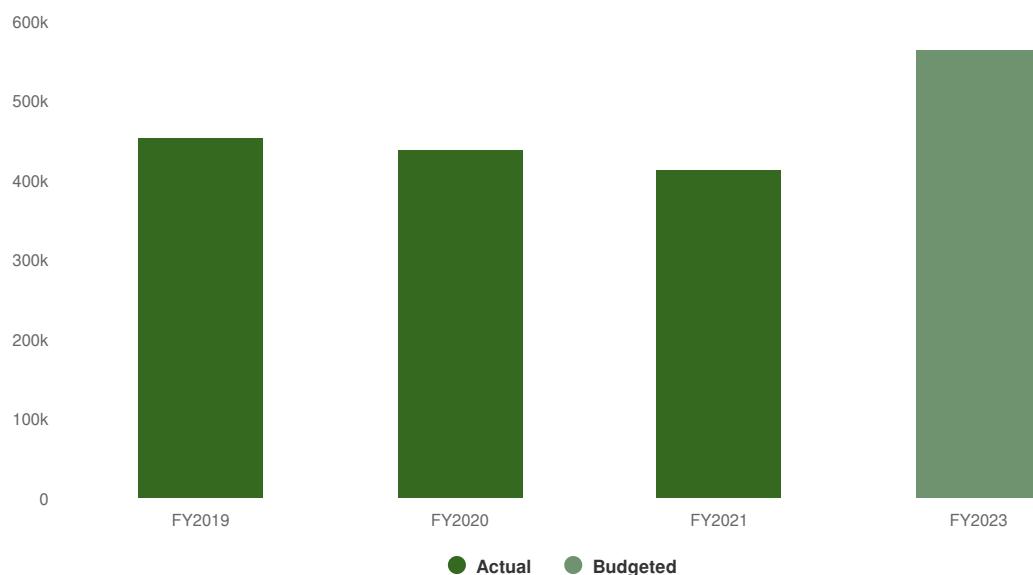
### Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Slight increases for service equipment rental for FY2023.

**\$563,208** **\$563,208**

(% vs. prior year)

#### Parks and Recreational - Programs Proposed and Historical Budget vs. Actual

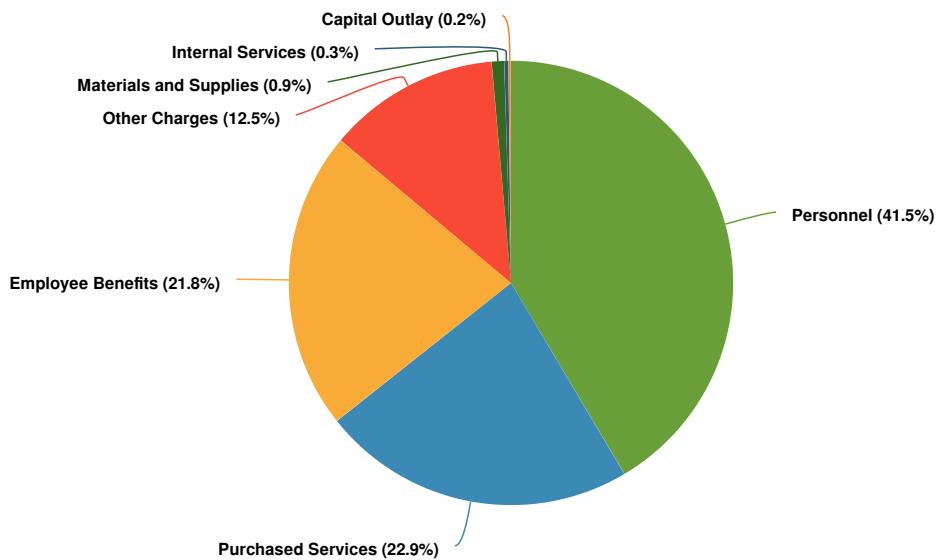


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (%) Change)
Expenditures						
Parks, Recreation, and Culture						
Parks and Rec						
Personnel	\$195,843	\$198,682	\$193,679	\$233,551	\$233,551	N/A
Employee Benefits	\$94,653	\$95,601	\$102,781	\$122,512	\$122,512	N/A
Other Charges	\$57,934	\$56,318	\$55,658	\$70,450	\$70,450	N/A
Purchased Services	\$98,944	\$79,314	\$55,256	\$128,825	\$128,825	N/A
Internal Services	\$1,539	\$903	\$4,040	\$1,720	\$1,720	N/A
Materials and Supplies	\$3,375	\$2,595	\$2,590	\$5,150	\$5,150	N/A
Capital Outlay	\$1,363	\$3,684	\$109	\$1,000	\$1,000	N/A
<b>Total Parks and Rec:</b>	<b>\$453,651</b>	<b>\$437,097</b>	<b>\$414,113</b>	<b>\$563,208</b>	<b>\$563,208</b>	<b>N/A</b>
<b>Total Parks, Recreation, and Culture:</b>	<b>\$453,651</b>	<b>\$437,097</b>	<b>\$414,113</b>	<b>\$563,208</b>	<b>\$563,208</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$453,651</b>	<b>\$437,097</b>	<b>\$414,113</b>	<b>\$563,208</b>	<b>\$563,208</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
Director of Economic Dev/Community Rec	1	1	1	1	1
Assistant Director of Community Rec	0.5	0.5	0.5	0.5	0.5
Program Support Technician	1	1	1	1	1
Administrative Support Technician	1	1	1	1	1
Part Time (FTE)	0.3	0.3	0.3	0.3	0.3
Totals	3.8	3.8	3.8	3.8	3.8

## Goals and Objectives

Parks and Recreation Programs provide the City of Poquoson with a comprehensive system of parks, recreation, and leisure services that are of the highest quality and most beneficial to improving the quality of life for its citizens. They follow and use the Parks and Recreation Master Plan and the City's Comprehensive Plan to reflect current changes and citizens' needs. The Department continues to plan for needed recreational facilities in the Capital Improvements Plan. They engage Poquoson Civic Groups in a mutual support agreement whereby both the PPR Department and Poquoson Civic Groups share resources and defray costs of their respective projects.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Participants in:				
Adult Athletic Leagues	200	0	90	150
Adult Instructional Classes	75	55	70	120
Senior Center (Mature Adults)	240	0	50	100
Trips -- Youth/Adult	45	0	20	50
Youth Athletic Leagues	1,108	935	1,227	1,300
Youth Instructional Classes	265	350	550	600



## Program Accomplishments

- \*Continued to work with Public Works, community groups and citizen volunteers for park refurbishments and improvements as needed.
- \*Published program booklet 2 times per year for City residents highlighting events and recreation for community participants and summer activity/camp guide. A number of outside camps were still held even though the COVID-19 pandemic continued. Gym facilities still present a challenge due to the Middle School's construction.
- \*Continue to staff and support the sailing camp program that serves at least 50 youth and partnered equipment rental with the Poquoson Sailing Foundation.
- \*Continued to host instructional and athletic programs throughout the year as COVID-19 restrictions permitted.
- \*In conjunction with the Economic Development Division, continued to support advertising efforts for the Poquoson is the Place campaign, including restaurant week.
- \*The Poquoson Seafood Festival was cancelled due to the COVID-19 increase in community spread. The Annual Christmas Parade was successful with over 50 units.
- \*Provided the Fall & Spring youth soccer league and a modified youth basketball league due to Poquoson Middle School's construction closure of the gym facility. Unable to offer adult indoor sports as well at this time. Athletics supports 650 youth participants and a variety of instructional programs to support preschoolers for introductory skills in soccer, field hockey and basketball. Programs range from Art, Leadership SKills, sailing, and cooking basics. Programs also supported the Holiday House decorating contest, Boo Crew for Hallowen event serving 250 children, and valentine sweetheart boxes for 115 people.



## Parks and Recreational - Pool

**David Callis**  
Director of Community Recreation

This Department provides nationally accredited swimming instruction for youth and adults. They refine and develop the swimming ability of City youth by providing competitive swimming opportunities through the department's Barracuda Swim Team and Rip Tide Swim Team. They educate children and adults regarding safety around pools and other bodies of water, and provide seasonal recreational swimming opportunities for Poquoson families.

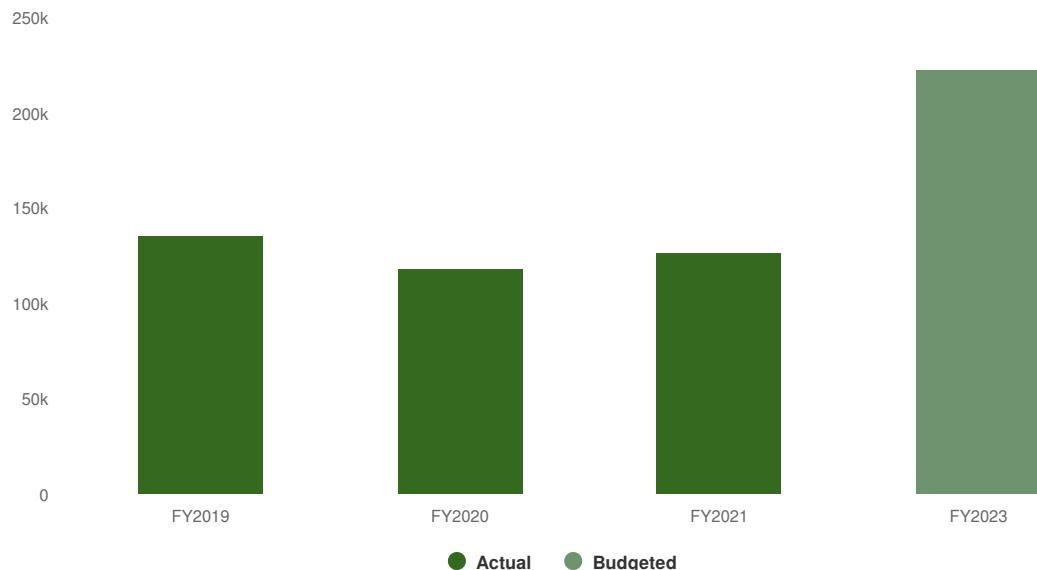
### Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Minimal increase for required pool chemicals. Additionally, budget increased for PT Salaries, and Instructors/Coaches after returning to pre-pandemic utilization levels.

**\$222,663** **\$222,663**

(% vs. prior year)

#### Parks and Recreational - Pool Proposed and Historical Budget vs. Actual

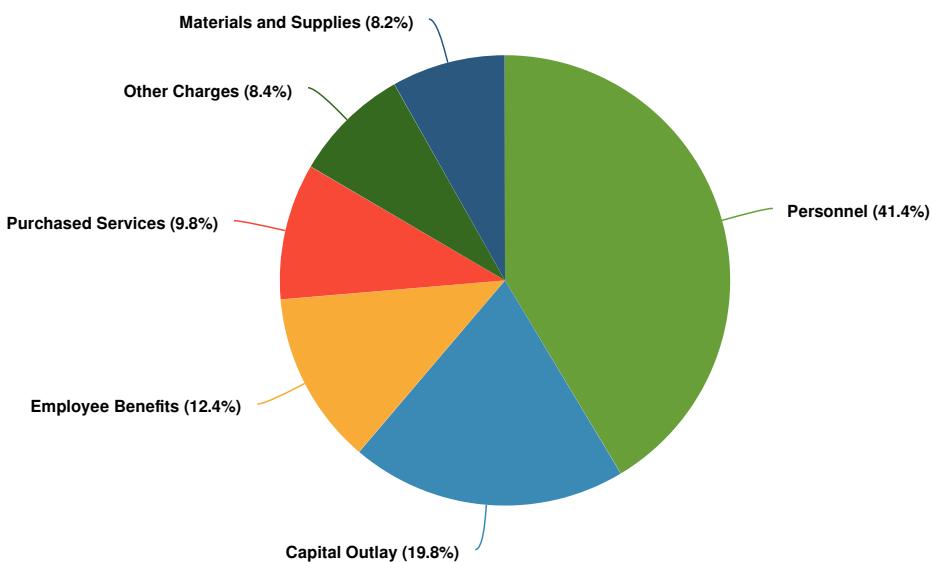


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (%) Change)
Expenditures						
Parks, Recreation, and Culture						
Parks Pool						
Personnel	\$68,186	\$59,618	\$59,294	\$92,214	\$92,214	N/A
Employee Benefits	\$20,482	\$20,523	\$20,581	\$27,674	\$27,674	N/A
Other Charges	\$10,798	\$9,049	\$10,902	\$18,675	\$18,675	N/A
Purchased Services	\$17,229	\$15,869	\$17,487	\$21,800	\$21,800	N/A
Materials and Supplies	\$10,883	\$11,154	\$13,852	\$18,200	\$18,200	N/A
Capital Outlay	\$7,408	\$2,019	\$4,676	\$44,100	\$44,100	N/A
<b>Total Parks Pool:</b>	<b>\$134,985</b>	<b>\$118,232</b>	<b>\$126,792</b>	<b>\$222,663</b>	<b>\$222,663</b>	<b>N/A</b>
<b>Total Parks, Recreation, and Culture:</b>	<b>\$134,985</b>	<b>\$118,232</b>	<b>\$126,792</b>	<b>\$222,663</b>	<b>\$222,663</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$134,985</b>	<b>\$118,232</b>	<b>\$126,792</b>	<b>\$222,663</b>	<b>\$222,663</b>	<b>N/A</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions <b>Personnel Summary</b>	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
Assistant Director of Community Recreation	0.5	0.5	0.5	0.5	0.5
Part Time (FTE)	4.5	4.5	4.5	4.5	4.5
Totals	5	5	5	5.0	5.0

## Goals and Objectives

Parks & Recreation Pool provides a comprehensive seasonal aquatics program for citizens. They continue to provide swimming lessons, aquatic safety classes for citizens, and opportunities for youth to participate in a competitive swim program. The Department reviews the Pool Operation Procedure Manual to ensure all safety and operations standards are current with accepted industry practices. They represent the City at a regional recreation level in the area of swimming.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Daily Gate Admissions	2,450	2,000	3,500	4,000
Season Pass Admissions(*)	5	150	250	250
Swimming Lessons	230	95	450	450
Swim teams - combined	85	85	105	95

\*One pass for each swim team participant as required to participate in a league.

## Program Accomplishments

- \*Completed another season with no serious injuries or drowning incidents from July 2020-June 2021. We were able to provide 38 young people with lifeguard opportunities to obtain employment at aquatic facilities.
- \*Provided swimming lessons for community youth from June 2021-August 2021, serving record numbers.
- \*Supported swimming opportunities for community youth programs with local day camps.
- \*Supported swimming opportunities for community youth programs such as Playtime, area daycare's, and Poquoson High School summer school physical education classes in July 2021.
- \*Maintained aging equipment for completion of a successful season at the Municipal Pool.
- \*Poquoson Barracudas achieved a 3rd place overall amongst 21 Peninsula Teams for the summer of 2021, at the Community championship meet. This is the highest placing for the swim team in 8 years.



## Parks and Recreational - Events

**David Callis**  
Director of Community Recreation

Parks and Recreation staff plan, organize and produce special events throughout the year, the largest being the Seafood Festival. They maintain a calendar of special events throughout the City with points of contact for each, providing leadership and direction to the Poquoson Seafood Festival Committee and the various activities and events included in the Seafood Festival. They prepare and administer proposals for services needed for special events, providing communication between government and residents by maintaining the community cable channel, sign board and public service announcements in local news print.

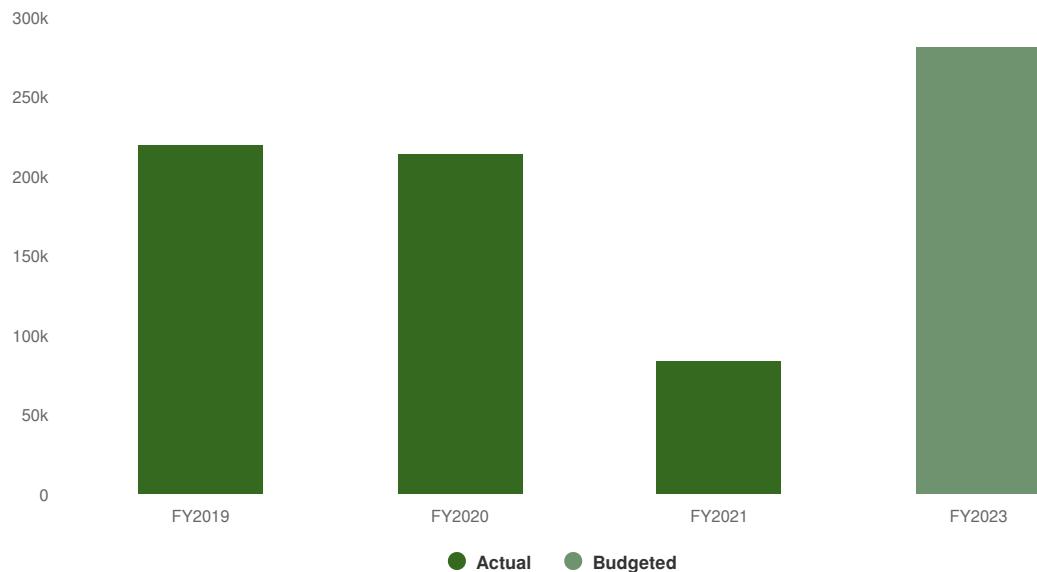
### Expenditures Summary

This budget for FY 2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for the costs related to the Virginia Retirement System. Decreases in contractor services budget per the request of the Department.

**\$281,181**

**\$281,181**  
(% vs. prior year)

#### Parks and Recreational - Events Proposed and Historical Budget vs. Actual



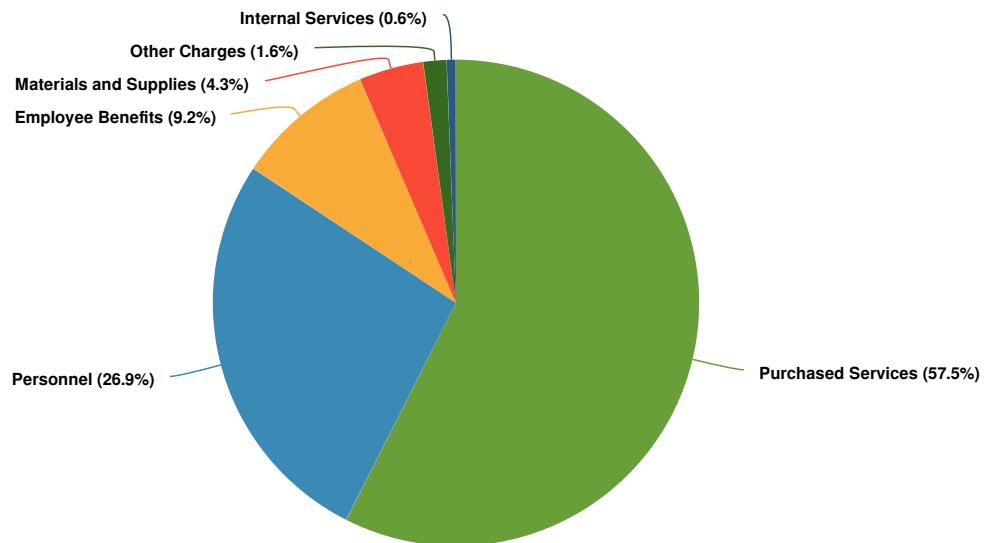
## Expenditures by Function

Name	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures							
Parks, Recreation, and Culture							
Events							
Personnel	\$59,084	\$64,193	\$61,598	\$49,520	\$75,512	\$75,512	N/A
Employee Benefits	\$28,824	\$30,788	\$27,860	\$30,029	\$25,969	\$25,969	N/A
Other Charges	\$3,157	\$3,387	\$2,936	\$2,566	\$4,275	\$4,275	N/A
Purchased Services	\$93,660	\$93,582	\$95,113		\$146,325	\$146,325	N/A
Internal Services	\$1,124	\$1,330	\$1,164	\$1,298	\$1,700	\$1,700	N/A
Materials and Supplies	\$8,072	\$6,681	\$8,338	\$268	\$10,245	\$10,245	N/A
<b>Total Events:</b>	<b>\$193,922</b>	<b>\$199,963</b>	<b>\$197,009</b>	<b>\$83,681</b>	<b>\$264,026</b>	<b>\$264,026</b>	<b>N/A</b>
Workboar Race							
Other Charges	\$0	\$0	\$22		\$105	\$105	N/A
Purchased Services	\$18,246	\$18,568	\$15,034		\$15,250	\$15,250	N/A
Materials and Supplies	\$1,513	\$1,481	\$2,133		\$1,800	\$1,800	N/A
<b>Total Workboar Race:</b>	<b>\$19,759</b>	<b>\$20,048</b>	<b>\$17,189</b>	<b>\$0</b>	<b>\$17,155</b>	<b>\$17,155</b>	<b>N/A</b>
<b>Total Parks, Recreation, and Culture:</b>	<b>\$213,681</b>	<b>\$220,011</b>	<b>\$214,198</b>	<b>\$83,681</b>	<b>\$281,181</b>	<b>\$281,181</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$213,681</b>	<b>\$220,011</b>	<b>\$214,198</b>	<b>\$83,681</b>	<b>\$281,181</b>	<b>\$281,181</b>	<b>N/A</b>



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
Community Events Coordinator	1	1	1	1	1
Totals	1	1	1	1	1

## Goals and Objectives

The Parks & Recreation Special Events Department continues to generate revenue through fees and sponsorships to support the Seafood Festival and other special events. They provide safe family oriented events for the citizens of Poquoson, including the Poquoson Seafood Festival, Holiday Parade and other seasonal celebrations. The department co-sponsors and/or assists with local businesses and civic group events. Create and plan the program for Spring 2023.



## Program Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Poquoson Seafood Festival:				
Arts & Crafts Vendors	160	0	0	165
Exhibitors	35	0	0	35
Food Vendors	23	0	0	25
Attendance	30,000	0	0	50,000
Workboat Race Entries	34	0	0	40

## Program Accomplishments

\*Developed new program event, Spring Market, to be held in spring each year.

\*Plan upcoming seafood festival for community; post-pandemic.



## Library

**Jessica Hartley**  
Library Director

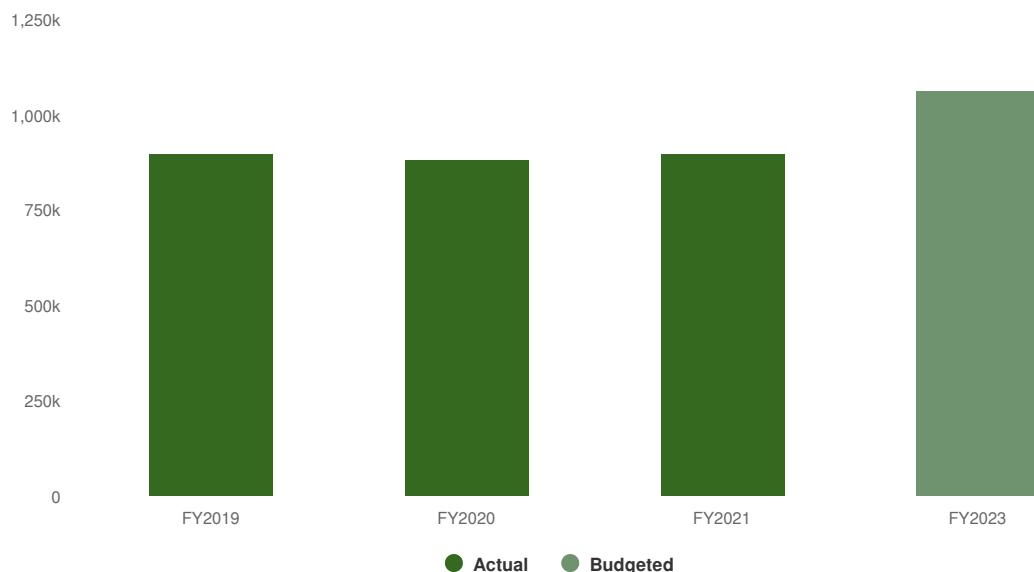
The Library operates as a free public lending facility with reading materials for all ages, in all media. They serve as a community center where exhibits, workshops, book talks, story times, poetry readings, musical performances, reading clubs and other programs and activities for all ages are offered. They provide community with meeting and gathering space to facilitate sharing of ideas. The Library work with the Library Advisory Board, Friends of the Library, Library volunteers, and local business partners to encourage Library usage, endowments and bequests in the community. They encourage preschoolers to develop an interest in reading and learning through services for children and for parents and children together. The Library supports students in their educational needs with the various public library/school cooperative programs. They provide the public with free notary public service and serve as a passport acceptance agency for the U.S. State Department. The Library promotes lifelong learning through classes, seminars and hands on workshops.

## Expenditures Summary

This budget for FY 2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. The decrease in this budget is from the COVID-19 expenditure budget in the prior year that was not included in FY 2023 operations.

**\$1,062,479** **\$1,062,479**  
(% vs. prior year)

### Library Proposed and Historical Budget vs. Actual

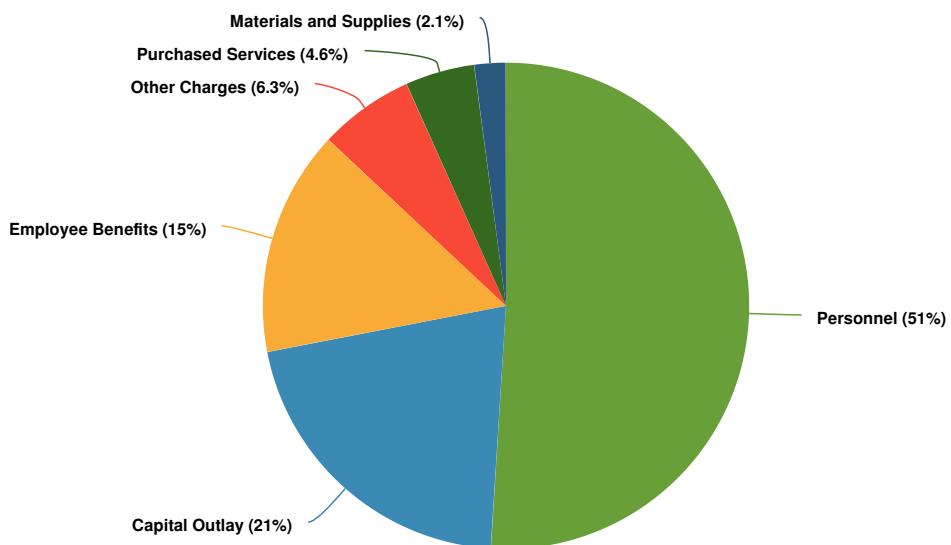


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (%) Change)
Expenditures						
Parks, Recreation, and Culture	\$896,349	\$880,891	\$894,752	\$1,062,479	\$1,062,479	N/A
Personnel	\$474,044	\$465,513	\$464,176	\$541,921	\$541,921	N/A
Employee Benefits	\$128,997	\$139,236	\$150,763	\$159,600	\$159,600	N/A
Other Charges	\$61,732	\$56,291	\$54,016	\$67,050	\$67,050	N/A
Purchased Services	\$45,876	\$35,590	\$38,276	\$49,060	\$49,060	N/A
Materials and Supplies	\$11,891	\$8,229	\$9,371	\$22,200	\$22,200	N/A
Capital Outlay	\$173,809	\$176,032	\$178,150	\$222,648	\$222,648	N/A
<b>Total Expenditures:</b>	<b>\$896,349</b>	<b>\$880,891</b>	<b>\$894,752</b>	<b>\$1,062,479</b>	<b>\$1,062,479</b>	<b>N/A</b>

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
Library Director	1	1	1	1	1
Adult Services Librarian	1	1	1	1	1
Youth Services Librarian	1	1	1	1	1
Technical Services Librarian	-	1	1	1	1
Librarian	1	-	-	-	-
Library Associate	1	-	-	-	-
Administrative Services Coordinator	1	1	1	1	1
Library Associate (FTE)	1.25	2.65	2.65	2.65	2.65
Senior Library Associate (FTE)	1.40	-	-	-	-
Library Assistant (FTE)	4.30	4.30	4.30	4.30	4.30
Library Page (FTE)	0.50	0.50	0.50	0.50	0.50
<b>Totals</b>	<b>12.45</b>	<b>12.45</b>	<b>12.45</b>	<b>12.45</b>	<b>12.45</b>

## Goals and Objectives

The Library will continue to ensure they are reaching and engaging citizens and effectively articulating the library's value to Poquoson's quality of life. The department will expand outreach services into the community, enhance public relations, and increase visibility. They will outline and institute clear marketing and branding strategies. The Library will recruit and retain skilled and knowledgeable staff. They will continue to use technology to enhance library services and provide community needs, identify and manage emerging library trends and best practices that serve the community. The Library will leverage funding resources to improve and update the library facility. They will seek out partnerships that will help leverage resources and meet the needs of the community. The Department will guarantee they are meeting the needs and expectations of the community by continuing development of the Library's print and digital collection, providing excellent customer service, and providing enhanced supplemental services. They will support a vibrant and educated community by providing classes and events that support the K-12 learning initiatives and provide innovative and stimulating programming for all ages that is relevant and high quality.

## Program Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Active Library Members	10,029	9,288	9,500	9,500
Attendance at Library Programs	8,795	5,079	8,000	8,500
Circulation	131,293	140,007	140,000	145,000
Documents Notarized	582	916	1,000	1,000
Interlibrary Loans	22	40	30	35
Internet, MS Office, etc. usage	11,037	6,015	9,500	10,000
Items Purged	6,245	7,273	7,500	6,500
Library Visits	67,650	44,575	60,000	65,000
Meeting Room Usage	1,117	69	1,500	1,500
New Items added to Collection	10,079	6,953	6,500	6,500
Overdue Items Retrieved	794	626	800	800
Passport Applications Processed	1,022	685	1,500	1,500
Reading Material Reserves	12,569	13,461	12,500	12,500
Web Page Hits	59,481	57,648	55,000	55,000



## Program Accomplishments

- \*Welcomed 44,575 library patrons, averaging 3.6 visits per person.
- \*Circulated 140,077 items, averaging 10.6 per person.
- \*Provided a collection of 116,558 items including 63,650 physical materials within PPL and 52,902 downloadable digital materials.
- \*Offered 232 free educational and cultural programs, which were attended (or viewed) by 1,158 people, including virtual programming during COVID-19, such as story times, craft tutorials, and STEM demonstrations.
- \*Provided 6,015 computer/WIFI sessions, and received 57,648 website hits.
- \*Hosted 69 meetings and events for the library and 21 civic organizations.
- \*Registered 809 new readers, bringing active cardholders to 9,288.



# Planning

**Charles Horton**  
Director of Community Development

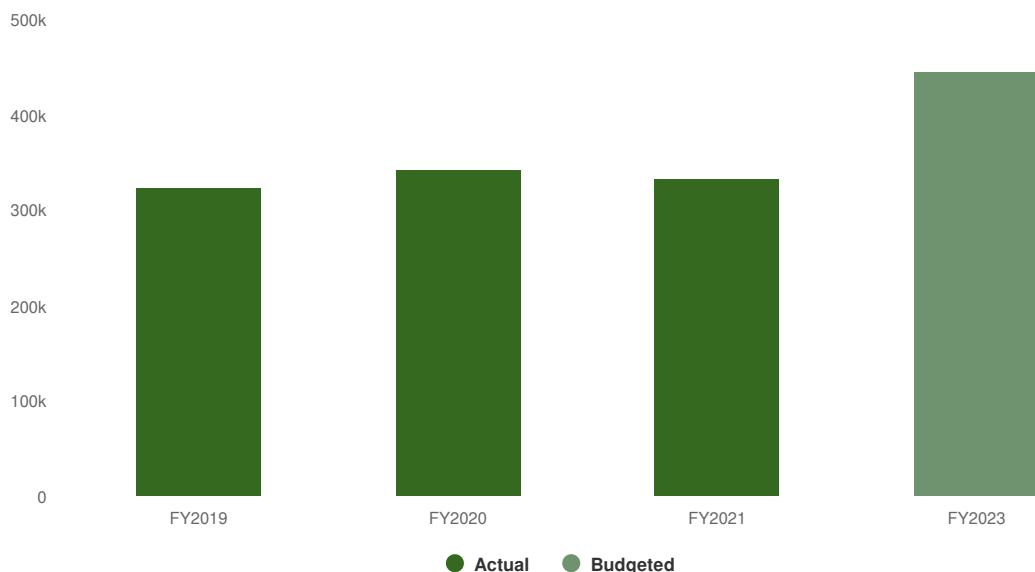
Planning updates and administers City land use ordinances including Zoning Ordinance subdivision Ordinance, Erosion & Sediment Control Ordinance, Site Plan Ordinance, Wetlands Ordinance and Sign Ordinance. They monitor compliance of issued use permits and zoning violations, The Planning Department coordinates with the Inspections Department administering the City's Federal Flood Insurance rating program and the Community Rating System. They provide technical assistance to other departments, real estate agents, developers, contractors, and citizens. Providing staff support to City Council, Planning commission, Board of Zoning Appeals, Wetlands Board, Architectural Review Board and Economic Development Authority. Manage economic development through comprehensive planning, rezoning, and master planning process. They serve as participating department for the hazard Mitigation Planning Committee, and as lead department for the Environmental Development Plan Review Committee. They coordinate and monitor ongoing residential and commercial site development, and develop and maintain community access cable TV channel. Department staff serve as liaison to multiple State and regional agencies and committees. Planning prepares special project studies as assigned by the City Manager, and administers the Erosion and Sediment Control/Stormwater Program.

## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Increased budget is due to Administrative overhead increases

**\$444,329** **\$444,329**  
(% vs. prior year)

### Planning Proposed and Historical Budget vs. Actual

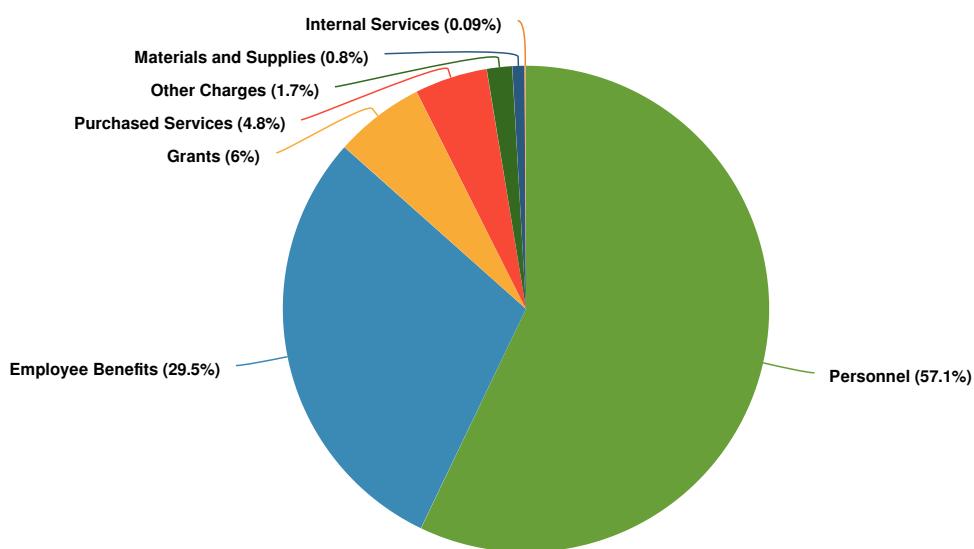


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Actual vs. FY2023 Budgeted (% Change)
Expenditures						
Community Development	\$324,491	\$343,159	\$334,038	\$444,329	\$444,329	23.9%
Personnel	\$214,421	\$231,556	\$217,714	\$253,779	\$253,779	8.8%
Employee Benefits	\$89,231	\$94,492	\$93,552	\$130,972	\$130,972	28.8%
Other Charges	\$5,554	\$5,230	\$6,433	\$7,450	\$7,450	21.3%
Purchased Services	\$13,541	\$10,237	\$14,236	\$21,500	\$21,500	46%
Internal Services				\$412	\$412	N/A
Materials and Supplies	\$1,744	\$1,644	\$2,077	\$3,600	\$3,600	31.8%
Capital Outlay			\$26		\$0	N/A
Grants				\$26,616	\$26,616	N/A
<b>Total Expenditures:</b>	<b>\$324,491</b>	<b>\$343,159</b>	<b>\$334,038</b>	<b>\$444,329</b>	<b>\$444,329</b>	<b>23.9%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized	Authorized	Authorized	Requested	Authorized
	FY2020	FY2021	FY2022	FY2023	FY2023
Director of Community Development	1	1	1	1	1
Planner	1	1	1	1	1
Environmental Compliance Officer	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Totals	4	4	4	4	4

## Goals and Objectives

The Planning Department assists the EDA, City Manager and City Council in promoting economic growth. They continue to lead the Development Plan Review Committee in processing development plans for adherence of regulations, and development of the GIS program for the City.

They will continue to seek grants in conjunction with implementation of land use applications.

They will work with the Virginia Department of Transportation in planning for City roadway improvements. The Planning Department will work with the Hampton Roads Planning District Commission in monitoring development of regional planning practices and issues. They will update City land use ordinances to reflect the City's economic development needs and trends. The department will assist in the implementation of the updated Comprehensive Plan. They will maintain and update the plan to encourage and recognize its goals and objectives. The department will strive to provide professional, expeditious, thorough accurate and courteous services to the public on local, State and Federal land use regulations. Planning will provide adequate staff support to the Architectural Review Board, Board of Zoning Appeals, Wetlands Board, Planning Commission, and the City Council. They will seek to achieve certifications that will allow staff to further their professional development and remain in compliance with State regulations.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Citizen requests for Information	2,000	2,000	2,000	2,000
City Council/Board/Comm Agenda Items	27	20	43	15
Erosion and Sediment Applications Processed	34	34	22	30
Erosion and Sediment Inspections	633	633	752	800
Farm Animal Permits Processed	45	49	51	45
Major subdivision plans reviewed	2	2	3	2
Minor subdivision plans reviewed	2	2	4	3
Sign Permit Applications	13	15	12	10
Site Plans reviewed	4	4	4	4
Special Projects (Non Planning)	20	20	20	20
Zoning Ordinance/City Code Amendments	1	4	6	8



## Program Accomplishments

- \*Processed 4 Conditional use Permits and 6 Boundary Line Adjustments.
- \*Continued the process of updating the City's Land Use Ordinances and City Code Provisions.
- \*Assisted with obtaining 2 State General VPDES (Virginia Pollutant Discharge Elimination System) permits for discharge of stormwater from construction activities.
- \*Implemented and monitored state highway, environmental and stormwater regulations.
- \* Actively participated in regional planning meetings.
- \*Continued to update the City's official zoning map for adoption by the City Council.
- \*Facilitated the compliance of outstanding non-conforming uses.
- \*Continued the function of performing all erosion and sediment control permit inspections.
- \*Continue to work with Lecacy of Poquoson, Fountains of Poquoson, Quarter Creek Subdivision, and Wythe Creek Estates developers.
- \*Processed 4 text amendments.



## Planning, Zoning, Wetland, and ARB

**Charles Horton**  
Director of Community Development

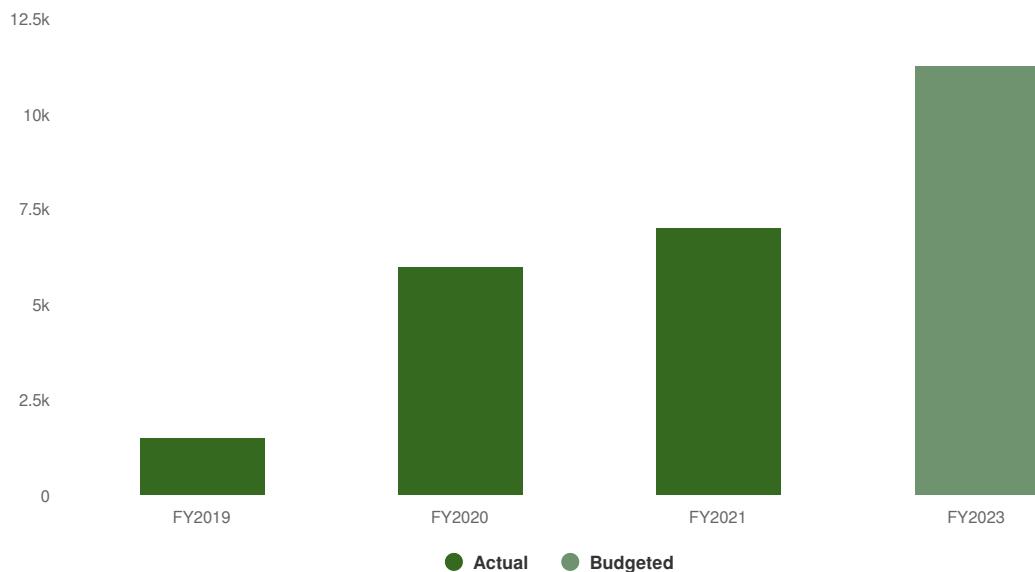
This Department processes a variety of land use applications, assisting the public in City land use policies and standards. They prepare and modify the City's Comprehensive Plan, applications for public hearings, inspecting sites, monitoring construction, assisting public in preparation and delivery of formal applications, and presentations to City Council/Boards/Commissions.

### Expenditures Summary

For FY 2023, there is a minimal increase in operating costs for Dues & Subscriptions.

**\$11,250**    **\$11,250**  
(% vs. prior year)

#### Planning, Zoning, Wetland, and ARB Proposed and Historical Budget vs. Actual

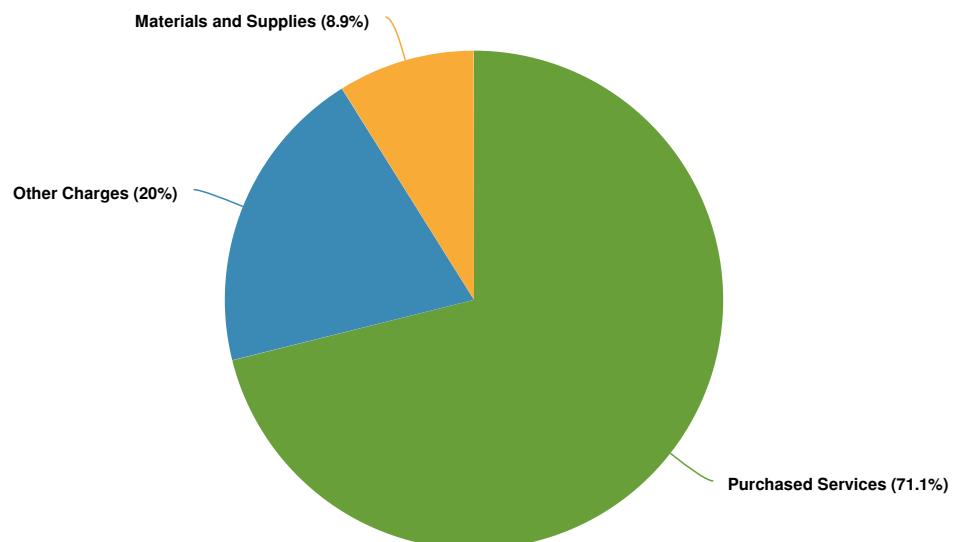


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Community Development						
Planning, Zoning, Wetland, and ARB						
Other Charges	\$16	\$1	\$5	\$2,250	\$2,250	N/A
Purchased Services	\$1,234	\$5,402	\$6,727	\$8,000	\$8,000	N/A
Materials and Supplies	\$226	\$572	\$247	\$1,000	\$1,000	N/A
Total Planning, Zoning, Wetland, and ARB:	\$1,475	\$5,975	\$6,979	\$11,250	\$11,250	N/A
Total Community Development:	\$1,475	\$5,975	\$6,979	\$11,250	\$11,250	N/A
<b>Total Expenditures:</b>	<b>\$1,475</b>	<b>\$5,975</b>	<b>\$6,979</b>	<b>\$11,250</b>	<b>\$11,250</b>	<b>N/A</b>

## Expenditures by Expense Type

Budgeted Expenditures by Expense Type



## Goals and Objectives

### **Architectural Review Board (ARB)**

\*Regulate exterior appearance of buildings, structures and improvements proposed for erection or alteration in the Village Commercial, General Commercial and Research and Development Districts and the City's business corridor.

\*Encourage construction of attractive commercial development and prevent garish, bizarre and inappropriate exterior designs which could deteriorate the appearance of development and ultimately threaten the integrity of future development and revenue within the City of Poquoson.

### **Board of Zoning Appeals (BZA)**

\*Provide relief to property owners from the Zoning Ordinance when the strict application of the ordinance would prevent the reasonable use of land. Determine mitigation requirements.

\*Continue education and certification of Board Members through the Certified Professional Education Association of Virginia.

\*Provide competent, expedient and professional advice and technical support to City Council pertaining to land use and development issues facing Poquoson.

\*Expand staff's knowledge and technical abilities of planning, land use, development, and zoning issues.

\*Assist in guiding development of revised Comprehensive Plan and in conjunction facilitate a public outreach program for the formulation of the revised plan.

\*Assist in guiding development in a fashion compatible with the City's adopted Comprehensive Plan.

\*Oversee and guide the process to update the City's Comprehensive Plan.

### **Wetlands Board**

\*Provide competent, expedient and professional services and technical support to property owners proposing to perform development activities in wetlands.

\*Protect Poquoson's environmentally sensitive wetlands, through the enforcement and administration of local and State wetlands laws and expand upon the Board's and staff's knowledge.

\*Review permit applications for projects proposing impact to wetlands per State guidance and regulations.

\*Monitor progress of permitted projects.

### **Environmental Development Plan Review Committee**

\*Review site and subdivision plans, proposed Resource Protection Area (RPA) encroachment on grandfathered lots, grant waivers where appropriate and determine mitigation requirements.

\*Determine mitigation requirements for waivers to Chesapeake Bay regulations.

\*Review wetland permits for land disturbance impacts in the RPA.

\*Meet with potential developers to discuss requirements and offer guidance and assistance during the early stages of development to ensure applications are handled in an expeditious manner.

## Program Accomplishments

\*BZA approved one Chesapeake Bay exception and one Zoning variance.

\*EDPRC considered six waiver permits.

\*The Wetlands Board finalized zero final permits.

\*The Planning Commission recommended approval of four Conditional Use Permits.

\*The Planning Commission recommended approval of four text amendments.

\*Continued to advance educational opportunities and obtain certifications.



## Economic Development

**David Callis**

Director of Economic Development and Community Rec

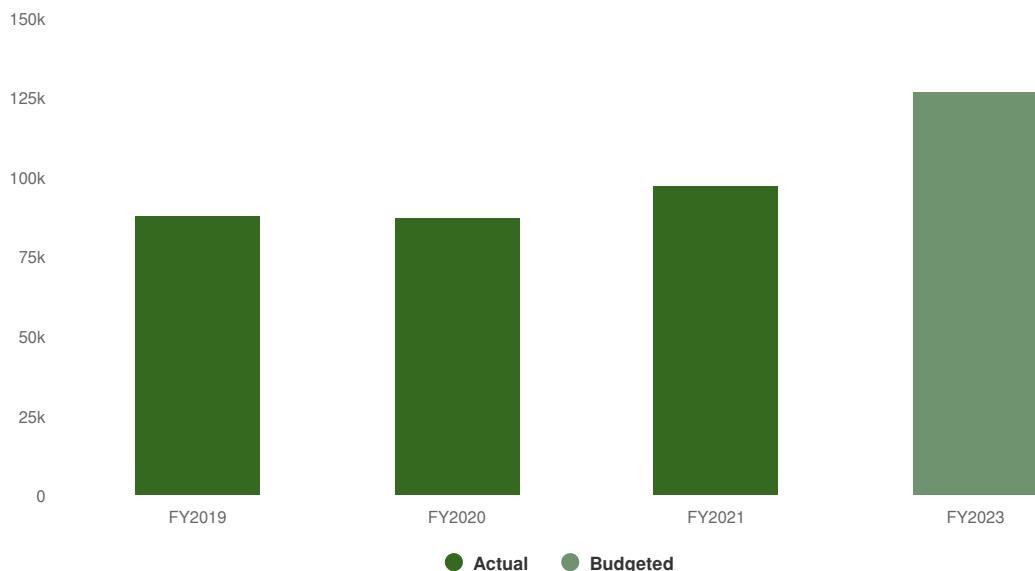
The Economic Development Department serves as staff liaison for the Poquoson Development Authority. They retain and expand existing businesses and recruit new prospects. The Department promotes quality, safe and environmentally friendly growth in the City. They work with City businesses and organization to support a productive growth atmosphere for existing and future businesses. They serve as City representative to Hampton Roads Economic Resource Team (PERT), Virginia Economic & Development Partnership and the Langley Civic Leaders Association (LCLA). The Department develops and implements marketing initiatives to publicize the Poquoson Business Community. They update, revise and maintain the City's Commercial Property Inventory. The Department schedules and coordinates business appreciation and business development events.

## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. Minimal decreases in operating costs for the department.

**\$126,989** **\$126,989**  
(% vs. prior year)

### Economic Development Proposed and Historical Budget vs. Actual

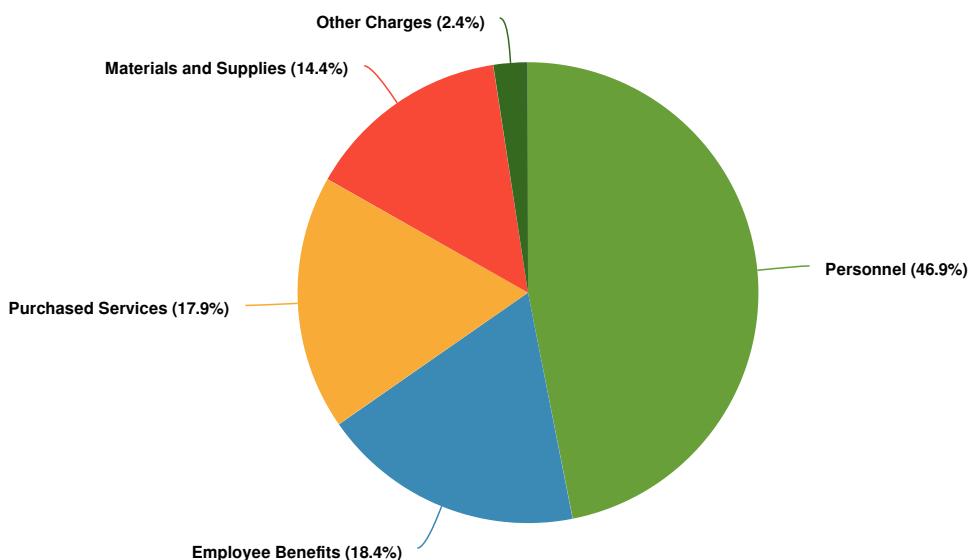


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Community Development						
Economic Development						
Personnel	\$51,292	\$52,665	\$53,228	\$59,559	\$59,559	N/A
Employee Benefits	\$17,375	\$18,283	\$20,410	\$23,395	\$23,395	N/A
Other Charges	\$3,626	\$3,012	\$1,516	\$3,060	\$3,060	N/A
Purchased Services	\$14,052	\$11,972	\$21,938	\$22,700	\$22,700	N/A
Materials and Supplies	\$1,488	\$1,567	\$131	\$18,275	\$18,275	N/A
<b>Total Economic Development:</b>	<b>\$87,833</b>	<b>\$87,499</b>	<b>\$97,223</b>	<b>\$126,989</b>	<b>\$126,989</b>	N/A
<b>Total Community Development:</b>	<b>\$87,833</b>	<b>\$87,499</b>	<b>\$97,223</b>	<b>\$126,989</b>	<b>\$126,989</b>	N/A
<b>Total Expenditures:</b>	<b>\$87,833</b>	<b>\$87,499</b>	<b>\$97,223</b>	<b>\$126,989</b>	<b>\$126,989</b>	N/A

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions <b>Personnel Summary</b>	Authorized	Authorized	Authorized	Requested	Authorized
	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2023</b>
Economic Development Coordinator	1	1	1	1	1
Totals	1	1	1	1	1

## Goals and Objectives

Economic Development continues to assist in the marketing of the Big Woods, Messick Point and other Poquoson properties with the potential for commercial development. They will pursue commercial marine opportunities for facilities to enhance Messick Point. The department will utilize START, a Peninsula annual entrepreneurial competition, and other sources to seek new business potential for startups and entrepreneurial opportunities. Economic Development will continue to focus office efforts on high impact, low cost sources to increase awareness and utilization of existing digital sites for Poquoson businesses. The department will work with other locality members of the Regional Infrastructure Facility Authority (RIFA) to identify mutual participation opportunities to benefit the city. They will continue to work with Poquoson's small Peninsula Chamber of Commerce to establish a business organization for the city. Economic Development will utilize the Regional HBB Network, offering annual conferences, monthly Lunch and Learn events, a website and a growing list of support opportunities for Home-Base businesses. They will develop and administer new grant opportunities for small businesses through the ARPA grant of \$200,000.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Ribbon Cutting Ceremony	11	2	4	2
Sponsor Economic Development Events	11	4	1	5
Small Business Grant Programs	0	0	4	2

## Program Accomplishments

- \*Represented the City of Poquoson at the Peninsula Economic Resource Team (PERT) meetings.
- \*Assisted the City's inclusion as a participating member in the Kings Creek Commerce Center regional economic development project. This project is the first offered by the Eastern Virginia Regional Industrial Facility Authority (EVRIFA).
- \*Participated on the planning committee and contributed financially to the sponsorship of START Peninsula's regular mini-competitions and education events as well as annual competition.
- \*Engaged advertising in VTC State Travel Guide and Daly Press.
- \*Conducted 4 business ribbon cuttings in 2021.
- \*As part of the ongoing events tied to HBB Conference, a continued monthly series of Lunch & Learn sessions were hosted in each locality with Poquoson kicking off the virtual events on March 10, 2021. This zoom session was on "Preparing your business for the Post Pandemic World" by Marc Willson through SBDC.
- \*Administered the following two small business grant funds for Poquoson small businesses:
  - As part of a regional partnership with York County and Willimasburg, the Economic Development Office administered a Community Development Block Grant (CDBG) which offered three rounds of funding as follows:
    - Phase 1-\$149,720 to 31 Poquoson small businesses
    - Phase 2-\$195,630 to 6 first-time recipients and additional funding for repeat businesses
    - Phase 3-Final distribution for possible \$120,000 with an additional 7 first-time recipients



# Community Development

**J. Randall Wheeler**  
City Manager

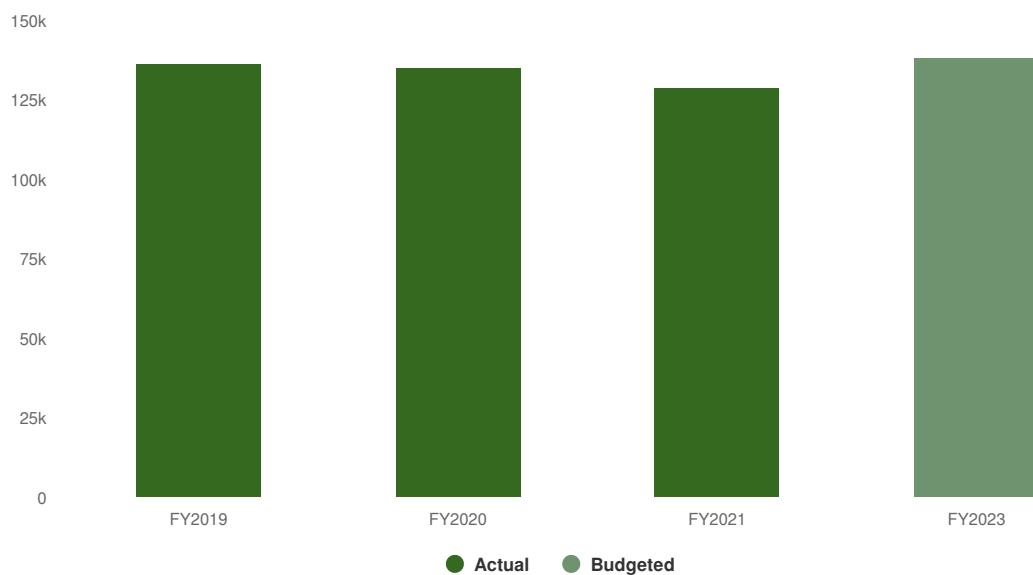
Participate in agencies which provide services that improve the quality of life for citizens of Poquoson.

## Expenditures Summary

Minimal increase in FY 2023 for community partners that provide services to citizens of Poquoson.

**\$138,262** **\$138,262**  
(% vs. prior year)

### Community Development Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Expenditures</b>						
<b>Community Development</b>						
<b>Community Development</b>						
<b>Other Charges</b>						
HRPDC OTHER (FINANCE USE)		\$908			\$0	N/A
HRPDC LOCAL CONTRIBUTION	\$9,849	\$9,849	\$9,916	\$23,986	\$23,986	N/A
HRPDC REGIONAL WATER PROGRAM	\$2,526	\$2,501	\$2,242		\$0	N/A
HRPDC STORMWATER MGMT	\$4,082	\$2,235	\$2,240		\$0	N/A
HRPDC MUNICIPAL CONSTRUCTION STAN	\$479	\$479	\$481		\$0	N/A
HRPDC OTHER PROJECTS	\$6,107	\$7,838	\$8,696		\$0	N/A
SMALL BUSINESS DEVELOPMENT CENTER	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	N/A
TRANSITIONS FAMILY VIOLENCE SERVI	\$2,500	\$2,500	\$2,500	\$3,000	\$3,000	N/A
PEN CHAMBER OF COMMERCE	\$1,750	\$1,750	\$2,500	\$2,500	\$2,500	N/A
TNCC LOCAL CAPITAL SUPPORT	\$27,175	\$31,814	\$31,814	\$31,814	\$31,814	N/A
PEN EMERGENCY MED SERV COUNCIL	\$1,597	\$1,600	\$1,602	\$1,981	\$1,981	N/A
DISABILITY TRANSPORTATION	\$3,800	\$3,800	\$3,800	\$7,294	\$7,294	N/A
PEN COUNCIL WORKFORCE DEVELOPMENT	\$5,847	\$5,847	\$5,847	\$3,023	\$3,023	N/A
POQUOSON HISTORICAL SOCIETY	\$500	\$500		\$500	\$500	N/A
POQUOSON MUSEUM FOUNDATION	\$36,291	\$30,622	\$11,500	\$11,500	\$11,500	N/A
HR MILITARY/FED FACILITIES ALLIAN	\$6,180	\$6,156	\$6,160	\$6,233	\$6,233	N/A
LITTER CONTROL GRANT	\$6,212	\$4,888	\$7,239	\$9,570	\$9,570	N/A
COMMISSION ON HOMELESSNESS	\$2,781	\$2,781	\$2,781	\$2,781	\$2,781	N/A
CASA	\$750	\$750	\$750	\$750	\$750	N/A
YORK/POQUOSON EXTENSION SERVICE	\$9,739	\$10,115	\$10,515	\$10,330	\$10,330	N/A
PAWS	\$5,000	\$5,000	\$15,000	\$15,000	\$15,000	N/A
PENINSULA ASAP (ALCOHOL SAFE				\$5,000	\$5,000	N/A
<b>Total Other Charges:</b>	<b>\$136,164</b>	<b>\$134,933</b>	<b>\$128,583</b>	<b>\$138,262</b>	<b>\$138,262</b>	<b>N/A</b>
<b>Total Community Development:</b>	<b>\$136,164</b>	<b>\$134,933</b>	<b>\$128,583</b>	<b>\$138,262</b>	<b>\$138,262</b>	<b>N/A</b>
<b>Total Community Development:</b>	<b>\$136,164</b>	<b>\$134,933</b>	<b>\$128,583</b>	<b>\$138,262</b>	<b>\$138,262</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$136,164</b>	<b>\$134,933</b>	<b>\$128,583</b>	<b>\$138,262</b>	<b>\$138,262</b>	<b>N/A</b>



## **Goals and Objectives**

Community Development will continue to contribute to a number of agencies which provide services to disadvantaged, elderly, and youth. They contribute to agencies which provide services that benefit Poquoson's economy, including those which attract new businesses to the area and increase local tourism.



## Non-Departmental

Account of expenses that are not readily classified in other areas. Hold funds in reserve for any contingent situations which may occur.

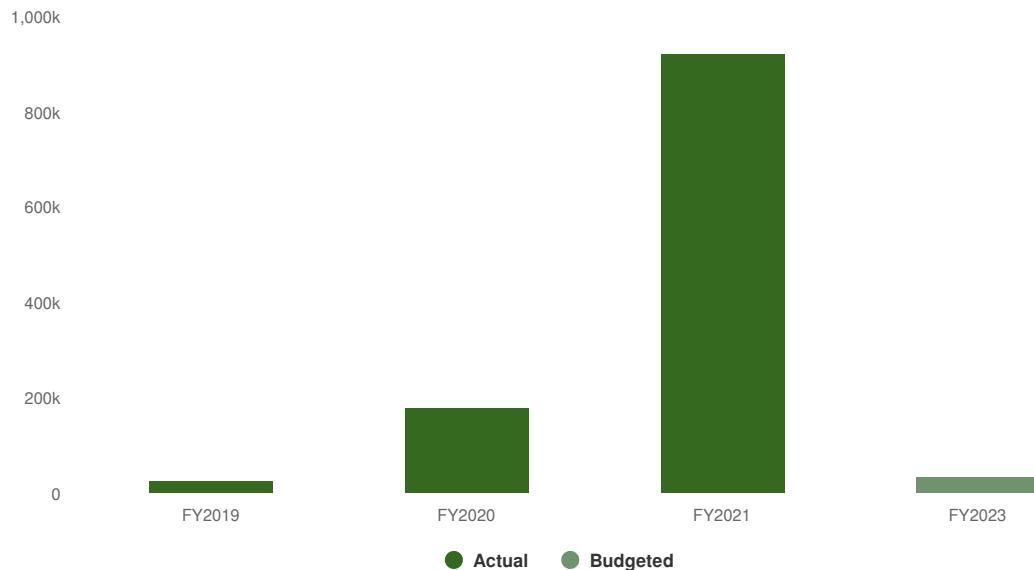
### Expenditures Summary

In FY2021, the City was awarded a mid-year adjustment Federal COVID-19 funds in the amount of \$934,275 to assist the City in providing protection to employees, citizens of Poquoson as a result of the National Pandemic. In FY2022, there are no anticipated funds in the original budget for this purpose. There is a minimum of \$42,139 for unforeseen costs in FY2023.

**\$33,423** **\$33,423**

(% vs. prior year)

#### Non-Departmental Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Non-Departmental						
Community Relations						
Other Charges	\$25,143	\$179,538	\$920,563	\$33,423	\$33,423	N/A
<b>Total Community Relations:</b>	<b>\$25,143</b>	<b>\$179,538</b>	<b>\$920,563</b>	<b>\$33,423</b>	<b>\$33,423</b>	<b>N/A</b>
<b>Total Non-Departmental:</b>	<b>\$25,143</b>	<b>\$179,538</b>	<b>\$920,563</b>	<b>\$33,423</b>	<b>\$33,423</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$25,143</b>	<b>\$179,538</b>	<b>\$920,563</b>	<b>\$33,423</b>	<b>\$33,423</b>	<b>N/A</b>

## Goals and Objectives

Non-Departmental provides a contingency for certain unanticipated expenses which inevitably arise during the year. They continue to keep the contingency account less than one quarter of one percent of the total general fund budget.



## DMV Select

**Joseph Coccimiglio**  
Commissioner of the Revenue

DMV processes applications for titling and registration of motor vehicles, issue license plates and/or decals, handicap placards, and driver transcripts. They collect fees, taxes, penalties and other monies in connection with the above transactions. They also issue boat registrations, hunting and fishing licenses for the Department of Game and Island Fisheries.

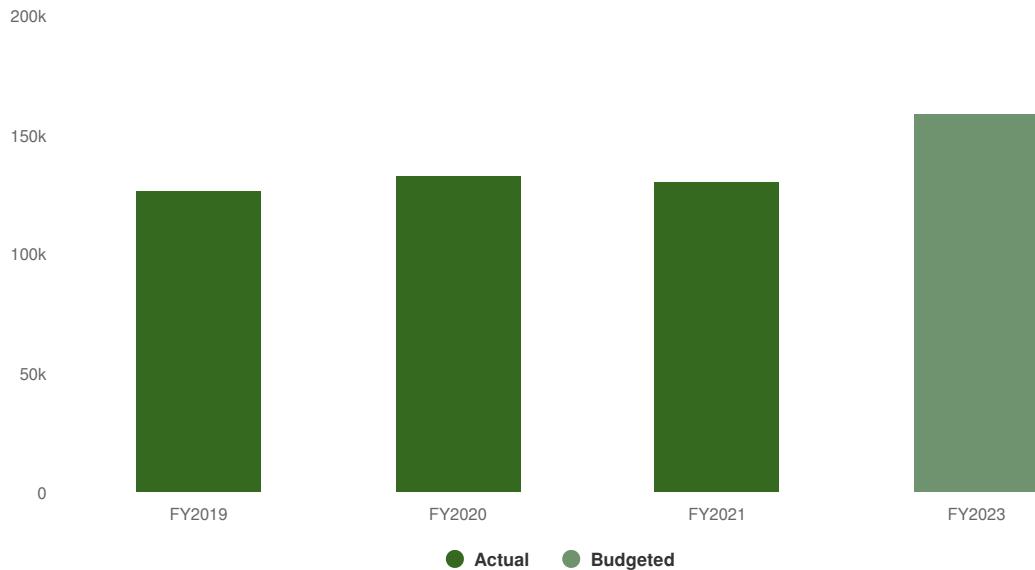
### Expenditures Summary

This budget for FY 2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System.

**\$158,389** **\$158,389**

(% vs. prior year)

#### DMV Select Proposed and Historical Budget vs. Actual

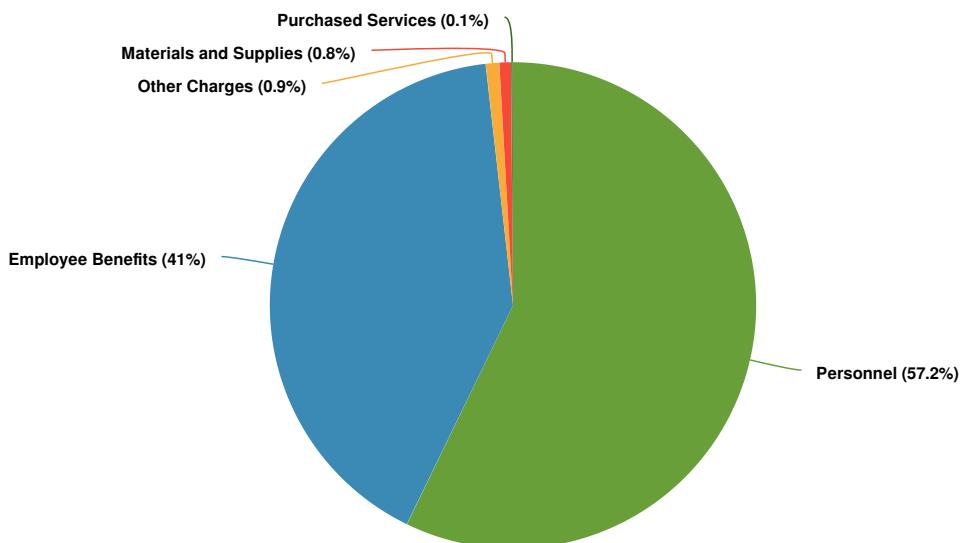


## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Non-Departmental						
Dept of Motor Vehicles						
Personnel	\$77,163	\$78,500	\$75,884	\$90,603	\$90,603	N/A
Employee Benefits	\$47,711	\$51,247	\$52,063	\$64,956	\$64,956	N/A
Other Charges	\$803	\$866	\$926	\$1,400	\$1,400	N/A
Purchased Services		\$417	\$105	\$180	\$180	N/A
Materials and Supplies	\$990	\$1,199	\$1,062	\$1,250	\$1,250	N/A
Capital Outlay		\$228			\$0	N/A
Total Dept of Motor Vehicles:	<b>\$126,667</b>	<b>\$132,457</b>	<b>\$130,040</b>	<b>\$158,389</b>	<b>\$158,389</b>	N/A
Total Non-Departmental:	<b>\$126,667</b>	<b>\$132,457</b>	<b>\$130,040</b>	<b>\$158,389</b>	<b>\$158,389</b>	N/A
<b>Total Expenditures:</b>	<b>\$126,667</b>	<b>\$132,457</b>	<b>\$130,040</b>	<b>\$158,389</b>	<b>\$158,389</b>	N/A

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary	Authorized FY2020	Authorized FY2021	Authorized FY2022	Requested FY2023	Authorized FY2023
Senior DMV Service Clerk	1	1	1	1	1
DMV Service Clerk	1	1	1	1	1
Totals	2	2	2	2	2

## Goals and Objectives

DMV Select provides excellent customer service to all DMV customers. They advertise and promote new services offered (boat registrations, hunting and fishing licenses) as a result of the relationship established with the Department of Game and Inland Fisheries (DGIF). The Department improves efficiency of DMV Select & DMV Connect by expanding customer service resources as customer service needs increase.

## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Total DMV Transactions	41,000	39,769	41,000	41,000
Car Dealers Served	15	15	15	15

## Program Accomplishments

\*The Poquoson DMV Select served more than 17,000 customers at our windows during FY2021 and completed more than 40,000 transactions during that same time.

\*Continued a relationship with DMV by securing limited Poquoson Community Center visits to the DMV (Mobile Operations) connect team that issues drivers' licenses and identification cards.

\*Processed thousands of additional supplemental liens to assist DMV Headquarters in Richmond.



## Transfers Out - General Fund

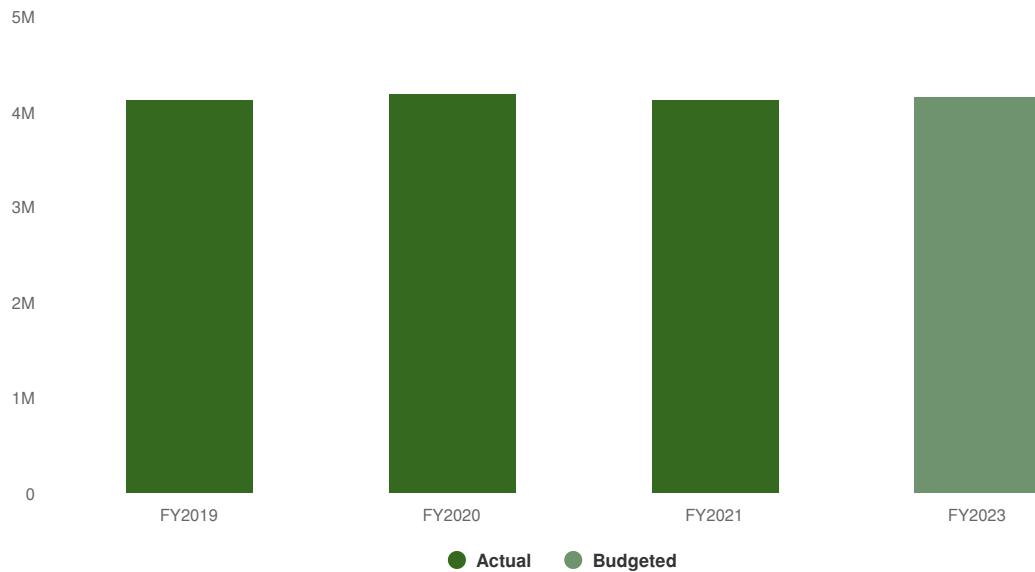
Account for all transfers from the General Fund to other funds of the City. The transfer to Debt Service provides the funding to process principal and interest on the general obligation debts. The transfer to Capital Projects Fund provides the funding for projects approved in the Constrained Capital Improvements Plan document. The transfer to the OPEB Fund provides the funding for the City's portion of retiree healthcare benefits as well as a contribution to the Virginia Pooled OPEB Trust Fund administered by VACo/VM. The transfer to the Economic Development Authority provides funding for operations.

### Expenditures Summary

The General Fund provides transfers to other City Funds for necessary expenditures. In FY 2023, \$3,983,000 is budgeted. This funding supports the City's Debt Service, Capital Projects, Special Revenue Funds, and other related boards and authorities.

**\$4,144,000** **\$4,144,000**  
(% vs. prior year)

#### Transfers Out - General Fund Proposed and Historical Budget vs. Actual



### Expenditures by Expense Type

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Expense Objects</b>						
<b>Transfers Out</b>						
TRANSFER TO DEBT SERVICE	\$3,813,627	\$3,795,082	\$3,795,082	\$3,795,000	\$3,795,000	N/A
TRANSFER TO CAPITAL	\$128,239	\$263,506	\$227,241	\$228,000	\$228,000	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
TRANSFER TO SPECIAL REVENUE		\$13,094			\$0	N/A
TRANSFER TO SP REV FUND OPEB	\$157,907	\$97,125	\$78,697	\$100,000	\$100,000	N/A
TRANSFER TO SOLID WASTE FUND	\$1,853				\$0	N/A
TRANSFER TO EDA	\$16,417	\$17,053	\$19,141	\$21,000	\$21,000	N/A
TRANSFER TO FLEET FUND	\$5,480		\$2,000		\$0	N/A
<b>Total Transfers Out:</b>	<b>\$4,123,523</b>	<b>\$4,185,860</b>	<b>\$4,122,161</b>	<b>\$4,144,000</b>	<b>\$4,144,000</b>	<b>N/A</b>
<b>Total Expense Objects:</b>	<b>\$4,123,523</b>	<b>\$4,185,860</b>	<b>\$4,122,161</b>	<b>\$4,144,000</b>	<b>\$4,144,000</b>	<b>N/A</b>

## Goals and Objectives

Transfer to Debt Service Fund to cover current payment of all general governmental debt service for the City, Schools and EDA. In FY2020, the principal payments for the EDA began for the general obligation bonds issued to repay the EDA's bank line of credit. Transfer to the Capital Projects Fund to support one time spending on approved projects from the Constrained Capital Improvement Plan. Transfer funds. Transfer to OPEB Fund to provide the funding for the City's portion of other post employment benefits and payment to the trust fund. Transfer to the EDA to support operations of the Board and regional economic development efforts.



## Debt Service

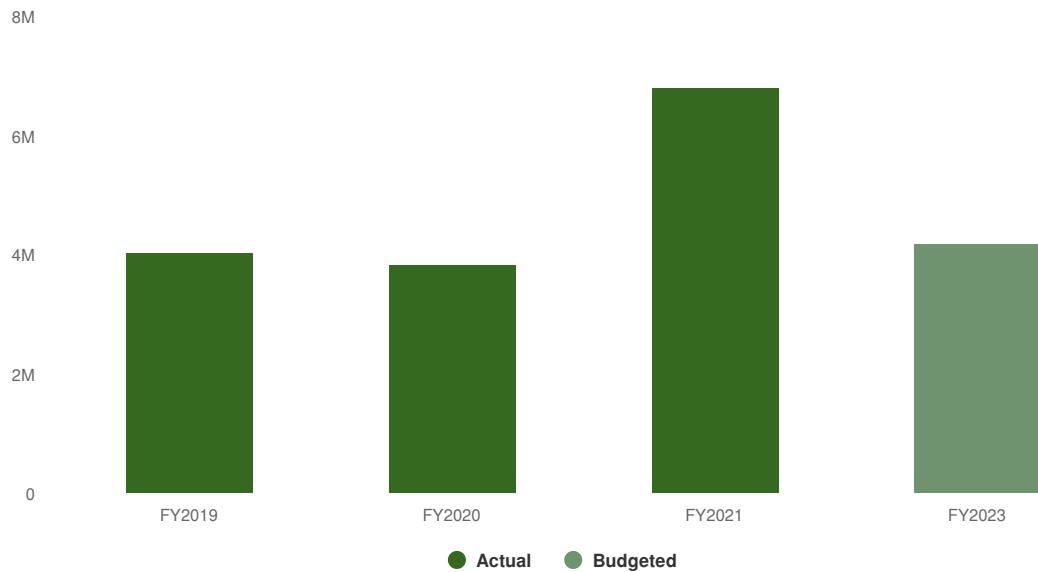
The debt service expenditures account for issuance and repayment of debt along with related interest on construction of City and School facilities and major equipment purchases.

### Expenditures Summary

In Fiscal Year 2023, the principal and interest for School related debt is 74.1% or \$3.1 Million of the overall Debt Service budget. The principal and interest for City related debt totals \$620,760 or 14.8% of the overall Debt Service Budget. The City plans on issuing General Obligation Bonds in Fiscal Year 2023 to finance the remaining portion needed for the Public Safety building. The total anticipated borrowing is \$4 Million with an estimated \$374,081 of related bond issuance cost budgeted in Debt Service. The cost of bond issuance is 8.9% of the overall budget for Debt Service. The remaining portion of the budget of 2.1% is \$87,402 that will be applied to the reserve for future debt.

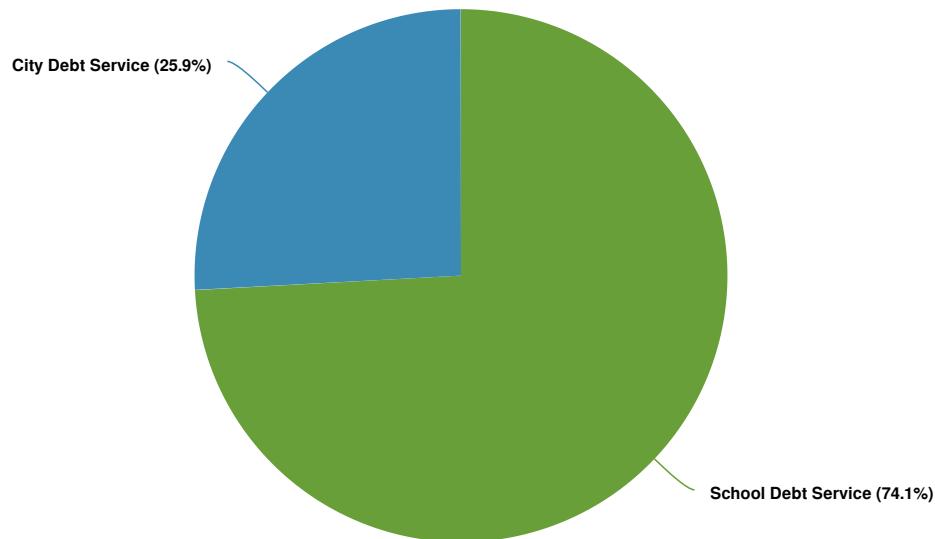
**\$4,185,134** **\$4,185,134**  
(% vs. prior year)

#### Debt Service Proposed and Historical Budget vs. Actual



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Expense Objects</b>						
<b>Transfers</b>						
<b>Future Debt Service</b>						
TRANSFER TO GENERAL FUND			\$286,900		\$0	N/A
TRANSFERS TO CAPITAL PROJECT			\$160,000		\$0	N/A
<b>Total Future Debt Service:</b>			<b>\$446,900</b>		<b>\$0</b>	<b>N/A</b>
<b>Total Transfers:</b>			<b>\$446,900</b>		<b>\$0</b>	<b>N/A</b>
<b>City Debt Service</b>						
<b>City Debt</b>						
2010 REFUNDED 2005 FIRE STATION	\$66,000	\$163,500			\$0	N/A
2010 REFUNDED 2007 FIRE STATION #	\$9,500	\$10,450			\$0	N/A
2012 REF 2002 REF CITY HALL	\$75,612	\$79,592	\$83,571		\$0	N/A
2012 REF 2011 REF 2007 FS1	\$84,528	\$85,517	\$132,477		\$0	N/A
2012REF 2011 2009B 1998A COURTHOU	\$111,983	\$114,580	\$242,904		\$0	N/A
2012REF 2011 2009B 2001 FS2	\$110,000	\$110,000	\$105,000		\$0	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
SUNTRUST LINE OF CREDIT PRINCIPAL	\$157,000	\$160,000	\$1,367,587		\$0	N/A
MESSICK POINT BEACH	\$5,000	\$5,000	\$5,000	\$10,000	\$10,000	N/A
2016 RFD 2010 RFD 2005 FIRE			\$67,978	\$140,356	\$140,356	N/A
2016 RFD 2010 RFD 2007 FIRE			\$48,580	\$100,303	\$100,303	N/A
2016 RFD 2011B PW STORAGE/ADM BLD	\$26,633	\$29,512	\$30,232	\$33,831	\$33,831	N/A
2016 CITY HALL HVAC	\$5,000	\$5,000		\$5,000	\$5,000	N/A
2018 FIRE ENGINE		\$10,000	\$10,000	\$10,000	\$10,000	N/A
2018 CITY HALL HVAC		\$25,000	\$25,000	\$25,000	\$25,000	N/A
2018 TMDL		\$10,000	\$15,000	\$15,000	\$15,000	N/A
2020A 2011/2012 REF'07 FIRE			\$4,915	\$1,783	\$1,783	N/A
2020A 11/12 REF'09B '98 COUR			\$12,909	\$4,684	\$4,684	N/A
2020B REF 2013 LOC EDA (SUNT)			\$117,000	\$48,000	\$48,000	N/A
2010 REFUNDED 2005 FIRE STATION #	\$8,767	\$6,386			\$0	N/A
2010 REFUNDED 2007 FIRE STATION	\$883	\$555			\$0	N/A
2012 REF 2002 REF CITY HALL	\$11,939	\$8,158	\$4,179		\$0	N/A
2012 REF 2011 REF 2007 FS1	\$17,894	\$13,668	\$11,352		\$0	N/A
2012REF 2011REF 2009BREF 2001 FS2	\$28,180	\$22,581	\$22,002		\$0	N/A
2012REF 2011 2009B 2008 FS2	\$18,813	\$13,313	\$7,813		\$0	N/A
2016 FIRE ENGINE	\$4,100	\$3,900	\$3,700	\$3,200	\$3,200	N/A
2016 RFD 2010 RFD 2005 FIRE STAT	\$41,563	\$41,563	\$41,563	\$33,765	\$33,765	N/A
2016 RFD 2010 RFD 2007 FIRE STAT	\$29,702	\$29,702	\$29,702	\$24,130	\$24,130	N/A
2016 2011B PW STORAGE/ADM BLDG	\$15,274	\$14,209	\$13,028	\$9,897	\$9,897	N/A
TRUSTEE FEES	\$2,510	\$2,380	\$5,630	\$6,000	\$6,000	N/A
2016 CITY HALL HVAC	\$2,300	\$2,100	\$1,900	\$1,650	\$1,650	N/A
2018 FIRE ENGINE	\$2,744	\$4,750	\$4,250	\$3,250	\$3,250	N/A
2018 CITY HALL HVAC	\$7,367	\$12,750	\$11,500	\$9,000	\$9,000	N/A
2018 TMDL	\$3,900	\$6,750	\$6,250	\$4,750	\$4,750	N/A
2020A 2011/2012 REF'07 FIRE			\$631	\$857	\$857	N/A
2020A 11/12 REF'09B '98 COUR			\$1,656	\$2,251	\$2,251	N/A
2020B REF 2013 LOC EDA (SUNT)			\$24,583	\$16,053	\$16,053	N/A
2021A PS BUILDING				\$112,000	\$112,000	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Total City Debt:</b>	<b>\$847,192</b>	<b>\$990,916</b>	<b>\$2,457,892</b>	<b>\$620,760</b>	<b>\$620,760</b>	<b>N/A</b>
<b>Budgetary Use of Fund Balance</b>						
RESERVE FOR FUTURE DEBT SERVICE	\$0			\$87,402	\$87,402	N/A
<b>Total Budgetary Use of Fund Balance:</b>	<b>\$0</b>			<b>\$87,402</b>	<b>\$87,402</b>	<b>N/A</b>
<b>Bond Issuance</b>						
COSTS OF DEBT ISSUANCE	\$310,477		\$264,986	\$374,081	\$374,081	N/A
UNDERWRITERS DISCOUNT	\$257,474				\$0	N/A
<b>Total Bond Issuance:</b>	<b>\$567,951</b>		<b>\$264,986</b>	<b>\$374,081</b>	<b>\$374,081</b>	<b>N/A</b>
<b>Total City Debt Service:</b>	<b>\$1,415,143</b>	<b>\$990,916</b>	<b>\$2,722,878</b>	<b>\$1,082,243</b>	<b>\$1,082,243</b>	<b>N/A</b>
<b>School Debt Service</b>						
<b>School Debt</b>						
1998 PHS ADDITION	\$250,000				\$0	N/A
1998 PHS ADDITION VPSA	\$30,000				\$0	N/A
2010 refunded 2005 PES SCHOOL	\$154,000	\$381,500			\$0	N/A
2010 REFUNDED 2006B PES SCHOOL	\$230,000	\$210,000			\$0	N/A
2010 REFUNDED 2007 PES SCHOOL	\$40,500	\$44,550			\$0	N/A
2012 REF 1994 (CAFE)	\$19,388	\$20,407	\$21,429		\$0	N/A
2012 REF 2009C 2001 SCH VRS	\$55,000	\$60,000	\$55,000		\$0	N/A
2012 REF 2011 REF 2008 PMS STAD	\$188,132	\$190,332	\$316,102		\$0	N/A
2012 REF 2011 REF 2007 (PES)	\$360,357	\$364,572	\$893,517		\$0	N/A
2016 RFD 2010 RFD 2005 PES			\$158,616	\$327,496	\$327,496	N/A
2016 RFD 2010 RFD 2007 PES			\$207,103	\$427,606	\$427,606	N/A
2016 RFD 2010 RFD 2006B PES			\$367,723	\$759,240	\$759,240	N/A
2016 RFD 2011B 2009A 2006A PES	\$158,367	\$175,488	\$179,768	\$201,169	\$201,169	N/A
2016 PRIMARY SCHOOL HVAC	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000	N/A
2016 HIGH SCHOOL HVAC	\$5,000	\$5,000	\$5,000	\$10,000	\$10,000	N/A
2016 HIGH SCHOOL TRACK	\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	N/A
2018 PMS RENOVATION		\$50,000	\$45,000	\$75,000	\$75,000	N/A
2018 BUS		\$5,000	\$5,000	\$5,000	\$5,000	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
2020A 2011/2012 REF '08 PMS			\$14,402	\$5,225	\$5,225	N/A
2020A 2011/2012 REFUND 2007			\$80,774	\$29,307	\$29,307	N/A
2021A PMS PHASE II				\$90,000	\$90,000	N/A
2021A PMS TURF FIELD				\$42,000	\$42,000	N/A
1998 PHS ADDITION	\$7,500				\$0	N/A
1998 PHS ADDITION	\$765				\$0	N/A
2010 REFUNDED 2005 PES SCHOOL	\$20,456	\$14,900			\$0	N/A
2010 REFUNDED 2006B PES SCHOOL	\$20,081	\$12,243			\$0	N/A
2010 REFUNDED 2007 PES SCHOOL	\$3,763	\$2,366			\$0	N/A
2012 REF 1994 (CAFE)	\$3,061	\$2,092	\$1,071		\$0	N/A
REF 2009C REF 2001 SCH VRS	\$8,500	\$5,750	\$2,750		\$0	N/A
2012 REF 2011 REF 2008 PMS STAD	\$39,827	\$30,420	\$25,883		\$0	N/A
2012 REF 2011 REF 2007 (PES)	\$76,286	\$58,268	\$59,028		\$0	N/A
2016 RFD 2010 RFD 2005 PES	\$96,980	\$96,980	\$96,980	\$78,786	\$78,786	N/A
2016 RFD 2010 RFD 2007 PES	\$126,625	\$126,625	\$126,625	\$102,869	\$102,869	N/A
2016 RFD 2010 RFD 2006B PES	\$224,830	\$224,830	\$224,830	\$182,650	\$182,650	N/A
2016 RFD 2011B 2009A 2006A PES	\$90,826	\$84,491	\$77,472	\$58,853	\$58,853	N/A
2016 PRIMARY SCHOOL HVAC	\$7,650	\$7,050	\$6,250	\$4,250	\$4,250	N/A
2016 HIGH SCHOOL HVAC	\$2,900	\$2,700	\$2,500	\$2,000	\$2,000	N/A
2016 HIGH SCHOOL TRACK	\$9,800	\$9,200	\$8,600	\$7,100	\$7,100	N/A
2018 PMS RENOVATION	\$349,285	\$604,531	\$602,031	\$596,281	\$596,281	N/A
2018 BUS	\$1,878	\$3,250	\$3,000	\$2,500	\$2,500	N/A
2020A 2011/2012 REF '08 PMS			\$1,848	\$2,511	\$2,511	N/A
2020A 2011/2012 REFUND 2007			\$10,364	\$14,086	\$14,086	N/A
2021A PMS PHASE II				\$34,454	\$34,454	N/A
2021A PMS TURF FIELD				\$4,508	\$4,508	N/A
<b>Total School Debt:</b>	<b>\$2,611,757</b>	<b>\$2,827,545</b>	<b>\$3,633,666</b>	<b>\$3,102,891</b>	<b>\$3,102,891</b>	<b>N/A</b>
<b>Total School Debt Service:</b>	<b>\$2,611,757</b>	<b>\$2,827,545</b>	<b>\$3,633,666</b>	<b>\$3,102,891</b>	<b>\$3,102,891</b>	<b>N/A</b>
<b>Total Expense Objects:</b>	<b>\$4,026,900</b>	<b>\$3,818,461</b>	<b>\$6,803,444</b>	<b>\$4,185,134</b>	<b>\$4,185,134</b>	<b>N/A</b>



## DEBT SERVICE FUND - EXPENDITURES

	FY 2023 Principal	FY 2023 Interest	FY 2023 Budget
<b>Schools</b>			
<u>Bonds:</u>			
2016 Refunded 2010 Refunded 2005 PES	327,946	78,786	406,282
2016 Refunded 2010 Refunded 2007 PES	427,606	102,869	530,475
2016 Refunded 2010 Refunded 2006B-PES	759,240	182,650	941,890
2016 Refunded 2011B Refunded 2009A Refunded 2006A PES	201,169	58,853	260,022
2016 Primary School HVAC	20,000	4,250	24,250
2016 High School HVAC	10,000	2,000	12,000
2016 High School Track	20,000	7,100	27,100
2018 Middle School Renovations	75,000	596,281	671,281
2018 School Bus	5,000	2,500	7,500
2020A 2012-2011 Refunded 2008 PMS Stadium	5,225	2,511	7,736
2020A 2012-2011 Refunded 2008 PES	29,307	14,086	43,393
2021A Middle School Renovations	90,000	34,454	124,454
2021A Middle School Renovations - Turf Field	<u>42,000</u>	<u>4,508</u>	<u>46,508</u>
<b>Total Schools</b>	<b>\$ 2,012,043</b>	<b>\$ 1,090,848</b>	<b>\$ 3,102,891</b>
<b>City</b>			
<u>Bonds:</u>			
2016 Refunded 2010 Refunded 2005 Fire Station #1	140,356	33,765	174,121
2016 Refunded 2010 Refunded 2007 Fire Station #1	100,303	24,130	124,433
2016 Refunded 2011B Public Works	33,831	9,897	43,728
2016 Fire Apparatus (Formerly Messick Point Beach)	10,000	3,200	13,200
2016 City Hall HVAC (Formerly undesignated projects)	5,000	1,650	6,650
2018 Fire Engine 102	10,000	3,250	13,250
2018 City Hall HVAC	25,000	9,000	34,000
2018 TMDL	15,000	4,750	19,750
2020A - 2012-2011 Refunding 2007 Unrefunded Fire Station	1,783	857	2,640
2020A - 2012-2011 Refunding 2009B Refunding 1998A Courthouse	4,684	2,251	6,935
2020B - Refinance 2013 GO to refinance LOC for EDA	48,000	16,053	64,053
2022 GO Public Safety Building	-	112,000	\$112,000
<u>Trustee Fees:</u>			
US Bank	-	<u>6,000</u>	<u>6,000</u>
<b>Total City</b>	<b>\$ 393,957</b>	<b>\$ 226,803</b>	<b>\$ 620,760</b>
Transfer - General Fund	-	-	-
Cost of Debt Issuance	-	374,081	374,081
Reserve for Future Debt Service	-	87,402	<b>87,402</b>
<b>TOTAL DEBT SERVICE FY 2023</b>	<b>\$ 2,406,000</b>	<b>\$ 1,779,134</b>	<b>\$ 4,185,134</b>



## Debt Service - General Obligation Bonds

Outstanding general obligation bonds of the City's governmental activities are comprised of the following:

**General Obligation Bonds, Series 2016** - \$14,830,000 bonds issued and due in annual installments varying from \$40,000 to \$2,245,000 beginning

February 2015 through February 2031, with interest payable semi-annually at rates from 2% to 5%. Total outstanding at June 30, 2022 is \$11,435,000.

**General Obligation Bonds, Series 2018** - \$18,070,000 bonds issued and due in annual installments varying from \$100,000 to \$1,565,000 beginning

February 2020 through February 2040, with interest payable semi-annually at rates from 3% to 5%. Total outstanding at June 30, 2022 is \$18,085,000.

**General Obligation Refunding Bonds, Series 2020A** - \$1,385,000 bonds issued and due in annual installments varying from \$41,000 to \$725,000

beginning February 2021 through February 2028, with interest payable semi-annually at rates from 3% to 5%. Total outstanding at June 30, 2022 is \$1,165,999.

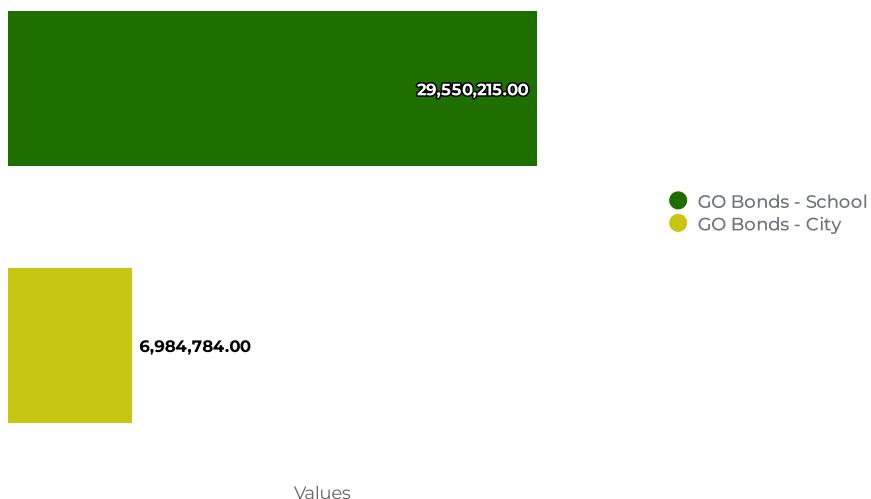
**General Obligation Refunding Bonds, Series 2020B** - \$1,434,000 bonds issued and due in annual installments varying from \$42,000 to \$752,000

beginning February 2021 through February 2028, with interest payable semi-annually at rates from 3% to 5%. Total outstanding at June 30, 2022 is \$1,207,000.

**General Obligation Bonds, Series 2021A** - \$3,522,000 bonds issued and due in annual installments varying from \$169,915 to \$346,000 beginning

June 2022 through February 2036, with interest payable semi-annually at rates from 3% to 5%. Total outstanding at June 30, 2022 is \$3,388,000.

### General Obligation Bonds as of July 1, 2023



## LONG TERM DEBT OBLIGATIONS

	Projected Balance 6/30/2022	Retirement	Projected Balance 6/30/2023
<b>School Bonds</b>			
2016 Refunded 2010 Refunded 2005 PES	1,716,789	327,496	1,389,293
2016 Refunded 2010 Refunded 2007	2,241,582	427,606	1,813,976
2016 Refunded 2010 Refunded 2006B-PES	3,980,059	759,240	3,220,819
2016 Refunded 2011B Refunded 2009A Refunded 2006A PES	1,523,750	201,169	1,322,581
2016 Primary School HVAC	85,000	20,000	65,000
2016 High School HVAC	40,000	10,000	30,000
2016 High School Track	200,000	20,000	180,000
2018 Middle School Renovations	17,355,000	75,000	17,280,000
2018 School Bus	50,000	5,000	45,000
2020A 2012-2011 Refunded 2008 PMS Stadium	148,606	5,225	143,381
2020A 2012-2011 Refunded 2008 PES	833,472	29,307	804,165
2021A Middle School Renovations	2,996,000	90,000	2,906,000
2021A Middle School Renovations	<u>392,000</u>	<u>42,000</u>	<u>350,000</u>
	<b>\$ 31,562,258</b>	<b>\$ 2,012,043</b>	<b>\$ 29,550,215</b>
<b>City Bonds</b>			
2016 Refunded 2010 Refunded 2005 Fire Station #1	735,767	140,356	595,411
2016 Refunded 2010 Refunded 2007 Fire Station #1	525,803	100,303	425,500
2016 Refunded 2011B Public Works	256,250	33,831	222,419
2016 Fire Apparatus (Formerly Messick Point Beach)	85,000	10,000	75,000
2016 City Hall HVAC (Formerly undesignated projects)	45,000	5,000	40,000
2018 Fire Engine	65,000	10,000	55,000
2018 City Hall HVAC	180,000	25,000	155,000
2018 TMDL	95,000	15,000	80,000
2020A - 2012-2011 Refunding 2007 Unrefunded Fire Station	50,721	1,783	48,938
2020A - 2012-	133,200	4,684	128,516
2011 Refunding 2009B Refunding 1998A Courthouse	1,207,000	48,000	1,159,000
2020B - Refinance 2013 GO to refinance LOC for EDA	-	-	<u>4,000,000</u>
2022 - Public Safety Building	\$ 3,378,741	\$ 393,957	\$ 6,984,784
<b>Total Projected General Long Term Obligations</b>	<b>\$ 34,940,999</b>	<b>\$ 2,406,000</b>	<b>\$ 36,534,999</b>



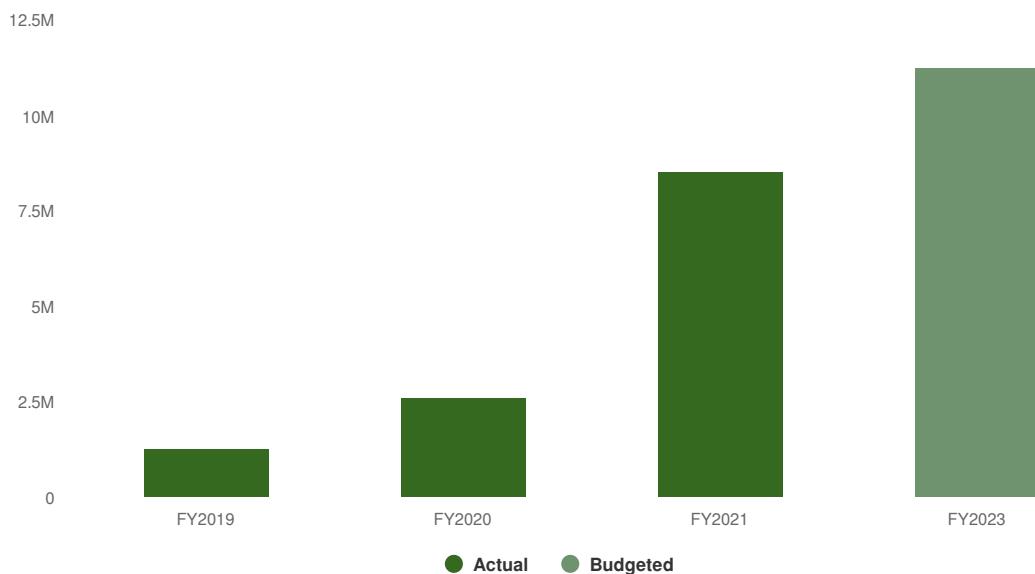
## Capital Projects

### Expenditures Summary

Capital budgets are intended to cover the cost of major improvements to a local government's infrastructure and are separate and distinct from a local government's operating budget, which is intended to cover the day-to-day cost of service delivery. The City's total Capital Projects budget for FY2023 totals \$4,262,919.

**\$11,231,814** **\$11,231,814**  
(% vs. prior year)

#### Capital Projects Proposed and Historical Budget vs. Actual



Funds are appropriated in the Capital Projects Fund as Year 1 projects usually with a Transfer from the General Fund or issuance of new debt. Unexpended funds at the end of Year 1 lapse into the Fund Balance of the Capital Projects fund for future expenditures. Those unspent funds are then reappropriated the next fiscal year shown above as "Prior Fiscal Year" provided the project is not completed. Completed projects with leftover funds may be transferred to the General Fund Unassigned Fund Balance or designated to other projects within the fund.



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Expenditures</b>						
<b>Capital Project</b>						
<b>Year 1 Capital Projects</b>						
<b>Capital Projects</b>						
PAVING	\$236,795	\$52,222	\$134,865	\$951,622	\$951,622	N/A
WYTHE CREEK RD SOUTH	\$148,498				\$0	N/A
SIDEWALKS	\$24,516		\$247,169		\$0	N/A
POLICE EQUIPMENT CARS,BWC			\$27,950		\$0	N/A
FIRE APPARATUS	\$119,603				\$0	N/A
FIRE EQUIP LIFPK/MDT		\$65,130	\$49,570		\$0	N/A
PROFESSIONAL SERVICES			\$2,733	\$17,000	\$17,000	N/A
SCHOOL BUS REPLACEMENT	\$68,000			\$161,000	\$161,000	N/A
SIGNAL UPGRADE-VDOT	\$65,319		\$99,871		\$0	N/A
PUBLIC SAFETY BUILDING				\$3,625,919	\$3,625,919	N/A
SOUTH LAWSON PARK			\$74,495		\$0	N/A
PARK IMPROVEMENTS				\$8,000	\$8,000	N/A
LAND PURCHASE			\$5,000		\$0	N/A
POLICE SOFTWARE SYSTEM			\$60,000		\$0	N/A
CITY MISCELLANEOUS EQUIPMENT		\$85,356	\$7,375		\$0	N/A
PUBLIC SAFETY REPLACEMENT - MEDIC	\$0	\$34,743		\$42,000	\$42,000	N/A
MESSICK POINT BREAKWATER	\$145,982				\$0	N/A
PHS HVAC			\$2,000		\$0	N/A
HVAC	\$170,201				\$0	N/A
TRACTOR LEASE PRINCIPAL	\$62,303	\$64,519	\$66,814		\$0	N/A
TRACTOR LEASE INTEREST	\$8,116	\$5,900	\$3,605		\$0	N/A
COST OF ISSUANCE	\$0				\$0	N/A
UNDERWRITERS DISCOUNT	\$0				\$0	N/A
UNDESIGNATED CAPITAL PROJECTS	\$0			\$67,756	\$67,756	N/A
<b>Total Capital Projects:</b>	<b>\$1,049,333</b>	<b>\$307,870</b>	<b>\$781,447</b>	<b>\$4,873,297</b>	<b>\$4,873,297</b>	<b>N/A</b>
<b>Total Year 1 Capital Projects:</b>	<b>\$1,049,333</b>	<b>\$307,870</b>	<b>\$781,447</b>	<b>\$4,873,297</b>	<b>\$4,873,297</b>	<b>N/A</b>
<b>Year 2 Capital Projects</b>						
<b>Capital Projects</b>						
PAVING	\$0	\$146,006	\$464,878	\$125,625	\$125,625	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
WYTHE CREEK ROAD SOUTH			\$3,008		\$0	N/A
SIDEWALKS		\$11,543		\$42,297	\$42,297	N/A
CITY HALL ROOF				\$140,000	\$140,000	N/A
VEHICLES & CAPITAL		\$124,364			\$0	N/A
POLICE CARS				\$12,642	\$12,642	N/A
FIRE APPARATUS	\$124,282	\$6,985		\$175,000	\$175,000	N/A
FIRE EQIP LIFEPACK 15				\$63,565	\$63,565	N/A
PROFESSIONAL SERVICES				\$15,000	\$15,000	N/A
SCHOOL BUS REPLACEMENT		\$99,000		\$110,000	\$110,000	N/A
SIGNAL UPGRADE-VDOT		\$16,048			\$0	N/A
FEASIBILITY STUDY		\$37,500			\$0	N/A
PMS PRESS BOX / SCOREBOARD				\$115,000	\$115,000	N/A
PMS TURF FIELD				\$51,610	\$51,610	N/A
BUILDING AND FACILITIES				\$195,000	\$195,000	N/A
SOUTH LAWSON PARK				\$300,771	\$300,771	N/A
SOUTH LAWSON PARK CONTINGENCY				\$16,200	\$16,200	N/A
MESSICK POINT BOAT RAMP				\$26,000	\$26,000	N/A
POOL IMPROVEMENTS				\$185,000	\$185,000	N/A
PARK IMPROVEMENTS				\$17,000	\$17,000	N/A
AV ROOM		\$58,496			\$0	N/A
PUBLIC SAFETY REPLACEMENT-MEDI		\$183,557		\$42,000	\$42,000	N/A
MESSICK POINT IMPROVEMENTS				\$50,000	\$50,000	N/A
MESSICK POINT BREAKWATER		\$58,549			\$0	N/A
REASSESSMENT SOFTWARE		\$26,777		\$53,979	\$53,979	N/A
PUBLIC WORKS EQUIPMENT		\$301,770			\$0	N/A
PHS TRACK LOOP				\$175,000	\$175,000	N/A
HVAC		\$98,975			\$0	N/A
UNDESIGNATED CAPITAL PROJECT				\$170,487	\$170,487	N/A
<b>Total Capital Projects:</b>	<b>\$124,282</b>	<b>\$1,169,570</b>	<b>\$467,886</b>	<b>\$2,082,176</b>	<b>\$2,082,176</b>	<b>N/A</b>
<b>Total Year 2 Capital Projects:</b>	<b>\$124,282</b>	<b>\$1,169,570</b>	<b>\$467,886</b>	<b>\$2,082,176</b>	<b>\$2,082,176</b>	<b>N/A</b>
<b>Year 3 Capital Projects</b>						
<b>Capital Projects</b>						
PAVING	\$47,791		\$256,967		\$0	N/A



Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
BETA STREET IMPROVEMENTS	\$0			\$41,240	\$41,240	N/A
DRAINAGE	\$0			\$539,199	\$539,199	N/A
DITCH PIPING				\$145,557	\$145,557	N/A
ENGINEERING SERVICES			\$1,486		\$0	N/A
VEHICLES & CAPITAL			\$27,724	\$9,947	\$9,947	N/A
FIRE EQUIPMENT LIFEPAK				\$18,830	\$18,830	N/A
PROFESSIONAL SERVICES				\$12,267	\$12,267	N/A
SIGNAL UPGRADE-VDOT			\$5,443	\$4,151	\$4,151	N/A
POLICE CAD SYSTEM				\$60,000	\$60,000	N/A
TMDL PROJECTS	\$0			\$3,849	\$3,849	N/A
PS REPLACEMENT			\$7,036		\$0	N/A
CAROUSEL DISPLAY		\$1,731			\$0	N/A
MESSICK PT BREAKWATER	\$66				\$0	N/A
REASSESSMENT SOFTWARE	\$11,200				\$0	N/A
PHS TRACK	\$23,377				\$0	N/A
PPS HVAC	\$5,931				\$0	N/A
PHS HVAC				\$81,046	\$81,046	N/A
<b>Total Capital Projects:</b>	<b>\$88,365</b>	<b>\$1,731</b>	<b>\$298,656</b>	<b>\$916,086</b>	<b>\$916,086</b>	<b>N/A</b>
<b>Total Year 3 Capital Projects:</b>	<b>\$88,365</b>	<b>\$1,731</b>	<b>\$298,656</b>	<b>\$916,086</b>	<b>\$916,086</b>	<b>N/A</b>
<b>Total Capital Project:</b>	<b>\$1,261,980</b>	<b>\$1,479,171</b>	<b>\$1,547,989</b>	<b>\$7,871,559</b>	<b>\$7,871,559</b>	<b>N/A</b>
<b>PMS School Renovation 2019</b>						
<b>Capital Projects</b>						
PROFESSIONAL SERVICES		\$1,002,048	\$448,585	\$115,407	\$115,407	N/A
CONTRACT LABOR			\$24,808		\$0	N/A
CONTRACTORS OPERATION			\$6,498,969	\$2,801,858	\$2,801,858	N/A
BUILDING RENTAL/MOVE		\$100,466			\$0	N/A
CONTINGENCY				\$415,834	\$415,834	N/A
OFFICE FURNITURE				\$27,156	\$27,156	N/A
<b>Total Capital Projects:</b>		<b>\$1,102,514</b>	<b>\$6,972,362</b>	<b>\$3,360,255</b>	<b>\$3,360,255</b>	<b>N/A</b>
<b>Total PMS School Renovation 2019:</b>		<b>\$1,102,514</b>	<b>\$6,972,362</b>	<b>\$3,360,255</b>	<b>\$3,360,255</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$1,261,980</b>	<b>\$2,581,685</b>	<b>\$8,520,351</b>	<b>\$11,231,814</b>	<b>\$11,231,814</b>	<b>N/A</b>



## Major Function

\* Account for financial resources to be used for the acquisition or construction of major City or School capital facilities, land, infrastructure, and equipment, other than those financed by proprietary funds.

\* Incorporate into the Annual Financial Plan those items of a general governmental nature planned for in the Constrained Capital Improvements Plan.

\* May include projects such as parks and recreation improvements, transportation projects and capital feasibility studies where project total is greater than \$50,000.

## FY 2023 New Projects

**Street Paving:** The funding comes through the State Highway Funds from the Virginia Department Of Transportation for maintenance, resurfacing and improvements. Projects are at the City's discretion based on needs. The following streets are scheduled to be repaved in FY2023:

**Professional Services:** Cost to cover specialized services related to VDOT grants, to the City's stormwater permit-mandated bacterial TMDL impairment Action Plan and watershed studies. The cost recommended in the FY2023 Budget is funded by a transfer from the General Fund.

**Park Improvements:** Provide funding for a marine structural engineer inspection program to assess access point conditions and future maintenance needs of water access locations in the City (boat ramps and launches). The cost recommended in the FY2023 Budget is funded by transfer from the General Fund.

**Public Safety Replacement - MDTs:** In FY2021, the City replaced the Fire Department's existing Mobile Device Terminals and purchased new terminals for the Police Department. The MDTs have a useful life of five years. The funding will go towards one-fifth of the replacement cost needed in FY2026 to purchase replacements for both departments. The cost recommended in the FY2023 Budget is funded by a transfer from the General Fund.



## Special Revenue Fund/Grants

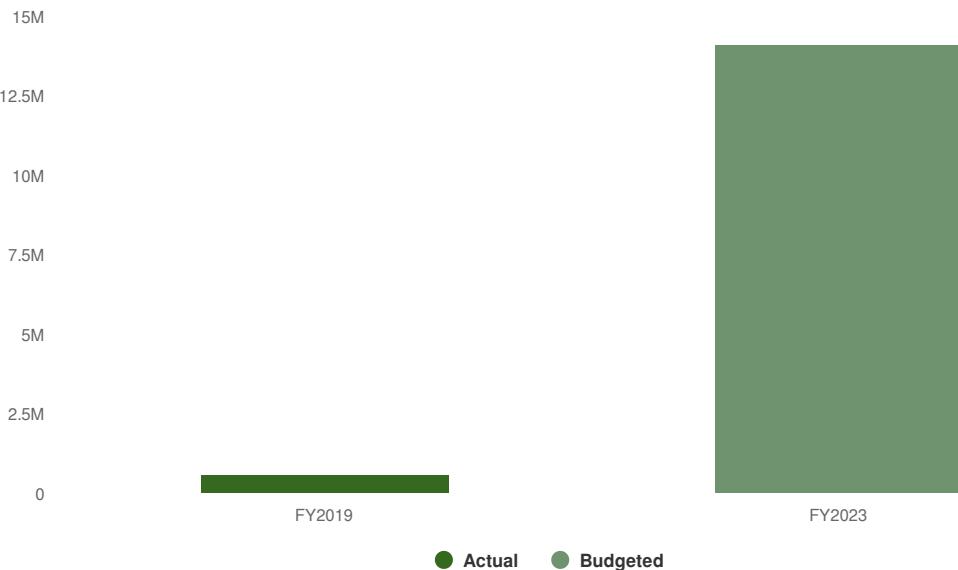
The City of Poquoson will receive approximately \$14.5 million in American Rescue Plan Act (ARPA) funds. All ARPA funds must be spent or contractually committed by the end of 2024 and all funds must be expended by the end of 2026. All funds must be spent on eligible expenses and any ARPA funds unspent by the aforementioned period must be returned by the City.

### Expenditures Summary

A special revenue fund is an account established by a government where funding sources must be used for a specific project. For FY 2023, the City has budgeted a total of \$13,714,494 for a myriad of special projects throughout the City and across all service areas.

**\$14,113,410** **\$14,113,410**  
(% vs. prior year)

#### Special Revenue Grant Fund Proposed and Historical Budget vs. Actual



### Expenditures by Expense Type

Name	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Expense Objects</b>			
<b>Grants</b>			
<b>COVID</b>			
COVID-19	\$358,916	\$358,916	N/A
TURNOUT GEAR	\$83,200	\$83,200	N/A
POWER STRETCHERS	\$98,799	\$98,799	N/A
LIFEPAK	\$70,158	\$70,158	N/A



Name	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
AIRWAY MANAGEMENT EQUIPMENT	\$10,230	\$10,230	N/A
FIBER RING	\$255,342	\$255,342	N/A
WIFI EXPANSION	\$419,949	\$419,949	N/A
OXFORD MEWS DRAINAGE	\$225,000	\$225,000	N/A
DRAINAGE (POQ ROADWAY)	\$225,000	\$225,000	N/A
DRAINAGE (NW BRANCH OF BACK	\$250,000	\$250,000	N/A
WATERSHED	\$60,000	\$60,000	N/A
SEWER	\$55,700	\$55,700	N/A
HVAC DUCT CLEANING	\$16,000	\$16,000	N/A
WATER FILL STATIONS	\$9,000	\$9,000	N/A
POQUOSON PRIMARY SCHOOL HVAC	\$1,976,116	\$1,976,116	N/A
RADIOS	\$600,000	\$600,000	N/A
SERVER UPGRADES	\$60,225	\$60,225	N/A
MICROSOFT OFFICE	\$50,694	\$50,694	N/A
SOUTH LAWSON BB COURTS	\$115,000	\$115,000	N/A
PUBLIC SAFETY BUILDING	\$9,174,081	\$9,174,081	N/A
<b>Total COVID:</b>	<b>\$14,113,410</b>	<b>\$14,113,410</b>	<b>N/A</b>
<b>Total Grants:</b>	<b>\$14,113,410</b>	<b>\$14,113,410</b>	<b>N/A</b>
<b>Total Expense Objects:</b>	<b>\$14,113,410</b>	<b>\$14,113,410</b>	<b>N/A</b>



# Fiscal Year 2023 - American Rescue Plan (ARPA) Projects

## ***Turnout Gear (Fire Department) - Cost of \$83,200***

This project would allow the purchase of a second set of turnout gear for the Fire Department Public Safety Staff. Turnout gear is a primary part of the department's personal protective equipment (PPE). Not only does it protect us from thermal injury, it also provides a barrier against various pathogens. This gear is worn at vehicle accidents, alarm activations, as well as fires. As such, our gear is at a much higher wash rate than normal to ensure proper decontamination to limit the spread of COVID-19 to other first responders and the citizens we serve. This increased wash rate coupled with an increased wear rate will potentially shorten the lifespan of the gear. Not to mention lack of PPE a firefighter has in the event their gear needs to be immediately washed and decontaminated after a call for service. A second set of gear would extend the life of the gear to the full ten years and would close the gap created when turnout gear is out of service for decontamination.

## ***Power Stretchers (Fire Department) - Cost of \$98,799***

Any purchase of medical equipment should satisfy the requirements of public health and treatment/transport of patients with COVID-19 or who have been potentially exposed to COVID-19.

## ***Lifepak (Fire Department) - Cost of \$70,158***

Any purchase of medical equipment should satisfy the requirements of public health and treatment/transport of patients with COVID-19 or who have been potentially exposed to COVID-19. The Lifepak 15 specifically gives us the ability to measure heart rate and respiratory status effectively. Blood oxygen levels of a patient can also be monitored. As COVID-19 is a respiratory disease, the ability to monitor these levels can provide early indicators of COVID-19 illness or infection.

## ***Airway Management Equipment (Fire Department) - Cost of \$10,230***

Any purchase of medical equipment should satisfy the requirements of public health and treatment/transport of patients with COVID-19 or who have been potentially exposed to COVID-19. These purchases are directly related to airway management of patients and provide a level of protection to our providers by increasing their distance from the patient's airway during invasive procedures.

## ***Fiber Ring (Information Technology) - Cost of \$240,342***

Completion of the City of Poquoson Fiber Ring backbone which connects all City sites. Removing dependency on third party services for inter-site communication. Dark fiber will be installed connecting Fire Station 1, Fire Station 2 and City Hall to the rest of the City fiber ring including modernization of cybersecurity and expansion of broadband infrastructure.

## ***WiFi Expansion (Information Technology) - Cost of \$394,949***

Deployment of free publically accessible WiFi to South Lawson Park and Messick Point.

## ***Oxford Mews Drainage (Engineering Department) - Cost of \$225,000***

This project will mirror previous work done on Hopkins Ct. and provide a larger drainage channel downslope of the Oxford Mews Street. This would increase capacity. Per EPA documentation this project would fall under Green Infrastructure.

## ***Poquoson Roadway Drainage - Cost of \$225,000***

Recommendation to hire a contractor to regrade and slope the ditches running along Little Florida, Poquoson Ave. and Messick improving water quality. Per EPA documentation this project would fall under Green Infrastructure.

## ***Northwest Branch Back River Drainage - Cost of \$250,000***

This project will provide riprap slope protection from the outfall behind 176A Little Florida Rd. through the channel opening behind 9 Robert Bruce Dr. to the Back River Channel. Per EPA documentation this project would fall under Green Infrastructure.

## ***Watershed Study (Engineering Department) - Cost of \$60,000***

A study of chosen watersheds in Poquoson and the affect rainfall and tidal events has on the infrastructure. Per EPA documentation this project would fall under Green Infrastructure.

## ***Sewer - Cost of \$55,700***

The spring of 2018 a portion (1,200 LF) of Pump Station 15 was slip-lined in an effort to reduce the inflow of ground water into the sewer system. This project, once completed, showed a significant reduction in the amount of run time. Requesting an additional 1,400 LF be slip-lined. Reduction of inflow and outflow of sewer systems are a goal of the Consent order with VDEQ and VDH.

## ***HVAC Duct Cleaning City Hall (Building and Maintenance) - Cost of \$16,000***



Duct cleaning of the HVAC systems would provide for better working conditions for staff and a safer environment for the public when visiting city buildings as it would result in cleaner air and better air circulation in the buildings, which receive high traffic each day. It would be an improvement to public facilities in order to protect public health.

**Water Fill Stations - Cost of \$9,000**

The new water bottle fill stations would provide for more sanitary working conditions for staff and more sanitary offerings for the public when visiting City buildings. Removal of the water fountains and installing the water bottle file stations would be an improvement to public facilities in order to protect public health.

**Poquoson Primary School HVAC - Cost of \$1,976,116**

The HVAC replacement will improve ventilation throughout the building to enhance the air quality, particularly in the interior classrooms and library area. This replacement project would have a 30 year useful life. These improvements to the school's air quality will support overall student and staff health and will help mitigate the impacts of COVID-19.

**Radios (Police & Fire) - Cost of \$600,000**

Poquoson Police and Fire and Rescue are currently using older handheld radios that are several generations out of date. It is anticipated that in the near future, manufacturer support of the operating system for the current radios may stop. This project seeks to resolve this by upgrading/replacing all handheld radios for public safety in the City of Poquoson. An additional element of this project would install signal boosters within the four schools. Currently, each of the four schools has "dead spots" within the facility where radio signals are limited or not available. Installation of signal boosters would allow for effective communication within our school facilities.

**Server Upgrades - Cost of \$60,225**

Current server software will be end of life in October 2023. Current hardware is already end of life. When software hits end of life no more security updates will be provided.

**Microsoft Office - Cost of \$50,694**

The City of Poquoson is currently using Microsoft Office 2010. The software was end of life/support in October of 2020. There are no security updates being performed for this software.

**South Lawson Basketball Courts - Cost of \$115,000**

Provide the residents with an outdoor basketball playing surface. Currently, within the City inventory, there is no outdoor basketball court for residents as a recreational amenity. The only court stands on school property and is minimal.

**Public Safety Building - Cost of \$9,174,081**

The Public Safety Building project is for the construction of a new building which would include the Police Department, Fire Administration and Emergency Management/Emergency Operations Center. A feasibility study was completed in 2019 which included an analysis of the existing police department as well as a space needs assessment for all three functions.



## Sewer Fund

**Chad Krejcarek**  
Superintendent of Utilities

The Sewer Fund is operated as an Enterprise Fund which is used to account for sewer operations that function as though they were a private-sector entity. An Enterprise Fund is expected to cover its costs through user charges. The Sewer Fund provides for the maintenance of sewer lines, pump stations, and the debt service incurred in having the sewer originally extended and renovated. The Department provides 24-hour service for the 29 pump stations, 51.7 miles of gravity sewer lines and 12.4 miles of sewer force mains, installation of sewer taps, replacement or repair of broken or misaligned lines.

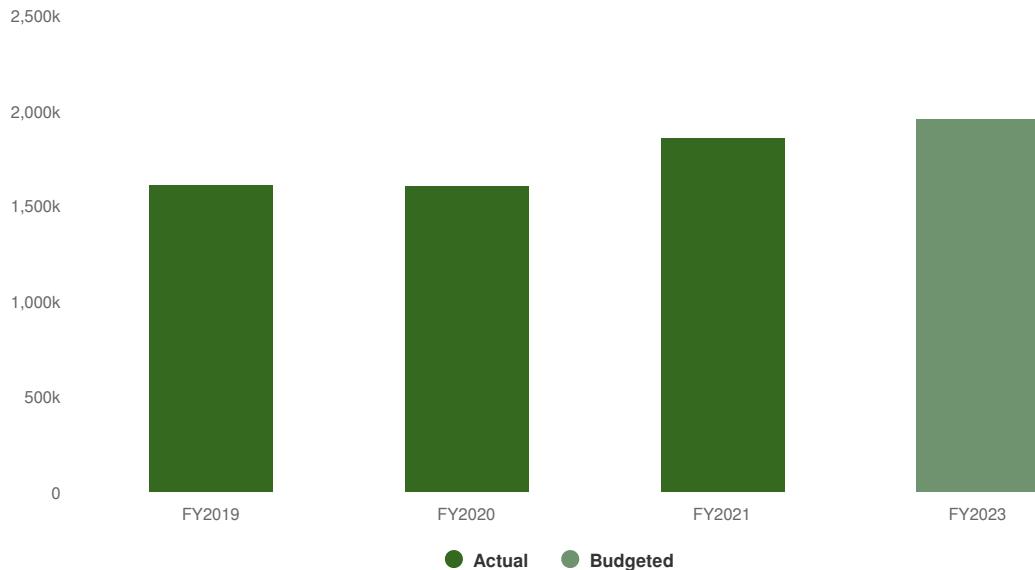
### Expenditures Summary

This budget for FY 2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. The Sewer Fund budget remains fairly consistent with the prior year. The primary decrease of \$20,000 is due to a one time budgeted sewer lateral installation that is not budgeted for FY 2023.

**\$1,957,000** **\$1,957,000**

(% vs. prior year)

#### Sewer Fund Proposed and Historical Budget vs. Actual



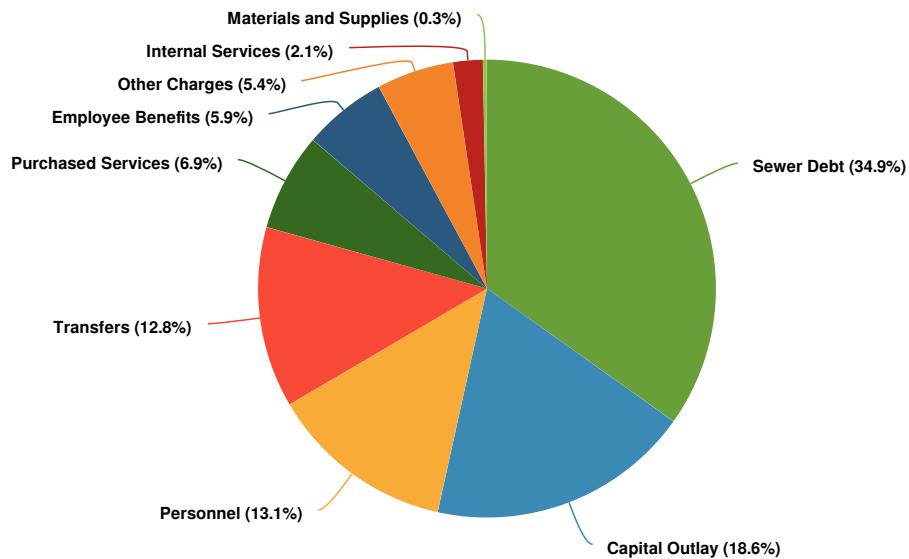
## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Sewer Operations						
Personnel	\$246,837	\$220,739	\$220,395	\$256,016	\$256,016	N/A
Employee Benefits	\$72,541	\$93,813	\$117,790	\$115,830	\$115,830	N/A
Other Charges	\$110,456	\$106,475	\$110,264	\$106,400	\$106,400	N/A
Purchased Services	\$85,050	\$98,463	\$97,877	\$135,600	\$135,600	N/A
Internal Services	\$27,690	\$23,644	\$27,414	\$41,276	\$41,276	N/A
Materials and Supplies	\$9,536	\$5,852	\$11,207	\$5,272	\$5,272	N/A
Capital Outlay	\$714,580	\$736,867	\$789,530	\$364,450	\$364,450	N/A
<b>Total Sewer Operations:</b>	<b>\$1,266,690</b>	<b>\$1,285,853</b>	<b>\$1,374,477</b>	<b>\$1,024,844</b>	<b>\$1,024,844</b>	<b>N/A</b>
Sewer Non Operations						
Materials and Supplies			\$9,238		\$0	N/A
Sewer Debt	\$196,250	\$171,480	\$270,634	\$46,156	\$46,156	N/A
<b>Total Sewer Non Operations:</b>	<b>\$196,250</b>	<b>\$171,480</b>	<b>\$279,872</b>	<b>\$46,156</b>	<b>\$46,156</b>	<b>N/A</b>
Budgetary Use of Fund Balance						
Budgetary Items						
Sewer Debt	\$0			\$636,000	\$636,000	N/A
<b>Total Budgetary Items:</b>	<b>\$0</b>			<b>\$636,000</b>	<b>\$636,000</b>	<b>N/A</b>
<b>Total Budgetary Use of Fund Balance:</b>	<b>\$0</b>			<b>\$636,000</b>	<b>\$636,000</b>	<b>N/A</b>
Transfers Out						
Transfers	\$150,000	\$150,000	\$200,000	\$250,000	\$250,000	N/A
<b>Total Transfers Out:</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$200,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$1,612,940</b>	<b>\$1,607,333</b>	<b>\$1,854,349</b>	<b>\$1,957,000</b>	<b>\$1,957,000</b>	<b>N/A</b>



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Goals and Objectives

- \*Provide excellent and timely service to the residents of Poquoson.
- \*Train employees on the safe operation of the entire sanitary sewer system, and its equipment.
- \*Continue to Slip-line leaking main lines through the City.
- \*Add Emergency Generators to pump stations that currently do not have them.
- \*Continue to upgrade the SCADA System.
- \*Replace pumps and controls at Station 4 with Dry Pit submersible pumps similar to those installed at Stations 1 and 6.
- \*Continue replacing E-One pumps on North Lawson Road as needed.

## Personnel Summary

Positions Personnel Summary:	Authorized FY2020	Authorized FY2021	Authorized FY2022	Requested FY2023	Authorized FY2023
Superintendent of Utilities	1	1	1	1	1
Utilities Foreman	1	1	1	1	1
Utilities Technician	1	1	1	1	1
Utilities Worker	2	2	2	2	2
Totals	5	5	5	5	5



## Project Information

### **Pump Station**

Replacement of Gorman Rupp pumps and upgrading equipment at pump stations that are past their life cycle. (Station 2D, 2E, 2F, 2G, 3, 5, 7, 8, 10A, 10B, 11, 12, 13, 15)

### **Upgrade SCADA 18-SWR-002**

Upgrade the pump station system control and data acquisition (SCADA) alarm system. Advancement in electronic systems are creating a situation where parts and programming will no longer be available to support our current operating system. The continuous monitoring of all the sanitary sewer pump stations is mandated by the Department of Environmental Quality/Health Department to ensure proper operations of the sanitary sewer system.

### **Pump Station Building**

### **Backup Emergency Diesel Generator**

Installation of Back-up Emergency Diesel Generators at Pump Stations: Station #17 (River Road), Station #16 (Dorothy Drive), Station #5 (Wythe Creek Road). These are listed in order of priority. Upon completion of this project all Sewer pump stations in the City will have generators. Upgrade of Back-up Emergency Diesel Generators at Pump Stations: Station #14 (Roberts Landing). Due to age and wear this equipment needs to be replaced. Cost per Generator is \$38,750. Installation, Transfer switches, Control Panel, Wiring, Concrete work and Testing are \$27,500. Total cost per Pump Station is \$66,250.

### **Replace/Repair manholes on Messick Road**

Repair multiple (ten) leaking manholes on Messick Road. Over the years wear and tear along with salt water from the tide coming over the road has caused some manholes on Messick Road to be rusted. Resulting in the water tight seal fail. This failure allows salt water and dirt to enter the sewer system. The DEQ concient order states that if we know of leaks, we have to take action on repairing those leaks.

## Long Term Debt

General long-term obligations and notes payable are comprised of the following:

**General Obligation Refunding Sewer Bonds, Series 2021B** - \$3,983,000 bonds issued and due in annual installments varying from \$91,888 to \$687,671 through June 2028, with interest payable semi-annually at 3%.

Total outstanding as of June 30, 2022 \$3,942,000.

Total retirement for Fiscal Year 2023 \$636,000.

Total projected balance as of June 30, 2023 \$3,306,000.



## Program Accomplishments

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Force Main Miles	12.4	12.4	12.4	12.4
Grinder Pump Stations	19	19	19	19
Grinder Pumps Repaired	4	5	5	5
Laterals Cleaned bi-monthly	15	15	15	15
Laterals Cleaned bi-yearly	22	22	22	22
Laterals Installed	2	5	2	2
Laterals Repaired	10	12	10	10
Back-up Calls	80	85	80	80
Locations Marked for Miss Utilities	2,050	2,600	2,500	2,500
Pump Stations	29	29	29	29
Pumps Repaired	8	10	9	9
Sewer Connections	5,053	5,160	5,500	5,500
Sewer Gravity Miles	52	52	52	52
Pumps Replaced	7	7	6	6
Grinder Pumps Replaced	6	5	4	4



# Solid Waste Fund

**John Anderson**  
Director of Public Works

The Solid Waste Fund is an Enterprise Fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items and landscaping debris.

In January 2007, City Council adopted a Committee's recommendation and City staff implemented the container/cart program on October 1, 2007. This program utilizes contracted disposal of all household solid waste.

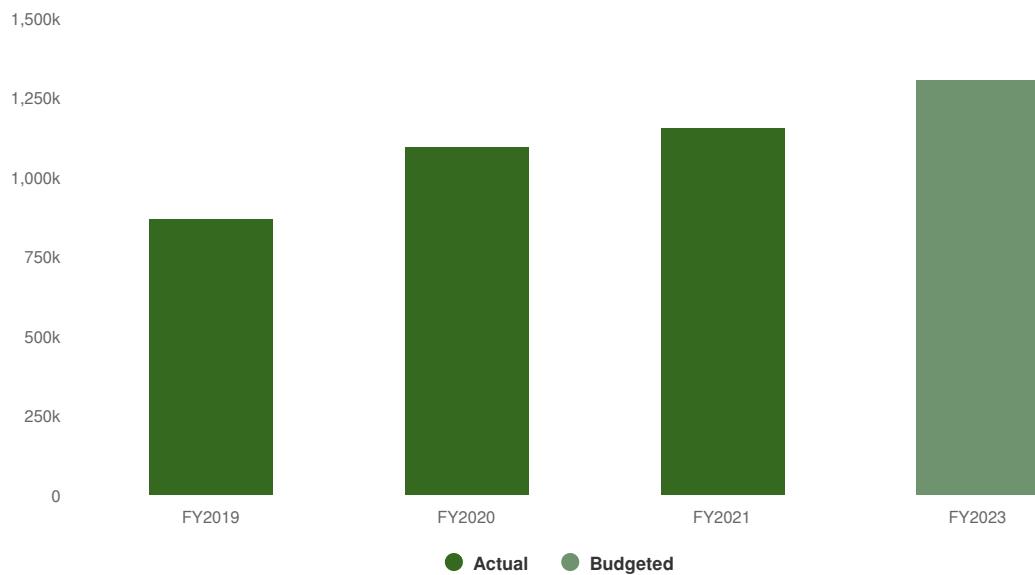
## Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. The Solid Waste departmental budget for FY2023 reflects additional funding for increased landfill costs, motor vehicle parts, and gasoline and oil.

**\$1,305,000** **\$1,305,000**

(% vs. prior year)

### Solid Waste Fund Proposed and Historical Budget vs. Actual



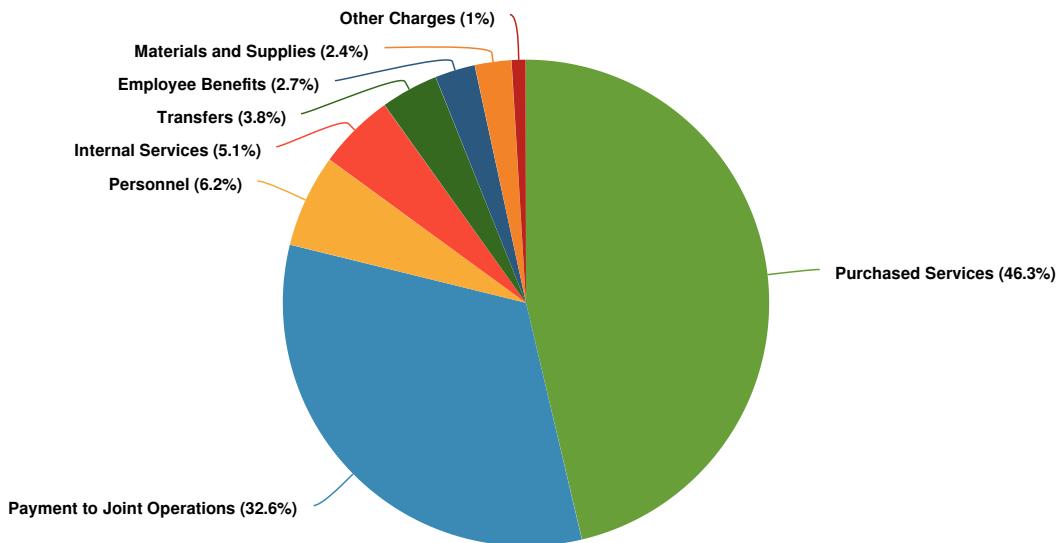
## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
Solid Waste Garbage Operations						
Garbage and Recycling						
Other Charges	\$7,402	\$9,977	\$7,551	\$5,200	\$5,200	N/A
Purchased Services	\$393,456	\$388,524	\$400,043	\$476,149	\$476,149	N/A
Internal Services	\$5,242	\$9			\$0	N/A
Materials and Supplies	\$15,833	\$16,831	\$20,406	\$31,000	\$31,000	N/A
Payment to Joint Operations	\$123,481	\$334,566	\$353,283	\$371,524	\$371,524	N/A
Capital Outlay	\$13,635	\$19,511	\$24,716		\$0	N/A
<b>Total Garbage and             Recycling:</b>	<b>\$559,048</b>	<b>\$769,418</b>	<b>\$805,999</b>	<b>\$883,873</b>	<b>\$883,873</b>	<b>N/A</b>
<b>Total Solid Waste Garbage             Operations:</b>	<b>\$559,048</b>	<b>\$769,418</b>	<b>\$805,999</b>	<b>\$883,873</b>	<b>\$883,873</b>	<b>N/A</b>
Solid Waste Bulky Item Operations						
Bulky Item-Landscaping						
Personnel	\$66,735	\$73,065	\$74,071	\$80,464	\$80,464	N/A
Employee Benefits	\$21,634	\$27,334	\$42,208	\$34,917	\$34,917	N/A
Other Charges	\$3,177	\$3,687	\$4,555	\$7,200	\$7,200	N/A
Purchased Services	\$80,954	\$98,376	\$99,330	\$128,128	\$128,128	N/A
Internal Services	\$55,998	\$46,765	\$44,928	\$66,428	\$66,428	N/A
Materials and Supplies	\$481	\$554	\$852	\$626	\$626	N/A
Payment to Joint Operations	\$28,073	\$22,794	\$31,839	\$53,364	\$53,364	N/A
Transfers	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	N/A
<b>Total Bulky Item-             Landscaping:</b>	<b>\$307,051</b>	<b>\$322,575</b>	<b>\$347,783</b>	<b>\$421,127</b>	<b>\$421,127</b>	<b>N/A</b>
<b>Total Solid Waste Bulky Item             Operations:</b>	<b>\$307,051</b>	<b>\$322,575</b>	<b>\$347,783</b>	<b>\$421,127</b>	<b>\$421,127</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$866,099</b>	<b>\$1,091,993</b>	<b>\$1,153,782</b>	<b>\$1,305,000</b>	<b>\$1,305,000</b>	<b>N/A</b>



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Positions Personnel Summary:	Authorized FY2020	Authorized FY2021	Authorized FY2022	Requested FY2023	Authorized FY2023
Equipment Operator II	1	1	1	1	1
Totals	1	1	1	1	1

## Program Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
Trash Collected (tons)	3,100	3,200	3,200	3,200
Recyclables Collected (tons)	1,108	1,100	1,100	1,100



## Fleet Fund

**John Anderson**  
Director of Public Works

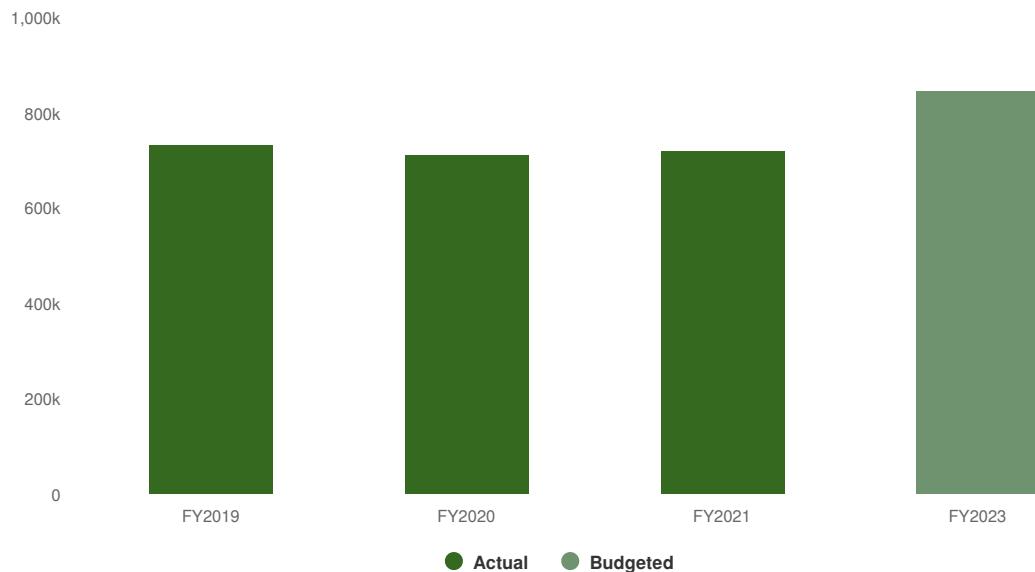
The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to governmental units on a cost-reimbursement basis. Internal Service Funds are classified as proprietary funds in recognition of the commercial accounting principles they follow. The Fleet Management Fund, which consists of the garage operation, provides maintenance/repair service of all City vehicles and equipment as well as the School Division vehicles and buses. The charging of garage services through an Internal Service Fund allows for equitable distribution of the cost of operating the garage to the departments using the services. Each department is billed directly for repair and maintenance of vehicles. The Fleet Management Fund also provides fuel and lubricants for City and School vehicles, which are billed directly to the departments based on usage.

### Expenditures Summary

This budget for FY2023 takes into account a combined 5% base increase with an additional \$1,500 for non-hazardous duty employees, a 10.5% increase to the City's portion of health insurance premiums, and an increase of 5% for costs related to the Virginia Retirement System. The main operational increase within the Fleet budget for FY2023 is direct costs for fuel and lubricants within Garage overhead.

**\$844,480** **\$844,480**  
(% vs. prior year)

#### Fleet Fund Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
<b>Expenditures</b>						
<b>Fleet Direct Operations</b>						
<b>Direct Exps</b>						
<b>Purchased Services</b>						
VEHICLE REPAIR CONTRACTORS	\$76,007	\$75,373	\$68,066	\$78,000	\$78,000	N/A
<b>Total Purchased Services:</b>	<b>\$76,007</b>	<b>\$75,373</b>	<b>\$68,066</b>	<b>\$78,000</b>	<b>\$78,000</b>	<b>N/A</b>
<b>Materials and Supplies</b>						
FUEL & LUBRICANTS	\$208,243	\$178,351	\$143,759	\$236,695	\$236,695	N/A
MOTOR VEHICLE PART	\$164,184	\$132,206	\$156,148	\$169,915	\$169,915	N/A
<b>Total Materials and Supplies:</b>	<b>\$372,427</b>	<b>\$310,557</b>	<b>\$299,907</b>	<b>\$406,610</b>	<b>\$406,610</b>	<b>N/A</b>
<b>Total Direct Exps:</b>	<b>\$448,434</b>	<b>\$385,930</b>	<b>\$367,973</b>	<b>\$484,610</b>	<b>\$484,610</b>	<b>N/A</b>
<b>Total Fleet Direct Operations:</b>	<b>\$448,434</b>	<b>\$385,930</b>	<b>\$367,973</b>	<b>\$484,610</b>	<b>\$484,610</b>	<b>N/A</b>
<b>Fleet Overhead</b>						
<b>Garage Overhead</b>						
<b>Personnel</b>						
FULL TIME SALARIES	\$173,962	\$178,042	\$179,984	\$195,510	\$195,510	N/A
OVERTIME	\$1,412	\$2,502	\$1,904	\$3,000	\$3,000	N/A
ALLOWANCE	\$1,830	\$1,830	\$1,830	\$1,830	\$1,830	N/A
<b>Total Personnel:</b>	<b>\$177,203</b>	<b>\$182,374</b>	<b>\$183,718</b>	<b>\$200,340</b>	<b>\$200,340</b>	<b>N/A</b>
<b>Employee Benefits</b>						
FICA	\$12,215	\$12,535	\$12,626	\$15,326	\$15,326	N/A
VRS	-\$2,641	\$22,871	\$53,525	\$27,704	\$27,704	N/A
VRS HIC	\$389	\$465	\$345	\$528	\$528	N/A
GROUP HOSPITALIZATION	\$59,604	\$68,020	\$69,023	\$77,538	\$77,538	N/A
GROUP LIFE INSURANCE	\$1,146	-\$167	\$2,420	\$2,620	\$2,620	N/A
WORKERS COMPENSATION	\$2,963	\$2,783	\$2,462	\$4,286	\$4,286	N/A
<b>Total Employee Benefits:</b>	<b>\$73,677</b>	<b>\$106,507</b>	<b>\$140,401</b>	<b>\$128,002</b>	<b>\$128,002</b>	<b>N/A</b>
<b>Other Charges</b>						
ELECTRICITY	\$3,250	\$2,907	\$2,633	\$3,000	\$3,000	N/A
SEWER	\$473	\$466	\$465	\$500	\$500	N/A
WATER	\$157	\$147	\$148	\$200	\$200	N/A

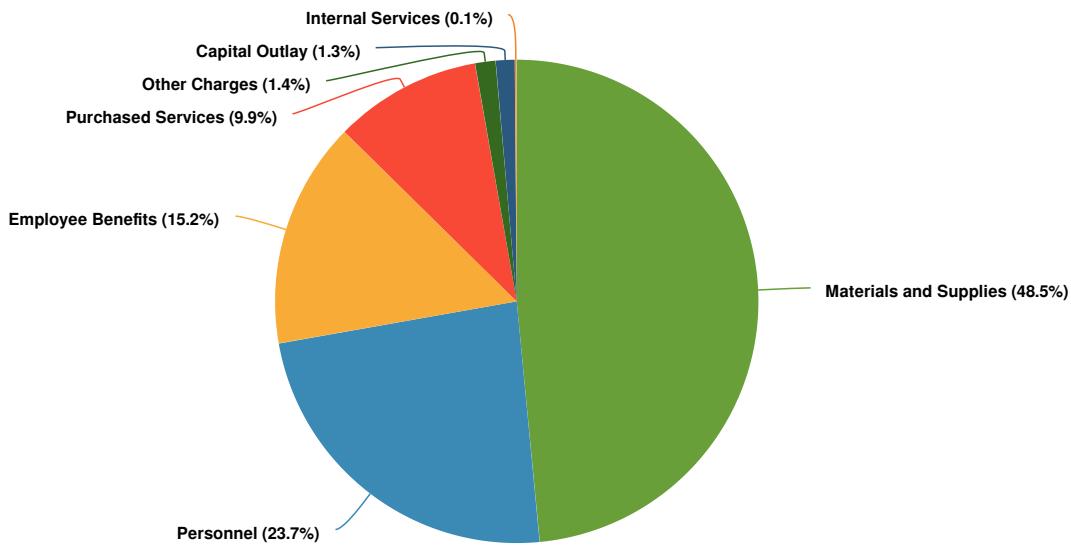


Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
INTERNET CONNECTION	\$300	\$300	\$265	\$350	\$350	N/A
TELEPHONE	\$284	\$267	\$265	\$300	\$300	N/A
PROPERTY INSURANCE	\$390	\$402	\$369	\$700	\$700	N/A
FLOOD INSURANCE	\$1,901	\$1,959	\$2,015	\$2,200	\$2,200	N/A
AUTOMOBILE INSURANCE	\$327	\$383	\$310	\$500	\$500	N/A
GENERAL LIABILITY	\$2,240	\$2,520	\$2,135	\$3,800	\$3,800	N/A
<b>Total Other Charges:</b>	<b>\$9,322</b>	<b>\$9,351</b>	<b>\$8,605</b>	<b>\$11,550</b>	<b>\$11,550</b>	<b>N/A</b>
<b>Purchased Services</b>						
DRUG TESTING	\$83		\$44	\$280	\$280	N/A
EQUIPMENT REPAIRS	\$3,808	\$5,267	\$3,530	\$2,500	\$2,500	N/A
EQUIPMENT MAINTENANCE	\$2,475	\$3,624	\$3,450	\$1,000	\$1,000	N/A
BUILDING MAINTENANCE	\$1,706	\$811	\$318	\$1,000	\$1,000	N/A
TRAINING	\$125	\$400		\$500	\$500	N/A
<b>Total Purchased Services:</b>	<b>\$8,197</b>	<b>\$10,102</b>	<b>\$7,342</b>	<b>\$5,280</b>	<b>\$5,280</b>	<b>N/A</b>
<b>Internal Services</b>						
MOTOR VEHICLE PART	\$328	\$7	\$238	\$500	\$500	N/A
GASOLINE & OIL	\$571	\$332	\$168	\$551	\$551	N/A
<b>Total Internal Services:</b>	<b>\$899</b>	<b>\$339</b>	<b>\$406</b>	<b>\$1,051</b>	<b>\$1,051</b>	<b>N/A</b>
<b>Materials and Supplies</b>						
OFFICE SUPPLIES	\$207	\$244	\$262	\$300	\$300	N/A
JANITORIAL SUPPLIES	\$168			\$200	\$200	N/A
UNIFORMS	\$2,040	\$1,850	\$1,970	\$2,200	\$2,200	N/A
DATA PROCESSING SUPPLIES	\$88	\$195	\$1,318	\$250	\$250	N/A
<b>Total Materials and Supplies:</b>	<b>\$2,503</b>	<b>\$2,289</b>	<b>\$3,550</b>	<b>\$2,950</b>	<b>\$2,950</b>	<b>N/A</b>
<b>Capital Outlay</b>						
COMPUTER EQUIPMENT	\$5,722	\$8,578	\$5,849	\$6,397	\$6,397	N/A
EQUIPMENT	\$265		\$1,285	\$2,600	\$2,600	N/A
TOOLS	\$2,245	\$3,383	\$1,434	\$1,700	\$1,700	N/A
DEPRECIATION	\$5,499	\$589	\$589		\$0	N/A
<b>Total Capital Outlay:</b>	<b>\$13,731</b>	<b>\$12,550</b>	<b>\$9,157</b>	<b>\$10,697</b>	<b>\$10,697</b>	<b>N/A</b>
<b>Total Garage Overhead:</b>	<b>\$285,533</b>	<b>\$323,512</b>	<b>\$353,179</b>	<b>\$359,870</b>	<b>\$359,870</b>	<b>N/A</b>
<b>Total Fleet Overhead:</b>	<b>\$285,533</b>	<b>\$323,512</b>	<b>\$353,179</b>	<b>\$359,870</b>	<b>\$359,870</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$733,967</b>	<b>\$709,442</b>	<b>\$721,152</b>	<b>\$844,480</b>	<b>\$844,480</b>	<b>N/A</b>



## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Personnel Summary

Position Personnel Summary	Authorized FY2020	Authorized FY2021	Authorized FY2022	Requested FY2023	Authorized FY2023
Fleet Maintenance Supervisor	1	1	1	1	1
Chief Mechanic	1	1	1	1	1
Mechanic	1	1	1	1	1
Office Manager (FTE)	0.50	0.50	0.50	0.50	0.50
Totals	3.50	3.50	3.50	3.50	3.50

## Goals and Objectives

Maintaining 90% or higher rate on in-house repairs. Additionally, performing visual inspections during preventive maintenance work and addressing issues seen during inspections to cut back on overall parts transactions and cost.



## Program Measures

	FY2020	FY2021	FY2022	FY2023
	Actual	Actual	Estimated	Estimated
Number of Vehicles & Equipment	341	341	342	342
% of Maintenance Performed In-House	93%	93%	95%	95%
Scheduled Maintenance Work Order	453	500	500	500
Unscheduled Maintenance Work Orders	874	1,000	1,000	1,000
Sublet Work Orders (Outside Repairs)	80	100	100	100
Service Calls for Repairs Out of Shop	47	60	70	70
Parts Transactions	2,047	2,800	2,800	2,800



## Special Revenue Fund/OPEB

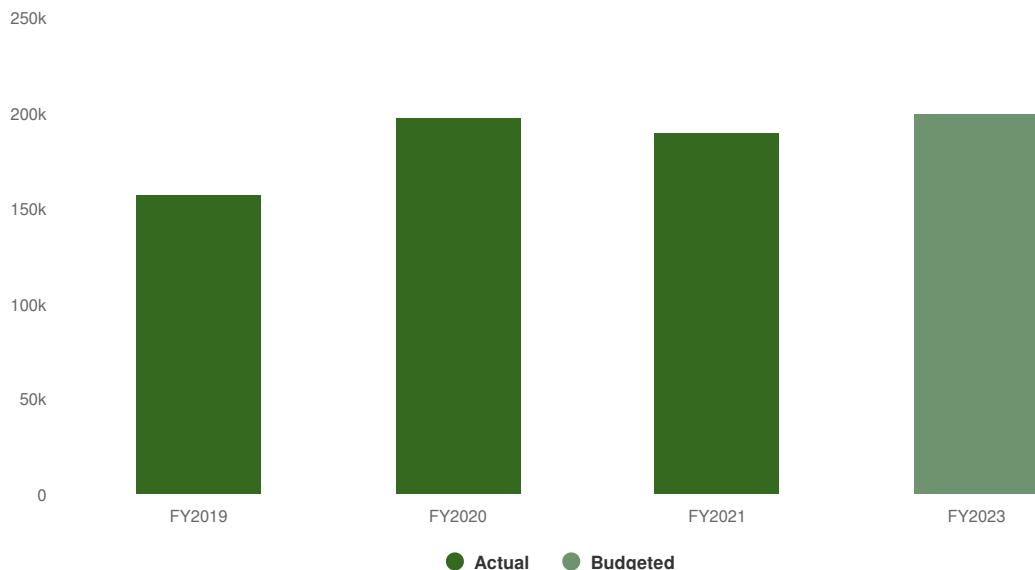


### Expenditures Summary

This budget is a special fund that contains the City's pension liability for other post-employment benefits. Increases and decreases to this fund per GASB 75 are budgeted appropriately each year. For 2023, the City has budgeted \$200,000.

**\$200,000** **\$200,000**  
(% vs. prior year)

#### OPEB Proposed and Historical Budget vs. Actual



## Expenditures by Function

Name	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2023 Budgeted	FY2022 Budgeted vs. FY2023 Budgeted (\$ Change)	FY2022 Budgeted vs. FY2023 Budgeted (% Change)
Expenditures						
OPEB						
Employee Benefits	\$157,212	\$197,362	\$189,116	\$185,000	\$185,000	N/A
Other Charges	\$0			\$15,000	\$15,000	N/A
<b>Total OPEB:</b>	<b>\$157,212</b>	<b>\$197,362</b>	<b>\$189,116</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>N/A</b>
<b>Total Expenditures:</b>	<b>\$157,212</b>	<b>\$197,362</b>	<b>\$189,116</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>N/A</b>

## Expenditures by Expense Type

### Goals and Objectives

Assure the retiree other post employment benefits are administered and accounted for according to the personnel policies.

### Program Measures

	FY2020 Actual	FY2021 Actual	FY2022 Estimated	FY2023 Estimated
No City Contribution:				
Retiree - Dental Only	3	3	3	3
Retiree - Medical Coverage	4	4	3	3
City Contribution:				
Retiree - Medicare Coverage	3	2	3	3
Retiree - Medical Coverage	7	10	10	7
Totals	17	20	19	16



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# APPENDIX

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## Glossary

**Abatement:** A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Accounting System:** The total structure of records and procedures that identify, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

**Accrued Interest:** The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

**Amortization:** The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

**American Rescue Plan Act (ARPA):** Federal Government funding providing a substantial infusion of resources to eligible state, local, territorial, and tribal governments to help reverse the negative impacts of the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

**Appropriation:** A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Arbitrage:** As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

**Assessed Valuation:** A value assigned to real estate or other property by a government as the basis for levying taxes.

**Audit:** An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

**Audit Report:** Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

**Betterments (Special Assessments):** Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.



**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

**Bond and Interest Record:** (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

**Bonds Authorized and Unissued:** Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Bond Rating (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**Budget:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

**Budgeted Fiscal Year 2022:** The budget reflected includes the adopted budget plus any amendments made by City Council.

**Budgeted Fiscal Year 2022 vs. Budgeted FY 2023 (% Change/\$ Change):** The budget reflected in Fiscal Year 2022 is the amended budget. The budget reflected in Fiscal Year 2023 if approved will be the adopted budget. The change of percentage and dollars are comparing against the amended budget of Fiscal Year 2022 versus the recommended budget for Fiscal Year 2023.

**Capital Assets:** All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

**Capital Budget:** An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

**Cash:** Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cash Management:** The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.



**Classification of Real Property:** Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union, regarding wages, hours and working conditions.

**Consumer Price Index:** The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

**Cost-Benefit Analysis:** A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

**Debt Burden:** The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Encumbrance:** A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

**Enterprise Funds:** An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

**Equalized Valuations (EQVs):** The determination of the full and fair cash value of all property in the community that is subject to local taxation.

**Estimated Receipts:** A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

**Exemptions:** A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Fiduciary Funds:** Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.



**Fixed Assets:** Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**Float:** The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

**Full Faith and Credit:** A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**Fund Accounting:** Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

**GASB 34:** A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

**GASB 45:** This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal appropriation process.

**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

**Governing Body:** A board, committee, commission, or other executive or policymaking body of a municipality or school district.

**Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Interest:** Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.



**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**Line Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Local Aid:** Revenue allocated by the state or counties to municipalities and school districts.

**Maturity Date:** The date that the principal of a bond becomes due and payable in full.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

**Note:** A short-term loan, typically with a maturity date of a year or less.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

**Official Statement:** A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlapping Debt:** A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

**Performance Budget:** A budget that stresses output both in terms of economy and efficiency.

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** A combination of activities to accomplish an end.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

**Purchased Services:** The cost of services that are provided by a vendor.

**Refunding of Debt:** Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

**Reserve Fund:** An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

**Revaluation:** The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

**Revenue Anticipation Note (RAN):** A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

**Revenue Bond:** A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.



**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**Sale of Real Estate Fund:** A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

**Surplus Revenue:** The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title Foreclosure:** The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

**Unreserved Fund Balance (Surplus Revenue Account):** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

