

**SUFFOLK CITY COUNCIL  
MEETING OF May 6, 2020**



**ELECTRONIC EMERGENCY MANAGEMENT MEETING**

**Begins at 2:00 P.M.**

**SUFFOLK CITY COUNCIL AGENDA**  
**Electronic Emergency Management Meeting**  
**May 6, 2020**  
**2:00 p.m.**

1. **Call to Order**
2. On March 12, 2020, Governor Ralph S. Northam declared a State of Emergency for the Commonwealth of Virginia, due to the rapid spread of Novel Coronavirus (COVID-19). Following that declaration, City Manager Patrick G. Roberts declared the City of Suffolk to be in a State of Emergency. Because of the catastrophic nature of the declared emergency, it is impractical and unsafe to assemble a quorum of City Council in a single location. In accordance with the code of Virginia and Suffolk City Code, this Emergency Meeting of Suffolk City Council will be held via video and video conference. The meeting will be broadcasted live on the City's local cable channel (Spectrum Channel 190) and stream via the internet at [http://suffolkva.granicus.com/MediaPlayer.php?publish\\_id=2](http://suffolkva.granicus.com/MediaPlayer.php?publish_id=2)
3. **Public Hearing** – A public hearing to receive public comment on the Proposed Operating and Capital Budget for Fiscal Year 2020-2021 and related Ordinances
4. **Public Hearing** – A public hearing to receive public comment and a resolution to adopt the Fiscal Year 2020-2025 Consolidated Plan and the 2020-2021 Annual Action Plan for the City of Suffolk Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium
5. **Ordinance** – An ordinance to accept and appropriate COVID-19 relief funding from the Federal Transit Administration for Suffolk Transit
6. **Ordinance** – An ordinance to accept and appropriate funds from the Virginia Department of Rail and Public Transportation for Suffolk Transit COVID-19 Response
7. **Ordinance** – An ordinance to amend and re-ordain the Adopted FY2019-2020 Fee Schedule for the City of Suffolk, Virginia to temporarily waive transit fares during the State of Emergency
8. **Coronavirus Update** – The City Manager or designee will provide an update related to COVID-19
9. **Update** – The City Council will have an electronic or regular meeting on the regularly scheduled City Council meeting date of May 20, 2020, at 7:00 p.m., unless cancelled. The decision of the type of meeting will be governed by the state of the local emergency or any federal or state order. Notice of the meeting will be provided to the public as soon as practical. Instructions on how citizens may participate in scheduled public hearings for electronic meetings will be provided in the public notice of the electronic meeting
10. **Adjournment**

**AGENDA: May 6, 2020, Electronic Emergency Management Meeting**

**ITEM: Public Hearing** - A public hearing to receive public comment on the Proposed Operating and Capital Budget for Fiscal Year 2020-2021 and related Ordinances

In accordance with State Code Section 15.2-2506, the City Council is required to hold a public hearing to receive public comment regarding the proposed operating and capital budget. The public hearing has been properly advertised and will be held as part of City Council's Electronic Emergency Management Meeting scheduled for May 6, 2020 at 2:00 p.m.

**RECOMMENDATION:**

Conduct the public hearing

**ATTACHMENTS:**

Public Hearing Advertisement

Budget Related Ordinances

- An Ordinance approving the City Budget and appropriating funds for expenditures contemplated during the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, and regulating the payment of money out of the City Treasury
- An Ordinance levying real property taxes for the Tax Year beginning July 1, 2020 and ending June 30, 2021, following the May 6, 2020 and May 20, 2020 Public Hearings adopting 1.87% increase in the Citywide Assessment
- An Ordinance to levy taxes on all tangible personal property not either exempt from taxation or otherwise taxed for the 2020 and 2021 tax years
- An Ordinance adopting a fee schedule for the City of Suffolk
- An Ordinance approving new positions, pay grades, pay grade changes and job descriptions regarding the FY 2020-2021 Operating and Capital Budget and the City's Classifications and Compensation Plan
- An Ordinance to authorize the appropriation of remaining funds from the Mosquito Taxing District Committed Fund Balance to the Stormwater Utility Fund
- An Ordinance amending Section 82-743 of the Code of the City of Suffolk

# CITY OF SUFFOLK

## PUBLIC HEARING ON PROPOSED OPERATING AND CAPITAL BUDGET

The City Council of the City of Suffolk will conduct a public hearing at its Electronic Emergency Management Meeting on the Proposed Operating and Capital Budget for fiscal year 2020-2021, which commences on July 1, 2020 and ends on June 30, 2021. The public hearing will be held at 2:00 p.m., Wednesday, May 6, 2020, and will be conducted as part of the emergency electronic City Council meeting in accordance with Ordinance Number 20-O-024 adopted by the Suffolk City Council on March 31, 2020. Any citizen of the City shall have the right to share his/her views on the Proposed Operating and Capital Budget. Any person that desires to provide public comments regarding the Proposed Operating and Capital Budget for fiscal year 2020-2021 should send written comments by email to [2021budget@suffolkva.us](mailto:2021budget@suffolkva.us) or regular mail to Attention: Budget Division, City of Suffolk, P. O. Box 1858, Suffolk, Virginia, 23439. Citizens must provide their name and address with the written correspondence providing comments on the Proposed Operating and Capital Budget. All comments received will be provided to members of the City Council at or before the electronic City Council meeting and made part of the record of such meeting. If mailing via United States Postal Service, please allow time for mail to be received prior to the May 6, 2020, meeting. All comments received after the closing of the hearing will not be considered as part of the public hearing.

The Proposed Operating and Capital Budget is available for public viewing on the City's website at <http://www.suffolkva.us/174/Annual-Operating-Capital-Budget>

The following is a brief synopsis of the Proposed Operating and Capital Budget:

### OPERATING BUDGET SUMMARY - ALL FUNDS

	<b>Fiscal Year</b> <b><u>2019-2020</u></b>	<b>Proposed</b> <b>Fiscal Year</b> <b><u>2020-2021</u></b>	<b>%</b> <b><u>Change</u></b>
General Fund	\$ 219,040,993	\$ 225,099,449	3%
Capital Projects Fund	64,557,855	55,640,736	-14%
Downtown Business Overlay District	171,749	173,479	1%
Transit System Fund	1,699,144	1,931,709	14%
Aviation Facilities Fund	1,055,583	1,053,454	0%
Law Library Fund	41,580	42,658	3%
Route 17 Special Taxing District	1,715,017	1,982,163	16%
Road Maintenance Fund	27,956,333	28,915,601	3%
Debt Service Fund	28,964,818	29,674,356	2%
Utility Fund	58,924,100	61,489,200	4%
Stormwater Fund	6,297,184	6,660,706	6%
Refuse Services Fund	9,091,649	10,294,673	13%
Grants Fund	660,129	660,129	0%
Fleet Management Fund	14,768,171	15,260,520	3%
Information Technology Fund	10,087,567	11,530,356	14%
Risk Management Fund	20,541,171	19,943,061	-3%
School Fund	<u>173,824,500</u>	<u>180,999,048</u>	4%
<b>Total Funds Budget</b>	<b>\$ 639,397,543</b>	<b>\$ 651,351,297</b>	

City Council will also receive public comment on the following ordinances:

- An Ordinance approving the City Budget and Appropriating funds for expenditures contemplated during the fiscal year beginning July 1, 2020 and ending June 30, 2021, regulating the payment of money out of the City Treasury
- An Ordinance Levying Real Property Taxes for the Tax Year beginning July 1, 2020 and ending June 30, 2021, following the May 6, 2020 and May 20, 2020 Public Hearings adopting 1.87% increase in the Citywide Assessment at the following rates:

City Wide	\$1.11 per \$100
Route 17 Taxing District	\$0.24 per \$100 (additional)
Downtown Business Overlay District (DBOD)	\$0.105 per \$100 (additional)

- An Ordinance Levying Tangible Personal Property and Machinery and Tools taxes for the 2020 and 2021 Tax Years:

Personal Property	\$4.25 per \$100
Machinery and Tools	\$3.15 per \$100
Boats and Recreational Vehicles	\$1.50 per \$100
Airplanes	\$0.58 per \$100
Mobile Homes	\$1.11 per \$100 (citywide)
	\$1.35 per \$100 (Rt. 17 Taxing District)
	\$1.215 per \$100 (DBOD)

- An Ordinance adopting a fee schedule for the City of Suffolk
- An Ordinance approving new positions, pay grades, pay grade changes and job descriptions regarding the FY 2020-2021 Operating and Capital Budget and the City's Classification and Compensation Plan
- An Ordinance to authorize the appropriation of remaining funds from the Mosquito Taxing District Committed Fund Balance to the Stormwater Utility Fund
- An Ordinance amending Section 82-743 of the Code of the City of Suffolk

Any person that desires to send written comments in favor, in opposition to, or to express his/her views with respect to the Proposed Operating and Capital Budget, or the above referenced ordinances, must submit their written comments by email to [2021budget@suffolkva.us](mailto:2021budget@suffolkva.us) or by regular mail to Attention: Budget Division, City of Suffolk, P. O. Box 1858, Suffolk, VA. If mailing via United States Postal Service, please allow time for mail to be received prior to the May 6, 2020 meeting. Arrangements can also be made for receipt of hand delivered letters to City Hall by calling 757-514-4016. All comments received after the closing of the hearing will not be considered as part of the public hearing.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedure to participate in a City program, service, or activities, should contact the City Manager at 757-514-4012.

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE APPROVING THE CITY BUDGET AND APPROPRIATING FUNDS FOR EXPENDITURES CONTEMPLATED DURING THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, AND REGULATING THE PAYMENT OF MONEY OUT OF THE CITY TREASURY**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia as follows:

- Section 1: Except as provided in Section 2 of this ordinance, the City of Suffolk, Virginia, Proposed Annual Operating Budget, Fiscal Year 2020-2021, dated April 1, 2020, and submitted by the City Manager, is approved as the City budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021.
- Section 2: The City Budget shall be subject to transfers authorized by law and to such further amendments by ordinance as the City Council may deem appropriate.
- Section 3: The amount named in the Proposed Annual Operating Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in the following fund amounts totaling \$651,351,297 is hereby appropriated from the revenues of the City for use by the various funds of the City Government referenced in said budget for the said fiscal year. Any appropriation to a specific fund but identified as a revenue source in another fund is specifically designated and restricted for accounting and transfer purposes only and not for any other expenditure from the source fund.

<b>Fund</b>	<b>2020-2021</b>
General Fund	\$ 225,099,449
Capital Projects Fund	55,640,736
Aviation Facilities Fund	1,053,454
Transit System Fund	1,931,709
Downtown Business Overlay District	173,479
Law Library Fund	42,658
Route 17 Special Taxing District	1,982,163
Road Maintenance Fund	28,915,601
Debt Service Fund	29,674,356
Utility Fund	61,489,200
Stormwater Fund	6,660,706
Refuse Services Fund	10,294,673
Grants Fund	660,129
Fleet Management Fund	15,260,520
Information Technology Fund	11,530,356
Risk Management Fund	19,943,061
School Fund	180,999,048
<b>Total Funds Budget</b>	<b>\$ 651,351,297</b>

- Section 4: All payments from funds shall be made in accordance with general law and with the Charter, Code and applicable ordinances and resolutions of the City, except as otherwise specifically provided herein; provided, however, that payments from the funds appropriated for the support, maintenance and operation of the public free schools of the City shall be made by the City Treasurer upon warrants drawn by the proper officer or officers of the School Board of the City; and provided further that payments from the funds appropriated for expenditures of the Department of Social Services shall be made by the City Treasurer upon presentation of warrants drawn by the Social Services Director and approved by the local Board of Public Welfare.
- Section 5: The City Council hereby authorizes the issuance and sale of the City's revenue anticipation note or notes (the "Note" or "Notes"), pursuant to Section 15.2-2629 of the Code of Virginia of 1950, as amended (the "Virginia Code"), in the aggregate principal amount of up to \$25,000,000 in anticipation of the collection of the taxes and revenues of the City for the fiscal year ending June 30, 2020. If either the City Manager or City Treasurer deems that the cash flow needs and the financial condition of the City warrant the issuance of a Note or Notes, the City Manager or the City Treasurer (each hereinafter referred to as the "City Representative") is authorized and directed to accept a proposal or proposals for the purchase of the Note or Notes and to approve the terms of the Note or Notes, provided that the aggregate principal amount of the Notes shall not exceed \$25,000,000, none of the Notes shall mature later than June 30, 2021, and no interest rate on any of the Notes shall exceed 7%. The City Representative is hereby authorized and directed to execute an appropriate negotiable Note or Notes and the Clerk of the City Council (the "Clerk") to affix the seal of the City thereto and such City Representative is authorized and directed to deliver the Note or Notes to the purchaser thereof. The City Representative, and such officers and agents of the City as the City Representative may designate, are hereby authorized and directed to take such further action as they deem necessary regarding the issuance and sale of the Note or Notes and all actions taken by such officers and agents in connection with the issuance and sale of the Note or Notes are ratified and confirmed. In accordance with Section 15.2-2601 of the Virginia Code, the City Council elects to issue the Notes pursuant to the provisions of the Public Finance Act of 1991, Chapter 26, Title 15.2 of the Virginia Code.
- Section 6: The amounts appropriated by this ordinance shall be expended for the purpose of operating the City government and the public free school system during the 2020-2021 Fiscal Year; and, with the exception of the items the payment of which is fixed by law, shall be expended in such proportions as may be authorized by the City Manager from time to time; provided, however, that the funds appropriated for the support, maintenance and operation of the public free schools of the City shall be subject to the exclusive control of the School Board of the City, and the School Board may transfer, in its discretion, funds from one category to another, so long as no such transfer results in an expenditure of an amount in excess of the total amount appropriated.

- Section 7: All outstanding encumbrances, by contract or fully executed purchase order, as of June 30, 2020, shall be offset by an equal amount of assigned Fund Balance for expenditure in the subsequent fiscal year; provided, however, that if performance of a contract or purchase order has been substantially completed, an expenditure and estimated liability shall be recorded in lieu of an encumbrance. All appropriations standing on the books of the City at the close of business for the fiscal year ending June 30, 2020, to the extent that they have not been expended or lawfully obligated or encumbered shall lapse upon the effective date of this ordinance.
- Section 8: The payment and settlement, made during the 2020-2021 Fiscal Year, of any claim of any kind against the City; and final judgments, with interest and costs, obtained against the City during the 2019-2020 Fiscal Year, shall be paid upon the certification of the City Attorney and the order of the City Manager from funds appropriated to the Risk Management Fund; or from the funds appropriated for the expenditures of the Fund involved in the subject matter of the claim or judgment as the City Manager shall find necessary.
- Section 9: Except as otherwise specifically required by law or approved by City Council by resolution: (1) Any salary or wage expenditure, and any expenditure of any kind or description having the effect of a salary or wage payment, shall be made only for service as described in Chapter 66 of the Code of the City of Suffolk in a position the description of which is identified in the City Pay and Compensation Plan or which has received prior approval of City Council. (2) Any other expenditure shall be calculated to result in total expenditures within the plan stated in a specific City Budget account, except that transfers of unexpended and unencumbered balances or portions thereof, initiated by a department director and approved by the City Manager, are permitted between accounts.
- Section 10: The City Manager is authorized and directed to do all lawful things necessary to implement and administer the City Budget for Fiscal Year 2020-2021.
- Section 11: All ordinances and resolutions, or parts thereof, including but not limited to those dealing with salaries and wages, in conflict with the provisions of this ordinance, to the extent of such conflict are repealed.
- Section 12: This ordinance shall be in effect on and after July 1, 2020, and it shall not be published.

READ AND PASSED: \_\_\_\_\_

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

Erika S. Dawley, City Clerk

Approved as to form:

\_\_\_\_\_  
Helivi L. Holland, City Attorney

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE LEVYING REAL PROPERTY TAXES FOR THE TAX YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, FOLLOWING THE MAY 6, 2020 AND MAY 20, 2020 PUBLIC HEARINGS ADOPTING 1.87% INCREASE IN THE CITYWIDE ASSESSMENT**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, as follows:

- Section 1: (a) A tax for the 2020-2021 Tax Year is levied and the rate fixed at \$1.11 per \$100 of assessed valuation of all taxable real property in the City. In accordance to State Code Section 58.1-3321 relative to the annual reassessment of real property and State Code Section 58.1-3007 relative to local tax levy, a public hearing regarding proposed real property tax increase of 1% or more due to reassessment for fiscal year 2020-2021 was held on May 20, 2020.
- (b) A special service district tax, in addition to those taxes levied in paragraph (a) herein, for the 2020-2021 Tax Year, is levied and the additional rate set at \$.24 per \$100 of assessed valuation of taxable real property in the Route 17 Special Taxing District.
- (c) A special service district tax, in addition to those taxes levied in paragraph (a) herein, for the 2020-2021 Tax Year, is levied and the additional rate set at \$.105 per \$100 of assessed valuation of taxable real property in the Downtown Business Overlay Taxing District.

Section 2: The total tax levy rates of \$1.35 per \$100 of assessed valuation in the Route 17 Special Taxing District, \$1.215 per \$100 of assessed valuation in the Downtown Business Overlay Taxing District and \$1.11 per \$100 of assessed valuation on the City Wide District shall be accounted for as follows:

	City Wide Rate per \$100	Route 17 Taxing District Rate per \$100	Downtown Business Overlay Taxing District Rate per \$100
General Fund	\$1.11	\$1.11	\$1.11
Taxing District- Operations and Debt	.00	.24	.105
Total	\$1.11	\$1.35	\$1.215

Section 3: This ordinance shall be effective for the 2020-2021 Tax Year, all prior actions setting the real estate tax rate to the contrary notwithstanding.

Section 4: This ordinance shall be effective on its passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to form:

\_\_\_\_\_  
Helivi L. Holland, City Attorney

DRAFT

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE TO LEVY TAXES ON ALL TANGIBLE PERSONAL PROPERTY NOT EITHER EXEMPT FROM TAXATION OR OTHERWISE TAXED FOR THE 2020 AND 2021 TAX YEARS**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia:

- Section 1: A tax levy for the tax years beginning January 1, 2020, and January 1, 2021, is fixed at \$4.25 per \$100 of assessed value on all tangible personal property as classified in Virginia Code Sections 58.1-3503, 58.1-3505, and subsections 6, 8, 11, 13, 14, 15, 16, 17, 19, 20, 22, 23, 24, 26, 27, 31, 32, 33, 34, 37, 38, 39, 40, 41, 42, 43, 44, 45, and 46 of Virginia Code Section 58.1-3506(A), unless otherwise exempt from taxation or otherwise taxed.
- Section 2: A tax levy for the tax years beginning January 1, 2020, and January 1, 2021, is fixed at \$3.15 per \$100 of assessed value on all machinery and tools as classified in Virginia Code Section 58.1-3507 and in subsections 7, 9, 21 and 25 of Virginia Code Section 58.1-3506(A), unless otherwise exempt from taxation or otherwise taxed.
- Section 3: A tax levy for the tax years beginning January 1, 2020, and January 1, 2021, is fixed at \$1.50 per \$100 of assessed value on all boats and recreational vehicles, as classified by Virginia Code Section 58.1-3506(A) 1.a., 1.b., 12, 18, 28, 29, 30, 35 and 36 and 47.
- Section 4: A tax levy for the tax years beginning January 1, 2020, and January 1, 2021, is fixed at \$0.58 per \$100 of assessed value on all airplanes, as classified by Virginia Code Section 58.1-3506(A) 2, 3, 4 and 5.
- Section 5: A tax levy for the tax years beginning January 1, 2020, and January 1, 2021, is fixed at a basic rate of \$1.11 per \$100 of assessed value; at \$1.35 per \$100 of assessed value in the Route 17 Taxing District; and at \$1.215 per \$100 of assessed value in the Downtown Business Overlay Taxing District on all mobile homes, as classified by Virginia Code Section 58.1-3506 (A) 10.
- Section 6: Certain farm animals, certain grains, agricultural products, farm machinery, farm implements and equipment as classified by Virginia Code Section 58.1-3505 A.1 through A.7, A.9, and A.10 shall be exempt from personal property taxation as provided for by Virginia Code Section 58.1-3505 B.
- Section 7: That State Code references in Sections 1 – 6 of this ordinance shall be taken to refer to the equivalent provisions in any 2020 amendments by the General Assembly made prior to the effective date of this ordinance.

Section 8: This ordinance shall be effective on its passage for the 2020 and 2021 tax years and shall not be published.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to form:

\_\_\_\_\_  
Helivi L. Holland, City Attorney

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF SUFFOLK**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia:

Section 1: That the Fee Schedule for the City of Suffolk, as attached hereto and incorporated herein by reference, is hereby approved, as provided in City Code Sections 2-587(a), 6-111(b), 6-238, 6-302(a), 6-338, 6-392(a), 10-37(c), 10-41(b), 10-66, 10-73, 10-152, 10-183, 10-259, 10-261(b), 18-58(a), 18-137, 18-192(a), 18-248, 30-53(b), 30-55(b), 30-83(e)(7)and(f), 30-85(b), 30-86(a), 30-87(a)(3),(h)(2),and(i)(6)(b)and(l), 30-88(a)and(d), 30-90(a),(c)and(d)(1)and(2),(f),(g),(h)and(j), 30-93(b), 30-94(c)(1), 30-95(a)(1), 30-96(d), Appendix B(B-1(b)) of the Unified Development Ordinance, 34-36, 34-322(b), 34-362(a), 34-365, 35-32, 38-144(a)(2), 46-1(b)(1), 54-121(d), 54-123(b), 62-33(b), 62-111(e), 62-112(d), 62-113(a), 62-166, 74-36, 74-111, 74-288, 74-296, 74-332, 82-36(b), 82-72(a),(c)and(d), 82-481(d), 82-482(d), 82-681(a)and(b), 82-741, 82-742, 82-743, 82-828, 86-205(b), 86-235(b), 86-312, 86-355, 86-362, 86-462, 90-75(a), 90-102(a)(2)and(b), 90-103, 90-128(a),(b)and(c), 90-129, 90-131(2), 90-135, 90-164, 90-212(d)(2)(a)and(d)(4)(b), 90-214(a), 90-258, 90-349(1)and(2), 90-356(a),(b)and(c), 90-357, 90-426, 90-451, 90-520(h), 94-64, 94-98, and 94-130.

Section 2: This ordinance shall be effective on and after July 1, 2020 and thereafter and shall not be published.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to Form:

\_\_\_\_\_  
Helivi L. Holland, City Attorney

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>AIRPORT</b>		
Multi Engine T-Hanger (monthly)*	319.00	319.00
Single Engine T-Hanger (monthly)*	249.00	249.00
Large T-Hanger Storage Room (monthly)*	95.00	95.00
Small T-Hanger Storage Room (monthly)*	75.00	75.00
Overnight T-Hanger	35.00	35.00
Overnight Tie Down (waived with fuel fill up)	10.00	10.00
Monthly Single Engine Tie Down*	25.00	25.00
Monthly Multi Engine Tie Down*	25.00	25.00
Jet Starter Service (per hour)	25.00	25.00
Service After Normal Business Hours (call in)*	100.00	100.00
Airport Use Fees	250.00/Day	250.00/Day
Outside Storage Fee	\$2,500.00/mo.	\$2,500.00/mo.
Mark-up on Fuel Sales **	Average for all prices 35% (projected)	Average for all prices 35% (projected)
Tow Tug	35.00	35.00
<i>* Prices consistent with neighboring airports.</i>		
<i>** This amount fluctuates depending on our competition</i>		
<b>ASSESSOR</b>		
Copies (KB System)	.25 black & white; .45 color per copy	.25 black & white; .45 color per copy
Custom query, tape, CD-ROM (material plus programmers time) (per minute)	Cost	Cost
Land Use Revalidation Fee	50.00	50.00
Land Use Application	50.00	50.00
Land Use Application Late Fee	100.00	100.00
Rehabilitated Structure Application Fee	50.00	50.00
<b>CLERK OF THE CIRCUIT COURT</b>		
Commonwealth's Attorney (misdemeanor)	7.50	7.50
Commonwealth's Attorney (felony)	20.00	20.00
Sheriff's Service	12.00	12.00
Transfer of Real Estate (per parcel)	1.00	1.00
City Grantee	1/3 of state	1/3 of state
City Wills and Administration	1/3 of state	1/3 of state
Law Library	4.00	4.00
Grantor (per \$500.00 value)	0.25	0.25
Courthouse Maintenance	2.00	2.00
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	20.00
Blood Test/DNA	15.00	15.00
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	\$30/day/juror	\$30/day/juror
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Transfer/entry fee-Real Estate - Deeds of Partition	1.75	1.75
Document Reproduction Costs	0.50	0.50
<b>COURT SERVICES UNIT</b>		
Parental contribution toward cost of local group home placement	1/2 of child support guidelines amount	1/2 of child support guidelines amount
<b>FIFTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM</b>		
Offenders referred from a court in the Fifth District (Suffolk, Franklin, Isle of Wight, and Southampton)	100.00	100.00
Offenders referred from a court within the Fifth District and can provide documentation showing SSI disability or welfare benefits	25.00	25.00
Offenders transferred out to a CCP in another jurisdiction	25.00	25.00
Offenders transferred into the Fifth District from a CCP in another jurisdiction	100.00	100.00
<b>FINANCE</b>		
Child Support Processing Fees	\$5.00/per Child Support Order (per pay)	\$5.00/per Child Support Order (per pay)
Spousal Support Order Fees	\$5.00/per Support Order (per pay)	\$5.00/per Support Order (per pay)
Garnishment Processing Fees	\$10.00 one time fee per summons	\$10.00 one time fee per summons
Payroll Paycard Replacement Fee	\$3.50 per card for replacement	\$3.50 per card for replacement
Payroll History Report/Check Reprint Processing Fees	\$5.00 per request	N/A
W-2 Re-issuance Processing Fees	\$5.00 per request	N/A
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>FIRE &amp; RESCUE</b>		
<b>Fire Prevention Bureau</b>		
<b>Plan Review</b>		
Fire sprinkler system new < 10 w/calcs, or alterations < 10 existing sprinkler heads not located in the most remote area involving new hydraulic calculations	50.00	N/A
5 foot stub-out for fire protection systems submitted separately from complete fire sprinkler or fire main	50.00	N/A
Fire alarm system alterations where the submittal does not require battery calculations, or the removal of any or all components of non-required system	50.00	N/A
Kitchen hood fire suppression systems installation / alteration	50.00	N/A
Fire sprinkler system new installation 11-20 w/calcs, alterations of 11-20 existing sprinkler heads not located in the most remote area involving new hydraulic calculations or removal of any	100.00	N/A
FM 200 clean agent system installation or alteration	100.00	N/A
Fire alarm new installations or alterations that involve ≤ 5 devices, that require battery calculations	100.00	N/A
Spray paint booth installation / alteration	100.00	N/A
Fire sprinkler systems installation or alteration that involve ≥ 21 sprinkler heads	200.00	N/A
Fire alarm systems new installations or alterations ≥ 6 devices, that require battery calculations	200.00	N/A
<b>On-Site Inspection</b>		
Hazardous Materials Resonse	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Re-Inspection Fee - All systems failing initial testing shall be charged a re-testing fee. This fee shall include all "no-shows" or cancellations without a 24 hour notice	50.00	50.00
<b>On-Site Inspection</b>		
Hazardous Materials Resonse	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Re-Inspection Fee - All systems failing initial testing shall be charged a re-testing fee. This fee shall include all "no-shows" or cancellations without a 24 hour notice	50.00	50.00
<b>Permits</b>		
Fireworks Permit	150.00	150.00
Tent Permit	50.00	50.00
Above/below ground hazmat storage tanks installation ≤ 499 gallons capacity	50.00 (each additional tank 25.00)	50.00 (each additional tank 25.00)
Private hydrant/water line	75.00	75.00
Above/below ground hazmat storage tanks installation 500-2000 gallons capacity, removal of tanks or fill in place any capacity or storage/dispensing system	100.00	100.00
Above/below ground hazmat storage tank installation ≥ 2,001 gallons capacity or hazmat storage/dispensing systems	200.00	200.00
<b>Reports</b>		
Incident or Computer Generated Reports-Residents	No Charge	No Charge
Incident or Computer Generated Reports-Commercial	6.00	6.00
<b>General</b>		
Special inspection fee, after hours, weekends, holidays	40.00 per hour/per person	40.00 per hour/per person
Special event stand-by	25.00 per hour/per person	25.00 per hour/per person
<b>Burn Permit (Requirements must be met)</b>		
Residential	No Charge	No Charge
Commercial	75.00	75.00
Alarm Registration	25.00 per year	25.00 per year
<b>False Alarms (within 180 days)</b>		
First False Alarm	No Charge unless malicious act	No Charge unless malicious act
Second False Alarm	50.00	50.00
Third False Alarm	100.00	100.00
Additional False Alarms	200.00	200.00
<b>Emergency Medical Services</b>		
Basic Life Support (BLS)	400.00	400.00
Advanced Life Support Level I (ALS I)	650.00	650.00
Advanced Life Support Level II (ALS II)	800.00	800.00
Loaded Patient Mileage (LPM)	10.00 per mile	10.00 per mile

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Apparatus Use Fee</b>		
Ambulance	30.00 per hour	30.00 per hour
Command Unit	30.00 per hour	30.00 per hour
Brush Truck	30.00 per hour	30.00 per hour
Tanker	75.00 per hour	75.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Rescue	125.00 per hour	125.00 per hour
Rehab	50.00 per hour, plus supplies used	50.00 per hour, plus supplies used
Emergency Communication Unit	75.00 per hour	75.00 per hour
<b>Personnel</b>		
Firefighter	25.00 per hour/per person	25.00 per hour/per person
Firefighter/Medic	30.00 per hour/per person	30.00 per hour/per person
Officers (Captains and Lieutenants)	35.00 per hour/per person	35.00 per hour/per person
Command Chiefs	45.00 per hour/per person	45.00 per hour/per person
<b>GENERAL</b>		
Annual Operating Budget	Cost for reproducing	Cost for reproducing
Capital Improvement Budget and Plan	Cost for reproducing	Cost for reproducing
Comprehensive Annual Financial Report	Cost for reproducing	Cost for reproducing
Copies (photo) (black and white) (each)	0.25	0.25
Copies (photo) (color) (each)	0.45	0.45
Printed Materials	Cost	Cost
Vehicle License Fees-Vehicles under 4,000 pounds	26.00	26.00
Vehicle License Fees-Vehicles 4001-10,000 pounds	30.00	30.00
Vehicle License Fees-Vehicles 10,001-25,000 pounds	35.00	35.00
Vehicle License Fees-Vehicles 25,001-40,000 pounds	60.00	60.00
Vehicle License Fees-Vehicles 40,001-55,000 pounds	80.00	80.00
Vehicle License Fees-Vehicles 55,001-70,000 pounds	125.00	125.00
Vehicle License Fees-Vehicles 70,001-99,999 pounds	150.00	150.00
Motorcycle License Fees-Motorcycles 0-99,999 pounds	24.00	24.00
Trailer License Fees-Trailers 0-10,000 pounds	6.00	6.00
Trailer License Fees-Trailers 10,001-99,999 pounds	22.00	22.00
<b>GENERAL DISTRICT COURT</b>		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
Court House Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
<b>GEOGRAPHIC INFORMATION SYSTEM</b>		
<b>Digital Map Data</b>		
Topographic Data (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Base Map (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Planimetrics (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Zoning (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
8.5" x 11" (ANSI A)	\$3.00	\$3.00
11" x 17" (ANSI B)	\$5.00	\$5.00
17" x 22" (ANSI C)	\$10.00	\$10.00
22" x 34" (ANSI D)	\$10.00	\$10.00
24" x 48" or 24" x 60"	\$12.00	\$12.00
34" x 44" (ANSI E)	\$15.00	\$15.00
36" x 60" or 36" x 72"	\$15.00	\$15.00
Entire City Basemap	\$25.00	\$25.00
Entire City Aerial Image	\$50.00	\$50.00
<b>Specialized Map Services</b>		
Special Map Production Services (Per Hour)	65.00	65.00
Specialized Data Analysis Services (Per Hour)	65.00	65.00
<b>Individual Orthophotography Tiles</b>		
1-5 tiles	100.00/tile	100.00/tile
6 - 10 tiles	50.00/tile	50.00/tile
<b>HUMAN RESOURCES</b>		
COBRA administration	2% of monthly premium	2% of monthly premium
<b>JUVENILE AND DOMESTIC RELATIONS COURT</b>		
Fines and Forfeitures	Varies	Varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorney	120.00	120.00
Courthouse Maintenance	5.00	5.00
Local Interest	Varies	Varies
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>LIBRARY</b>		
Printer and Photocopier-Black and White (per sheet)	0.20	0.20
Printer and Photocopier-Color (per sheet)	0.40	0.40
Printer (3D)-(per-sheet)	N/A	0.20
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	5.00	5.00
Lost Tape or CD	Cost of Replacement Tape or CD	Cost of Replacement Tape or CD
<b>PARKS AND RECREATION</b>		
<b>Athletic Registration Fees</b>		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	200.00	200.00
Adult Softball League		
Men's Division	350.00	350.00
Women's Division	300.00	300.00
Adult Basketball League (per team)	320.00	320.00
Late Fee	15.00	15.00
Youth Basketball (per participant) Novice-Junior	60.00	60.00
Lil' Dribblers	40.00	40.00
Youth Cheerleading	60.00	60.00
Youth Soccer (per participant) Novice-Junior	60.00	60.00
Tiny Kickz	40.00	40.00
<b>Ball Fields (Tournaments)</b>		
Rental of Ball fields with Lights (half day)	60.00	60.00
Rental of Ball fields with Lights (full day)	115.00	115.00
Rental of Ball fields without Lights (half day)	40.00	40.00
Rental of Ball fields without Lights (full day)	65.00	65.00
<b>Facilities and Parks</b>		
<b>Bennett's Creek Park</b>		
Picnic Shelter		
Full Day	75.00	75.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Stage	300.00 per day	300.00 per day
<b>Constant's Wharf Park and Marina</b>		
Compass Rose/Boardwalk (Weddings Only) Deposit	150.00	150.00
Compass Rose/Boardwalk (Weddings Only) Per Hour	150.00	150.00
Marina Slips		
Daily Rate with Electricity		
0-24 Feet	25.00	25.00
25-34 Feet	35.00	35.00
35-44 Feet	45.00	45.00
45-54 Feet	55.00	55.00
Monthly Rate with Electricity		
0-24 Feet	120.00	120.00
25-34 Feet	140.00	140.00
35-44 Feet	160.00	160.00
45-54 Feet	180.00	180.00
Daily Rate without Electricity		
0-24 Feet	20.00	20.00
25-34 Feet	30.00	30.00
35-44 Feet	40.00	40.00
45-54 Feet	50.00	50.00
Monthly Rate without Electricity		
0-24 Feet	100.00	100.00
25-34 Feet	120.00	120.00
35-44 Feet	140.00	140.00
45-54 Feet	160.00	160.00
Lake Kennedy Park Shelter	75.00	75.00
Cypress Park Shelter	75.00	75.00
<b>Cypress Park Pool (Rental)</b>		
Deposit	150.00	150.00
2-hour rental	35.00 per hour	35.00 per hour
Group Swim	35.00 per hour	35.00 per hour
<b>Recreation Centers</b>		
<b>Birthday Parties</b>		
1 to 25 Patrons	35.00 per hour/ 2 hour max	35.00 per hour/ 2 hour max
26 to 50 Patrons	50.00 per hour/ 2 hour max	50.00 per hour/ 2 hour max
51 to 100 Patrons	100.00 per hour/ 2 hour max	100.00 per hour/ 2 hour max

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Recreation Center Membership</b>		
Membership Fees		
Youth (7-17 years) - Per Year	10.00	10.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
Visitor Pass-Youth & Teen	2.00	2.00
Visitor Pass-Adult	5.00	5.00
Visitor Pass-Senior	1.00	1.00
Replacement Card	3.00	3.00
Fitness Room (must have membership ID) - Per Month		
Fitness Room (Seniors) - Per Month	5.00	5.00
Fitness Room (Adults -18 & up) - Per Month	10.00	10.00
Fitness Room (Teens-16 & 17 Yrs Old) - Per Month	7.00	7.00
<b>Unless Otherwise Noted, Non Resident Fees</b>	25% above resident fees	25% above resident fees
<b>Recreation Center Rentals</b>		
Rental hours as follows:		
All Centers: - Monday - Friday; 6pm to 8pm		
East Suffolk & Whaleyville; Saturdays- 1pm to 9pm		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Gymnasium: Must be out by 8p (minimum 4 hour rental)		
Non-commercial Events		
Hourly Rate	65.00/hr	65.00/hr
Non resident rate	81.25/hr	81.25/hr
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr	75.00/hr
Non resident rate	93.75/hr	93.75/hr
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
<b>Lake Meade Park and Tennis Complex</b>		
Picnic Shelter		
Full day	75.00	75.00
Tennis Ball Machine	10.00 per hour	10.00 per hour
Dog Park Membership (Annual Membership)	10.00	10.00
<b>Lone Star Lakes Park</b>		
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe
<b>Special Event Application Fee</b>		
Non-Profit/For-Profit	50.00	50.00
<b>Planters Club</b>		
Rental Period: 8:00 a.m. to Midnight		
Deposit	150.00	150.00
Application Processing Fee	25.00	25.00
Setup Fees	50.00 per hour (2 hour min/4 hour max)	50.00 per hour (2 hour min/4 hour max)
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	125.00 per hour/ Res.	125.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	200.00 per hour/ Non Res.	200.00 per hour/ Non Res.
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	225.00 per hour/ Res.	225.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4 hour rental) Fri - Sun	300.00 per hour/ Non Res.	300.00 per hour/ Non Res.
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
<b>Suffolk Art Gallery</b>		
Deposit	150.00	150.00
Late fee per 15 mins. for not vacating on time	25.00 per 15 minutes	25.00 per 15 minutes
Non-Commercial events		
Hourly Rate	25.00/hr	25.00/hr
Commercial events		
Hourly Rate	35.00/hr	35.00/hr
<b>Sleepy Hole Park</b>		
Picnic Shelter #1-8 & 10-12 Full Day	75.00	75.00
Picnic Shelter #9 Full Day	125.00	125.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Picnic Pack	25.00	25.00
Canoe/Kayack Annual Storage Fee	N/A	100.00
<b>Whaleyville Annex</b>		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental) Includes Kitchen and use of Ice Machine	50.00 per hour/Res	50.00 per hour/Res
Non-resident hourly rental rate (minimum 4-hour rental)	62.50/hour/Non Res	62.50/hour/Non Res
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Custodial Fees (all rental facilities)	10.50 to 16.00 per hour	10.50 to 16.00 per hour
Security Services (Suffolk Police Officers)	30.00 per hour per officer	30.00 per hour per officer
Fee Based Activities	As noted in Leisure Guide	As noted in Leisure Guide
<b>Maintenance</b>		
Equipment		
Mobile Bleachers - Per Day	200.00	200.00
Stage - Portable	500.00/per day	300.00/day
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
<b>Ground Maintenance</b>		
Grave Space - Single Lot	800.00	800.00
Grave Opening		
over 10 years of age - weekdays	850.00	850.00
over 10 years of age - Saturday	1,050.00	1,050.00
over 10 years of age - Sunday/Holiday	1,050.00	1,050.00
age 1-10 - weekdays	260.00	260.00
age 1-10 - Saturday	680.00	680.00
age 1-10 - Sunday/Holiday	860.00	860.00
infant under 1 - weekdays	140.00	140.00
infant under 1 - Saturday	560.00	560.00
infant under 1 - Sunday/Holiday	800.00	800.00
Cremation (urn burial)	400.00	400.00
Scatter Garden - Scattering of Ashes	100.00	100.00
Scatter Garden - Memorial /Plaque Engraving	225.00	225.00
Funeral after 4:00 pm in addition to above cost	100.00	100.00
* Please see Suffolk Parks & Recreation Connection brochure on the City's website for other events and rates at the following link: <a href="http://www.suffolkva.us/parks/">http://www.suffolkva.us/parks/</a>		
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>		
<b>PLANNING</b>		
Rezoning Requests		
Standard/Conventional Rezoning Request	840.00 plus 42.00 acre	1,750.00 plus 45.00 acre
Conditional Rezoning Requests	1,050 plus 42.00 acre	1,950 plus 45.00 acre
Amendment to Previously Approved Conditional Rezoning	N/A	1,950 plus 45.00 acre
Conditional Use Permits		
Conditional Use Permits Request	840.00 plus 21.00 acre	1,750.00 plus 45.00 acre
Admendment to Previously Approved Conditional Use Permit	N/A	1,750.00 plus 45.00 acre
Etension of Time to Previously Approved Conditional Use Permit	N/A	445.00 plus 45.00 acre
Comprehensive Plan Amendment	1,050.00	2,500.00
Comprehensive Plan Consistency Review	262.50	275.00
Subdivision Variance Requests	525.00	1,750 plus 45.00 acre
Wetlands Board	262.50	925.00
Wetlands Board After the Fact	315.00	1,200.00
Chesapeake Bay Preservation Area Special Exception Request (Administrative)	52.50	55.00
Chesapeake Bay Preservation Area Special Exception Request (Planning Commission)	262.50	925.00
Resource Protection Area/Buffer Modification Request	N/A	275.00
Resource Protection Area/Buffer Area Restoration Plan Review	N/A	665.00 plus 65.00 per acre
After the Fact Resource Protection Area/Buffer Area Restoration Plan Review	N/A	1,330.00 plus 130.00 per acre
Historic and Cultural Review - Additions	157.50	N/A
Historic and Cultural Review - New Construction	157.50	N/A
Historic and Cultural Review - Administration	36.75	40.00
Historic and Cultural Review - After the Fact	262.50	825.00
Historic and Cultural Review - Appeal of Decisions by Historic Landmarks Commission to City Council (City Council Review)	N/A	165.00
Historic and Cultural Review - Administration After the Fact*	73.50	80.00
Historic and Cultural Review- Appeal of Decision by Staff to Historic Landmarks Commission	N/A	600.00
Historic and Cultural Review - Certificate of Appropriateness Request	157.50	625.00
Borrow Pit Fees	105.00	110.00
Per cubic yard removed semi-annually	0.24	0.25
Vested Rights Determination	N/A	1,000.00
Street Name Change Request	341.25	360.00
Street Abandonment	105.00	760.00
Encroachment Permits	105.00	110.00
Minor Subdivision	315.00	330.00
Family Transfer	315.00	330.00
Subdivision Plat Review		
Preliminary Plat Fee (per lot)	52.50 with 315.00 minimum	55.00 with 330.00 minimum
Amendment to Previously Approved Preliminary Subdivision Plat	N/A	55.00 with 330.00 minimum
Final Plat Fee (per lot)	31.50 with 210.00 minimum	35.00 with 330.00 minimum

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Subdivision Engineering Plan Review	42.00 per lot with 210.00 minimum	45.00 per lot with 220.00 minimum
Subdivision Engineering Plan Review Revisions	157.50	200.00
Amendment to Previously Approved Engineering Plan	N/A	45.00 per lot with 220.00 minimum
Subdivision Determination**	94.50	100.00
Site Plan Review (excludes 1 & 2 family dwelling)	630.00	665.00
plus per acre	63.00	65.00
Site Plan Review - additional revisions (per submittal)	157.50	200.00
Site Plan Waiver Request	52.50	55.00
Maps (each) Printed Map Products	5.25	N/A
Maps-Specialized Map Production Services	52.50 Hour	N/A
Aerial Photographs		
1" = 1000'	0.26	N/A
1" = 1600" Base map set	52.50	N/A
Unified Development Ordinance	Cost	N/A
Comprehensive Plan	63.00	N/A
Geodetic Control Network Book	26.25	N/A
Geodetic Control Network Book - Supplement	10.50	N/A
Printing Services		
Sheet Size (11-inch x 17-inch or smaller) Black & White	N/A	0.50 per sheet
Sheet Size (11-inch x 17-inch or smaller) Color	N/A	1.00 per sheet
Sheet Size (Larger than 11-inch x 17-inch)	N/A	10.00 per sheet
Wetland Mitigation Fee In-Lieu***	1% over market rate to purchase credits in an approved tidal wetlands bank	1% over market rate to purchase credits in an approved tidal wetlands bank
<b>COMMUNITY DEVELOPMENT</b>		
Minimum	56.00	59.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	56.00	59.00
Correction/Amending Permit Fee	53.00	56.00
Extension of Permits	83.00	88.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	276.00	290.00
50,001 - 100,000	551.00	579.00
100,001 - 150,000	1,103.00	1,159.00
150,001 - 250,000	2,205.00	2,316.00
250,001 - 750,000	4,410.00	4,631.00
over 750,000	5,513.00	5,789.00
Electrical Permits (new service, temporary service & service changes)		
Minimum	56.00	59.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	56.00
Extension of Permits	83.00	88.00
Extra Inspection Trips (each)	56.00	59.00
Commercial Power Release Inspection	66.00	70.00
1 - 99 amps		
Single Phase Fee (new)	56.00	59.00
Single Phase Fee (change)	56.00	59.00
Three Phase Fee (new)	56.00	59.00
Three Phase Fee (change)	56.00	59.00
100-149		
Single Phase Fee (new)	56.00	59.00
Single Phase Fee (change)	56.00	59.00
Three Phase Fee (new)	78.00	82.00
Three Phase Fee (change)	56.00	59.00
150 - 199 amps		
Single Phase Fee (new)	83.00	88.00
Single Phase Fee (change)	56.00	59.00
Three Phase Fee (new)	116.00	122.00
Three Phase Fee (change)	66.00	70.00
200 - 299 amps		
Single Phase Fee (new)	110.00	116.00
Single Phase Fee (change)	66.00	70.00
Three Phase Fee (new)	154.00	162.00
Three Phase Fee (change)	88.00	93.00
300 - 399 amps		
Single Phase Fee (new)	166.00	175.00
Single Phase Fee (change)	100.00	105.00
Three Phase Fee (new)	232.00	244.00
Three Phase Fee (change)	132.00	139.00
400 - 499 amps		
Single Phase Fee (new)	221.00	233.00
Single Phase Fee (change)	132.00	139.00
Three Phase Fee (new)	309.00	325.00
Three Phase Fee (change)	176.00	185.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
500 - 599 amps		
Single Phase Fee (new)	276.00	290.00
Single Phase Fee (change)	166.00	175.00
Three Phase Fee (new)	386.00	406.00
Three Phase Fee (change)	221.00	233.00
600 - 699 amps		
Single Phase Fee (new)	331.00	348.00
Single Phase Fee (change)	198.00	208.00
Three Phase Fee (new)	463.00	487.00
Three Phase Fee (change)	265.00	279.00
700 - 799 amps		
Single Phase Fee (new)	386.00	406.00
Single Phase Fee (change)	232.00	244.00
Three Phase Fee (new)	541.00	569.00
Three Phase Fee (change)	310.00	326.00
800 - 899 amps		
Single Phase Fee (new)	441.00	464.00
Single Phase Fee (change)	265.00	279.00
Three Phase Fee (new)	617.00	648.00
Three Phase Fee (change)	353.00	371.00
900 - 999 amps		
Single Phase Fee (new)	497.00	522.00
Single Phase Fee (change)	298.00	313.00
Three Phase Fee (new)	695.00	730.00
Three Phase Fee (change)	397.00	417.00
1,000 - 1,099 amps		
Single Phase Fee (new)	551.00	579.00
Single Phase Fee (change)	331.00	348.00
Three Phase Fee (new)	772.00	811.00
Three Phase Fee (change)	441.00	464.00
1,100 - 1,199 amps		
Single Phase Fee (new)	607.00	638.00
Single Phase Fee (change)	364.00	383.00
Three Phase Fee (new)	816.00	857.00
Three Phase Fee (change)	463.00	487.00
1200 amps		
Single Phase Fee (new)	662.00	696.00
Single Phase Fee (change)	397.00	417.00
Three Phase Fee (new)	860.00	903.00
Three Phase Fee (change)	485.00	510.00
Over 1,200 amps		
Single Phase Fee (new)	662.00 plus 26 per 50 amps after	695.00 plus 26 per 50 amps after
Single Phase Fee (change)	397.00 plus 16 per 50 amps after	417.00 plus 16 per 50 amps after
Three Phase Fee (new)	860.00 plus 21 per 50 amps after	903.00 plus 21 per 50 amps after
Three Phase Fee (change)	485.00 plus 11 per 50 amps after	510.00 plus 11 per 50 amps after
Electrical Permits (additions and repairs)		
0 - 20 amps (per circuit)	5.00	6.00
24 - 40	6.00	7.00
41 - 60	8.00	9.00
61 - 150	17.00	18.00
over 150 amps	22.00	24.00
Pool Grounding	61.00	65.00
Repair Wiring, Apparatus, Fixtures	56.00	59.00
Fire Prevention Permit		
Minimum	N/A	59.00
State Levy	N/A	2%
Correction/Amending Permit Fee	N/A	56.00
Extension of Permits	N/A	88.00
Extra Inspections Trips (each)	N/A	59.00
Fire Prevention Permit	N/A	59.00 plus .005 of value
Plumbing Permits		
Minimum	56.00	59.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	56.00
Extension of Permits	80.00	88.00
Extra Inspection Trips (each)	56.00	59.00
Each Fixture, Floor Drain, or Trap	8.00	9.00
Each Sewer (sanitary and storm)	8.00	9.00
Each Sewer Replaced or Repaired	39.00	41.00
Each Manhole	8.00	9.00
Each Roof Drain	8.00	9.00
Each Area Drain	8.00	9.00
Each Water Heater	8.00	9.00
Each Water Line (New Residential)	8.00	9.00
Each Water Line (Existing Residential)	39.00	41.00
Each Water Line (Commercial)	110.00	116.00
Each Sewer Line (Commercial)	110.00	116.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Backflow Preventer	8.00	9.00
Mechanical and Gas Permits		
Minimum	56.00	59.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	59.00
Extension of Permits	83.00	88.00
Extra Inspection Trips (each)	56.00	59.00
Mechanical Permit Fees		
Chiller, Cooling Tower, Tank	\$36.00 each	\$38.00 each
AC Equipment, Boiler, Furnace Gas Pack, Forced Air, Misc. Heater, Gas Piping	\$19.00 each	\$20.00 each
Air Handler	\$9.00 each	\$10.00 each
Duct Work, Misc Fan, Range Hood	\$7.00 each	\$8.00 each
Elevator Installation		
\$0-5,000	56.00	59.00
5,001-6,000	61.00	65.00
Above 6,000	56.00 plus \$6.00 per \$1,000 value	59.00 plus \$6.00 per \$1,000 value
Fire Alarm and Fire Suppression		
\$0 - 5,000	56.00	59.00
5,001 - 6,000	59.00	62.00
Above 6,000	\$56 plus \$9.00 per \$1,000	\$59 plus \$9.00 per \$1,000
LPG Tanks and Associated Piping		
0 - 2,000 gallons	56.00	59.00
over 2,000	56.00 plus \$4.00/10,000 gallons	59.00 plus \$4.00/10,000 gallons
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	56.00	59.00
over 50,000	56.00 plus \$4.00/10,000 gallons	59.00 plus \$4.00/10,000 gallons
Fuel Piping Outlet Each	56.00	59.00
Plan Review		
All Structures - Residential		
0 - 2,499 square feet	83.00	88.00
2,500 - 5,000	110.00	116.00
5,000 - 10,000	138.00	145.00
10,001 - 30,000	193.00	203.00
30,001 - 50,000	276.00	290.00
50,001 - 100,000	331.00	348.00
Above 100,000	386.00	406.00
All Structures - Commercial		
0 - 2,499 square feet	87.00	92.00
2,500 - 5,000	116.00	122.00
5,000 - 10,000	145.00	153.00
10,001 - 30,000	203.00	214.00
30,001 - 50,000	290.00	305.00
50,001 - 100,000	348.00	366.00
Above 100,000	405.00	426.00
Approved Model on File Site Specific Compliance Review	N/A	44.00
Fire Plan Review		
Fire sprinkler system new < 10 w/calcs, or alterations < 10 existing sprinkler heads not located in the most remote area involving new hydraulic calculations	N/A	53.00
5 foot stub-out for fire protection systems submitted separately from complete fire sprinkler or fire main	N/A	53.00
Fire alarm system alterations where the submittal does not require battery calculations, or the removal of any or all components of non-required system	N/A	53.00
Kitchen hood fire suppression systems installation / alteration	N/A	53.00
Fire sprinkler system new installation 11-20 w/calcs, alterations of 11-20 existing sprinkler heads not located in the most remote area involving new hydraulic calculations or removal of any	N/A	105.00
FM 200 clean agent system installation or alteration	N/A	105.00
Fire alarm new installations or alterations that involve ≤ 5 devices, that require battery calculations	N/A	105.00
Spray paint booth installation / alteration	N/A	105.00
Fire sprinkler systems installation or alteration that involve ≥ 21 sprinkler heads	N/A	210.00
Fire alarm systems new installations or alterations ≥ 6 devices, that require battery calculations	N/A	210.00
Moving		
Out of City to In City	579.00	608.00
In City to Out of City	303.00	319.00
Within City	303.00	319.00
Through City	110.00	116.00
Accessory Structures		
0 - 100 square feet	56.00	59.00
101 - 300	56.00	59.00
301 - 600	71.00	75.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Demolition</b>		
One to Two Family Residences	61.00	65.00
Any Residential Accessory Structure	56.00	59.00
<b>All Other Buildings</b>		
0 - 60,000 square feet	110.00	116.00
over 60,000	\$27/15,000 sqft	\$28/15,000 sqft
<b>Sign Fees</b>		
<b>In Addition to Minimum Permit Fee</b>		
1 - 40	56.00	59.00
41 - 80	61.00	65.00
over 80	71.00	75.00
Elevator Compliance Card	56.00	59.00
<b>Amusement Ride Inspection</b>		
Kiddie Ride	16.00	35.00
Major Ride	26.00	55.00
Spectacular Ride	27.00	75.00
Cross Connection Inspection	56.00	59.00
<b>Private Piers, Greenhouses, and Walls</b>		
\$1 - 2,200	56.00	59.00
over 2,200	\$56 plus 0.2% of value	\$59 plus 0.2% of value
<b>Miscellaneous Fees</b>		
Mobile Homes	56.00	59.00
Modular Classroom Units	61.00	65.00
Tents	56.00	59.00
Chimneys	56.00	59.00
Free Standing Fireplaces/Wood Stoves	56.00	59.00
Stationary Fireplaces	56.00	59.00
<b>Swimming Pools</b>		
\$1 - 2,200	56.00	59.00
over 2,200	\$56 plus 0.2% of value	\$59 plus 0.2% of value
<b>Certificate of Occupancy</b>		
Residential	56.00	59.00
Commercial	110.00	116.00
Extension of Residential, Commercial and Temp C.O.	56.00	59.00
Temporary	110.00	116.00
Rental	56.00	59.00
Two or More Units (per unit)	34.00	36.00
Reinspection	56.00	59.00
Business License Inspection	110.00	116.00
Board of Building Code Appeal	276.00	290.00
Extension of Permits	83.00	88.00
<b>Tower, Antennas and Like Structures</b>		
\$0 - 4999 value	107.00	113.00
5,000 - 19,999	428.00	450.00
20,000 - 99,999	1,227.00	1,289.00
over 100,000	\$1,227 plus \$4 per \$1,000	\$1,288 plus \$4 per \$1,000
<b>Building Fees</b>		
Residential New Construction	.09/sq.ft.	.10/sq.ft.
Commercial New Construction	.10/sq.ft.	.11/sq.ft.
Correction /Amending Permit Fee	53.00	56.00
Extension of Permits	83.00	88.00
Extra Inspection Trips (each)	56.00	59.00
Additional/Alteration/Repair (Commercial & Residential) based on value of construction		
\$0.00-\$5,000	\$0.013	N/A
\$5,001-\$20,000	\$0.009	N/A
\$20,001 and above	\$0.007	N/A
<b>Zoning Fees</b>		
Minimum	39.00	41.00
State Levy	2.00%	2.00%
Commercial Business Clearance	110.00	116.00
Board of Building Code Appeal	276.00	290.00
Zoning Permits (includes Farm Affidavits)	39.00	41.00
Home Occupation Permits (zoning review)	39.00	41.00
<b>Health Department Evaluation</b>		
New Construction	110.00	N/A
Updates	56.00	N/A
Board of Zoning Appeals	551.00	1,275.00
Administrative Variance Request	66.00	70.00
<b>Chesapeake Bay Special Exception Request</b>		
Reviewed by Zoning Administrator	56.00	59.00
If Forwarded to Board of Zoning Appeals	331.00	1,050.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Written Determination by Zoning Administrator	100.00	105.00
Special Entertainment Permit	\$56.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.	N/A
Junkyard Compliance Inspection (yearly)	105.00	111.00
Temporary Use Permit	39.00	41.00
Unified Development Ordinance	Cost	N/A
Temporary Signs	39.00	41.00
Building Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Electrical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Mechanical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Gas Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Plumbing Permits		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Small Cell Tower		
Value of \$0-\$4,999	N/A	102.00
\$5,000-\$19,999	N/A	408.00
\$20,000-\$99,999	N/A	1169.00
Over \$100,000	N/A	1,169.00 plus 4.00 per 1,000
* All refunds subject to \$15.00 processing Fee-no refunds will be issued for amounts less than \$15.00		
<b>POLICE</b>		
Annual Alarm Registration	25.00	25.00
Alarm Registration Renewal	10.00	10.00
Alarm Registration Late Fee (after 30 days)	25.00	25.00
Fee to alarm company for failure to provide alarm user list	25.00 per working day until compliance	25.00 per working day until compliance
Reinstatement fee for failure to provide alarm user list	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Late fee for registration renewal (after 30 days)	25.00	25.00
Use of Automatic Dialer	100.00	100.00
Audible Alarm Violation	100.00	100.00
Reinstatement Fee for failure to provide ARM	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Failure of alarm company to provide customer False Alarm Prevention checklist	50.00	50.00
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company <i>Initial</i> Registration*	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk*	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring co. for calling in on suspended /unregistered alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	10.00	10.00
Accident Report	10.00	10.00
Incident Report	10.00	10.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Fingerprinting	\$10 for first card, and \$5 for additional cards	\$10 for first card, and \$5 for additional cards
Photographs	7.00 or cost whatever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	15.00	15.00
Concealed Weapon Permit	35.00	35.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed
Security Services	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Dog License Fee - Duplicate	1.00	1.00
Lifetime Dog License Fee - Spayed or Neutered (Animal Shelter)	50.00	50.00
Dangerous Dog Registration Certificate	150.00	150.00
Dangerous Dog Registration Certificate Renewal	85.00	85.00
Kennel License	\$50 per block of 10 dogs	\$50 per block of 10 dogs
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Tape/CD	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.50	0.50
Black & White Copy	0.25	0.25
Photographs on CD	15.00	15.00
Video Tape	15.00	15.00
<b>PUBLIC UTILITIES</b>		
<b>Bacteriological Tests (each)</b>	<b>35.00</b>	<b>40.00</b>
<b>Delinquency Fees</b>		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with \$0.50 minimum	1.5 % per month with \$0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
<b>Water Conservation Reconnection Fees</b>		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00
Water Rate per 100 cubic feet	9.71	9.97
WTWA Wholesale Water Rate (per 100 cubic feet)	4.84	4.86
WTWA Fixed Capacity Charge (per month)	199,026.00	200,470.00
WTWA Meter Service Charge (per month)	200.00	200.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (per month - 5 ccf)	48.55	49.80
<b>Meter Service Charge (per month)</b>		
5/8 and 3/4 inch meter	11.25 (Billed at \$0.370 per day per billing cycle)	12.75 (Billed at \$0.419 per day per billing cycle)
1 inch meter	28.15 (Billed at \$0.925 per day per billing cycle)	31.90 (Billed at \$1.048 per day per billing cycle)
1 1/2 inch meter	56.25 (Billed at \$1.850 per day per billing cycle)	63.75 (Billed at \$2.096 per day per billing cycle)
2 inch meter	90.00 (Billed at \$2.959 per day per billing cycle)	102.00 (Billed at \$3.353 per day per billing cycle)
3 inch meter	168.75 (Billed at \$5.548 per day per billing cycle)	191.25 (Billed at \$6.288 per day per billing cycle)
4 inch meter	286.25 (Billed at \$9.411 per day per billing cycle)	318.75 (Billed at \$10.480 per day per billing cycle)
6 inch meter	562.50 (Billed at \$18.493 per day per billing cycle)	637.50 (Billed at \$20.959 per day per billing cycle)
8 inch meter	900.00 (Billed at \$29.589 per day per billing cycle)	1020.00 (Billed at \$33.534 per day per billing cycle)
10 inch meter	1,293.75 (Billed at \$42.534 per day per billing cycle)	1,466.25 (Billed at \$48.214 per day per billing cycle)
<b>Water Connection Charge (installed by city)</b>		
5/8 inch & 3/4 inch meter	2,000.00	2,000.00
1 inch meter	2,300.00	2,300.00
1 1/2 inch meter	2,600.00	2,600.00
2 inch meter	3,000.00	3,000.00
When the size is above those listed a charge equal to actual cost of installation plus 25%	Actual cost x 1.25	Actual cost x 1.25
Water Connection Charge (installed by developer)	50.00	50.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Water Availability Charge (residential)</b>		
Single Family	5,520.00	5,520.00
Attached Multi Family (Building with 2 to 4 units) (cost per unit)	4,970.00	4,970.00
Attached Multi Family (Building with 5 to 16 units) (cost per unit)	4,420.00	4,420.00
Attached Multi Family (Building with 17 to 24 units) (cost per unit)	3,865.00	3,865.00
Attached Multi Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobile Home Park (cost per unit)	3,900.00	3,900.00
<b>Water Availability Charge (commercial)</b>		
5/8 and 3/4 inch meter	5,520.00	5,520.00
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
<b>Installment Payments</b>		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Deposit Rental Charge (excludes water usage charge)	300.00	\$100/month
Fire Hydrant Flow Test Fee/Water Model Evaluation	400.00	400.00
Sewer Collection (per 100 cubic feet)	7.27	7.54
Sewer Usage Not Metered (per month 5 ccf)	36.35	37.70
<b>Sewer Connection Charge (installed by city)</b>		
4 inch lateral size	1,800.00	1,800.00
6 inch lateral size	3,000.00	3,000.00
Greater than 6 inch	actual cost of installation plus 25%	actual cost of installation plus 25%
<b>Sewer Connection Charge (installed by developer)</b>		
	50.00	50.00
<b>Sewer Availability Charge (residential)</b>		
Single Family	6,000.00	6,000.00
Attached Multi Family (Building with 2 to 4 units), (cost per unit)	5,400.00	5,400.00
Attached Multi Family (Building with 5 to 16 units), (cost per unit)	4,800.00	4,800.00
Attached Multi Family (Building with 17-24 units), (cost per unit)	4,200.00	4,200.00
Attached Multi Family (Building 25+ units), (cost per unit)	3,600.00	3,600.00
Mobil Home Park (cost per unit)	3,900.00	3,900.00
<b>Sewer Availability Charge (commercial)</b>		
5/8 and 3/4 inch meter	6,000.00	6,000.00
1 inch meter	14,800.00	14,800.00
1½ inch meter	29,500.00	29,500.00
2 inch meter	47,100.00	47,100.00
3 inch meter	88,100.00	88,100.00
4 inch meter	146,800.00	146,800.00
6 inch meter	293,400.00	293,400.00
8 inch meter	469,300.00	469,300.00
10 inch meter	674,600.00	674,600.00
Manual of Cross Connection Policies	20.00	20.00
Plan sheet copies 24" x 36" (per sheet)	2.00	2.00
Copies (black and white (each)	0.20	0.20
Copies (color) (each)	0.35*	0.35*
<b>Engineering Review</b>		
Site Plans Review	\$1,500 Base Fee plus \$1.50/lf for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee	\$1,500 Base Fee plus \$1.50/lf for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee
Engineering Plans Review	\$2,500 Base Fee plus \$.15/lf for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$.15/lf for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$500/Submittal	\$500/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$2,000 per station	\$2,000 per station
Single Family Grinder Pump Review/Inspection	300.00	300.00
<b>Engineering Construction Inspection</b>		
Sanitary Sewer Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Site Plan with Public Utilities	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed
Inspection Fee for Overtime Work at Developers Request	At Cost	At Cost

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Environmental Incentive - Water		
5/8 and 3/4 inch meter	3,250.00	3,250.00
1 inch meter	8,125.00	8,125.00
1½ inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 and 3/4 inch meter	1,750.00	1,750.00
1 inch meter	4,375.00	4,375.00
1½ inch meter	8,750.00	8,750.00
2 inch meter	14,000.00	14,000.00
3 inch meter	26,250.00	26,250.00
4 inch meter	43,750.00	43,750.00
<b>PUBLIC WORKS</b>		
<b>Traffic Engineering Inspection and Plan Review</b>		
Site Plan:	\$1,000/application	\$1,000/application
Engineering Plans:	\$1,500/application	\$1,500/application
Major Final Subdivision Plats:	\$100/plat	\$100/plat
Traffic Engineering Study Fee	\$100/hr	\$100/hr
Traffic Signal Inspection Fee	\$18,000 per location	\$18,000 per location
Inspection Services	\$70/hr	\$70/hr
Golf Cart Study Fee	\$1,600/application	\$1,600/application
Golf Cart Signs (per location)	\$250 per location	\$250 per location
No Wake Zone Study Fee	N/A	550.00
No Wake Zone Posting	N/A	At Cost
Right-of-Way Encroachment Permit	125.00	125.00
<b>Shared Mobility Device</b>		
System Application Fee	N/A	>10 Devices \$200 10>50 Devices \$1,500 50< Devices \$5,000
Impact Fee	N/A	Defined by Permit
<b>Stormwater and Public Works Engineering</b>		
Storm Water Utility Fee	6.00/mo/ERU	6.00/mo/ERU
Inspection Fee for Engineering Plans	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum
Inspection Fee for Site Plans/E&S Only Plans	\$400/acre;\$1,400 minimum not to exceed \$8,000	\$400/acre;\$1,400 minimum not to exceed \$8,000
Inspection Fee for Overtime Work at Development Request	at cost	At Cost
<b>Stormwater/E &amp; S plan review</b>		
Site Plan Review Fee	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance -\$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688  Plan Amendment = \$350	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance -\$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688  Plan Amendment = \$350
Engineering Plan Review Fee	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350
Modification or Transfer of General Permit/Registration Statement for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825
Annual Maintenance fees for General or Individual Permits for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830
Minor Subdivision Plan Review Fee	150.00	150.00
Major Subdivision Maintenance Agreement Review Fee	\$750 per plat	\$750 per plat
Single Family E&S Site Plan Review	290.00	290.00
Stormwater Maintenance Agreement Review Fee	150.00	150.00
<b>Storm Sandbags (Suffolk Residents Only)</b>	N/A	3.00
<b>Pro Rata Share Fees</b>		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Permits</b>		
Right of Way Permit	125.00	125.00
plus asphalt (per cubic foot)	Cost	Cost
plus concrete (per cubic foot)	Cost	Cost
Driveway Apron (per square foot)	2.50	2.50
Street Name Signs (private - black and yellow)	600.00	600.00
Street Name Signs (public - green and white)	600.00	600.00
<b>Permits (continued)</b>		
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00
General Engineering Review	at cost	at cost
In-depth Engineering Review	at cost	at cost
<b>Maps - Printed Map Products</b>		
GIS Tax Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Other Map Product (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Generalized City Base Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
<b>Maps - Specialized Map Services</b>		
Special Map Production Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Specialized Data Analysis Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
<b>Refuse Collection</b>		
Automated Refuse Container	70.00	70.00
*Refuse and Recycling Service	21.30/mo/unit	25.25/mo/unit
<b>Bulk Refuse Service</b>		
1-12 CY bulk collection - before 12 free collections are used	No Charge	No Charge
13-24 CY bulk collection - before 12 free collections are used	47.50	47.50
1-12 CY bulk collection - after 12 free collections	47.50	47.50
13-24 CY bulk collection - after 12 free collections	105.00	105.00
Evictions	170.00	170.00
<b>Bulk Refuse Service - Roll Off</b>		
Weekdays	120.00	120.00
Weekends	170.00	170.00
<i>* Does not include commercial refuse collection</i>		
<b>TRANSIT</b>		
<b>Faires-Regular Bus Service (Not Paratransit)</b>		
Adult - One way (No Transfer)	1.50	1.50
Adult - All day (Unlimited Transfer)	3.00	3.00
Adult - Monthly Pass	57.50	57.50
Student (6-18 yrs) - One way (No Transfer)	1.00	1.00
Student (6-18 yrs) - All day (Unlimited Transfer)	2.00	2.00
Student (6-18 yrs) - Monthly Pass	37.50	37.50
Disabled and/or Senior (55+ yrs) - One way (No Transfer)	0.75	0.75
Disabled and/or Senior (55+ yrs) - All day (Unlimited Transfer)	1.50	1.50
Disabled and/or Senior (55+ yrs) - Monthly Pass	27.50	27.50
Fare - Paratransit - One way (Qualified individuals only)	3.00	3.00
<b>TOURISM</b>		
<b>Conference Room (9 am to 5 pm)</b>		
Non-Profit (first two hours)	25.00	25.00
Additional Hours	5.00/hour	5.00/hour
For-Profit (first two hours)	75.00	75.00
Additional Hours	15.00/hour	15.00/hour
<b>Multipurpose Room (6 pm to midnight)</b>		
Deposit (non-refundable)	150.00	150.00
Non-Profit Event	50.00/hour	50.00/hour
For-Profit Event	80.00/hour	80.00/hour
<b>Visitor Center Pavilion</b>		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour
<b>Farmer's Market Booth Rental (Pavilion)</b>		
Standard Booth	60.00/season	75.00/season
Expanded Booth	100.00/season	125.00/season
Exterior (Uncovered) Space	40.00/season	45.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
<b>Interpreted Bus Tour Historic District</b>		
Adult	8.00	8.00
Senior (60+) and Child (3 to 12), Military	6.00	6.00
<b>Interpreted Bus Tour Great Dismal Swamp</b>		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
<b>Guided Cedar Hill Cementary Stroll</b>		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
<b>Interpreted Canoe Tour</b>	40.00	40.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Ghost Walk		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Nature Walks		
Adult	7.00	7.00
Senior (60+); Child (9-12); Military	5.00	5.00
Nansemond River Kayak Tours	40.00	40.00
Lone Star Lakes Kayak Tours	40.00	40.00
Bennett's Creek Kayak Tours	40.00	40.00
Seaboard Station Railroad Museum		
Guided Museum Tour (12 and older)	2.00/per person	2.00/per person
Guided Museum Tour-Group Rate	1.00/per person	1.00/per person
Family Membership-Unlimited Visits (up to 4 people)	40.00/year	40.00/year
Seaboard Station Birthday Party Rental Package (basic)		
Deposit (non-refundable)	25.00	25.00
Payment Due Day of Party	100.00	100.00
Seaboard Station Birthday Party Rental Package (premier)		
Deposit (non-refundable)	50.00	50.00
Payment Due Day of Party	250.00	250.00
Seaboard Station Railroad Museum After Hours Reception Rental		
Non-profit (first two hours)	75.00	75.00
Additional Hours	25.00/hour	25.00/hour
For-profit (first two hours)	150.00	150.00
Additional Hours	50.00/hour	50.00/hour
Seaboard Station Railroad Museum After Hours Meeting Rental		
Non-profit (first two hours)	25.00	25.00
Additional Hours	5.00/hr	5.00/hr
For-profit (first two hours)	50.00	50.00
Additional Hours	15.00/hour	15.00/hour
Fee Based Activities Not Described	Cost	Cost
Visitor Center Display Case - Limit of 4	\$100/quarter when available	\$100/quarter when available
<b>TREASURER</b>		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Distress Collection Fee	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Withholding Registration Fee	25.00	25.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Attorney or Collection Agency Fees	20%	20%
Service Fee for Out-of-City processing (per Defendant)	28.00	28.00
For each additional warrant served	12.00	12.00
Roll Back Tax Interest	10%	10%
Charge Card Convenience Fees		
Visa Debit Cards Only	4.15	0.00
Visa Debit Cards; Mastercard Debit or Credit and AMEX		
\$0.01 to \$144.00	4.15	0.00
\$144.01 and higher	2.89% of payment amount	0.00
Sturgis		
Charge Card Convenience Fees	2.5% of payment amount plus .30 transaction fee	2.5% of payment amount plus .30 transaction fee
E-Check Convenience Fee	\$1.50 per transaction	\$1.50 per transaction

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE APPROVING NEW POSITIONS, PAY GRADES, PAY GRADE CHANGES AND JOB DESCRIPTIONS REGARDING THE FY 2020-2021 OPERATING AND CAPITAL BUDGET AND THE CITY'S CLASSIFICATION AND COMPENSATION PLAN**

WHEREAS, the City Council has determined that the performance of City government will be enhanced by the addition of new positions within the City's Classification and Compensation Plan; and,

WHEREAS, pursuant to §66-42 of the Code of the City of Suffolk, the City Council shall approve new positions, and pursuant to §66-42 of the Code of the City of Suffolk, the City Council shall approve reassignments of existing positions to higher or lower pay grades, significant revisions to job descriptions, and new job descriptions; and,

WHEREAS, the City Manager is requesting that new positions be approved in the FY 2020-2021 Operating and Capital Budget and the City's Classification and Compensation Plan; and,

WHEREAS, the City Manager is requesting that the corresponding new job descriptions for new positions be approved as a part of the FY 2020-2021 Operating and Capital Budget and the City's Classification and Compensation Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that the job descriptions for new positions and revisions of existing positions of Assistant Compliance Manager, grade 130; Clerical Support Supervisor, grade 127; Fire Protection Plans Reviewer, grade 130; Fire Protection Building Plans Reviewer, grade 130; Lifeguard I, grade 114; Lifeguard II, grade 116; Master Firefighter Medic, grade 130; Physical Security Administrator, grade 135; Pool Supervisor, grade 123; and Quartermaster, grade 121, which are attached as part of this Ordinance, be and are hereby approved as part of the FY 2020-2021 Classification and Compensation Plan.

This Ordinance shall be effective on July 1, 2020, contingent upon the corresponding jobs for the job descriptions being approved in the FY 2020-2021 Operating and Capital Budget.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to Form:

\_\_\_\_\_  
Helivi L. Holland, City Attorney

**Classification Title:** Clerical Support Supervisor  
**Pay Grade:** 127  
**FLSA Status:** Non-Exempt  
**Dates Revised:** 3/10, 7/16, 10/18, 3/20

### **JOB SUMMARY**

This position coordinates, advises, and oversees the activities of the division's clerical support team, while interacting with the financial and self-sufficiency divisions to evaluate the effectiveness of the Social Services Department. This position provides recommendations for changes, prepares statistical reports, and maintains case approval authority to ensure work performed in the financial and self-sufficiency divisions can be completed in a timely manner. In addition, the position is responsible for the upkeep of the file room for all department records and scanning all eligibility documents in the automated record keeping system which requires an extensive knowledge of all benefit programs policies and systems. The position creates, evaluates, and provides forms, reports, statistical documents, and related informational documentation for use within and outside the agency and provides policy expertise in difficult or complicated cases to ensure the proper assignment of applications to the financial and self-sufficiency department.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Supervises department employees, including instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, and recommending promotions, discipline, termination, and salary increases.
- Oversees the daily activities of staff members and teams ensuring adherence to established policies, procedures, and standards for assigning applications for multiple benefit programs such as Medicaid (Families and Children, ABD, Long Term Care), SNAP, TANF, and Energy Assistance.
- Serves as a random moment sampling coordinator, Civil Rights facilitator, National Voters Right Administrator, and a shelter manager, as needed, during a declared disaster and maintains and updates the department's shelter roster to ensure equity.

- Supervises clerical staff in the Benefits Program and clerical support areas of the department; ensures adequate coverage; instructs and trains the staff as necessary; resolves problems as non-routine situations arise.
- Utilizes office machines, and office productivity software to complete data entry; maintain technical/policy procedure manuals; and ensure security daily.
- Creates, evaluates, and provides forms, reports, statistical documents and related information.
- Monitors application, changes, and renewal inboxes to ensure compliance with established policy.
- Ensures the accuracy of screening of applications for services, following Federal and State policies and procedures.
- Supervises the outgoing mail handling for the City; establishes proper and reasonable guidelines that are sensitive to the needs of the various departments.
- Ensures the proper maintenance of the department's closed files.
- Processes employee time sheets; and maintains time sheet records on all staff.
- Ensures the accuracy and timeliness of entry into the State's Local Employee Tracking System (LETS) personnel system and the City's personnel system.
- Ensures the continuous replenishment of supplies and forms necessary for daily activities in the department.
- Prepares and submits monthly statistical reports mandated by the State's Central Office and local departmental needs.
- Initiates disciplinary/corrective action as necessary on subordinates.
- Sets standards for quality customer service for the department; monitors same to ensure its practice.
- Monitors City and State policies and procedures to evaluate necessary changes; implements changes.
- Maintains responsibility for fleet services for vehicles assigned to the department; coordinates timely inspections, repairs, and service calls.
- Maintains records; accepts and forwards to appropriate staff; initiates and processes leave slips; debits and/or credits leave to manual records of employee leave amounts.
- Interacts with customers on a case-by-case basis, particularly in dealing with unusual or difficult situations.
- Maintains State-mandated Board minutes for the department.
- Provides follow-up to the agency maintenance needs.
- Maintains local personnel files on employees.
- Receives and/or reviews various records and reports including a variety of correspondence, State reports, State system broadcasts, leave printouts, LETS action due report, work assignment schedules, City mail, and policy and procedural information.
- Prepares and/or processes various records and reports, including Board minutes, leave records, time sheets, employee data by locality, and performance appraisals.
- Operates a variety of office equipment, including computer, fax machine, copier, calculator, and printer.

- Interacts and communicates with various groups and individuals, including Assistant Director of Financial Services, Director, various State human resources staff, customers, line staff, other agency staff, committee members, and the general public.
- Provides policy expertise in difficult cases to ensure proper assignment of applications to benefit program staff.
- Provides feedback to State reviewers on applications cited with errors in annual reviews.
- Participates on regional clerical committees.
- Performs other related duties as required.

***Serving in the Department of Social Services: Employee must be willing to work disaster related assignments, including emergency shelter duty, in the event of a natural disaster or emergency.***

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school supplemented by 3 to 5 years of experience in clerical work with some supervisory experience; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Prefer Notary Public designation.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the methods, policies, and procedures of the Department of Social Services as they pertain to the performance of duties of the Clerical Support Supervisor.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the functions and interrelationships of the City and other governmental agencies.
- Knowledge and understanding of the principles and procedures of personnel.
- Knowledge of proper English usage, punctuation, spelling, and grammar.
- Knowledge of modern office practices and technology.
- Knowledge of the terminology and various professional languages used within the department.
- Knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.
- Ability to communicate effectively in confrontational situations.
- Skilled in the use of computers for word and data processing and records management.
- Ability to ensure compliance with all laws and regulations and control the activities of the administrative unit through effective supervision.
- Skilled and capable of producing quality work, which requires constant attention to details.

- Ability to analyze and interpret records and to prepare accurate and complete statements and reports.
- Knowledge of how to plan, organize, and direct a technical support staff.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations.
- Ability to perform employee evaluations and to make recommendations based on results.
- Ability to offer training and assistance to co-workers and employee of other departments as required.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities; good organizational, technical, administrative, clerical, and human relations skills.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to type at a speed required for the timely and successful completion of job assignments.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.
- Knowledge of how to react calmly and quickly in emergency situations.
- Ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants and receiving direction from supervisor.
- Ability to read a variety of policies and procedures, computer manuals, records and reports, etc. Requires the ability to prepare reports, records, correspondence, etc., with proper format, punctuating, spelling, and grammar, using all parts of speech. Requires the ability to speak to people with poise, voice control and confidence.
- Ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions; communicate effectively and efficiently in a variety of technical or professional languages, including social services.
- Ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, and to determine time. Must be able to use basic accounting mathematics.

- Ability to inspect items for proper length, width and shape, and visually read various information.

### **PERFORMANCE EVALUATION CRITERIA**

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety
- Planning
- Organizing
- Staffing
- Leading
- Controlling
- Delegating
- Decision Making
- Creativity
- Human relations
- Policy Implementation
- Policy Formulation

### **PHYSICAL REQUIREMENTS**

Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability coordinate hands and eyes using office machinery. Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job. Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

**Classification Title:** Fire Protection Plans Reviewer  
**Pay Grade:** 130  
**FLSA Status:** Non-Exempt  
**Date Created:** 3/20

### **JOB SUMMARY**

This position reviews plans, specifications, and permit applications (including but not limited to site plans, aboveground/underground storage tanks, water supply lines, etc.) to ensure compliance with City ordinances, the Fire Prevention Code of the City, and applicable local/state/federal laws and regulations; consults with architects, builders, engineers, etc. about site plan development; recommends changes in the design, construction, or installation of equipment based on an analysis of present or potential fire and fire-related hazards; prepares correspondence and written reports. This is not a sworn position.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Review site plans and permit applications (i.e., commercial and residential buildings and development, underground storage tank and line installations, LP-gas installations, water main/hydrant engineering drawings, etc.) for compliance with applicable local, state, and/or federal laws, codes, regulations, etc.
- Prepare written correspondence concerning plan review requirements, analyze responses for code compliance, and authorize the release of permits.
- Communicate effectively with other City departments, developers, architects, engineers, contractors, etc. to analyze fire code requirements, address questions, and resolve differences.
- Coordinate site plan review.
- Assist Building Official, when requested, with Certificate of Occupancy activities and resources, as well as coordinating with other City departments on acceptance testing activities.
- Assist the Building Official with acceptance tests of fire protection systems, and conduct Fire Code compliance inspections.
- Maintain and update files, records, and logs of plan review and construction activities on computerized and manual record-keeping systems.

- Assist in the design, development, and maintenance of a computer system to track plans, permits, and construction projects.

### **MINIMUM EDUCATION AND EXPERIENCE**

Associate's Degree in Fire Science, or related field, three (3) years' experience reviewing plans and plats of commercial and residential buildings, and development for fire code compliance.; Certification: NFPA1031 Fire Inspector II.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of and compliance with City ordinances, International Fire Code, NFPA Standards, and other State and nationally recognized standards.
- Virginia Department of Housing and Community Development Core Class preferred.
- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.
- Must have the ability to manage multiple projects simultaneously, including those requiring expedited review and action.
- Ability to use small office equipment, computers, and highly technical computer applications, such as GIS or CAD, to electronically review plans with appropriate software.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Ability to move about construction sites and commercial/residential properties in a safe and effective manner.
- Normal visual acuity, field of vision, hearing, and speaking are necessary for this position.

### **PHYSICAL REQUIREMENTS**

Tasks require the ability to exert light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Balancing, climbing, crouching, feeling, grasping, handling, hearing, kneeling, lifting, pulling, pushing, reaching, repetitive motions, and stooping are physically required for this position.

**Classification Title:** Fire Protection Building Plans Reviewer  
**Pay Grade:** 130  
**FLSA Status:** Non-Exempt  
**Date Created:** 3/20

### **JOB SUMMARY**

This position, under general supervision, reviews plans, specifications, and permit applications to ensure compliance with fire life safety codes, regulations, fire protection and life safety systems, etc.; reviews plans for compliance with City ordinances, state and nationally recognized standards. Incumbent consults with architects, builders, and developers on fire protections systems; reviews compliance in design, construction, or installation of equipment based on analysis of present or potential fire and fire-related hazards; reviews fire alarm detection and extinguishing systems for compliance; and prepares correspondence and written reports.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Review all plans and plats for commercial and residential buildings and development, fire sprinkler systems, standpipes, fire detection/alarm systems, fixed fire suppression systems, International Fire and Building Code standards, NFPA standards, and other State and nationally recognized standards.
- Perform inspection of fire suppression systems, fire alarm systems, as well as other fire protection systems and conduct Code compliance inspections.
- Prepare written correspondence concerning plan review requirements, analyze responses for code compliance and authorize release of permits.
- Communicate effectively with other City departments, developers, architects, engineers, contractors, and owners to analyze fire protection requirements, address questions, and resolve differences.
- Coordinate plan review, construction and Certificate of Occupancy activities, and resources, as well as coordinating with other City departments on construction and Certificate of Occupancy issues.
- Maintain and update files, records, and logs of plan review and construction activities on computerized and manual record-keeping systems.

- Assist in the design, development, and maintenance of a computer system to track plans, permits, and construction projects.

### **MINIMUM EDUCATION AND EXPERIENCE**

High School Diploma or GED; three (3) years' experience working with plans of commercial and residential buildings and development, for installation or design fire protection and fire alarm systems; and a Protection Plans Examiner certification.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of City ordinances, International Fire and Building Code standards, NFPA Standards, and other State and nationally recognized standards.
- Certification as a Fire Protection Plans Examiner or Fire Protection Inspector through the Virginia Department of Housing and Community Development, Fire Protection Engineer, or degree in equivalent field, preferred.
- Ability to multitask and manage multiple projects simultaneously.
- Ability to use small office equipment, and computers for data entry, word processing, and/or accounting purposes.
- Ability to use highly technical computer applications, such as GIS or CAD.
- Ability to have close visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading; determining the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structure; operating motor vehicles and/or heavy equipment; visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Ability to be heard above ambient noise levels; and express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Ability to move about construction sites and commercial/residential properties in a safe and effective manner.
- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.

### **PHYSICAL REQUIREMENTS**

Tasks require the ability to exert light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Balancing, climbing, crouching, hearing, kneeling, lifting, pulling, pushing, reaching, repetitive motions, speaking, standing, and stooping are physically required for this position.

**Classification Title:** Assistant Compliance Manager  
**Pay Grade:** 130  
**FLSA Status:** Non-Exempt  
**Dates Created:** 3/20

### **JOB SUMMARY**

Under limited supervision, performs management and coordination of work for departmental activities related to the collection of delinquent taxes, fees, or other charges due to the City. Work involves overseeing all functions related to delinquent taxes and fees (including real estate collections, tax sales, in-depth account research, budget monitoring, internal audits of staff cash drawers, etc.), and the coordination of delinquent tax-specific programs. Ensure the City is in compliance with all laws pertaining to the Code of Virginia, and the City. Incumbent must exercise considerable initiative and independent judgment in all phases of work. Reports to the City Treasurer.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Mail liens; screen cases for litigation; provide case management functions (i.e., prepare criminal complaints and warrants, case documents, charges to be filed); and attend court on behalf of the Treasurer.
- Coordinate with legal counsel on civil lawsuits against owners of delinquent real estate and personal property taxes.
- Supervise delinquent real estate activities; coordinate real estate tax sales multiple times per year.
- Collect delinquent taxes, fees, or other charges due to the City; issue and collect payments for payment plans; and plan and execute attachment of wages and bank accounts per Virginia Code Sec. 58.1-3952 for any delinquent revenue accounts assigned to Compliance Division.
- Process manual releases for vehicle blocks with the DMV.
- Research Virginia State Code and maintains working knowledge of relevant code section changes.
- Review requests for payment plans for delinquent taxes and fees, approves or declines as necessary.
- Delegates work to and supervises assigned staff.

- Assist Compliance Manager in coaching staff to maximize performance; complex situations; provide technical expertise; administration of the budget for tax compliance functions to ensure guidelines are met; and forecast and monitor the budget.
- Assist with year-end audit schedules; and maintaining the Non-Sufficient Fund (NSF) Check database and collections.
- Assist in monitoring and enforcing of the office's record retention program within state regulation.
- Ensure policies and procedures are properly implemented.
- Manage Compliance Division in the absence of the Compliance Manager.
- Perform other miscellaneous duties, as required.

### **MINIMUM EDUCATION AND EXPERIENCE**

Completion of a Bachelor's Degree in a related field, and three to five (3 to 5) years of experience in general office administration, accounting, and supervision in a government setting (preferably in a Treasurer's Office); or any equivalent combination of training and experience that provides the required skill, knowledge and ability. Requires a valid driver's license.

Master Governmental Deputy Treasurer (MGDT) certification is preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the City Treasurer's Office practices and procedures in accordance with the City of Suffolk.
- Knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.
- Knowledge of state and local fiscal regulations, policies, and procedures.
- Knowledge of the principles of organization and administration.
- Knowledge of arithmetic, spelling, grammar, punctuation, and vocabulary.
- Knowledge of supervising and assigning work to employees.
- Skilled in the operation of common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.
- Ability to analyze and record information and to balance figures.
- Ability to understand and apply laws, regulations, and policies to the maintenance of financial records.
- Ability to verify documents and forms for accuracy and completeness.
- Ability to exercise initiative and independent judgement in applying standards to a variety of work situations.
- Ability to gather information from a variety of sources and draft documents.
- Ability to establish and maintain moderately complex files.
- Ability to communicate effectively orally and in writing.

- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving/receiving assignments and/or directions to subordinates/from superiors.
- Ability to read a variety of reports, records, job applications, invoices, tax forms, etc.
- Ability to prepare a variety of reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style.
- Ability to speak before an audience with poise, voice control and confidence.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to communicate effectively and efficiently in Standard English and possess a basic working knowledge of accounting, clerical, and computer operation terminology.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.
- Ability to inspect items for proper length, width and shape.
- Previous work experience may be substituted for appropriate education requirements.

### **PHYSICAL REQUIREMENTS**

Must be physically able to perform light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. Crouching, manual dexterity, grasping, handling, lifting, pulling, pushing, reaching, standing, and stooping are necessary for this position. Must be able to express or exchange ideas by means of the spoken word, including the ability to convey detailed or important information accurately and concisely; and convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

**Classification Title:** Lifeguard I  
**Pay Grade:** 114  
**FLSA Status:** Non-Exempt  
**Date Created:** 3/20

### **JOB SUMMARY**

This position ensures the safety of aquatic facility patrons, enforces facility rules, and promotes water safety. During an emergency, administers first aid, CPR, defibrillation and appropriate patient care. Other duties may include assisting with swimming lessons and planning, implementation, and evaluation of aquatic programs, planning daily activities of the pool and general swimming pool operations. Performs routine administrative tasks to complete required paperwork.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Observes swimmers in order to provide a safe swimming environment.
- Maintain communications with supervisors, employees, other departments, vendors, the public, and outside agencies.
- Cleans and maintains the facility, as needed.
- Enforce pool regulations and safety procedures to protect the life and well-being of persons using the swimming pool.
- Ability to perform routine administrative tasks for the department; routine data entry, record keeping, and filing tasks.
- Ability to operate a computer and other necessary equipment to complete essential functions, including, but not limited to, word processing, email, etc.
- Set up and take down equipment used for open swimming, classes, and events.
- Provide assistance and input regarding programs, participants, and volunteers.
- Administer basic first aid and cardio-pulmonary resuscitations, according to established standards as necessary.
- Operate various types of rescue equipment, as needed.
- Perform necessary rescue techniques, as needed.
- Attend staff meetings, and attend and/or conduct in-service training sessions, as required.
- Assist with special events at aquatic facilities, as needed.
- Complete incident/injury reports, as needed.

- Perform other related duties as required.

### **MINIMUM EDUCATION AND EXPERIENCE**

Some high school required and must be at least 16 years of age. Certifications as a Lifeguard, CPR/AED, and First Aid.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Safe swim practices.
- Rescue techniques.
- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.

### **PHYSICAL REQUIREMENTS**

Tasks require medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Pulling; reaching; speaking to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly; shouting to be heard above ambient noise level; and visual and mental acuity are necessary.

**Classification Title:** Lifeguard II  
**Pay Grade:** 116  
**FLSA Status:** Non-Exempt  
**Date Created:** 3/20

### **JOB SUMMARY**

This position instructs swim lessons, ensures the safety of aquatic facility patrons, enforces facility rules, and promotes water safety. During an emergency, administers first aid, CPR, defibrillation and appropriate patient care. Other duties may include assisting with swimming lessons and planning, implementation, and evaluation of aquatic programs, planning daily activities of the pool and general swimming pool operations. Performs routine administrative tasks to complete required paperwork.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Observes swimmers in order to provide a safe swimming environment.
- Maintain communications with supervisors, employees, other departments, vendors, the public, and outside agencies.
- Cleans and maintains the facility.
- Enforce pool regulations and safety procedures to protect the life and well-being of persons using the swimming pool.
- Ability to perform routine administrative tasks for the department; routine data entry, record keeping, and filing tasks.
- Ability to operate a computer and other necessary equipment to complete essential functions, including, but not limited to, word processing, email, etc.
- Set up and take down equipment used for open swimming, classes, and events.
- Provide assistance and input regarding programs, participants, and volunteers.
- Administer basic first aid and cardio-pulmonary resuscitations, according to established standards as necessary.
- Operate various types of rescue equipment, as needed.
- Perform necessary rescue techniques, as needed.
- Attend staff meetings, and attend and/or conduct in-service training sessions, as required.
- Assist with special events at aquatic facilities, as needed.
- Complete incident/injury reports, as needed.

- Perform other related duties as required.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school or GED. Certifications as a Lifeguard, swim instructor, CPR/AED, and First Aid.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Safe swim practices.
- Rescue techniques.
- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.

### **PHYSICAL REQUIREMENTS**

Tasks require medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Pulling; reaching; speaking to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly; shouting to be heard above ambient noise level; and visual and mental acuity are necessary.

**Classification Title:** Physical Security Administrator  
**Pay Grade:** 135  
**FLSA Status:** Exempt  
**Dates Revised:** 3/20

### **JOB SUMMARY**

Oversees the City's physical security, which includes monitoring overall security of City facilities, developing or updating the Physical Security Policies, planning, purchase, and development of a city wide Physical Security system, including but not limited to cameras, door strikes and badging for the City; duties also involve analyzing, designing, and documenting citywide Physical Security needs and gaps and diagnosing and resolving operational problems of Physical Security Systems, both software and hardware, plan and implement corrective actions. Responsible for maintaining the City's physical security system to include updates to system software and security patches; assist Network Engineers with administration of security systems and appliances as needed.

Assists project teams with technical issues in Initiation and Planning phases of standard project management methodology to include defining needs, benefits, and technical strategy; research and development within the project life-cycle; technical analysis and design; and support of operations staff in executing, testing and rolling-out the solutions. Participation on projects is focused on ease of projects' transition from development staff to production staff by performing operations activities within the project life cycle.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Oversees the City's physical security, may write/re-write current policy, patch systems, and keep anti-virus updated. Administers, creates, and maintains Security Group Policies, user groups, and permissions.
- Receives and processes building access requests by City Department security liaisons.
- Assists project teams with technical issues in the Initiation and Planning phases of the standard Project Management Methodology to include defining needs, benefits, and technical strategy; research and development within the project life-cycle; technical analysis and design; and support of operations staff in executing, testing, and rolling-out the solutions.
- Maintains and updates user data within software program(s) for access control system.

- Coordinates repairs with vendors when necessary.
- Monitors, cameras, and DVRs for Surveillance/CCTV Systems.
- Maintains and monitors Video and Voice Intercom Door Stations and Video/Voice Inside Stations for Intercom Systems.
- Monitors, cameras, and DVRs for Surveillance/CCTV Systems.
- Facilitates departmental physical security and capital improvement planning.

**MINIMUM EDUCATION AND EXPERIENCE**

Bachelor's Degree and ten years of experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.

**PHYSICAL REQUIREMENTS**

Tasks require light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Crouching; kneeling; reaching; stooping; speaking to express or exchange ideas by means of the spoken word, including the ability to convey detailed or important spoken instructions to other workers, accurately and concisely; and talking to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly are required.

**Classification Title:** Pool Supervisor  
**Pay Grade:** 123  
**FLSA Status:** Non-Exempt  
**Date Created:** 3/20

### **JOB SUMMARY**

Under general supervision, provides daily operation, and supervision of aquatics facilities, including coordinating various aquatics programs; able to proficiently provide performance and verification of required pool maintenance operations. Ensures the safety of aquatic facility patrons, enforces facility rules, and promotes water safety. During an emergency, administers first aid, CPR, defibrillation, and appropriate patient care. Other duties may include assisting with swimming lessons and planning, implementation and evaluation of aquatic programs, planning daily activities of the pool, and general swimming pool operations. Performs routine administrative tasks to complete required paperwork.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Observe swimmers in order to provide a safe swimming environment.
- Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate, and evaluate assigned staff; review progress and direct change, as needed; set high standards of work ethics for staff.
- Provide assistance and input regarding programs, participants, and volunteers.
- Communicate with supervisors, employees, other departments, vendors, the public, and outside agencies.
- Enforce pool regulations and safety procedures to protect the life and well-being of persons using the swimming pool.
- Enforce City and Department policies.
- Supervise and assist in cleaning of the bath house, surrounding grounds, and maintaining the facility.
- Set up and take down equipment used for open swimming and classes and events.
- Perform routine administrative tasks for the department; perform routine data entry, record keeping, and filing documents.
- Conduct or attend various staff meetings and regular in-service training sessions, as required, for lifeguarding staff.

- Operate a personal computer and other equipment necessary to complete essential functions to include word processing, e-mail, and other programs.
- Administer basic first aid and cardio-pulmonary resuscitations to established standards, when necessary.
- Operate various types of rescue equipment, when necessary.
- Perform necessary rescue techniques, when necessary.
- Complete incident/injury reports, when necessary.
- May assist with special events at aquatic facilities.
- Performs other related duties, as required.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school, or GED, and certifications as a Pool Operator or Aquatic Facility Operator, Lifeguard, swim instructor, CPR/AED, and First Aid.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Safe swim practices.
- Rescue techniques.
- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.

### **PHYSICAL REQUIREMENTS**

Tasks require medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Pulling; reaching; speaking to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely; those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly; shouting to be heard above ambient noise level; and visual and mental acuity are necessary.

**Classification Title:** Quartermaster  
**Pay Grade:** 121  
**FLSA Status:** Non-Exempt  
**Date Created:** 3/20

### **JOB SUMMARY**

This position maintains unused equipment and supplies for the Police Department; tracks, organizes, monitors conditions of, accounts for, and maintains records (including equipment receipt) of the Department's equipment; establishes equipment and supply inventory; and issues equipment and supplies to Department employees. This position also purchases uniforms for the Department.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **ESSENTIAL JOB FUNCTIONS**

- Issue equipment.
- Maintain record of equipment and supplies.
- Establish inventory of equipment and supplies.
- Assess condition of equipment.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school or GED.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.

### **PHYSICAL REQUIREMENTS**

Must be physically able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects (i.e. lifting boxes and equipment from the ground and shelves; carrying items/boxes from one location to another;

delivering equipment and supplies from one facility to another; etc.). Position frequently involves the movements of crouching, feeling, manual dexterity, grasping, handling, kneeling, lifting, pulling, pushing, reaching, and standing. The expression of ideas by means of spoken word, including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly is required. The ability to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and /or extensive reading are also required.

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE TO AUTHORIZE THE APPROPRIATION OF REMAINING FUNDS FROM THE MOSQUITO TAXING DISTRICT COMMITTED FUND BALANCE TO THE STORMWATER UTILITY FUND**

WHEREAS, the Council of the City of Suffolk has appropriated funds accumulated in prior years for the Mosquito Taxing District; and,

WHEREAS, the Mosquito Taxing District tax rate was eliminated with the adoption of the Fiscal Year 2007-2008 Operating and Capital Budget; and,

WHEREAS, there is an available balance of funds in the Mosquito Taxing District Committed Fund Balance in the amount of \$8,383; and,

WHEREAS, these funds are available for appropriation and designated specifically for mosquito control vaporization, larvicides, and surveillance program services within the former Mosquito Taxing District boundaries; and,

WHEREAS, the mosquito control services including vaporization, larvicides, and surveillance program services are provided by the Stormwater Utility Fund; and,

WHEREAS, City Council desires the remaining balance of funds in the Mosquito Taxing District Committed Fund Balance totaling \$8,383 to be transferred to the Stormwater Utility Fund to assist with mosquito control, vaporization, larvicides, and surveillance program services within the former Mosquito Taxing District boundaries.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia that:

1. The sum of \$8,383 be, and is hereby, appropriated as follows in the Mosquito Taxing District Fund:

Revenue:

217-461020	Fund Balance Surplus - Assigned	<u>\$8,383</u>
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Expenditure:

217-93000_50000.514	Transfer to Stormwater Utility Budget	<u>\$8,383</u>
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2. The sum of \$8,383 shall be reflected as budget in the following accounts in the Fiscal Year 2020-2021 Stormwater Utility Fund Budget:

Revenue:

514_441050.217	Transfer from Mosquito Taxing District	<u>\$8,383</u>
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Expenditure:

514-51310_56014	Other Operating Supplies	<u>\$8,383</u>
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3. The appropriation totaling \$8,383 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 20-O-\_\_\_\_, as amended. The City Manager is hereby authorized and directed to do all things necessary to effectuate this action.

4. This ordinance shall be effective July 1, 2020, and shall not be published.

READ AND PASSED:

\_\_\_\_\_

TESTE:

\_\_\_\_\_

Erika S. Dawley, City Clerk

Approved as to form:

\_\_\_\_\_  
Helivi L. Holland, City Attorney

**ORDINANCE NUMBER** \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 82-743 OF THE CODE OF THE CITY OF SUFFOLK**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that Section 82-473 of the Code of the City of Suffolk, Virginia, entitled "Fee for courthouse security personnel" of Chapter 82 of the Code of the City of Virginia, is hereby amended to read as follows:

Sec. 82-743. – Fee for courthouse security personnel.

Pursuant to the Code of Virginia, § 53.1-120.D (1950), as amended, there is imposed as costs in each criminal or traffic case in the district or circuit court of the city in which a defendant is convicted of a violation of any statute or ordinance, an assessment of \$10.00 set forth in the City of Suffolk Fee Schedule located within the annual operating budget, which shall be in addition to all other costs prescribed by law. The assessment shall be collected by the clerk of the court in the city the case is heard, remitted to the treasurer of the city and held by the treasurer subject to appropriation by the city to the sheriff's office for the funding of courthouse security personnel.

BE IT FURTHER ORDAINED that this Ordinance shall be in effect upon its passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

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

Erika S. Dawley, City Clerk

Approved as to Form:

\_\_\_\_\_  
Helivi L. Holland, City Attorney

**AGENDA: May 6, 2020, Electronic Emergency Management Meeting**

**ITEM: Public Hearing** – A public hearing to receive public comment and a resolution to adopt the Fiscal Year 2020-2025 Consolidated Plan and the 2020-2021 Annual Action Plan for the City of Suffolk Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME)

As a recipient of funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk is required to prepare and submit an Annual Action Plan outlining proposed expenditures for Community Development Block Grant (CDBG) funds and HOME Investment Partnership (HOME) funds for the 2020-2021 Fiscal Year. The *FY 2020-2021 Annual Action Plan and 2020-2025 Consolidated Plan* will serve as a strategic planning document pertaining to the community development and housing needs of the low to moderate income families and individuals residing in the City of Suffolk and the geographically contiguous member jurisdictions that make up the Western Tidewater Home Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. The City of Suffolk serves as the Lead Agency for the WTHC and is responsible for the administration of the CDBG and HOME program funds. This Action Plan specifies how the City and WTHC will utilize the CDBG and HOME Grant funds received in support of the 2020-2021 program year.

The *FY 2020-2021 Annual Action Plan and 2020-2025 Consolidated Plan* proposes to allocate \$480,588.00 in CDBG funds and \$386,943.00 in HOME funds in support of certain activities designed to primarily benefit low to moderate income persons. The City of Suffolk has also been awarded a one-time allocation of \$282,715.00 in CDBG coronavirus response (CDBG-CV) funds in order to respond to the coronavirus epidemic. A summary of the proposed CDBG, CDBG-CV, and HOME program allocations is attached for your reference.

**BUDGET IMPACT:**

Subsequent to the adoption of the *FY 2020-2021 Annual Action Plan and 2020-2025 Consolidated Plan*, staff will bring forward for City Council's consideration a separate ordinance to accept and appropriate CDBG, CDBG-CV, and HOME funds. This ordinance is based on the final FY 2020-2021 CDBG, CDBG-CV, and HOME allocations received from the U.S. Department of Housing and Urban Development (HUD).

Funds will be incorporated into the adopted FY 2020-2021 Operating and Capital Budgets. The required 25% match for the HOME grant will be achieved through in-kind contributing provided by the HOME grant recipients.

**RECOMMENDATION:**

Adoption of the resolution is recommended

**ATTACHMENTS:**

Proposed CDBG, CDBG-CV and HOME Budget Allocation  
Proposed Resolution

## Summary

### City of Suffolk and Western Tidewater HOME Consortium FY 2020-2021 Annual Action Plan Community Development Projects

#### **CDBG and CDBG-CV program:**

- *Program Administration:* \$82,326.00
- *Neighborhood Improvement Program:* \$481,623.00
- *Western Tidewater Free Clinic:* \$30,000.00
- *ForKids, Inc. Shelter:* \$20,000.00
- *Genieve Shelter:* \$20,000.00
- *Boys and Girls Club of Southeastern Virginia:* \$15,000.00
- *Suffolk Emergency Home Repair Program:* \$114,354.00

*Total CDBG Allocation:* \$763,303.00

#### **HOME Partnership Program:**

- *Lead Agency Program Administration (Suffolk):* \$23,216.58
- *Community Housing Development Organization (CHDO):* \$77,388.60
- *Isle of Wight County:* \$71,584.68
- *Southampton County:* \$71,584.68
- *City of Franklin:* \$71,584.68
- *City of Suffolk:* \$71,583.78

*Total HOME Allocation:* \$386,943.00

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO ADOPT THE FISCAL YEAR 2020-2025 CONSOLIDATED PLAN AND THE 2020-2021 ANNUAL ACTION PLAN FOR THE CITY OF SUFFOLK COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) AND THE WESTERN TIDEWATER HOME CONSORTIUM HOME INVESTMENT PARTNERSHIP GRANT PROGRAM (HOME)**

WHEREAS, as a recipient of Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk, Virginia is required to prepare and submit annually an Annual Action Plan; and,

WHEREAS, a public hearing was held on May 6, 2020, and the proposed FY 2020-2025 Consolidated Plan and the FY 2020-2021 Annual Action Plan for the City of Suffolk Community Development Block Grant Program, and the Western Tidewater HOME Consortium made available for public review and comment 30 days prior to adoption; and,

WHEREAS, while CDBG funds are specific to the City of Suffolk, HOME funds are administered to the geographically contiguous cities and counties that make up the Western Tidewater HOME Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton; and,

WHEREAS, the City of Suffolk serves as the Lead Agency for the WTHC and is responsible for the administration of the CDBG and HOME program grants funds; and,

WHEREAS, the City of Suffolk has been awarded a one-time allocation of \$282,715.00 in CDBG coronavirus response (CDBG-CV) funds in order to respond to the coronavirus epidemic.

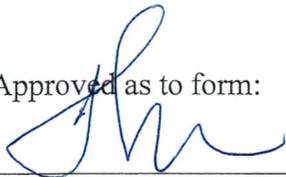
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Suffolk, Virginia, that:

1. Exhibit "A", "FY 2020-2025 Consolidated Plan and the 2020-2021 Annual Action Plan" for the City of Suffolk Community Development Block Grant program, and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program is attached hereto and is hereby incorporated as a part of this resolution.
2. The "FY 2020-2025 Consolidated Plan and the 2020-2021 Annual Action Plan" for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program is hereby adopted.
3. This resolution shall be effective upon passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

\_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to form:

A handwritten signature in blue ink, appearing to be 'HLH', written over a horizontal line.

Helivi L. Holland, City Attorney

**FY 2020 – 2025**

**Consolidated Plan &  
2020-2021 Annual Action Plan**



For the  
**City of Suffolk, Virginia**  
And the  
**Western Tidewater HOME Consortium**

**Community Development  
Block Grant And  
HOME Investment Partnership**

## **Executive Summary**

### **ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

**1. Introduction** in accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD), the City of Suffolk has developed this 2020-2025 Consolidated Plan to integrate the planning efforts of the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs. The Consolidated Plan is a long range document developed every five years in conjunction with the United States Department of Housing and Urban Development – Community Planning and Development division. Under the Consolidated Plan, the City of Suffolk receives CDBG and the Western Tidewater HOME Consortium (City of Suffolk, City of Franklin, Isle of Wight County and Southampton County) receives HOME funds. The Plan documents how the City of Suffolk, along with the Western Tidewater HOME Consortium proposes to address housing and non-housing community development related needs. Additionally, the plan describes strategic steps to be implemented in order to manage the identified needs.

### **2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

In accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD), the City of Suffolk has developed this 2020-2025 Consolidated Plan to integrate the planning efforts of the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs.

The Consolidated Plan is a long range document developed every five years in conjunction with the United States Department of Housing and Urban Development – Community Planning and Development division. Under the Consolidated Plan, the City of Suffolk receives CDBG and the Western Tidewater HOME Consortium (City of Suffolk, City of Franklin, Isle of Wight County and Southampton County) receives HOME funds. The Plan documents how the City of Suffolk, along with the Western Tidewater HOME Consortium proposes to address housing and non-housing community development related needs. Additionally, the plan describes strategic steps to be implemented in order to manage the identified needs.

### **3. Evaluation of past performance**

In recent years, the City of Suffolk has utilized a myriad of federally funded grant programs to revitalize critical components of the downtown urban core and foster home-ownership opportunities for first time homebuyers, many of which are African American. Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds have been pertinent to the revitalization of such communities as Huntersville, Orlando and the Fairgrounds area. The multifaceted effort has sought to rehabilitate current owner-occupied housing units while fostering new ownership opportunities for

first time home buyers. However, the City is also working to improve upon economic conditions in the area to promote a holistic revitalization effort by improving upon the current infrastructure and increasing economic development in each targeted area.

In FY 2018-2019, the City of Suffolk and the Western Tidewater HOME Consortium expended \$382,124.80 to sustain decent, safe and affordable housing and new construction through the HOME Program. Additionally, \$96,137.61 in CDBG funds was utilized to make emergency repairs occupied by low to moderate income families. Funds in the amount of \$ 1,800.00 was used for low income residents who participated in the Chesapeake Bay Septic System Maintenance Assistance Program. HOME funds in the amount of \$79,038.13 was utilized for first-time homebuyers.

Trends in grant program expenditures, along with market and data research lead the City to choose activities which best serve the citizens of City of Suffolk and the Western Tidewater region.

#### **4. Summary of citizen participation process and consultation process**

The goal of this Citizen Participation Plan is to develop an appropriate mechanism whereby the City of Suffolk may achieve active citizen participation in the consolidated planning submission process. The method used will provide ways for the distribution of information in order that citizens can actively participate in all phases of the Consolidated Plan. This Plan will provide a means to solicit input from the general public, specifically the residents of economically disadvantaged neighborhoods and lower income citizens in the planning, implementing, monitoring and evaluation of the consolidated planning submission process.

The citizen participation process contained three (3) separate components. Specifically, these three components were:

1. Prior to the preparation of the draft FY 2020-2021 Annual Action Plan and Consolidated Plan a series of four public meetings were held soliciting public input and suggestions on potential activities worthy of funding consideration. These meetings were held at dates and times convenient for the general public in public facilities located throughout the four member jurisdictions making up the Western Tidewater HOME Consortium. The required public notice advertising each of these meetings was published in a local newspaper of general circulation serving the four member communities a minimum of seven (7) days in advance of each public meeting.
2. Following the completion of the proposed FY 2020 – 2021 Annual Action Plan and Consolidated Plan, a 30-day public comment period was established in order to provide the opportunity for the general public to review and comment on the proposed Plans. This 30-day ran between March 29,2019 and May 6, 2019.

3. Also, following the completion of the proposed FY 2020 – 2021 Annual Action Plan, on April 5, 2019 the Suffolk City Council held a public hearing prior to the adoption of the FY 2020 – 2021 Annual Action Plan. Public notice advertising this public hearing was published in a local newspaper of general circulation serving the four member communities a minimum of (7) seven days in advance of the cited public hearing.

Furthermore, in order to solicit increased public participation in the development of the 2020 – 2021 Annual Action Plan and Consolidated Plan additional public announcements were published in a local newspaper serving the region.

**5. Summary of public comments:**

No public comments were received after meeting 4 public meetings in the Western Tidewater area. Please see attached sign in sheet.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

N/A

**7. Summary**

N/A

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SUFFOLK	City of Suffolk - Planning and Community Development Department
HOME Administrator	SUFFOLK	City of Suffolk - Planning Department and Community Development Department

Table 1 – Responsible Agencies

#### Narrative

#### Consolidated Plan Public Contact Information

John Brooks, CD Administrator

757 514 4174

757 514 4099 (FAX)

442 West Washington Street Suffolk, Virginia 23434

## **PR-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

To help develop the Consolidated Plan, the City of Suffolk called upon numerous partners to provide data, input and recommendations. Meetings were held throughout the planning process to gather data and discuss specific issue and strategy areas. Key agencies and organizations involved included:

- The STOP Organization, Inc. City of Suffolk Department of Planning and Community Development; Suffolk Redevelopment and Housing Authority; City of Franklin Redevelopment and Housing Authority; Virginia Department of Health Lead-Safe Virginia Program; Western Tidewater Free Clinic; City of Suffolk Public Works Department; Suffolk Habitat for Humanity; Genieve Shelter; Suffolk ForKids Homeless Shelter; and The Hampton Roads Community Housing Resource Board ,Boys and Girls Club of Southeast Virginia ,the Planning Council.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

Homelessness is an issue that the agencies in Hampton Roads committed to eliminate by 2016; however, this has not been the case. With the prioritization of units, annual expansion of the Housing First (HF) Program, continued development of regional SROs, and strengthened collaboration with HUD Veterans Affairs Supportive Housing (VASH) administrators. The CoC also works to reallocated HUD CoC funds to support the continued expansion of the Housing First Program which currently has a total of 90 units designated for chronically homeless individuals. Additionally, the Continuum started construction on the regions 10th SRO. Both SROs are located in mixed-use development projects and will include units of supportive housing for homeless individuals, as well as apartments rented at market-rates. The CoC also addresses the needs of chronically homeless individuals through the Service Coordination Committee (SCC) which leverages local resources to assist homeless individuals by connecting them to a variety of benefits, housing and support services, and addressing barriers to self-sufficiency. Utilizing the CoC adopted universal assessment, the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT), which assesses homeless individuals based on vulnerability, the SCC prioritizes housing resources for those with the highest vulnerability.

The Community Housing Assessment Team (CHAT) addresses the needs of families with children. Family service providers coordinate housing plans, access to mainstream resources, and shelter discharge planning to improve the quality and effectiveness of homeless services. CHAT uses the VI-SPDAT for families to prioritize the placement and access to services for vulnerable households with children. CHAT also works with member organizations from the region to maximize funding to rapidly re-housing homeless households with children. The Continuum leveraged state ESG funds to increase Rapid Re-Housing (RRH) funding under the Virginia Housing Solutions Program (VHSP). to support a reduction in the length of time that a household remains homeless.

The CoC worked diligently with the local Department of Veterans Affairs (VA) to improve communication and identify strategies to house homeless veterans. In September 2014, the CoC participated in a state-wide boot camp, which challenged CoCs to house as many veterans in the upcoming 100 days. The CoC partnered with the local VA, Supportive Services for Veteran Families (SSVF) providers, Virginia Wounded Warriors, and a host of homeless and support service providers to create a process that quickly identifies and houses homeless veterans. The Veterans Leadership Team meets weekly to discuss veteran cases since 2015 and more than 200 veterans have been housed since 2015 in the area

The ForKids Regional Housing Crisis Hotline was implemented as the SVHC's centralized/coordinated assessment system for the homeless and those at risk of becoming homeless. The Housing Crisis Hotline fosters and "anywhere" services strategy that is easily accessible for individuals and families seeking housing and services across the CoC's 1,700 square mile, six jurisdiction coverage area. The Hotline creates a centralized process for assessment and referral for prevention and other housing-related services, for person at risk of homelessness. The CoC also leverages state funds to provide diversion and prevention assistance for households at risk of becoming homeless, prioritizing households with a history of homelessness.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

The Continuums CoC Committee hosts bi-annual peer reviews of project APRs, HMIS data, monitoring letters, corrective action plans, and developed a Supplemental Application to assess project performance and capacity for CoC and ESG funded programs. The Committee is comprised of agency directors and key staff from each CoC, State and local funded homeless programs, along with an appointed representative from each City and Veterans Affairs office. The CoC's peer review and Standards of Care review offer mentorship and guidance to each agency, as well as an opportunity to openly discuss solutions to challenges encountered. Additionally, the SVHC Continuum of Care (CoC) Committee and the Families Central Intake Committee continuously review program eligibility and work to identify and eliminate barriers during monitoring of performance outcomes, Standards of Care reviews, site visits and discussions about appropriate placements into shelter and housing programs. As

a result of the CoC's monitoring efforts, annual Standards of Care reviews and the implementation of Central Intake, few barriers exist among CoC and ESG funded programs. Efforts to streamline referrals and ensure appropriate placements through Central Intake forced the CoC to carefully review program guidelines for entry, rules, and outcomes to identify barriers to entry for the hardest to serve and determine the best referrals for each program. Programs with identified barriers must communicate a corrective action plan and implementation deadline for the removal of barriers during the peer review/monitoring process. Agencies who do not comply will not be eligible for inclusion in future applications.

Monthly meetings and continued data analysis provide the CoC with the support needed to consistently exceed all HUD-established benchmarks. The CoC uses HMIS generated Annual Performance Reports (APR) to identify struggling programs and immediately works to share resources and/or staff to provide mentorship. The HMIS Administrator conducts annual HMIS Audits, prioritizing those that demonstrate any performance issues, to offer technical assistance. The CoC also developed a Performance Scorecard to aid in funding decisions by targeting resources based on high performance and sets a path for future performance-based targeting. The scorecard assesses outcomes by program type and identifies performance standards under five objectives including: (1) length of homelessness, (2) reaching the hard to serve, (3) growth in income, (4) housing stability and exits to permanent housing, and (5) continuum of care compliance. Although it is recognized that some programs will fall below the performance benchmarks, the 25% performance level represents an "achievable" level of performance since one-fourth of all programs are currently operating at the specified performance level.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	The Planning Council
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Planning Council serves as the coordinator on the Southeastern Virginia Homeless Coalition. The agency coordinates serves targeted to the homeless population and assists with the implementation of the Board's Plan to End Homelessness.
2	<b>Agency/Group/Organization</b>	SUFFOLK RHA
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency provides input and provides services for residents of public housing and housing choice voucher program participants. Additionally, the agency serves as the administer for the HOME program in order to provide homeowner rehabilitation services and homebuyer assistance.
3	<b>Agency/Group/Organization</b>	City of Suffolk Department of Social Services
	<b>Agency/Group/Organization Type</b>	Child Welfare Agency Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency provides input and services to assist in the implementation of anti-poverty services. Additionally, the agency provides information regarding homeless prevention program funding.
4	<b>Agency/Group/Organization</b>	FRANKLIN CITY
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Franklin is a member of the Western Tidewater HOME Consortium. Input regarding the City of Franklin's housing needs and characteristics were provided by the City. The City, as the lead agency, was able to determine the level of need for the homeowner rehabilitation and homebuyer assistance programs using input the entity.

5	<b>Agency/Group/Organization</b>	ISLE OF WIGHT COUNTY
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Isle of Wight County is a member of the Western Tidewater HOME Consortium. Input regarding the County's housing needs and characteristics were provided by the County. The City, as the lead agency, was able to determine the level of need for the homeowner rehabilitation and homebuyer assistance programs using input the entity.
6	<b>Agency/Group/Organization</b>	SOUTHAMPTON COUNTY
	<b>Agency/Group/Organization Type</b>	Other government - County Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Southampton County is a member of the Western Tidewater HOME Consortium. Input regarding the County's housing needs and characteristics were provided. The City, as the lead agency, was able to determine the level of need for the homeowner rehabilitation and homebuyer assistance programs using input the entity.
7	<b>Agency/Group/Organization</b>	Western Tidewater Free Clinic
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Health Services
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency provided information regarding health services provided persons with low to moderate incomes.
8	<b>Agency/Group/Organization</b>	Western Tidewater CSB
	<b>Agency/Group/Organization Type</b>	Services-Health

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Western Tidewater Community Services Board currently operates 24 units of permanent supportive housing for single adults. Information regarding the Western Tidewater population with a mental illness or mental retardation diagnosis was provided.
9	<b>Agency/Group/Organization</b>	Housing Hampton Roads
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As the Western Tidewater HOME Consortium's CHDO, the agency provided information regarding the housing needs of the population served by the agency.
	<b>Agency/Group/Organization</b>	<b>Boys and Girls Club of Southeast Virginia</b>
	<b>Agency/Group/Organization Type</b>	<b>Service organization</b>
	<b>What section of the Plan was addressed by Consultation?</b>	<b>After school programs and children's needs</b>
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	<b>The Boys and Girls Club of Southeast Virginia provide needed care in its after school program targeted to low income students. The after school program provides needed structure and extracurricular activities for this targeted population. With intervention from staff they are in some cases able to assist with school assignments and overall behavioral issues at school and how to intervene early on if needed.</b>
	<b>Agency/Group/Organization</b>	<b>Boys and Girls Club of Southeast Virginia</b>
	<b>Agency/Group/Organization Type</b>	<b>Service organization</b>
	<b>What section of the Plan was addressed by Consultation?</b>	<b>After school programs and children's needs</b>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p><b>The Boys and Girls Club of Southeast Virginia provide needed care in its after school program targeted to low income students. The after school program provides needed structure and extracurricular activities for this targeted population. With intervention from staff they are in some cases able to assist with school assignments and overall behavioral issues at school and how to intervene early on if needed.</b></p>
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**Identify any Agency Types not consulted and provide rationale for not consulting**

The City consulted all agencies deemed appropriate in developing the Plan.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Norfolk	The Southeastern Virginia Homeless Coalition (SVHC) consists of agencies and individuals working to address homelessness among six jurisdictions: Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County. The SVHC includes representatives from each city and county working to address the four priorities set forth by the Federal Strategic Plan to End Homelessness.
Ten Year Plan End Homelessness	Planning Council	Through current efforts of the group including; a unified mission, an elected governing board, professional consultation for the application process, clearly defined lead agency and corresponding delegated committees, as well as close support from local Department of Housing and Urban Development staff have been developed. The City of Suffolk serves as a member of the coalition. Joint initiatives implemented by the regional partnership assists the City of Suffolk and Western Tidewater in performing activities to serve the homeless population.

**Table 3 – Other local / regional / federal planning efforts**

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))**

## **Narrative**

The City of Suffolk maintains its membership with the Hampton Roads Community Housing Resource Board. Although the Board's primary focus is collaboratively working to eliminate housing discrimination, most members of the Board are responsible for coordinating the implementation of the Consolidated Plan. The composition of the Board provided a unique opportunity for discussion and coordination of the Consolidated Plan.

Table 4 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
City of Suffolk CIP Plan	City of Suffolk	CIP plan provides long and short term goals for the entire city

Table 5 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

<u>Locality</u>	<u>Program Administrator</u>
City of Suffolk	Suffolk Redevelopment & Housing Authority
City of Franklin	City of Franklin
Isle of Wight County	The STOP Organization, Inc.
Southampton County	The STOP Organization, Inc.

**Narrative (optional):**

**PR-15 Citizen Participation**

- Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting  
Four public hearing were held throughout the western tidewater area of Virginia. Hearings were held in Suffolk, City of Franklin, Isle of Wight County and Southampton County. No citizens attended all 4 public hearings.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
	Public Hearings, Community Flyers, Outreach to neighborhood groups and churches	Minorities, low income residents, LMI neighborhoods near downtown core	No attendance	No comments received	n/a	

Table 6 – Citizen Participation Outreach

# Needs Assessment

## NA-05 Overview

### Needs Assessment Overview

The City of Suffolk and the Western Tidewater region face various housing needs. Using recent Comprehensive Housing Affordability Strategy (CHAS) data provided by HUD the following was found:

- 12% of all households (5,680) are extremely low-income (0-30% HAMFI)
- 36% of all households (17,630) have incomes ranging from zero to 80% HAMFI
- Approximately 22% households are cost burdened: 12% renter households pay over 30% of their income for rent and 11% homeowners pay over 30% of their income for housing costs

CHAS data is one dataset that demonstrates the number of households in need of housing assistance. For instance, it estimates the number of households with housing problems. A housing problem consists of one or more of the following four problems: cost burdened – monthly household costs exceed 30% of monthly income, overcrowding – more than one person per room, unit lacks complete kitchen facilities, and unit lacks complete plumbing facilities. Many households in the jurisdiction have moderate to severe housing problems.

The following needs assessment will give an overview on:

### Housing problems

The four housing problems are: lacks complete kitchen facilities, lacks complete plumbing facilities, more than 1.5 persons per room and cost burden over 30%.

### Disproportionately Greater Need

A disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percent points higher than the percentage of persons in a category.

### Public Housing

There will be an examination of the characteristics of residents, Section 504 Needs and characteristics of households with unmet housing needs.

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	84,585	86,185	2%
Households	29,993	30,990	3%
Median Income	\$63,657.00	\$65,499.00	3%

**Table 7 - Housing Needs Assessment Demographics**

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

### Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	3,625	2,840	4,890	3,135	16,500
Small Family Households	1,250	1,175	1,930	1,450	9,330
Large Family Households	300	375	520	365	1,605
Household contains at least one person 62-74 years of age	875	560	1,155	725	3,165
Household contains at least one person age 75 or older	620	465	715	260	1,090
Households with one or more children 6 years old or younger	720	710	960	774	2,275

**Table 8 - Total Households Table**

Data Source: 2011-2015 CHAS

## Housing Needs Summary Tables

### 1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Substandard Housing - Lacking complete plumbing or kitchen facilities	30	40	35	25	130	25	0	0	0	25
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	10	35	15	0	60	4	4	10	10	28
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	45	65	100	4	214	0	35	0	25	60
Housing cost burden greater than 50% of income (and none of the above problems)	1,215	725	95	45	2,080	835	405	610	145	1,995

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	235	590	800	235	1,860	175	330	940	820	2,265
Zero/negative income (and none of the above problems)	220	0	0	0	220	135	0	0	0	135

Table 9 – Housing Problems Table

Data 2011-2015 CHAS  
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Having 1 or more of four housing problems	1,295	865	245	75	2,480	865	445	625	180	2,115
Having none of four housing problems	835	810	1,650	945	4,240	275	720	2,370	1,935	5,300
Household has negative income, but none of the other housing problems	220	0	0	0	220	135	0	0	0	135

Table 10 – Housing Problems 2

Data 2011-2015 CHAS  
Source:

### 3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	530	685	375	1,590	279	280	805	1,364
Large Related	215	195	120	530	30	115	95	240
Elderly	409	235	180	824	560	325	375	1,260
Other	345	320	295	960	140	50	290	480
Total need by income	1,499	1,435	970	3,904	1,009	770	1,565	3,344

Table 11 – Cost Burden > 30%

Data 2011-2015 CHAS  
Source:

### 4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	450	325	30	805	275	160	275	710
Large Related	185	95	10	290	30	10	15	55
Elderly	340	155	40	535	415	195	170	780
Other	275	185	20	480	120	40	150	310
Total need by income	1,250	760	100	2,110	840	405	610	1,855

Table 12 – Cost Burden > 50%

Data 2011-2015 CHAS  
Source:

### 5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	35	100	115	0	250	4	0	10	10	24

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Multiple, unrelated family households	20	0	15	4	39	0	39	0	25	64
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	55	100	130	4	289	4	39	10	35	88

Table 13 – Crowding Information – 1/2

Data 2011-2015 CHAS  
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present								

Table 14 – Crowding Information – 2/2

**Describe the number and type of single person households in need of housing assistance.**

According to 2018 ACS data, 13,392 single person households are in the Western Tidewater region. When averaging the median income for single person households in the Cities of Suffolk and Franklin and Southampton and Isle of Wight Counties, it was determined that the median income fell below 50% AMI. Additionally, the waiting list in the Suffolk Redevelopment and Housing Authority indicates 24% of the families currently on the public housing and housing choice voucher waiting lists have requested one-bedroom units.

**Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

The Southeastern Virginia Homeless Coalition (SVHC), which includes the City of Suffolk and Western Tidewater region, conducted both a sheltered and an unsheltered Point in Time Count to fulfill the requirement of the U.S. Department of Housing and Urban Development (HUD) on January 28, 2015. Numbers for 2020 have been updated to reflect only a slight decrease in numbers from 2015. The count

was conducted across the six (6) jurisdictions covered by the SVHC (Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County).

Persons who agreed to respond to the survey were asked for their first and last name or initials and date of birth in order to develop a unique client identifier to eliminate the possibility of duplicate counts, along with questions to determine whether or not they are veterans, unaccompanied youth, or chronically homeless. Respondents were also asked whether or not they have been a victim of physical or sexual violence, are HIV-positive, have a mental or physical disability or a substance abuse problem. People are considered chronically homeless if they are a single adult or an adult within a family, have a disability, and have been homeless for more than one year, or at least four times in the last three years.

Below are results from the updated 2015 Southeastern Virginia Homeless Coalition Point in Time Count for the Western Tidewater region:

- Total Number of Chronically Homeless Individuals - 4
- Total Number of Chronically Homeless Families - 0
- Total Number of Veterans - 2
- Total Number of Domestic Violence Survivors -11
- Total Number of Individuals with a Substance Abuse Problem - 9
- Total Number of Individuals with a Serious Mental Illness - 3
- Total Number of HIV-positive Individuals - 0

### **What are the most common housing problems?**

Many households in the City of Suffolk and Western Tidewater region have moderate to severe housing problems. This is not surprising given the fact that almost a third of households have low and moderate household incomes. Out of all households a fourth of the owner occupied households had at least one housing problem and almost 50% of rental households had at least one housing problem.

Housing cost burden is present when a household pays more than 30% of the household's income for housing and a severe housing cost burden is present when a household pays more than 50% for housing costs. Housing cost burden is a common housing problem in the City of Suffolk and Western Tidewater region, affecting over 12,000 low to moderate income households including 6973 households paying over half of their income for housing. A related problem is a high rate of overcrowded housing, meaning that there is more than one person per room or severely overcrowded with more than 1.5 persons per room.

The Planning Council conducted a study to track and report data to help funders and policymakers maximize resources and community impact. This study, Investment in Priorities, outlines some of the characteristics and needs of individuals and families with children who are currently entering the

homeless assistance system or appearing on the streets for the first time. The study indicated that for some people, both their income and housing were at risk because of the economic downturn. The study also indicated changes in the amount of time people can receive assistance may be a contributing factor.

### **Are any populations/household types more affected than others by these problems?**

When considering the total number of low and moderate income households who pay more than 30% of their total monthly income towards housing, Table 5 shows that the number of renters is slightly higher than the number of homeowners. When looking at the cost burdened households as a percentage of the total households in each income range, extremely low income renters are affected slightly more.

For example, while 21% of renters earning 0-30% of AMI spent more than half of their monthly income on housing, 17% of homeowners in this income range spent more than half of their monthly income on housing. Looking just at households who rent, small related households experienced a cost burden at a higher rate than large related households and elderly households.

For homeowners, the group most likely to experience a cost burden is elderly households. Table 5 shows there were 907 elderly homeowner households (or 8% of all homeowner households) who spent at least 30% of their income on housing. Additionally, there were nearly 398 small related owner occupant households (4% of all homeowner households) who experiencing a cost burden of at least 30%.

**Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

All of the following systemic factors affect and/or are needs of households that are at risk of homelessness, have experienced homelessness, or are currently in supportive housing:

- Homelessness prevention resources are not adequate to meet the need in the community.
- Need for aftercare services for families that have been stabilized through shelter or supportive housing resources, including Rapid Rehousing.
- Need for connections to employment.
- Less than adequate collaboration and coordination with other systems serving at risk or homeless households, including systems that deal with mental health, substance abuse, development disabilities, foster care, corrections, and health care system.
- Not enough affordable housing for families that need it and long wait lists for PHA housing.

- Inadequate resources to assist with exiting households from shelters (e.g. utility assistance)
- Lack of consistent shelter based daytime services, and/or operating funds to support such services.
- Lack of and declining funding for needed non housing based services only programs (e.g. case management, transportation, day care, and employment programs).
- Lack of understanding of the community impact of homeless services.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

The jurisdiction has not estimated the at-risk population.

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

To reiterate the number of renters is slightly higher than the number of homeowners. When looking at the cost burdened households as a percentage of the total households in each income range, extremely low income renters are affected slightly more.

## **Discussion**

For example, renters earning 0-30% of AMI spent more than half of their monthly income on housing, 16% of homeowners in this income range spent more than half of their monthly income on housing. Looking just at households who rent, small related households experienced a cost burden at a higher rate than large related households and elderly households.

## NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

#### 0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,565	700	355
White	665	115	80
Black / African American	1,695	585	235
Asian	50	0	20
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	85	4	24

Table 15 - Disproportionally Greater Need 0 - 30% AMI

Data 2011-2015 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

#### 30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,230	610	0
White	750	325	0
Black / African American	1,390	250	0
Asian	10	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	75	40	0

Table 16 - Disproportionally Greater Need 30 - 50% AMI

Data 2011-2015 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

**50%-80% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,610	2,280	0
White	1,150	1,190	0
Black / African American	1,305	965	0
Asian	30	34	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	70	44	0

**Table 17 - Disproportionally Greater Need 50 - 80% AMI**

Data 2011-2015 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

**80%-100% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,305	1,825	0
White	730	1,045	0
Black / African American	415	740	0
Asian	30	10	0
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	75	15	0

**Table 18 - Disproportionally Greater Need 80 - 100% AMI**

Data 2011-2015 CHAS  
Source:

<b>City of Suffolk, Virginia</b>			
	<b>Estimate</b>	<b>Margin of Error</b>	<b>Percent</b>
<b>Housing Occupancy</b>			
<i><b>Total housing units</b></i>	36,213	+/-113	36,213
Occupied housing units	33,198	+/-360	91.7%
Vacant housing units	3,015	+/-317	8.3%
Homeowner vacancy rate	2	+/-0.7	(X)
Rental vacancy rate	5.3	+/-1.3	(X)
1-unit, detached	27,102	+/-517	74.8%
1-unit, attached	2,178	+/-224	6.0%
2 units	1,107	+/-194	3.1%
3 or 4 units	713	+/-190	2.0%
5 to 9 units	1,381	+/-249	3.8%
10 to 19 units	1,398	+/-271	3.9%
20 or more units	1,242	+/-247	3.4%
Mobile home	1,082	+/-169	3.0%
Boat, RV, van, etc,	10	+/-16	0.0%
<b>Year Structure Built</b>			
Built 2014 or later	932	+/-188	2.6%
Built 2010 to 2013	1,729	+/-273	4.8%

Built 2000 to 2009	8,633	+/-498	23.8%
Built 1990 to 1999	6,705	+/-467	18.5
Built 1980 to 1989	4,032	+/-321	11.1%
Built 1970 to 1979	4,620	+/-435	12.8%
Built 1960 to 1969	2,738	+/-259	7.6%
Built 1950 to 1959	2,424	+/-238	6.7%
Built 1940 to 1949	1,314	+/-188	3.6%
Built 1939 or earlier	3,086	+/-242	8.5%
<b>Rooms</b>			
1 room	323	+/-143	0.9%
2 rooms	205	+/-91	0.6%
3 rooms	847	+/-182	2.3%
4 rooms	4,140	+/-387	11.4%
5 rooms	6,445	+/-455	17.8%
6 rooms	6,601	+/-438	18.2%
7 rooms	6,017	+/-400	16.6%
8 rooms	5,255	+/-390	14.5%
9 rooms or more	6,380	+/-385	17.6%
Median rooms	6.0	+/-0.2	(X)
<b>Bedrooms</b>			
No bedroom	362	+/-146	1.0%
1 bedroom	1,297	+/-212	3.6%
2 bedrooms	6,878	+/-502	19.0%
3 bedrooms	16,503	+/-569	45.9%

4 bedrooms	9,126	+/-509	25.2%
5 or more bedrooms	2,047	+/-224	5.7%
<b>Housing Tenure</b>			
<i>Occupied housing units</i>	<i>33,198</i>	<i>+/-360</i>	<i>33,198</i>
Owner-occupied	23,001	+/-556	69.3%
Renter-occupied	10,197	+/-591	30.7%
Average household size of owner-occupied unit	2.69	+/-0.04	(X)
Average household size of renter-occupied unit	2.61	+/-0.08	(X)
<b>Year Householder Moved Into Unit</b>			
Moved in 2017 or later	1,953	+/-288	5.9%
Moved in 2015 to 2016	3,634	+/-331	10.9%
Moved in 2010 to 2014	9,216	+/-550	27.8%
Moved in 2000 to 2009	9,536	+/-450	28.7%
Moved in 1990 to 1999	4,657	+/-366	14.0%
Moved in 1989 and earlier	4,202	+/-259	12.7%
<b>Vehicles Available</b>			
No vehicles available	2,271	+/-257	6.8%
1 vehicle available	8,626	+/-536	26.0%
2 vehicles available	12,683	+/-616	38.2%
3 or more vehicles	9,618	+/-441	29.0%
<b>House Heating Fuel</b>			
Utility gas	11,825	+/-459	35.6%

Bottled, tank, or LP gas	1,906	+/-250	5.7%
Electricity	17,658	+/-549	53.2%
Fuel oil, kerosene, etc.	1,298	+/-173	3.8%
Coal or coke	5	+/-8	0.0%
Wood	305	+/-80	0.9%
Solar Energy	0	+/-28	0.0%
Other fuel	111	+/-58	0.3%
No fuel used	140	+/-68	0.4%
<b>Selected Characteristics</b>			
Lacking complete plumbing facilities	143	+/-98	0.4%
Lacking complete kitchen facilities	96	+/-56	0.3%
No telephone service available	589	+/-171	1.8%
<b>Selected Characteristics - Occupants per Room</b>			
1.00 or less	32,676	+/-409	98.4%
1.01 to 1.50	330	+/-123	1.0%
1.51 or more	192	+/-107	0.6%
<b>Value</b>			
<i>Owner-occupied units</i>	<i>23,001</i>	<i>+/-556</i>	<i>23,001</i>
Less than \$50,000	952	+/-142	4.1%
\$50,000 to \$99,999	961	+/-194	4.2%
\$100,000 to \$149,999	1,997	+/-204	8.7%
\$150,000 to \$199,999	3,553	+/-323	15.4%

\$200,000 to \$299,000	8,125	+/-518	35.3%
\$300,000 to \$499,999	5,885	+/-346	25.6%
\$500,000 to \$999,000	1,353	+/-160	5.9%
\$1,000,000 or more	175	+/-59	0.8%
Median (dollars)	246,600	+/-4,201	(X)
<b>Mortgage Status</b>			
Housing units with a mortgage	17,175	+/-526	74.7%
Housing units without a mortgage	5,826	+/-351	25.3%
<b>Selected Monthly Owner Costs (SMOC)</b>			
<i>Housing units with a mortgage</i>	17,175	+/-526	17,175
Less than \$500	94	+/-58	0.5%
\$500 to \$999	1,615	+/-221	9.4%
\$1,000 to \$1,499	3,868	+/-322	22.5%
\$1,500 to \$1,999	5,071	+/-355	29.5%
\$2,000 to \$2,499	3,596	+/-373	20.9%
\$2,500 to \$2,999	1,512	+/-213	8.8%
\$3,000 or more	1,419	+/-184	8.3%
Median (dollars)	1,805	+/-32	(X)
<i>Housing units without a mortgage</i>	5,826	+/-351	5,826
Less than \$250	375	+/-87	6.4%
\$250 to \$399	1,042	+/-196	17.9%
\$400 to \$599	1,912	+/-241	32.8%

\$600 to \$799	1,538	+/-214	26.4%
\$800 to \$999	562	+/-122	9.6%
\$1,000 or more	397	+/-92	6.8%
Median (dollars)	558	+/-19	(X)

**Selected Monthly Owner Costs As A Percentage of Household Income (SMOCAPI)**

*Housing units with a mortgage (excluding units where SMOCAPI cannot be computed)*

	17,105	+/-519	17,105
Less than 20.0 percent	6,656	+/-384	38.9%
20.0 to 24.9 percent	2,776	+/-282	16.2%
25.0 to 29.9 percent	2,121	+/-245	12.4%
30.0 to 34.9 percent	1,798	+/-238	10.5%
35.0 percent or more	3,754	+/-399	21.9%
Not computed	70	+/-54	(X)

*Housing units without a mortgage (excluding units where SMOCAPI cannot be computed)*

	5,752	+/-352	5,752
Less than 10.0 percent	2,485	+/-219	43.2%
10.0 to 14.9 percent	1,218	+/-195	21.2%
15.0 to 19.9 percent	638	+/-131	11.1%
20.0 to 24.9 percent	360	+/-97	6.3%
25.0 to 29.9 percent	253	+/-86	4.4%
30.0 to 34.9 percent	188	+/-88	3.3%
35.0 percent of more	610	+/-122	10.6%

Not computed	74	+/-35	(X)
<b>Gross Rent</b>			
<i>Occupied units paying rent</i>	9,762	+/-570	9,762
Less than \$500	1,270	+/-210	13.0
\$500 to \$999	2,632	+/-359	27.0
\$1,000 to \$1,499	3,553	+/-455	36.4
\$1,500 to \$1,999	1,552	+/-293	15.9
\$2,000 to \$2,499	505	+/-152	5.2
\$2,500 to \$2,999	224	+/-125	2.3
\$3,000 or more	26	+/-23	0.3
Median dollars	1,135	+/-40	(X)
No rent paid	435	+/-120	(X)
<b>Gross Rent As A Percentage of Household Income (Graph)</b>			
<i>Occupied units paying rent (excluding units where GRAP cannot be computed)</i>			
	9,557	+/-563	9,557
Less than 15.0 percent	824	+/-159	8.6%
15.0 to 19.9 percent	1,058	+/-206	11.1%
20.0 to 24.9 percent	1,341	+/-259	14.0
25.0 to 29.9 percent	1,213	+/-220	12.7
30.0 to 34.9 percent	921	+/-209	9.6
35.0 percent or more	4,200	+/-434	43.9
Not computed	640	+/-187	(X)



## NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205

### (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

#### Introduction

#### 0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,160	1,110	355
White	590	190	80
Black / African American	1,400	875	235
Asian	40	10	20
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	75	14	24

Table 19 – Severe Housing Problems 0 - 30% AMI

Data 2011-2015 CHAS  
Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

#### 30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,310	1,530	0
White	400	675	0
Black / African American	870	765	0
Asian	0	10	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	30	85	0

Table 20 – Severe Housing Problems 30 - 50% AMI

Data 2011-2015 CHAS  
Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	870	4,020	0
White	415	1,920	0
Black / African American	400	1,870	0
Asian	20	50	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	25	90	0

Table 21 – Severe Housing Problems 50 - 80% AMI

Data 2011-2015 CHAS  
Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### 80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	255	2,880	0
White	155	1,620	0
Black / African American	90	1,060	0
Asian	0	40	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	10	80	0

Table 22 – Severe Housing Problems 80 - 100% AMI

**Data** 2011-2015 CHAS  
**Source:**

## 05 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction:

#### Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	19,810	6,520	4,305	355
White	12,050	2,825	1,530	80
Black / African American	6,620	3,100	2,510	235
Asian	220	145	55	20
American Indian, Alaska Native	25	4	0	0
Pacific Islander	15	0	0	0
Hispanic	555	195	130	24

Table 23 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

### Discussion:

Below is an assessment of the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

CHAS data indicates that White Americans experience a disproportionately greater need in the following categories related to housing cost burden:

- 78% of households between 30%-50% AMI pay more than 30% of their income for housing costs
- 40% of households above 50% AMI pay more than 30% of their income for housing costs

CHAS data indicates that African Americans experience a disproportionately greater need in the following categories related to housing cost burden:

- 76% of households between 30%-50% AMI pay more than 30% of their income for housing costs
- 60% of households above 50% AMI pay more than 30% of their income for housing costs

**NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**

**Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

Of the two racial groups identified as having disproportionately greater needs related to housing problems, severe housing problems and housing cost burden, data revealed the need was present in all income categories.

**If they have needs not identified above, what are those needs?**

n/a

**Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

Data not available at this time

## NA-35 Public Housing – 91.205(b)

### Introduction

The Suffolk Redevelopment and Housing Authority (SRHA) and Franklin Redevelopment and Housing Authority administer the federally funded *Housing Choice Voucher Program* for their localities. The overall intended purpose of the program is to support and encourage self-sufficiency through corresponding job training, educational programs and employment opportunities through the Resident Initiatives Specialist. Currently, the City of Suffolk has a total of 1021 Housing Choice Voucher Program housing units, which include vouchers from Isle of Wight County. The City of Franklin operates a total of 225 units of Housing Choice Voucher Program housing units. Subsequently, the cumulative need for program exceeds the current capacity.

The Suffolk Redevelopment and Housing Authority estimates there are approximately 206 persons awaiting placement in public housing and 376 on the Housing Choice Voucher Program waiting list. The City of Suffolk does not anticipate a loss of any Housing Choice Voucher Program units over the course of the next five years. The City of Franklin reports 185 persons on the Housing Choice Voucher Program waiting list, of which the majority is extremely low or low income.

Although the aforementioned data differs slightly from data presented by the PIH Information Center (PIC), the information was received directly from the local housing authorities.

### Totals in Use

	Program Type						
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher
				Total	Project-based	Tenant-based	
# of units vouchers in use	0	11	429	629	0	629	0
						Veterans Affairs Supportive Housing	0
						Family Unification Program	0
						Disabled *	0

Table 24 - Public Housing by Program Type

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

**Characteristics of Residents**

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers		Special Purpose Voucher		
				Project - based	Tenant - based			
Average Annual Income	0	10,482	9,388	13,367	0	13,367	0	0
Average length of stay	0	6	7	7	0	7	0	0
Average Household size	0	1	2	2	0	2	0	0
# Homeless at admission	0	1	3	2	0	2	0	0
# of Elderly Program Participants (>62)	0	1	68	102	0	102	0	0
# of Disabled Families	0	6	126	155	0	155	0	0
# of Families requesting accessibility features	0	11	429	629	0	629	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 25 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

### Race of Residents

Race	Program Type						
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher Disabled *
				Total	Project - based	Tenant - based	
White	0	1	17	21	0	21	0
Black/African American	0	10	411	608	0	608	0
Asian	0	0	0	0	0	0	0
American Indian/Alaska Native	0	0	1	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0

\*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Table 26 – Race of Public Housing Residents by Program Type

### Ethnicity of Residents

Ethnicity	Program Type						
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher Disabled *
				Total	Project - based	Tenant - based	
Hispanic	0	0	2	8	0	8	0
Not Hispanic	0	11	427	621	0	621	0

\*Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 27 – Ethnicity of Public Housing Residents by Program Type

**Data Source:** PIC (PIH Information Center)

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Consolidated Plan

OMB Control No: 2506-0117 (exp. 06/30/2018)

**Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

The construction of most affordable and public housing sites pre-date current accessibility requirements. Currently the Suffolk Redevelopment and Housing Authority is working to increase the number and quality of accessible units within its inventory. Limited resources have made it difficult to exceed mandatory minimum; therefore, waiting list applicants are in need of accessible units. This includes units with some means of wheelchair egress, widening of doorways, making kitchens and baths fully accessible, and providing units for sensory impaired individuals. Also, these same residents also need access to specialized modes of public transportation along with many of the same needs previously mentioned for Public Housing and Housing Choice Voucher holders.

**Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

Residents of Public Housing and Housing Choice Voucher holders are in need of affordable, safe, decent and sanitary housing options. Currently, affordable housing opportunities for this specific group of Suffolk residents are geographically limited due to limited transportation options. Therefore, it could be said there is a need to both increase the quantity of affordable housing units and to improve the quality and availability of public transportation which would in turn increase housing opportunities in other parts of the city. Also, there are immediate needs for job skill training, adult education and outreach programs, all of which would increase residents' prospects when job searching. By becoming marketable to employers, residents are able to increase their family's earning potential and in correlation provide them better housing opportunities.

**How do these needs compare to the housing needs of the population at large?**

**Discussion** While there is an affordable housing need among the population outside Public Housing and Housing Choice Voucher programs, the population at large, including the disabled, have lower entry barriers in both the rental and homeownership markets. They generally have more choices regarding the quantity and quality of housing located

close to employment, shopping, transportation, and access to medical care. Also, having the ability to pay higher rent allows residents to move into newer housing meeting accessibility standards for Suffolk's disabled residents.



## NA-40 Homeless Needs Assessment – 91.205(c)

**Introduction:** The Southeastern Virginia Homeless Coalition (SVHC) conducted a Point in Time Count of sheltered and unsheltered persons experiencing homelessness on January 22-23, 2019. This 24-hour Count provides a “snapshot” of what the level of need is on a certain day. Overall, **700** persons were identified as experiencing homelessness in 2019, which is a 9% decrease from the 2018 Count of 773 persons. The Count covered the 6 jurisdictions that comprise the SVHC: Chesapeake, Norfolk, Franklin, Isle of Wight County, Southampton County, and Suffolk. The data dashboard below is followed by a complete report on the following pages.

The Point in Time Count is an unduplicated count of persons experiencing homelessness, whether sheltered or unsheltered, during a specific 24-hour period, once a year. The Count provides a “snapshot” of homelessness on that day. It is important to note that not everyone in need that day is found, and those who are at-risk of homelessness are not counted. This effort helps the community have a better understanding of the population currently experiencing homelessness. At the same time, an inventory of housing programs was also compiled (Housing Inventory Count); together, these resources help the community plan for future needs and develop resources strategically

With a focus on housing the most vulnerable, the CoC is striving to decrease the length of time a household experiences homelessness. Further, by providing prevention services and diversion assessments, the SVHC aims to decrease the incidence of homelessness. The SVHC has also prioritized funding to align with federal goals. All of these efforts contribute to making the vision that *homelessness will be rare, brief, and non-recurring* a reality.

Persons who agreed to respond to the survey were asked for their first and last name or initials and date of birth in order to develop a unique client identifier to eliminate the possibility of duplicate counts, along with questions to determine whether or not they are veterans, unaccompanied youth, or chronically homeless. Respondents were also asked whether or not they have been a victim of physical or sexual violence, are HIV-positive, have a mental or physical disability or a substance abuse problem. People are considered chronically homeless if they are a single adult or an adult within a family, have a disability, and have been homeless for more than one year, or at least four times in the last three years. This report also includes a new population category: parenting and unaccompanied youth households. Youth households include those 25 years of age and younger who are parents of children under the age of 18, or are unaccompanied by a parent or guardian.

**Homeless Needs Assessment**

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Children)	0	7	0	0	0	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	2	10	0	0	0	0
Chronically Homeless Individuals	1	1	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	1	0	0	0	0	0
Unaccompanied Child	0	2	0	0	0	0
Persons with HIV	0	1	0	0	0	0

**Table 28 - Homeless Needs Assessment**

Data Source Comments:

Indicate if the homeless population Has No Rural Homeless is:

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

The 2019 Point in Time Count data shows an increase in the number of individuals living with a Serious Mental Illness (SMI). Adults living with Substance Abuse (SA) issues was about the same as the previous year, although SA issues are often under-reported. The number of persons who identified as having HIV or AIDS was the same as the prior year; of the 9 persons, 6 were staying at an Emergency Shelter, and 3 were unsheltered the night of the Count. The CoC is serving these populations through the Cooperative Agreement to Benefit Homeless Individuals (CABHI) grant managed by the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Shelter Plus Care program (both administered by the Norfolk Community Services Board); programs and services provided by LGBT Life Center; and other Permanent Housing providers such as Virginia Supportive Housing, ForKids, Inc., and the Hampton VA Medical Center.

Between 2018 and 2019, the SVHC realized a 3% increase in the number of chronically homeless individuals; the number of veterans identified decreased by 14% (chart on the next page). In the year's prior, the number of persons who identified as veterans during the Count had generally been trending up; the efforts of the Service Coordination committee to track and house veterans seems to be reversing this trend. This year, about 86% of self-identified veterans were staying in an emergency shelter; and about 14% were unsheltered. It is important to remember this data is based on self-report for the Count.

The Point in Time Count provides a snapshot of the size and characteristics of the homeless population across the SVHC on a single night in January. The data collected is one tool the CoC uses to make data-driven decisions. The SVHC has worked to strategically target federal and state funding to proven housing solutions like Rapid Rehousing and Permanent Supportive Housing. The implementation of best practices like Housing First and Coordinated Entry are also having an impact both on the homeless response system, and the experience of the population accessing that system.

**Nature and Extent of Homelessness: (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

**Point in Time Count: 2019 Results – Western Tidewater**

Total Number of Persons: 63; 2018 Total Number of Persons: 60; Number Sheltered: 63; Number Unsheltered: 0; Number of Adults: 40; Number of Children: 23; Number of Families: 14; Number of Persons in Families: 42; Number of Unsheltered Families: 0; Number of Unsheltered Children: 0; Number of Adult Only Households: 20; Number of Persons in Adult Only Households: 21; Number of Unsheltered Persons in Adult Only Households: 0; Total Number of Persons in Households with only Children: 0.

**Point in Time Count: 2019 Results – Western Tidewater**

Total Number of Chronically Homeless Individuals: 2; Total Number of Chronically Homeless Families: 0; Total Number of Persons in Chronically Homeless Families: 0; Total Number of Veterans: 3; Total Number of Female Veterans: 0; Total Number of Parenting Youth: 3; Total Number of Unaccompanied Youth: 5; Total Number of Adults Fleeing Domestic Violence: 12; Total Number of Adults with a Substance Abuse Problem: 0; Total Number of Adults with a Serious Mental Illness: 2; Total Number of Adults Living with HIV/AIDS: 0.

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

Black/African American: 73%; White: 22%; Asian/American Indian/Multi-Race: 5%; Hispanic (any race): 4%

**Gender:**

Male: 66%; Female: 34%; Other: 0.5%

**Age:**

Children under 18 in families: 19%; Young/young adults 18-24: 7%; Adults over 24: 74%

**Household Type:**

Single Adults: 70%; Persons in families: 30%

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

## Discussion:

**Snapshot:** The Point in Time Count is an unduplicated count of persons experiencing homelessness, whether sheltered or unsheltered, during a specific 24-hour period, once a year. The Count provides a “snapshot” of homelessness on that day. It is important to note that not everyone in need that day is found, and those who are at-risk of homelessness are not counted. This effort helps the community have a better understanding of the population currently experiencing homelessness. At the same time, an inventory of housing programs was also compiled (Housing Inventory Count); together, these resources help the community plan for future needs and develop resources strategically.

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The Point in Time Count provides a snapshot of the size and characteristics of the homeless population across the SVHC on a single night in January. The data collected is one tool the CoC uses to make data-driven decisions. The SVHC has worked to strategically target federal and state funding to proven housing solutions like Rapid Rehousing and Permanent Supportive Housing. The implementation of best practices like Housing First and Coordinated Entry are also having an impact both on the homeless response system, and the experience of the population accessing that system.

## **NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)**

### **Introduction:**

Cost burden and overcrowding are the two housing problems that affect residents of Suffolk and Western Tidewater the most. In addition, certain persons or households face greater challenges than the general population in finding housing given their unique special needs and circumstances. Such circumstances range from fixed incomes to limited mobility to large households. Not all housing units in the general housing stock can meet the housing needs of persons or households with special needs. The section reviews the needs of persons who are not homeless but may require supportive housing.

This includes but not limited to:

- Elderly (defined as 62 and older)
- Frail elderly (defined as an elderly person who requires assistance with three or more activities of daily living, such as bathing, walking, and performing light housework)
- Persons with mental, physical, and/or developmental disabilities
- Persons with alcohol or other drug addiction
- Persons with HIV/AIDS and their families
- Victims of domestic violence, dating violence, sexual assault, and stalking

### **Describe the characteristics of special needs populations in your community:**

Many people in the City of Suffolk and Western Tidewater area have special needs due to their physical, intellectual, or mental circumstances. These special needs populations are often those with very little income. In addition, access to personal cars or other non-public transit mobility is limited to what income provides and the ability to drive.

#### **Persons with Disabilities**

The City of Suffolk and Western Tidewater region have 14,209 people, or 9%, who have a reported disability; sensory, physical, mental, work, mobility, and/or self-care limitations. Over 40% of those with a disability reported an ambulatory difficulty, which means difficulty walking or climbing stairs and 29% reported having a cognitive difficulty remembering, concentrating, or making decisions.

Persons with physical, mental, and development disabilities often require special housing considerations to accommodate their unique conditions. Some may face unique problems in obtaining affordable and adequate housing, due to accessibility issues dictated by their disability such as additional handrails, ramps, and wider doorways. Others may find be affected discriminatory actions of housing providers or that they are stigmatized when looking for housing. Lack of financial resources, many times related to limited employment opportunities, may also limit housing options. Over half of all persons with a disability living in the City of Suffolk and Western Tidewater region are of working age, between 18 and 64 years old. Still others may require some sort of living assistance in special housing that can offer support either with daily tasks or more supportive living.

### **Elderly and Frail Elderly**

Elderly households in the jurisdiction had a higher percentage of low- and moderate-income households, at 40%, compared to the total households in the city, at 36%, according to CHAS data. There is a high percentage of elderly households living in owner occupied housing compared to other households in the city. Over 19% of owner occupied households with housing costs burden are elderly households. Most older adults are on fixed incomes and do not work.

### **Persons with Alcohol or Other Drug Addictions**

Persons affected by alcohol or other substance abuse addictions may need many different kind of supportive services, including counseling and treatment. Some may need supportive services tied to permanent supportive housing activities to ensure progress.

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

Many of the needs of these special populations are the same as the community as a whole. Needs are determined through data analysis and results from public participation and consultation efforts. For instance, housing and transportation were services and needs needed for both the general population, but special accommodations in both transportation and housing is needs for special needs populations. CHAS data suggests that the elderly are most need of affordable housing. Additionally, those in most need of supportive services were homeless individuals, elderly individuals, and individuals with physical disabilities.

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

**Discussion:**

Although very little information was available regarding the HIV/AIDS population in the City of Suffolk and Western Tidewater, data from the State of Virginia indicated there were 8 people with the HIV virus in the jurisdiction in 2000.

## **NA-50 Non-Housing Community Development Needs – 91.215 (f)**

### **Describe the jurisdiction's need for Public Facilities:**

The City of Suffolk's CIP program examines public facilities and needs every year and the most many needs were addressed and prioritized with drainage improvements, library space, parks and recreation space. Affordable housing was also identified as a need as many people are paying rent up to 50% of their income.

### **How were these needs determined?**

City of Suffolk's CIP program which allows for public input on the needs of the area.

### **Describe the jurisdiction's need for Public Improvements:**

The City of Suffolk's CIP program examines public facilities and needs every year and the most many needs were addressed and prioritized with drainage improvements, library space, parks and recreation space. Affordable housing was also identified as a need as many people are

### **How were these needs determined?**

City of Suffolk's CIP program which allows for public input on the needs of the area.

### **Describe the jurisdiction's need for Public Services:**

Public service agencies are important part of our CDBG program and a part of the City of Suffolk's overall mission. We continue to meet with and evaluate our public service agencies and the city allocates its entire 15% allocation to public service agencies. These agencies continue to have budget shortfalls however the needs are continuing to increase. Most agencies continue to need more personal and funding to expand or in some instances maintain their existing level of service.

### **How were these needs determined?**

This information was obtained from various agencies and data from the Planning Council.

# Housing Market Analysis

## MA-05 Overview

### Housing Market Analysis Overview:

The United States Department of Housing and Urban Development requires the execution of a detailed housing market analysis in conjunction with Consolidated Planning. For the purpose of analysis, the housing market analysis will describe significant characteristics of the housing market in terms of supply, demand, condition, and associated costs all housing units. The process provides a generalized assessment of the current housing stock as well as a detailed analysis of such components as *Housing Choice Voucher Program* affordable housing, public housing and the current Fair Market Rent (FMR) amounts for rental housing – including housing for persons with disabilities and persons with HIV / AIDS and their families.

It is also important to reiterate the need for decent, affordable housing in the downtown urban core of the City of Suffolk. The Census Tracts comprising the downtown area have significantly high concentrations of minority persons and families as well as low median household income levels. As previously elaborated upon, the City of Suffolk has strategically committed the majority of its Federal funds in this area. As previously established, the demographical information provided will confirm high minority concentrations and low income areas in Census Tracts 651, 654 and 655.

**Suffolk is a larger medium-sized coastal city (i.e. on the ocean, a bay, or inlet) located in the state of Virginia. With a population of 91,185 people and 28 constituent neighborhoods, Suffolk is the 13th largest community in Virginia.**

**Unlike some cities, Suffolk isn't mainly white- or blue-collar. Instead, the most prevalent occupations for people in Suffolk are a mix of both white- and blue-collar jobs. Overall, Suffolk is a city of professionals, sales and office workers, and service providers. There are especially a lot of people living in Suffolk who work in office and administrative support (12.20%), management occupations (10.85%), and sales jobs (10.15%).**

**Suffolk is home to a number of people employed in the armed forces. When you visit or walk around Suffolk, some of the people you will bump into will be military people in and out of uniform, jogging, shopping and generally out and about town.**

**Also of interest is that Suffolk has more people living here who work in computers and math than 95% of the places in the US.**

**Suffolk is also nautical, which means that parts of it are somewhat historic and touch the ocean or tidal bodies of water, such as inlets and bays. Quite often, nautical areas such as these attract visitors and locals who come to enjoy the scenery and various waterfront activities.**

**The percentage of people in Suffolk who are college-educated is somewhat higher than the average US community of 21.84%: 27.25% of adults in Suffolk have at least a bachelor's degree.**

## **MA-10 Number of Housing Units – 91.210(a)&(b)(2)**

### **Introduction**

The following provides an overview of the City's housing characteristics. The data compiled in the tables was extracted from the American Community Survey.

The majority of City of Suffolk and Western Tidewater region's property types are one-unit detached structures making up 77% of the total housing stock. The next most common housing units are in listed in the American Community Survey as "mobile home, boat, RV, and van" units, making up 7% of the housing stock. ACS data also shows owner occupied units represent nearly 75% of the total housing stock. The majority of those homeowners reside in units with three or more bedrooms.

### Suffolk Appreciation Rate Trends and Housing Market Data

**Number of Homes and Apartments:** 32,331

#### **Homeownership Rate:**

Owners: 68.7%; Renters: 31.3%; Vacant: 9.2%

**Median Home Value:** \$249,034

#### **Home Prices:**

> \$1,095,000	0.9%
\$821,001 - \$1,095,000	1.0%
\$547,001 - \$821,000	3.3%
\$438,001 - \$547,000	5.6%
\$328,001 - \$438,000	14.2%
\$219,001 - \$328,000	34.4%
\$110,001 - \$219,000	29.5%
\$55,001 - \$110,000	5.6%
\$0 - \$55,000	5.6%

#### **Age of Homes:**

2000 or newer: 30.7%; 1970-1999: 41.8%; 1940-1969: 18.6%; 1939 or older: 8.9%

**Type of Homes:** Single-family: 74.8%; Townhomes: 5.8%; Small Apartment Buildings: 5.7%; Apartment Complexes: 10.8%; Mobile Homes: 2.9%; Other: 0.0%

**Home Size:**

No bedroom: 0.8%; 1 Bedroom: 3.9%; 2 Bedrooms: 19.8%; 3 Bedrooms: 44.7%; 4 Bedrooms: 24.9%; 5 or more Bedrooms: 5.9%

The Suffolk RHA manages and maintains 466 Public Housing units in the City of Suffolk to include 4 multi-family properties, Cypress Manor Apartments, Parker Riddick Villages, Hoffler Apartments and Colander Bishop Meadows and 1 mid-rise, Chorey Park Apartments housing elderly and disabled individuals. The public housing program is designed to provide safe, decent and sanitary housing conditions for low to moderate income families and individuals and to manage resources efficiently. SRHA promotes personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.

Additionally, the agency administers 1033 Housing Choice Vouchers (HCV). The HCV Program is a federally funded and income based program designed to provide decent and safe housing in the private market to qualified low to moderate income families, elderly and persons with disabilities. Since the assistance is provided on behalf of the family, participants are able to find their own housing.

**Franklin Redevelopment and Housing Authority**

The Franklin Redevelopment and Housing Authority owns and manages 150 rental units throughout 3 housing developments. Pursuant to program requirements, residents pay no more than 30 percent of their annual adjusted income for rent. The federally-funded Low-Rent Public Housing Program provides quality, affordable rental housing for families, seniors, and persons with disabilities at developments that are owned and managed by Franklin Redevelopment and Housing Authority. The agency also administers 225 Housing Choice Vouchers for low income residents.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

There is no indication from the SRHA that any units are going to be lost even during a major rehabilitation of Cypress Manor public housing complex. In consultation with SRHA they have had the same level of units consistently over the last 3 years.

**Does the availability of housing units meet the needs of the population?**

Although the generated CHAS data for the City of Suffolk and Western Tidewater region does not show a significant issue with overcrowding in the region, there are other housing problem that could attribute to availability of housing units, or the lack there of. The lack of affordable housing in the region continues to be a concern. CHAS data reveals that 50% of all low to moderate income renters and homeowners pay more than 30% of their income on housing costs.

While housing supply is in excess of households, there are wait lists for assisted units in the City of Suffolk. The Suffolk RHA reports there are 484 families on the waiting list for public housing units and 3,658 families on the waiting list for Housing Choice Vouchers with both list currently closed. Data also indicates that 92% of the families on the public housing waiting list and 85% of the families on the Housing Choice Voucher waiting list are categorized as having extremely low incomes.

On the heels of rising property costs and stagnant median household income figures, the City of Suffolk is embracing the need to facilitate affordable housing and foster homeownership opportunities for first time homebuyers. The initiative of fostering safe, decent, and affordable housing is championed by the City of Suffolk and embraced by the surrounding communities. Charged by a city-wide effort to promote decent, affordable housing the City of Suffolk will utilize Federal funding to conduct housing specific activities in the form of:

- Housing rehabilitation for owner-occupied housing units
- Housing reconstruction for owner occupied housing units too dilapidated for normal repair and or rehabilitation
- New construction of housing reserved for extremely low, low and moderate income persons and families
- Direct homebuyer assistance in the form of grants and or loans made directly with qualifying and eligible first time homebuyers.

### **Describe the need for specific types of housing:**

The future housing needs of the residents of Suffolk and Western Tidewater are closely linked to future population changes. As the population of the region continues to grow and the current population ages, its housing needs should include the following:

- Low maintenance housing options for seniors who want to age in place, with easy access to in home services.

- Housing with accessibility improvements for the city's growing senior population, as well as persons with disabilities.
- Housing that will convince first time buyers to choose the city as their home.
- Subsidized rental options for households unable to afford market rate rentals.
- New assisted rental units are needed to make up for those lost in the last decade.

## **Discussion**

The City of Suffolk and Western Tidewater region continues to face a need for affordable homeownership and rental units. Households with extremely low incomes are highly susceptible to experience housing problems related to overcrowding and housing costs burden.

# MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

## Introduction

Many housing problems, such as cost burden and overcrowding, can be directly related to the cost of housing in the community. If housing cost is high relative to the income of a household, this may result in a high rate of housing problems. This section evaluates the affordability of the housing stock in the City of Suffolk and the Western Tidewater region. The 2018 American Community Survey estimates the following home values for owner-occupied housing units in the jurisdiction:

- **City of Suffolk - \$253,300**
- **Isle of Wight County - \$247,000**
- **Southampton County - \$162,000**
- **City of Franklin - \$191,700**

Based on the estimates, the median values for owner occupied housing in the four localities experienced increases ranging from 47% - 57% from 2015-2018.

Median contract rents for the four localities have experienced similar increases as owner-occupied units in the area. American Community Survey data from 2018 shows the median contract rent for the City of Suffolk and Western Tidewater region as the following:

- **City of Suffolk - \$810**
- **Isle of Wight County - \$747**
- **Southampton County - \$519**
- **City of Franklin - \$592**

In terms of affordability, CHAS data provided by HUD, an overview of the number of units which are affordable to households with incomes ranging from 30% to 100% of the household area median income (HAMFI):

### Owner-occupied Units:

- 12% of the total number of units are affordable for households with income at 50% of the HAMFI
- 34% of the total number of units are affordable for households with income at 80% of the HAMFI
- 54% of the total number of units are affordable for households with income at 100% of the HAMFI

### Rental Units:

- 11% of the total number of units are affordable for households with income at 30% of the HAMFI
- 28% of the total number of units are affordable for households with income at 50% of the HAMFI

- 62% of the total number of units are affordable for households with income at 80% of the HAMFI

### Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	243,900	235,300	(4%)
Median Contract Rent	574	784	37%

Table 29 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	2,105	23.1%
\$500-999	4,225	46.4%
\$1,000-1,499	1,975	21.7%
\$1,500-1,999	685	7.5%
\$2,000 or more	109	1.2%
<b>Total</b>	<b>9,099</b>	<b>99.9%</b>

Table 30 - Rent Paid

Data Source: 2011-2015 ACS

### Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	1,025	No Data
50% HAMFI	2,255	880
80% HAMFI	5,605	3,480
100% HAMFI	No Data	5,940
<b>Total</b>	<b>8,885</b>	<b>10,300</b>

Table 31 – Housing Affordability

Data Source: 2011-2015 CHAS

## Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent					
High HOME Rent					
Low HOME Rent					

Table 32 – Monthly Rent

Data Source: HUD FMR and HOME Rents

### Is there sufficient housing for households at all income levels?

CHAS data reflects that those households in the City of Suffolk and Western Tidewater region with incomes ranging from 30% to 80% of the area median household income face the greatest challenge with finding affordable homeownership units. While households with incomes at 50% or less of the area median income suffer in the rental market.

When speaking specifically about the City of Suffolk, there has been a housing boom in its recent past. Between 2000 and 2012, the City’s housing stock increased by 8,847 units, which averages out to 737 units per year. The majority of this housing growth took place in the northern half of the City. Suffolk has also seen a drastic increase in housing values. According to the U.S. Census Bureau, between 1990 and 2008, median housing values in Suffolk nearly doubled, after adjusting for inflation. Similarly, median gross rents also doubled, while household income only increased by 38%. In addition to the rise in housing costs, the number of affordable apartment units has decreased. Suffolk had a drop of over 1,000 units that rented for \$500 or less. There was also an increase of over 1,900 units that rent for \$1,000 or more.

### How is affordability of housing likely to change considering changes to home values and/or rents?

In recent years, the City has experienced significant housing development in the two designated Growth Areas, however the rate of this growth has been higher than anticipated. Housing costs are on the rise (both new and resale). Keeping pace with housing demand and providing for a range of affordability to meet the needs of Suffolk residents will be continual challenges. Growing demand for housing choices based on shifting household characteristics and a noted increase in housing costs in the region makes developing housing choices for everyone across the full range of incomes and family types very important.

The long-term goal should be to ensure that housing needs in the City of Suffolk are being met along the full “continuum of care”. However, based on market and demographic assessments, the City’s highest short-term housing priority is to address the needs of the Suffolk workforce. “Workforce housing” is

needed to promote housing opportunities for those who are active in the Suffolk workforce and who desire to live in Suffolk. This should consist of both homeownership and rental choices.

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

### **Discussion**

Suffolk has experienced a housing boom in its recent past. Between 2000 and 2019, the City's housing stock increased significantly and continuing to grow especially in the northern section of the city. The majority of this housing growth took place in the northern half of the City. Suffolk has also seen a drastic increase in housing values. Accordingly, the median housing values in Suffolk nearly doubled, after adjusting for inflation. Similarly, median gross rents also doubled, while household income only increased by 34%.

## **MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)**

### **Introduction**

Only a small percentage of Suffolk's housing stock was built before 1950 (12%). Generally speaking, this stock was constructed of durable materials and, with modern retrofitting of utilities, can have a significant useful lifespan. Thirty-percent of the City's housing was built between 1950 and 1979. Depending on the construction quality these homes have variable durability and remodeling potential. Older homes in this category are now also eligible for historic designations if applicable. A majority of Suffolk's homes were built after 1980 (58%).

Suffolk's housing stock is found to be functionally complete with more than 99% of all occupied housing units having complete plumbing and kitchen facilities, with modern utility heating sources.

### **Definitions**

The City of Suffolk does not have a definition for "substandard condition" and "substandard condition but suitable for rehabilitation." The City uses the Virginia Uniform Statewide Building Code. (USBC). The Virginia Uniform Statewide Building Code (USBC) contains the building regulations that must be complied with when constructing a new building, structure, or an addition to an existing building. They must also be used when maintaining or repairing an existing building or renovating or changing the use of a building or structure. Within the Virginia Maintenance Code, Part III of the USBC, defines structures unfit for human occupancy and unsafe structures as follows:

**UNSAFE STRUCTURE.** An existing structure (i) determined by the code official to be dangerous to the health, safety and welfare of the occupants of the structure or the public, (ii) that contains unsafe equipment, or (iii) that is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation that partial or complete collapse is likely. A vacant existing structure unsecured or open shall be deemed to be an unsafe structure.

**STRUCTURE UNFIT FOR HUMAN OCCUPANCY.** An existing structure determined by the code official to be dangerous to the health, safety and welfare of the occupants of the structure or the public because (i) of the degree to which the structure is in disrepair or lacks maintenance, ventilation, illumination, sanitary or heating facilities or other essential equipment, or (ii) the required plumbing and sanitary facilities are inoperable.

## Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	6,600	30%	4,105	45%
With two selected Conditions	80	0%	250	3%
With three selected Conditions	0	0%	45	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	15,205	69%	4,705	52%
<b>Total</b>	<b>21,885</b>	<b>99%</b>	<b>9,105</b>	<b>100%</b>

Table 33 - Condition of Units

Data Source: 2011-2015 ACS

## Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	6,830	31%	2,365	26%
1980-1999	7,010	32%	2,290	25%
1950-1979	6,085	28%	2,775	30%
Before 1950	1,960	9%	1,675	18%
<b>Total</b>	<b>21,885</b>	<b>100%</b>	<b>9,105</b>	<b>99%</b>

Table 34 - Year Unit Built

Data Source: 2011-2015 CHAS

## Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	8,045	37%	4,450	49%
Housing Units build before 1980 with children present	3,915	18%	2,660	29%

Table 35 - Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

## Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units			
Abandoned Vacant Units			
REO Properties			
Abandoned REO Properties			

Table 36 - Vacant Units

## **Need for Owner and Rental Rehabilitation**

**Based on 2011-2018 information** American Community Survey data, 31% of owner occupied and 48% of renter occupied properties have one of the selected housing conditions. Specifically, the units lack kitchen or plumbing facilities, have more than one person per room, or have a cost burden greater than 30% of the household's income. CHAS data generated by HUD shows that 75% of owner occupied units and 19% of renter occupied units are at least fifteen years old. Substandard housing conditions and aging housing stock will dictate a need for housing rehabilitation in the City of Suffolk and Western Tidewater region

## **Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards**

The age of a building unit is used to estimate the number of homes with lead-based paint hazards, as lead-based paint was prohibited on residential units after 1978. As an estimate, units built before 1980 are used as a baseline for units that contain lead based paint. It is estimated that approximately 40% of the owner-occupied housing stock may have lead-based paint hazards of which 12% are estimated to have children present. Of the renter occupied housing, 53% may have lead-based paint hazards of which 14% are estimated to have children present.

## **Discussion**

Children, six years of age and younger, have the highest risk of lead poisoning as they are more likely to come into greater contact with objects that could have lead-based paint dust or flakes and ingest these by placing their hands in their mouths. The effects of lead poisoning include damage to the nervous system, decreased brain development, and learning disabilities. According to data derived from the Western Tidewater Department of Health, roughly 75% of reported lead-based paint hazards were in low income households.

# MA-25 Public and Assisted Housing – 91.210(b)

## Introduction

### Totals Number of Units

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher Family Unification Program	Disabled *
				Total	Project-based	Tenant-based		
# of units vouchers available	0	11	466	809	0	809	0	0
# of accessible units								
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition								

Table 37 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

### Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

There is currently a total of 466 Public Housing Units under management of the Suffolk Redevelopment and Housing Authority. Like most Public Housing sites throughout the United States, years of deferred maintenance, due to steadily decreasing capital funding, has caused significant deterioration across Suffolk's Public Housing inventory. The most severe of these sites are currently under revitalization through privatization in order to improve general living conditions for residents.



## Public Housing Condition

Public Housing Development	Average Inspection Score
n/a	n/a

Table 38 - Public Housing Condition

### Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Currently, 206 Public Housing Units located at the Parker Riddick and Cypress Manor apartment sites are in the process of converting from Public Housing to privatized Section 8 housing that will allow for total development/redevelopment of the existing sites. Following disposition from HUD inventory, the 93 units at Parker Riddick are scheduled to be demolished and rebuilt, while the 113 unit at Cypress Manor are to be completely rehabilitated. Upon successful completion of this project, the hope of SRHA is to begin converting remaining Public Housing units, one site at a time, until fully converted.

### Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

**Discussion:** Remaining Public Housing sites will undergo targeted renovations and repairs based on the availability of funding and a prioritization of needs. Along with the many needed repairs, SRHA provides a variety of services to residents of Public Housing. Programs include; the Family Self Sufficiency Program(FSS), Resident Opportunity Self Sufficiency Program(ROSS), job training and education, Job Fairs, and Childcare. SRHA also partners with various health agencies to provide healthcare programs.



## **MA-30 Homeless Facilities and Services – 91.210(c)**

### **Introduction**

The City of Suffolk currently has two emergency-oriented shelters, both of which serve the entire Western Tidewater region. The ForKids for the Homeless is a multi-unit facility serving homeless women and children and any subsequent sub-category thereof. The Genieve Shelter is a multi-unit facility serving women and children who are homeless as a result of domestic related violence. Both facilities are located in the City of Suffolk corporate limits but also serve the localities of Southampton County, the City of Franklin, and the County of Isle of Wight. Through the provision of numerous funding sources, each facility has worked diligently to sustain the capacity necessary to provide a proportional response to the challenge of homeless services.

In order to provide transitional services such as life skills training and employment support the Genieve Shelter constructed a four-unit apartment complex complete with a community center in December 2009. CJ's Place will provide up to 2 years of transitional housing for up to 16 individuals. During this 2-year period, domestic violence victims/survivors (women) will be able to enhance their human capital (obtain GED, acquire job training) and obtain jobs that pay livable wages rather than minimum wages. Adult female survivors will work on enhancing daily living skills such as maintaining a household, budgeting, saving funds, paying bills, and correcting poor credit. The shelter also helps victims to develop/enhance problem-solving and coping skills. The Genieve Shelter is currently working on securing funding from HUD, the city of Suffolk, various private foundations and the community to hire staff to oversee the operation of CJ's Place.

In addition to a safe refuge, The Genieve Shelter will provide crisis and short term counseling, weekly support groups, court accompaniment, medical and mental health services, daycare assistance, transportation assistance, employment & housing assistance, fitness & nutrition services, after-school tutoring, and therapeutic recreation to residents of CJ's Place.

**Facilities and Housing Targeted to Homeless Households**

	Emergency Shelter Beds		Transitional Housing Beds Current & New	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds		Current & New	Under Development
Households with Adult(s) and Children	159	319	110	166	0
Households with Only Adults	249	0	0	67	0
Chronically Homeless Households	0	0	0	142	0
Veterans	0	0	0	210	0
Unaccompanied Youth	0	0	0	0	0

**Table 39 - Facilities and Housing Targeted to Homeless Households**

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons**

The Departments of Social Services in Franklin, Isle of Wight, Southampton and Suffolk each provides some rental assistance to residents of its jurisdiction. The rental assistance from the Department of Social Services varies in amount, but generally ranges from \$100-\$200 based on availability of funds. Families and individuals seeking assistance contact the intake workers at their respective Social Services to see if funds are available and then they must be screened to determine if they meet Social Services eligibility requirements.

The Improvement Association, located in Emporia coordinates the state funded Homeless Intervention Program (HIP) for Franklin, Southampton County, and Isle of Wight County. The Planning Council, located in Norfolk, coordinates HIP for Suffolk. HIP provides prevention assistance for families and individuals facing a temporary crisis that has affected their ability to pay for their housing. HIP funds can be used to pay rental arrearages as well as current rent for up to nine months, as long as clients can demonstrate that they were self-sufficient before the crisis and that they are working towards becoming self-sufficient again. HIP funds can also be used for utility and security deposits for homeless families or individuals so that they can obtain housing.

Several non-profit and faith-based agencies in Western Tidewater are able to provide assistance with rent or utility arrearages to clients if they are able to show that they are able to pay the remaining balances themselves or that they are receiving assistance from another agency. Assistance from the following agencies ranges from \$75-\$200 based on the availability of funds.

- Franklin Cooperative Ministries
- Isle of Wight Christian Outreach
- Providential Credit Care Management – Isle of Wight
- Salvation Army – Franklin
- Salvation Army – Suffolk
- STOP Organization – Suffolk
- Local Churches

Healthcare

Homeless families and individuals are able to receive medical services provided by Healthcare for the Homeless at Main Street Physicians in Suffolk. Healthcare for the Homeless provides primary medical care for homeless families and individuals and serves all of Western Tidewater. Main Street Physicians also has dental services available to the homeless at the Suffolk office. Since Main Street Physicians is located in Suffolk, they are able to provide transportation to all homeless residents of Western Tidewater.

Homeless families and individuals are also able to access healthcare services at the Western Tidewater Free Clinic. The clinic provides medical, dental and mental healthcare to uninsured, low-income residents of Franklin, Isle of Wight, Southampton and Suffolk communities. Homeless families and individuals need to meet eligibility requirements including a letter from the homeless shelter or Social Services to establish homelessness.

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

## **MA-35 Special Needs Facilities and Services – 91.210(d)**

### **Introduction**

The City of Suffolk values the needs of special populations such as the mentally ill and persons in need of substance abuse treatment. To promote efficiency and an appropriate level of funding the City has conducted a comprehensive analysis of the current and foreseeable need for services specific to special populations. Accordingly, the assessment demonstrates a current and anticipated continued need for services specifically tailored to special populations such as the mentally ill. However, it is equally imperative to ensure such services rendered are holistic in nature and seek to address all aspects of the challenge presented. Specifically, the needs of special populations are multifaceted and range in scope from supportive human services such as counseling to assisted residential support. Appropriately, the City of Suffolk will implement the following comprehensive strategy to address the needs of special population over the course of the next five years.

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

The elderly population continues to grow in Western Tidewater, which is increasing the demand for housing and services for this population. Although there have been many market rate housing developments created because of the growing size of this population, many of these are unaffordable to low- and moderate-income residents. The City of Suffolk partnered with a private developer along CDBG funds, housing tax credits and other sources of funding were used to construct a 51-unit age restricted housing complex know as Reid Landing. His project is under construction and should be completed within 6 months. Housing needs for seniors including housing that often has smaller units and have supportive services nearby or in the development. In addition, there are many seniors who are homeowners. Sometimes seniors have problems with maintaining their homes due to mobility or income. This reinforces the need for home repair programs for elderly persons.

Additionally, the region hosts a Hampton Roads LGBT (Lesbian, Gay, Bisexual, and Transgender) Center, a program that utilizes a community of volunteers and professionals to achieve its goal of promoting LGBT health and human rights, while also providing a safe place for area LGBT youth. The Center direct program services to the many facets of the LGBT community, including men, women, youth, seniors, families, transgender community members and their families, and those struggling with HIV. Each Department of Human Services works closely with Southeastern Virginia Homeless Coalition service providers to house unaccompanied youth that present as homeless to locate shelter and other resources.

## **Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

National research indicates that most homeless people are already clients of the mainstream system which includes the public social support system, the criminal justice system, and the foster care system. According to the National Alliance to End Homelessness, these mainstream systems when able will shift costs and responsibilities to other systems because they are over-utilized and under-funded. The homeless assistance system often absorbs the burden of the mainstream system. In order to end homelessness, mainstream systems must prevent their clients from entering the homeless system.

In Virginia, there are state-level discharge plans for the foster care, mental health, and corrections systems. Each of these plans directs the local agencies to work with clients and the local support system to ensure that they are not discharged into homelessness.

The Virginia Department of Corrections issued protocols in 2005 to specifically include housing needs in discharge plans. The protocol directs inmates to the Probation and Parole District from which they were sentenced upon release to assist with housing needs.

The Western Tidewater Community Services Board case management staff is responsible for developing a discharge plan for persons being treated at State Institutions as required by the Code of Virginia. These discharge plans do not allow state institutions to discharge the patients into homelessness. Some patients discharged from Eastern State Hospital are transitioned to Western Tidewater Community Services Board's permanent housing project. Those individuals who are not able to maintain their own housing are placed into the housing project and receive case management services.

The Virginia Department of Social Services has developed the Independent Living Program (ILP) as part of its discharge planning for the state. The Independent Living program helps youth obtain the basic life skills, education and employment preparation necessary to become successful, independent and self-sufficient adults. The Independent Living Program is available to current and former foster care youth beginning at age 14. Eligible youth may continue receiving services until age 21, if in the custody or placement responsibility of a local department of social services.

Currently, Sentara Obici Hospital, Southampton County Hospital, Western Tidewater Regional Jail and Western Tidewater Community Services Board all work with the homeless service system in Western Tidewater for those individuals and families who do not have a home to which they can return. When Central Intake is developed the Western Tidewater Continuum of Care Council should work with these institutions to ensure that any homeless family who cannot be assisted through the discharge plan is sent to Central Intake so that they may receive services.

While each of the mainstream institutions does have discharge policies and works with local service providers to ensure that clients do have housing upon discharge many clients lose their housing and become homeless soon after discharge. Clients being discharged from institutions need to be linked to case management and mainstream resources to ensure that they are able to maintain stable housing.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

The City of Suffolk will utilize and continue to support area service providers addressing the needs of the mentally challenged and persons in need of substance abuse treatment. Both in-kind and financial support may be afforded to combat the various challenges associated with special populations. For the purpose of lending structure to the process, the City of Suffolk will provide support for both residential and supportive services. The Western Tidewater Community Services Board is a regional organization with the capacity to administer a vast array of human services as well as specific residential supportive services.

The City will provide Community Development Block Grant (CDBG) funding, when available, for the provision of residential supportive services for special populations such as the mentally ill and persons in need of substance abuse treatment. The City of Suffolk will also serve as the lead agency for the development of a Continuum of Care program whereas the Community Services Board would be eligible for a viable three years, potentially renewable, supportive housing project. The City of Suffolk will also work to review and aid within the development of applications for Federal, State and private funding sources for any organization providing supportive services in our jurisdiction. Any project selected for support will be thoroughly reviewed by the City of Suffolk to ensure consistency with the 2020 Consolidated Action Plan and all applicable guidelines and regulations.

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

As lead agency the City will aid the Community Services Board, and all other applicable organizations, within their development and employment of supportive housing projects. A successful Continuum of Care program would provide a direct funding stream with the United States Department of Housing and Urban Development and all associated supportive housing programs. The coalition will also work to facilitate the national objective of ending chronic homelessness by the year 2020. The administrative capacity and necessary cohesion to establish a viable Continuum of Care is ever-growing throughout the

Western Tidewater region. Over the course of several months the Continuum Council has grown into a multifaceted, strong and willing coalition of service providers.

## **MA-40 Barriers to Affordable Housing – 91.210(e)**

### **Negative Effects of Public Policies on Affordable Housing and Residential Investment**

The Hampton Roads region of Virginia is currently experiences increases in property values grossly exceeding state and national averages. The trend of continued drastic increases in property values and the associated cost of purchasing a home will create natural barriers to affordable housing. In essence, the housing market will naturally produce a relative number of challenges regarding the provision of affordable housing. However, it is important for each municipality to work to limit local policies such as zoning ordinances, property tax policies, and land use controls that could potentially create unnatural barriers to affordable housing. This delicate task is made even more difficult in areas experiencing high levels of growth.

#### **Regulatory Fees**

The City of Suffolk imposes standard regulatory fees associated with housing development. The fees are related to such actions as offsetting costs for anticipated infrastructural improvements or expansions, and include impact fees, water and sewer hookup fees, recordation fees, building permit fees, and other fees associated with housing development. Traditionally these costs are paid up front by housing developers and then offset by homebuyers; therefore, increasing the cost of the property and potentially creating a barrier to affordable housing. The associated fees afforded above are imperative to the generation of local revenues in order to facilitate necessary infrastructural improvements and maintenance. However, the City of Suffolk has specifically implemented initiatives and associated policies to limit the negative affect such regulatory fees have on affordable housing.

## MA-45 Non-Housing Community Development Assets – 91.215 (f)

### Introduction

The City of Suffolk and Western Tidewater region continues to generate and sustain new opportunities for economic success and stability for families throughout the City. The City will continue to give priority to programs assist with growing local and merging businesses, create and retain living wage jobs, and promote economic and commercial opportunity in all areas of the City.

### Economic Development Market Analysis

#### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	163	201	1	1	0
Arts, Entertainment, Accommodations	3,390	2,554	11	12	1
Construction	1,766	1,201	6	6	0
Education and Health Care Services	6,014	4,298	20	20	1
Finance, Insurance, and Real Estate	1,521	632	5	3	-2
Information	506	170	2	1	-1
Manufacturing	3,990	2,058	13	10	-3
Other Services	1,247	833	4	4	0
Professional, Scientific, Management Services	2,825	2,190	9	10	1
Public Administration	0	0	0	0	0
Retail Trade	4,189	3,442	14	16	3
Transportation and Warehousing	1,443	1,085	5	5	0
Wholesale Trade	1,214	1,142	4	5	2
Total	28,268	19,806	--	--	--

Table 40 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)



## Labor Force

Total Population in the Civilian Labor Force	43,010
Civilian Employed Population 16 years and over	39,590
Unemployment Rate	7.96
Unemployment Rate for Ages 16-24	30.75
Unemployment Rate for Ages 25-65	4.34

**Table 41 - Labor Force**

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	9,590
Farming, fisheries and forestry occupations	1,340
Service	4,000
Sales and office	8,670
Construction, extraction, maintenance and repair	3,550
Production, transportation and material moving	2,575

**Table 42 – Occupations by Sector**

Data Source: 2011-2015 ACS

## Travel Time

Travel Time	Number	Percentage
< 30 Minutes	21,245	54%
30-59 Minutes	15,155	39%
60 or More Minutes	2,865	7%
<b>Total</b>	<b>39,265</b>	<b>100%</b>

**Table 43 - Travel Time**

Data Source: 2011-2015 ACS

## Education:

### Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	2,030	485	2,005

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	9,190	555	2,815
Some college or Associate's degree	11,725	665	2,950
Bachelor's degree or higher	10,265	300	1,665

**Table 44 - Educational Attainment by Employment Status**

Data Source: 2011-2015 ACS

### Educational Attainment by Age

	Age				
	18–24 yrs.	25–34 yrs.	35–44 yrs.	45–65 yrs.	65+ yrs.
Less than 9th grade	55	205	170	855	1,085
9th to 12th grade, no diploma	965	725	615	1,960	1,515
High school graduate, GED, or alternative	2,740	2,755	3,105	6,965	3,300
Some college, no degree	2,715	3,180	2,700	5,495	2,100
Associate's degree	385	960	1,465	2,300	555
Bachelor's degree	400	2,190	2,190	3,785	1,205
Graduate or professional degree	60	765	1,480	2,365	1,085

**Table 45 - Educational Attainment by Age**

Data Source: 2011-2015 ACS

### Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	21,941
High school graduate (includes equivalency)	31,615
Some college or Associate's degree	39,140
Bachelor's degree	51,875
Graduate or professional degree	64,823

**Table 46 – Median Earnings in the Past 12 Months**

Data Source: 2011-2015 ACS

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

Based on the Business Activity table above, the major employment sectors within the City of Suffolk and Western Tidewater region are:

- Education and Health Care Services
- Retail Trade
- Manufacturing

This table shows the percentage of jobs less the percentage of workers. A negative number reflects an oversupply of labor for the sector, meaning more workers than jobs available, and a positive number reflects an undersupply of labor, meaning there are more jobs than workers. Of the top three sectors identified as having the largest number of jobs, manufacturing is the only category which has a slight over supply of labor.

**Describe the workforce and infrastructure needs of the business community:**

Suffolk continues to attract new business and investment, create jobs, and provide an invigorating economic climate for expansion. Location is a key factor in Suffolk’s continued growth, and while its proximity to the Port of Virginia is a major driver in this growth, there are other attractive elements which complement Suffolk’s vibrant and growing economy. Its easy access to expanding rail and road hubs and its Mid-Atlantic coastal location mean that Suffolk is strategically positioned to attract companies from the U.S. and abroad looking to expand or establish operations. Also attractive are the City’s skilled and diversified workforce and its room to grow.

Forty-eight companies with diverse market interests said “yes” to Suffolk’s many advantages as they planted new businesses here during calendar year 2013, and this equated to 979,005 in new square footage. An additional thirty-seven existing businesses invested in the city’s economic position by expanding their presence in the community and adding an additional 371,354 in square footage. Together, these activities produced a capital investment of approximately \$94 million and created 650 jobs. Suffolk is sending the message that they are open for businesses, both large and small.

The Food and Beverage Processing industry received a boost in 2013 with the announcement of Unilever’s plans to invest \$96.2 million, over the next six years, to upgrade its Lipton Tea Plant in Suffolk. The Lipton Tea plant has operated out of Suffolk since 1955 and is the largest tea processing facility in the U.S., producing nearly all the Lipton tea bags sold throughout North America. Another mainstay of the Food and Beverage Processing industry in Suffolk is the Planters Peanut processing plant located downtown. Last year marked the one hundredth anniversary of Planter Peanuts’ operation in Suffolk and the Suffolk community and Planters celebrated a century of success with community festivities and events.

The Harbour View area of Suffolk was also front and center in 2013 as the Department of Economic Development launched its campaign *Destination Harbour View: At the center of it all*. Located at the geographic center of Hampton Roads, Harbour View sits at the nexus of the region’s highways and international and regional

airports. Harbour View also boasts a growing technology sector, including Navy Cyber Forces, advanced health care options and thriving national and local retail brands that enhance the quality of life in northern Suffolk. In fact, of the forty-eight new businesses which decided to call Suffolk home in 2013, the retailer, Kroger Marketplace was the leader of the pack in terms of job creation and capital investment, and it will be located in the Harbour View area.

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

The City of Suffolk has been awarded an Amazon fulfillment center that's will be the largest in Virginia. Amazon will employ over 1500 at this facility. Additionally, the city of Suffolk is home to a Target distribution Center that employs over 1000. The city's economic development team has been very successful in recruiting new industries to the area; with Suffolk's proximity to the Port of Virginia, Blue Bell Ice Cream and Pete's Coffee recently have opened distribution centers in Suffolk.

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

Those with a higher education level are more likely to be employed and may earn higher wages. Residents living in the City of Suffolk and Western Tidewater region with a Bachelor's degree or higher were more likely to be in the labor force and to be employed than residents who did not have a Bachelor's degree. The largest number of people in the jurisdiction are employed in the management, business and financial sector. Moreover, American Community Survey data indicates those with some college or an Associate's degree have greater employment success. The Suffolk region has continued to attract industry with several warehouses and fulfillment centers that provides employment without having a college degree. Suffolk has used its location near the Virginia Port to attract a number of diverse industries to the area. Several of employees provide specific training to local residents in order to fill their specific employment needs.

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

The City of Suffolk Workforce Development Center opened on February 1, 2006. The Center allows citizens the opportunity to utilize this facility for job searches, completing employment applications on-

line, and creating résumés and cover letters. Certified typing tests are also administered for customers to submit with their applications for employment. Our employment development partners are available for meetings both by appointment and on a walk-in-basis. GED classes are offered in a comfortable classroom setting with state-of-the-art equipment that makes for a more productive learning environment. In a nutshell, The City of Suffolk Workforce Development Center provides free or low-cost services to employers and job seekers in a One-Stop Employment and Training environment. The availability of the Center's services provides citizens of the jurisdiction with skills to improve their economic status which supports goals of the Consolidated Plan.

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

Yes

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

**Discussion**

The Hampton Roads Planning District Commission (HRPDC) performed a Comprehensive Economic Development Strategy (CEDS) in 2010. The following initiatives were reviewed for the City of Suffolk and Western Tidewater:

**Municipal Economic Development:**

Each municipality in Hampton Roads has an economic development staff that is responsible for business attraction, deal-making and retention in that community. Each economic development staff was asked to provide their priority project, program or activity for inclusion in *Vision Hampton Roads*; this list was enhanced and prioritized based upon feedback received during Public Comment and will be further enhanced during implementation especially as transportation and other impending deteriorating infrastructure, such as drainage and seawalls, are identified.

**Suffolk**

Share an Eco-Tourism area known as The Great Dismal Swamp. This natural attraction, along with other protected parks in Hampton Roads, is an important part of developing the region as an Eco-Tourism destination. These assets may need some level of EDA funding to enhance access to these attractions.

## **Franklin, Southampton County and Isle of Wight County**

Plans an expansion of Business Incubator. The build-out of the existing building will serve to maximize job creation and economic development benefit. It is expected to create up to 77 new, permanent jobs and 15 temporary construction jobs in Franklin and the surrounding counties. The Business Incubator project was born from a discussion between the Federal Economic Development Administration (EDA) and the **Franklin- Southampton Economic Development Commission** in an effort to revitalize the community following the flood in 1999. Over 2 million dollars in funding was subsequently awarded from the EDA, the Virginia Department of Business Assistance and Community Development Block Grant.

Seeks to upgrade and expand communications infrastructure. Current internet communication services are insufficient for development and economic growth in Western Hampton Roads. Expanding the broadband communications network will help diversify the economy and enhance the economic viability of the transportation corridor and potential port related development.

Explores creation of a western Regional Water Authority. Additional water capacity is needed to provide for population, business park and commercial growth corridors in Franklin, Southampton and Isle of Wight.

Seeks to enhance economic development and job growth through research and innovation. Goal is to replace those lost through closure of the International Paper plant.

### *Seeks to upgrade Infrastructure and Utility services and expand western Regional Business Parks:*

- Current business park developments in Southampton County and City of Franklin need increased natural gas line capacity to remain competitive and to support expansion of the Port of Hampton Roads:
- Shirley T. Holland Intermodal Park in Isle of Wight County is the centerpiece of efforts to attract new sustainable jobs and investment to the community from within targeted industry sectors: distribution/ logistics, plastics, renewable energy, and advanced manufacturing. The park leverages and supports expansion of the Port of Hampton Roads. Phase I is completely built out. Phase II offers over 300 acres of shovel-ready prime industrial property. The rezoning process of Phase III is nearing completion and infrastructure improvements, environmental permitting, and related engineering/design work is ready to move forward.

## **MA-50 Needs and Market Analysis Discussion**

### **Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

The City of Suffolk's Downtown Core contains a concentration of households with multiple housing problems. Concentration is defined as higher than 10% differential than the City's average of housing problems.

### **Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

The HUD definition of an area of minority concentration is a census tract in which the population of any racial/ethnic minority group exceeds 50% of the total population of that tract. A high concentration is defined as a census tract in which the population of any racial/ethnic minority group is 75% or more of the total population of that tract.

Analysis of the 2010 Census Data shows the high minority concentrations in the Census Tracts 651 (87.7%), 654 (88.3%), 655 (93.9%) and 756.01 (87.4%). Concurrently, Census Tracts 651, 654 and 655 are located in the downtown urban core of the City of Suffolk specifically the East Washington street area and the neighborhoods of Rosemont and Lloyd Place as well as Lake Kennedy is the area where most federal grant funds are concentrated. Overall, the downtown urban core of Suffolk accounts for nearly forty percent (40%) of the City's total minority population.

### **What are the characteristics of the market in these areas/neighborhoods?**

In recent years the City of Suffolk has utilized a myriad of federally funded grant programs to revitalize critical components of the downtown urban core and foster home-ownership opportunities for first time homebuyers, many of which are African American. Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds have been pertinent to the revitalization of such communities as Orlando, Saratoga and the Fairgrounds area. The multifaceted effort has sought to rehabilitate current owner-occupied housing units while fostering new ownership opportunities for first time home buyers. However, the City is also working to improve upon economic conditions in the area to promote a holistic revitalization effort by improving upon the current infrastructure and increasing economic development in each targeted area.

**Are there any community assets in these areas/neighborhoods?**

The development pattern of the central core is that of a traditional downtown, with a close-knit, grid-pattern street network that works around historic rivers, lakes, and swamps. Zoning designations in the area are designed to promote an urban mix of uses which allows for mixed use commercial uses on the main level and office or residential above. Businesses, offices, and many public facilities are located in the central core. Detached and attached single-family homes and small apartment buildings radiate out from the main commercial streets.

**Are there other strategic opportunities in any of these areas?**

The City of Suffolk's downtown presents opportunities for redevelopment, rehabilitation and infill types of development. The City recently embarked on a downtown study that will be complete in the fall of 2020. This plan which had involvement from citizens should help in redevelopment of downtown Suffolk.

# Strategic Plan

## SP-05 Overview

### Strategic Plan Overview

For nearly fifteen years, the City of Suffolk has served as the lead agency for the Western Tidewater Home Consortium consisting of the geographically contiguous localities of the City Suffolk, City of Franklin, and the Counties of Isle of Wight and Southampton. To provide structure to the development of Consolidated Planning, The Department of Housing and Urban Development requires each entitlement locality to assign a tangible ranking priority to any and all community development needs. For the purpose of analysis, the community development needs of the City of Suffolk and the Western Tidewater HOME Consortium will be prioritized based upon the following criteria:

**High Priority:** The public housing agency or the jurisdiction plans to address this need with federal funds, either alone or in conjunction with the investment of other public or private sector funds during the five-year period designated in the Consolidated Plan.

**Medium Priority:** If funds are available, the public housing agency or jurisdiction *may* address this need with federal funds, either alone or in conjunction with the investment of other public or private sector funds during the five-year period designated in the Consolidated Plan.

**Low Priority:** Although there is a public need, the public housing agency or jurisdiction does not plan to use Federal funds, either alone or in conjunction with the investment of other public or private resources for activities that address this need during the five-year period designated in the Consolidated Plan.

Utilizing information provided through public hearings, regional consultation, collaboration with area service providers and stakeholders, as well as multiple other sources of interest, the City of Suffolk will categorize community development needs in the following assemblage: affordable housing and homeownership, neighborhood stabilization, redevelopment and revitalization, economic development, and other non-housing Community Development Needs. A detailed assessment of the perceived needs and corresponding strategies to be employed to address each need is as follows:

***Affordable Housing and Homeownership – Provision of Minority Homeownership (High Priority)***

***Neighborhood Stabilization, Revitalization and Redevelopment (High Priority)***

***Economic Development (Medium Priority)***

***Other Non-Housing Community Development (Medium & Low Priority)***

## Geographic Area

Table 47 - Geographic Priority Areas

## SP-10 Geographic Priorities – 91.215 (a)(1)

### Geographic Area

Table 48 - Geographic Priority Areas

1	Area Name:	Downtown Core
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
	2	Area Name:
Area Type:		Local Target area
Other Target Area Description:		
HUD Approval Date:		
% of Low/ Mod:		
Revital Type:		Comprehensive
Other Revital Description:		
Identify the neighborhood boundaries for this target area.		
Include specific housing and commercial characteristics of this target area.		
How did your consultation and citizen participation process help you to identify this neighborhood as a target area?		
Identify the needs in this target area.		
What are the opportunities for improvement in this target area?		
Are there barriers to improvement in this target area?		

3	<b>Area Name:</b>	City of Franklin, VA
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
4	<b>Area Name:</b>	Isle of Wight County
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
5	<b>Area Name:</b>	Southampton County

<b>Area Type:</b>	Local Target area
<b>Other Target Area Description:</b>	
<b>HUD Approval Date:</b>	
<b>% of Low/ Mod:</b>	
<b>Revital Type:</b>	Housing
<b>Other Revital Description:</b>	
<b>Identify the neighborhood boundaries for this target area.</b>	
<b>Include specific housing and commercial characteristics of this target area.</b>	
<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
<b>Identify the needs in this target area.</b>	
<b>What are the opportunities for improvement in this target area?</b>	
<b>Are there barriers to improvement in this target area?</b>	

### General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

The City of Suffolk is currently undertaking a comprehensive revitalization campaign of strategic areas and their associated neighborhoods. To ensure the greatest impact the City has chosen to concentrate numerous resources in the areas comprising the downtown urban core. This decision is warranted in the fact that, demographically, the downtown area of Suffolk is experiencing stagnant property values, low median household income, low homeownership percentages, and a blighted housing stock. The needs range from immediate housing to revitalized recreational facilities and critical improvements to existing infrastructure. Current conditions warrant the employment of a holistic revitalization effort inclusive to rehabilitating historically significant buildings in the downtown area, fostering recreational and community-oriented facilities, to the removal of blighted housing and promotion of new economic development.

Additionally, funds will be allocated based on need within the Cities of Suffolk and Franklin and Southampton and Isle of Wight Counties. Many of the areas in these localities that are predominately low income coincide with areas of minority concentration.

## SP-25 Priority Needs - 91.215(a)(2)

### Priority Needs

Table 49 – Priority Needs Summary

Table 50 – Priority Needs Summary

<b>1</b>	<b>Priority Need Name</b>	Assistance for Homebuyers
	<b>Priority Level</b>	High
	<b>Population</b>	Low Moderate Large Families Families with Children Elderly Public Housing Residents Elderly Persons with Physical Disabilities
	<b>Geographic Areas Affected</b>	Citywide - Suffolk
	<b>Associated Goals</b>	Revitalize Neighborhoods Preserve/expand the supply of affordable housing
	<b>Description</b>	The City of Suffolk, along with the Western Tidewater HOME Consortium will utilize HOME program funds to provide down payment and closing cost assistance to low and moderate income families.
	<b>Basis for Relative Priority</b>	The provision of affordable housing is a multifaceted challenge facing the City of Suffolk and surrounding jurisdiction of the Western Tidewater Home Consortium. The need for affordable housing is a direct result of rising property values and stagnant median household income levels within the community. The need for affordable housing is ever-present in each of the Western Tidewater Home Consortium member localities and is especially needed in the downtown urban core of the City of Suffolk. The need to foster <i>homeownership</i> is also directly related to median household income and other associated demographical data. The need to foster homeownership opportunities is also visible in each Western Tidewater member-locality and is once again especially critical to for example, but not limited to, the downtown urban core of Suffolk; an area with a high concentration of minority constituents. The City of Suffolk, along with the Western Tidewater HOME Consortium will provide homebuyer assistance to low to moderate income households.

<b>2</b>	<b>Priority Need Name</b>	Assistance for Homeowners
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with HIV/AIDS and their Families
	<b>Geographic Areas Affected</b>	Citywide - Suffolk
	<b>Associated Goals</b>	Preserve/expand the supply of affordable housing
	<b>Description</b>	Assistance to homeowners to address high cost burdens and deteriorating housing is a need for the City of Suffolk and Western Tidewater region. Substandard and deteriorating older housing stock have made finding quality housing a challenge for some residents. Programs are needed to help address substandard conditions in the existing housing supply. Assisting homeowners with housing problems is important to ensure the continued maintenance of existing housing stock, the health of neighborhoods, and the viability of homeownership for low to moderate income households. The City of Suffolk, along with the Western Tidewater HOME Consortium will rehabilitate or reconstruct housing units for low and moderate income persons or families.

	<b>Basis for Relative Priority</b>	The City of Suffolk is currently undertaking a comprehensive revitalization campaign of strategic areas and their associated neighborhoods. To ensure the greatest impact the City has chosen to concentrate numerous resources in the areas comprising the downtown urban core. This decision is warranted in the fact that, demographically, the downtown area of Suffolk is experiencing stagnant property values, low median household income, low homeownership percentages, and a blighted housing stock. The needs range from immediate housing to revitalized recreational facilities and critical improvements to existing infrastructure. Current conditions warrant the employment of a holistic revitalization effort inclusive to rehabilitating historically significant buildings in the downtown area, fostering recreational and community-oriented facilities, to the removal of blighted housing and promotion of new economic development.
<b>3</b>	<b>Priority Need Name</b>	Homeless Needs
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	<b>Geographic Areas Affected</b>	Citywide - Suffolk
	<b>Associated Goals</b>	Address Homeless Needs

	<b>Description</b>	Although the 2015 PIT Count does not reflect a large number of homeless persons in the City of Suffolk and Western Tidewater, the City recognizes the need to support local agencies which provide services for the homeless population.
	<b>Basis for Relative Priority</b>	For the purpose of lending a sense of structure to the provision of homeless services, the City of Suffolk has developed a series of five-year initiatives to be undertaken in conjunction with area service providers. The overall intention of the establishment of such objectives is two pronged. First the establishment of specific homeless and special population objectives allows the City of Suffolk to assert quantifiable ambitions and employ performance measures to assess success. Secondly, specific homeless objectives promote cohesion among area service providers, community representatives and all other interested parties.
4	<b>Priority Need Name</b>	Public Service Needs
	<b>Priority Level</b>	Low
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	<b>Geographic Areas Affected</b>	Citywide - Suffolk
	<b>Associated Goals</b>	Enhance Quality of Life

	<b>Description</b>	Providing and maintaining a high quality of life for the citizens of Suffolk. The City continues to receive requests from service agencies in need of funding to address the continued demand for services. The City will continue to support health, youth, senior and general public serve needs based on available funding.
	<b>Basis for Relative Priority</b>	Public services are ranked based on the continued need based on stakeholder participation in the public participation process during the development of the Consolidated Plan.
5	<b>Priority Need Name</b>	Economic Development
	<b>Priority Level</b>	Low
	<b>Population</b>	Extremely Low Low Moderate Non-housing Community Development
	<b>Geographic Areas Affected</b>	Citywide - Suffolk
	<b>Associated Goals</b>	Revitalize Neighborhoods Enhance Quality of Life
	<b>Description</b>	The City of Suffolk recognizes the need for continued economic development. Economic development supports activities such as job creation and job training.
	<b>Basis for Relative Priority</b>	As economic development activities can enhance neighborhoods through making goods and services more accessible in low- and moderate-income communities and providing job opportunities or job training for low income persons, the City will fund economic activities during the 2015-2019 Consolidated Plan period. Economic development continues to be a priority need in the City.

### Narrative (Optional)

The City of Suffolk has a very distinguished character, in that over the span of 430 square miles the locality has very defined rural, suburban, and urban components. The outlying traditional villages such as Holland have a preserved rural nature, while the northern areas of Suffolk are very suburban and urban. Still yet, the City also has a very defined and vibrant downtown urban core located at the center

of the municipality. Accordingly, the City of Suffolk experiences challenges consistent with each of the three components of development and must work to ensure all strategic planning is comprehensive. The development of a five-year Consolidated Action Plan yields no exception.

Over the course of many months the City of Suffolk – Department of Planning and Community Development has consulted with a myriad of stakeholders within the community to assess and prioritize development needs. Through a newly redefined process of participation Suffolk has been successful in soliciting vital input from the community stakeholders, regional planners and associated entities, as well as from numerous housing and non-housing related service providers. Through this detailed vehicle of assessment, the City of Suffolk can now prioritize efforts based upon perceived community need.

For nearly fifteen years, the City of Suffolk has served as the lead agency for the Western Tidewater Home Consortium consisting of the geographically contiguous localities of the City Suffolk, City of Franklin, and the Counties of Isle of Wight and Southampton. To provide structure to the development of Consolidated Planning, The Department of Housing and Urban Development requires each entitlement locality to assign a tangible ranking priority to any and all community development needs. For the purpose of analysis, the community development needs of the City of Suffolk and the Western Tidewater HOME Consortium will be prioritized based upon the following criteria:

**High Priority:** The public housing agency or the jurisdiction plans to address this need with federal funds, either alone or in conjunction with the investment of other public or private sector funds during the five-year period designated in the Consolidated Plan.

**Medium Priority:** If funds are available, the public housing agency or jurisdiction *may* address this need with federal funds, either alone or in conjunction with the investment of other public or private sector funds during the five-year period designated in the Consolidated Plan.

**Low Priority:** Although there is a public need, the public housing agency or jurisdiction does not plan to use Federal funds, either alone or in conjunction with the investment of other public or private resources for activities that address this need during the five-year period designated in the Consolidated Plan.

**No Such Need:** The public housing agency or jurisdiction finds this is not a priority need or this need is already substantially addressed.

## SP-30 Influence of Market Conditions – 91.215 (b)

### Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	N/A
TBRA for Non-Homeless Special Needs	N/A
New Unit Production	Affordable housing
Rehabilitation	Housing conditions
Acquisition, including preservation	Housing conditions

Table 51 – Influence of Market Conditions

**SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)**

**Introduction**

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:		
CDBG HOME CDBG CV	HUD HUD	Neighborhood and Housing Needs New construction and DPA	\$480,588 \$386,943 \$282,715	\$ 0	\$ 867,531	1,150,246.00	Neighborhood and infrastructure improvements with housing rehabilitation and DPA

Table 52 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.**

Federal funds will be used along with CIP funds from the City of Suffolk to allow for more to be completed with both funding sources.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.**

**Discussion**

Several lots within the City of Suffolk have been donated to our CHDO and if they are viable they will be used for the construction of new homes. The city has been successful in using infill lots for homes in our area

**SP-40 Institutional Delivery Structure – 91.215(k)**

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

<b>Responsible Entity</b>	<b>Responsible Entity Type</b>	<b>Role</b>	<b>Geographic Area Served</b>
<b>Suffolk</b>	<b>Local government</b>	<b>Economic Development Homelessness Home ownership Neighborhood Improvements Public facilities Public Services</b>	<b>Suffolk City</b>
<b>Suffolk RHA</b>	<b>PHA</b>	<b>Public Housing</b>	<b>Suffolk City</b>
<b>The Planning Council</b>	<b>Non-profit organizations</b>	<b>Homelessness</b>	<b>Suffolk City</b>
<b>Franklin City</b>	<b>Local government</b>	<b>Economic Development Neighborhood Improvements</b>	<b>City of Franklin and Isle of Wight County</b>
<b>Isle of Wight County</b>	<b>Local government</b>	<b>Neighborhood improvements Economic Development</b>	<b>Isle of Wight County</b>
<b>Southampton County</b>	<b>Local government</b>	<b>Economic Development Neighborhood Improvements</b>	<b>Southampton County</b>
<b>Responsible Entity</b>	<b>Responsible Entity Type</b>	<b>Role</b>	<b>Geographic Area Served</b>

**Assess of Strengths and Gaps in the Institutional Delivery System**

**Availability of services targeted to homeless persons and persons with HIV and mainstream services**

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	X
Mortgage Assistance			X
Rental Assistance	X	X	
Utilities Assistance	X	X	X
<b>Street Outreach Services</b>			
Law Enforcement	X	X	X
Mobile Clinics	X	X	X
Other Street Outreach Services	X	X	X
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	X
Child Care	X	X	X
Education	X	X	X
Employment and Employment Training	X	X	X
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X	X	X
Transportation	X	X	X
<b>Other</b>			
Other			

**Table 53 - Homeless Prevention Services Summary**

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

In order to provide transitional services such as life skills training and employment support the Genieve Shelter constructed a four-unit apartment complex complete with a community center in December 2009. CJ's Place will provide up to 2 years of transitional housing for up to 16 individuals. During this 2-year period, domestic violence victims/survivors (women) will be able to enhance their human capital (obtain GED, acquire job training) and obtain jobs that pay livable wages rather than minimum wages. Adult female survivors will work on enhancing daily living skills such as maintaining a household, budgeting, saving funds, paying bills, and correcting poor credit. The shelter also helps victims to

develop/enhance problem-solving and coping skills. The Genieve Shelter is currently working on securing funding from HUD, the city of Suffolk, various private foundations and the community to hire staff to oversee the operation of CJ's Place.

In addition to a safe refuge, The Genieve Shelter provides crisis and short term counseling, weekly support groups, court accompaniment, medical and mental health services, daycare assistance, transportation assistance, employment & housing assistance, fitness & nutrition services, after-school tutoring, and therapeutic recreation to residents of CJ's Place. The City of Suffolk currently has two emergency-oriented shelters, both of which serve the entire Western Tidewater region. The ForKids for the Homeless is a multi-unit facility serving homeless women and children and any subsequent sub-category thereof. The Genieve Shelter is a multi-unit facility serving women and children who are homeless as a result of domestic related violence. Both facilities are located in the City of Suffolk corporate limits but also serve the localities of Southampton County, the City of Franklin, and the County of Isle of Wight. Through the provision of numerous funding sources, each facility has worked diligently to sustain the capacity necessary to provide a proportional response to the challenge of homeless services.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

The City has a substantial and capable housing and community development delivery system. During the past consolidated planning period, the SVHC made great strides to implement a coordinated access system for homeless housing and services and increase the number of permanent supportive housing units. Combining homeless services with housing has been a recent strength in the delivery system for homeless persons.

Although there have been recent successes, there are still gaps preventing low- and moderate-income persons and special needs populations from receiving services. The City makes efforts to identify Community Housing Development Organizations (CHDOs) that are capable and can be expected to carry out many of the elements in this plan. CHDOs are certified annually or at the time of a project application. In order for an agency to qualify as a CHDO, they must have staff with housing experience appropriate to their role as a project developer, sponsor or owner.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

The institutional structure to carry out the City's strategy to address the priority needs is as follows:

- Reduce and/or alleviate any gaps in services and expedite the delivery of housing and community development improvements (primarily affordable housing) to eligible residents.
- Use high level of communication and project coordination among City departments and support the City's efforts to revitalize and/or stabilize low- and moderate-income neighborhoods.
- Work with and financially support various community housing development organizations (CHDOs) operating in low- and moderate-income neighborhoods to build affordable housing for the elderly, veterans, and other special needs populations.
- Use established partnerships to identify opportunities for joint ventures with agencies that have sources of funding to construct or operate affordable housing.
- Continue to cultivate strong working relationships with local financial institutions to ensure the availability of private funding for housing projects and low- and moderate income homebuyers.

## SP-45 Goals Summary – 91.215(a)(4)

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator

Table 54 – Goals Summary

### Goal Descriptions

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve and expand the supply of affordable housing	2021	2024	Affordable Housing	Citywide-Suffolk City of Franklin, VA Isle of Wight County Southampton County	Assistance to homebuyers and homeowners	CDBG \$114,354 HOME \$386,943	rehabilitation and DPA homebuyers at least 15 assisted

3	Address Homeless Needs	2021	2024	Homeless	Suffolk City	Homeless needs	CDBG \$17,000.00	Homeless Prevention 289 assisted
4	Enhance quality of Life	2021	2024	Non-housing community development	Suffolk City	Public service and Economic Improvements	CDBG \$69,908.35	Public service activities 3,259 assisted

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

**Extremely Low** Estimates are to assist 3 households with rehabilitation services and 1 with homeownership services

**Very Low Income** We plan to assist approximately 3 new homeowners with homeownership services and 5 with rehabilitation Services.

**1. Low Income** Approximately 6 households with rehabilitation and 6 with rehabilitation services

**SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

**Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

**Activities to Increase Resident Involvements**

**Is the public housing agency designated as troubled under 24 CFR part 902?**

**NO**

**Plan to remove the 'troubled' designation**

## **SP-55 Barriers to affordable housing – 91.215(h)**

### **Barriers to Affordable Housing**

The Hampton Roads region of Virginia is currently experiences increases in property values grossly exceeding state and national averages. The trend of continued drastic increases in property values and the associated cost of purchasing a home will create natural barriers to affordable housing. In essence, the housing market will naturally produce a relative number of challenges regarding the provision of affordable housing. However, it is important for each municipality to work to limit local policies such as zoning ordinances, property tax policies, and land use controls that could potentially create unnatural barriers to affordable housing. This delicate task is made even more difficult in areas experiencing high levels of growth.

### **Regulatory Fees**

The City of Suffolk imposes standard regulatory fees associated with housing development. The fees are related to such actions as offsetting costs for anticipated infrastructural improvements or expansions, and include impact fees, water and sewer connection fees, recordation fees, building permit fees, and other fees associated with housing development. Traditionally these costs are paid up front by housing developers and then offset by homebuyers which in turn increases the cost of the property and potentially creating a barrier to affordable housing. The associated fees afforded above are imperative to the generation of local revenues in order to facilitate necessary infrastructural improvements and maintenance. However, the City of Suffolk has specifically implemented initiatives and associated policies to limit the negative affect such regulatory fees have on affordable housing.

### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

The City of Suffolk currently employs a Unified Development Ordinance (UDO) which governs the comprehensive development issues of the entire locality. The UDO is designed to preserve the character of the City of Suffolk by imposing regulatory guidelines for such issues as land use and neighborhood integrity and promote decent and safe housing.

The City of Suffolk employs standard building code and enforcement policies and therefore does not impose any barrier to affordable housing. The Department of Planning and Community Development is also tasked with the development and enforcement of zoning policies. The zoning policies implemented and enforced by the City of Suffolk – Department of Planning and Community Development are designed to preserve the character and integrity of the community. All zoning policies are consistent with the Unified Development Ordinance and standard. The City of Suffolk works to ensure that no barriers to affordable housing are created by the implementation or enforcement of any zoning or other associated land use procedure. The Department of Planning and Community Development has

consistent, fair, and impartial policies governing the issuance of changes in zoning and permits for conditional use to facilitate any individual needs arising.

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Suffolk, along with the Western Tidewater HOME Consortium is a member of the Western Tidewater Continuum of Care Council and the Southeastern Virginia Homeless Coalition. These councils were created to address homelessness issues in the region. The Planning Council prepared Ten-Year Plan to End Homelessness that included the following data pertaining to homeless issues in the region.

Western Tidewater is comprised of two cities and two counties: Franklin, Suffolk, Isle of Wight County, and Southampton County. Western Tidewater sits in the Hampton Roads region, located in the southeastern corner of Virginia, an area that includes ten cities and seven counties. The U.S. Census Bureau population estimate for Western Tidewater is 147,007 and over half of the population lives in Suffolk

Annually in January, WTCCC conducts a Point in Time Count of the number of homeless persons in Franklin, Isle of Wight County, Southampton County, and Suffolk. The Point in Time Count is a requirement of the U.S. Department of Housing and Urban Development (HUD) Continuum of Care grant application process. The date of the count is coordinated with the other cities in South Hampton Roads through the Regional Task Force to End Homelessness, and with the rest of the state through the Virginia Interagency Action Council for the Homeless. The count is for one 24-hour period and counts only those people who are homeless on that day. Anyone doubled up with family or friends or staying in a motel that night is not considered homeless by HUD's definition. Anyone cycling in and out of homelessness that has housing for that day will not be counted. Counts are done for the sheltered and unsheltered populations. Sheltered populations include those in emergency shelters, rotating faith community shelters and in transitional housing.

### **Addressing the emergency and transitional housing needs of homeless persons**

ForKids, Inc. (formerly known as the Center for Hope and New Beginnings) is a 36 bed emergency shelter for single women without children and women with children. The Genieve Shelter provides emergency shelter for women experiencing domestic violence. The Genieve Shelter has 15 beds for women with children and 3 beds for women without children. Both ForKids, Inc. and The Genieve Shelter are located in Suffolk. Mission of Hope is a rotating church emergency shelter in Isle of Wight County. Mission of Hope operates from the first week in December until the end of March, and rotates between churches in Isle of Wight County. The shelter began operation in January 2008 and has served an average of 12 people, both single adults and families, each night during its first few months of operation. Mission of Hope prepares each night to shelter 50 people.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

The Western Tidewater Community Services Board currently operates 36 units of permanent supportive housing for single adults. Each resident of the Community Services Board housing project must qualify for services from the Community Service Board by having a mental illness or mental retardation diagnosis. Once a homeless person has been designated as eligible for case management services from the CSB, he or she may apply for housing as units become available. Some residents are transitioned into the housing project from Eastern State Hospital per the state discharge policy.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

The Departments of Social Services in Franklin, Isle of Wight, Southampton and Suffolk each provides some rental assistance to residents of its jurisdiction. The rental assistance from the Department of Social Services varies in amount, but generally ranges from \$100-\$200 based on availability of funds. Families and individuals seeking assistance contact the intake workers at their respective Social Services to see if funds are available and then they must be screened to determine if they meet Social Services eligibility requirements.

The Improvement Association, located in Emporia coordinates the state funded Homeless Intervention Program (HIP) for Franklin, Southampton County, and Isle of Wight County. The Planning Council, located in Norfolk, coordinates HIP for Suffolk. HIP provides prevention assistance for families and individuals facing a temporary crisis that has affected their ability to pay for their housing. HIP funds can be used to pay rental arrearages as well as current rent for up to nine months, as long as clients can demonstrate that they were self-sufficient before the crisis and that they are working towards becoming self-sufficient again. HIP funds can also be used for utility and security deposits for homeless families or individuals so that they can obtain housing.

Several non-profit and faith-based agencies in Western Tidewater are able to provide assistance with rent or utility arrearages to clients if they are able to show that they are able to pay the remaining

balances themselves or that they are receiving assistance from another agency. Assistance from the following agencies ranges from \$75-\$200 based on the availability of funds.

- Franklin Cooperative Ministries
- Isle of Wight Christian Outreach
- Providential Credit Care Management – Isle of Wight
- Salvation Army – Franklin
- Salvation Army – Suffolk
- Local Churches

The ForKids Regional Housing Crisis Hotline was implemented as the SVHC's centralized/coordinated assessment system for the homeless and those at risk of becoming homeless. The Housing Crisis Hotline fosters and "anywhere" services strategy that is easily accessible for individuals and families seeking housing and services across the CoC's 1,700 square mile, six jurisdiction coverage area. The Hotline creates a centralized process for assessment and referral for prevention and other housing-related services, for person at risk of homelessness. The CoC also leverages state funds to provide diversion and prevention assistance for households at risk of becoming homeless, prioritizing households with a history of homelessness.

## **SP-65 Lead based paint Hazards – 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

In the 2020-2021 program year, the City of Suffolk will continue to be proactive in reducing lead-based hazards. Several local departments and agencies conduct lead-based paint testing and monitoring, as well as perform educational outreach to low-income persons and households including:

- Suffolk Health Department - monitors and investigates referred cases of lead poisoning. Confirmed cases of lead poisoning are referred to the City of Suffolk's Department of Neighborhood Development Services for further investigation and enforcement of housing code prohibitions against lead paint. Suffolk Redevelopment and Housing Authority – Inspects vacated rental units prior to occupancy by new tenants to ensure compliance with the City's housing and occupancy codes. Distributes lead-based hazard pamphlets to new Section 8 landlords and make tenants aware of lead-based hazards through their lease agreements. Suffolk Department of Social Services - investigates reported cases of lead poisoning.

Additionally, the City performs an assessment for each CDBG and HOME funded rehabilitation project to determine if the residence is exempt from the requirements of 24 CFR Part 35. homeowners of properties built prior to 1978 receive lead based paint documents generated by HUD.

Finally, the City of Suffolk also maintains an annual services contract with the environmental testing firm of Applied Labs, Inc. Applied Labs conducts lead hazard testing and analysis and provides training in Lead Safe Work Practices for the Suffolk Redevelopment and Housing Authority and its contractors.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

The age of a building unit is used to estimate the number of homes with lead-based paint hazards, as lead-based paint was prohibited on residential units after 1978. As an estimate, units built before 1979 are used as a baseline for units that contain lead based paint. It is estimated that approximately 38% of the owner-occupied housing stock may have lead-based paint hazards of which 9% are estimated to have children present. Of the renter occupied housing 53% may have lead-based paint hazards of which 15% are estimated to have children present. The actions listed above to address lead based paint hazards provide enforcement activities for homes with the presence of lead based paint and provide education to homeowners with lead based paint hazards present.

### **How are the actions listed above integrated into housing policies and procedures?**

As needed or when applicable.



## **SP-70 Anti-Poverty Strategy – 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

The City of Suffolk is continually looking to develop new methods of addressing the challenges presented through poverty, with an ultimate goal of alleviating the issue altogether. To continue taking strides toward the goal of alleviating poverty the City of Suffolk will employ a series of activities including: enhancement of economic development and educational opportunities, the promotion of educational attainment, as well as the promotion of self-sufficiency for those persons requiring public assistance. The following is a brief summation of the current programs operating in the City of Suffolk and adjacent communities narrowly tailored to alleviating poverty.

- Suffolk Department of Social Services - Provides counseling and temporary assistance to needy families (TANF). Clients who are eligible for services receive day care and transportation benefits.
- Virginia Cooperative Extension Service - Provides educational programs on financial management, energy conservation, horticulture, nutrition, and consumer education.
- Suffolk Workforce Development Center & Virginia Employment Commission - Provides employment assistance, training programs and labor market information.
- Suffolk Redevelopment and Housing Authority Public and Assisted Housing – Provides public housing to eligible individuals and families.
- Suffolk Redevelopment and Housing Authority Housing Choice Voucher Program – provides housing vouchers for eligible persons and families to foster affordable rental housing.

### **How is the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan?**

Specific goals, objectives, and strategies will be implemented to alleviate poverty, increase the stock of safe, decent and affordable housing, reduce homelessness, foster homeownership, eliminate slum and blight, as well as to provide economic opportunities.

Program objectives to meet the established goal include, but are not limited to:

- Use CDBG funds and HOME funds to rehabilitate, reconstruct or construct four affordable homes;
- Use HOME funds to foster homeownership through direct homebuyer assistance to low- to moderate income first time homebuyers and provide down payment/closing cost assistance to four first-time homebuyers;
- Use CDBG funds to promote affordable, safe neighborhoods by installing and or expanding upon necessary infrastructure to facilitate new affordable homes for low- to moderate income persons or families;

- Improve upon efficiency of all housing programs through the purging of all waiting lists and employ other efforts to streamline overall program performance.

### **SP-80 Monitoring – 91.230**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of Suffolk will monitor its Community Development Block Grant (CDBG) program regularly over to ensure continued program compliance. Specifically, the City will utilize the Integrated Disbursement and Information System (IDIS) to assess timeliness and disbursement of funding by sub-recipients. The City of Suffolk will work to maintain a CDBG timeliness ratio that is no more than one and a half (1.5) its annual entitlement.

The City of Suffolk, as lead agency for the Western Tidewater Home Consortium, will monitor all sub-recipient commitments and disbursements to ensure continued program compliance. Specifically, the City will utilize IDIS reporting to ensure regular program commitment and disbursement of HOME funding and continued regulatory compliance. Sub-recipient monitoring will be conducted at least one time per year to ensure full program compliance and continued performance.

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1,2)

#### Introduction

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		
CDBG	Federal	Admin and Planning Housing Public Services Neighborhood Improvement	480,588	0	0	480,588	
HOME	Federal	Homebuyer assistance New construction for new homeowners Housing rehabilitation	386,943	0	0	386,943	

Table 55 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In addition to CDBG and HOME funds, the City of Suffolk receives funding from other federal and state programs to assist low-to-moderate income persons and facilitate community development activities. The City of Suffolk leverages its federal entitlement funds to enlist a variety of private and non-federal public resources to provide decent housing, suitable living environments, and expanded economic opportunities for its residents. The following summarizes the major sources of funding that are available to address identified needs for Program Year 2020:

- Public Housing Operating Fund Subsidy - U.S. Department of Housing and Urban Development FY2019 - \$1,789,460.00
- Annual Contribution for Section 8 FY 2019 - U.S. Department of Housing and Urban Development HUD – \$4,790,508.00
- Child Care and Development Block Grant funding FY 2019/2020 - U.S. Department of Health and Human Services - \$976,022
- Social Services Block Grant funding FY 2019/2020 - Virginia Department of Social Services – \$754,529
- VIEW Program funding FY 2019/2020 - Virginia Department of Social Services – \$812,980
- Temporary Assistance to Needy Families Program funding FY 2019/2020 - U.S. Department of Health and Human Services – \$838,847
- Title XIX Program funding FY 2019/2020 - U.S. Department of Health and Human Services – \$115,608,242
- Food and Nutrition Act funding FY 2019/2020 – U.S. Department of Agriculture – \$15,872,236
- LIHEAP Fuel Assistance Act funding FY 2019/2020 - U.S. Department of Energy – \$987,103
- Title IV-E Foster Care Program funding FY 2019/2020 - U.S. Department of Health and Human Services – \$742,548

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

**Discussion**

The City of Suffolk acquired several lots to be used for homeownership or other activities. This past year 2 lots were given to our CHDO for possible use for construction of new homes. The city of Suffolk will continue to identify vacant land to be used for new housing.



# Annual Goals and Objectives

## AP-20 Annual Goals and Objectives

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator

Table 56 – Goals Summary

### Goal Descriptions

#### Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Preserve and expand the supply of affordable housing
	<b>Goal Description</b>	Working with our CHDO we are buying vacant lots in Suffolk to build affordable housing in the future. Affordable housing is an issue and we are also providing through the WTHC down payment assistance and closing cost to LMI clients.
<b>2</b>	<b>Goal Name</b>	Revitalize Neighborhoods
	<b>Goal Description</b>	CDBG funds will continue to be utilized to improve infrastructure in low income areas especially neighborhoods

		near the downtown core. Specific activities of eligible projects will be outlined in future Annual Action Plan Submittals.
<b>3</b>	<b>Goal Name</b>	Address Homeless Needs
	<b>Goal Description</b>	The Western Tidewater Continuum of Care which consist of Southeastern Virginia Homelessness Coalition (SVHC) and the Regional Task Force to End Homelessness have been instrumental in providing a network of resources for homeless individuals.
<b>4</b>	<b>Goal Name</b>	Enhance Quality of Life
	<b>Goal Description</b>	Through our commitment to helping public service agencies the City of Suffolk will continue to expand and reevaluate our public service providers and expand providers if the need and funding is available.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following are projects that will be funded in FY 2020-2021 which will support priorities in the City of Suffolk and Western Tidewater region's Consolidated Plan.

	Project Name
1	CDBG Program Administration
2	Emergency Home Repair Program
3	Suffolk Neighborhood Improvement Program
4	Genieve Shelter
5	Boys and Girls Club of Southeast Virginia
6	Western Tidewater Free Clinic
7	ForKids, Inc.
8	City of Suffolk Program Administration - SRHA
9	Lead Agency Administration – City of Suffolk
10	City of Suffolk - Homebuyer Assistance
11	CHDO Operating
12	CHDO Set Aside
13	Isle of Wight Program Administration
14	Isle of Wight County HOME Rehabilitation
15	City of Franklin Program Administration
16	City of Franklin HOME Rehabilitation
17	Southampton County Program Administration
18	Southampton County HOME Rehabilitation
19	Southampton County – Homebuyer Assistance

**Table 57 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

# AP-38 Project Summary

## Project Summary Information

1	<b>Project Name</b>	CDBG Program Administration
	<b>Target Area</b>	Citywide - Suffolk
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing Revitalize Neighborhoods Address Homeless Needs Enhance Quality of Life
	<b>Needs Addressed</b>	Assistance for Homebuyers Assistance for Homeowners Homeless Needs Public Service Needs Economic Development
	<b>Funding</b>	CDBG: \$82,326.00
	<b>Description</b>	This project will fund planning, compliance, and financial activities which ensure the proper use of CDBG funds.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	N/A

	<p><b>Planned Activities</b></p> <p>This Project funds planning, administration, and oversight activities associated with and in support of the CDBG Program.</p>
2	<p><b>Project Name</b></p> <p>Emergency Home Repair Program</p> <p><b>Target Area</b></p> <p>Citywide - Suffolk</p> <p><b>Goals Supported</b></p> <p>Preserve/expand the supply of affordable housing Revitalize Neighborhoods</p> <p><b>Needs Addressed</b></p> <p>Assistance for Homeowners</p> <p><b>Funding</b></p> <p>CDBG: \$114,354.00</p> <p><b>Description</b></p> <p>Project activity to make emergency repairs to owner-occupied homes for low to moderate income homeowners.</p> <p><b>Target Date</b></p> <p>6/30/2020</p> <p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p> <p>Approximately two low to moderate income households will benefit from these funds.</p> <p><b>Location Description</b></p> <p>City of Suffolk neighborhoods</p> <p><b>Planned Activities</b></p> <p>SRHA will administer the Emergency Home Repair program. This program will be available to low- to moderate income homeowners in need of emergency home repairs.</p>
3	<p><b>Project Name</b></p> <p>Suffolk Neighborhood Improvement Program</p> <p><b>Target Area</b></p> <p>Rosemont and Lloyd Place neighborhoods</p> <p><b>Goals Supported</b></p> <p>Infrastructure improvements in LMI areas</p> <p><b>Needs Addressed</b></p> <p>Drainage , streetscape</p> <p><b>Funding</b></p> <p>CDBG \$481,623.00</p>

	<b>Description</b>	Infrastructure improvements
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1430
	<b>Location Description</b>	LMI neighborhoods near center city
	<b>Planned Activities</b>	
4	<b>Project Name</b>	Genieve Shelter
	<b>Target Area</b>	Citywide - Suffolk
	<b>Goals Supported</b>	Address Homeless Needs
	<b>Needs Addressed</b>	Public Service Needs
	<b>Funding</b>	CDBG: \$20,000.00
	<b>Description</b>	CDBG funds will be allocated to support the operational needs of the Genieve Shelter
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	273
	<b>Location Description</b>	
	<b>Planned Activities</b>	Funds will be used to support operation the homeless shelter.
5	<b>Project Name</b>	Boys and Girls Club of Southeast Virginia
	<b>Target Area</b>	Downtown Core

	<b>Goals Supported</b>	After school support for LMI residents
	<b>Needs Addressed</b>	Assistance to LMI residents through after school programs
	<b>Funding</b>	CDBG: \$15,000.00
	<b>Description</b>	After school program for at risk LMI residents
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100
	<b>Location Description</b>	
	<b>Planned Activities</b>	Funds will be used to support operation the homeless shelter.
6	<b>Project Name</b>	Western Tidewater Free Clinic
	<b>Target Area</b>	Citywide - Suffolk
	<b>Goals Supported</b>	Enhance Quality of Life
	<b>Needs Addressed</b>	Public Service Needs
	<b>Funding</b>	CDBG: \$30,000.00
	<b>Description</b>	CDBG funds will be used to support the operational needs and provision of services of the Western Tidewater Free Clinic to provide high-quality health care to assist very, very low-to-moderate income persons.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2500
	<b>Location Description</b>	City of Suffolk

	<b>Planned Activities</b> Project activity will provide funds to support high-quality health care to assist low-to-moderate income persons.
7	<b>Project Name</b> ForKids, Inc.
	<b>Target Area</b> Citywide - Suffolk
	<b>Goals Supported</b> Address Homeless Needs
	<b>Needs Addressed</b> Homeless Needs
	<b>Funding</b> CDBG: \$20,000.00
	<b>Description</b> CDBG funds will be allocated to support the operational needs of ForKids.
	<b>Target Date</b> 6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b> 25
	<b>Location Description</b> City of Suffolk
	<b>Planned Activities</b> Funds will be used to support operation the homeless shelter.
8	<b>Project Name</b> City of Suffolk Program Administration - SRHA
	<b>Target Area</b> Citywide - Suffolk
	<b>Goals Supported</b> Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b> Assistance for Homebuyers Assistance for Homeowners
	<b>Funding</b> HOME: \$3,869.43
	<b>Description</b> Administration funds for Suffolk Redevelopment and Housing Authority to implement activities under the HOME Program

	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	City of Suffolk
	<b>Planned Activities</b>	Program Administration for City of Suffolk for program administration - Suffolk Redevelopment and Housing Authority
9	<b>Project Name</b>	Lead Agency Administration - City of Suffolk
	<b>Target Area</b>	Citywide - Suffolk City of Franklin, VA Isle of Wight County Southampton County
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homebuyers Assistance for Homeowners Homeless Needs Public Service Needs Economic Development
	<b>Funding</b>	HOME: \$23,216.58
	<b>Description</b>	HOME Program administration funds for the lead agency - City of Suffolk
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a

	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	Program administration for the City of Suffolk.
10	<b>Project Name</b>	City of Suffolk - Homebuyer Assistance
	<b>Target Area</b>	Citywide - Suffolk
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homebuyers
	<b>Funding</b>	HOME: \$67,715.25
	<b>Description</b>	Homebuyer assistance program for the City of Suffolk. Program administered by the Suffolk Redevelopment and Housing Authority.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 eligible family
	<b>Location Description</b>	City of Suffolk
	<b>Planned Activities</b>	Project activities include the provision of grants and/or loans for down payment and closing cost assistance for affordable housing units for low and moderate income persons and households within the City of Suffolk.
11	<b>Project Name</b>	CHDO Operating
	<b>Target Area</b>	Citywide - Suffolk City of Franklin, VA Isle of Wight County Southampton County
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homebuyers

	<b>Funding</b>	HOME: \$19,347.15
	<b>Description</b>	CHDO Operating Expenses
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	Funds will be used to support operating expenses for the WT HOME Consortium's CHDO.
12	<b>Project Name</b>	CHDO Set Aside
	<b>Target Area</b>	Citywide - Suffolk City of Franklin, VA Isle of Wight County Southampton County
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homebuyers
	<b>Funding</b>	HOME: \$58,041.45
	<b>Description</b>	Community Housing Development Organization funds to be used to develop housing projects - 15% of HOME fund award
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City's CHDO, Housing Hampton Roads will assist one family with the funds allocated to this activity.
	<b>Location Description</b>	City of Suffolk

	<b>Planned Activities</b>	Funding to develop CHDO housing projects.
<b>13</b>	<b>Project Name</b>	Isle of Wight Program Administration
	<b>Target Area</b>	Isle of Wight County
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homebuyers Assistance for Homeowners
	<b>Funding</b>	HOME: \$3,869.43
	<b>Description</b>	Program administration funds for Isle of Wight County to implement HOME Program activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	
	<b>Planned Activities</b>	Program Administration for Consortium Member - Isle of Wight County
<b>14</b>	<b>Project Name</b>	Isle of Wight County HOME Rehabilitation
	<b>Target Area</b>	Isle of Wight County
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homeowners
	<b>Funding</b>	HOME: \$67,715.25
	<b>Description</b>	Homeowner rehabilitation program for Isle of Wight County. Program administered by STOP Inc.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 LMI families
	<b>Location Description</b>	Isle of Wight County
	<b>Planned Activities</b>	Project activities include rehabilitation and reconstruction of owner-occupied housing for low-to-moderate income persons and households. Program administered by STOP, Inc.
<b>15</b>	<b>Project Name</b>	City of Franklin Program Administration - City of Franklin
	<b>Target Area</b>	City of Franklin, VA
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homebuyers Assistance for Homeowners
	<b>Funding</b>	HOME: \$3,869.43
	<b>Description</b>	Program Administration for the City of Franklin to implement HOME program activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	City of Franklin
	<b>Planned Activities</b>	Program Administration for Consortium Member - City of Franklin
<b>16</b>	<b>Project Name</b>	City of Franklin HOME Rehabilitation
	<b>Target Area</b>	City of Franklin, VA
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homeowners

	<b>Funding</b>	HOME: \$67,715.25
	<b>Description</b>	Homeowner rehabilitation program for the City of Franklin. Program administered by the Franklin Redevelopment and Housing Authority.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	One homeowner
	<b>Location Description</b>	City of Franklin
	<b>Planned Activities</b>	Project activities include rehabilitation and reconstruction of owner-occupied housing for low-to-moderate income persons and households. Program administered by the City of Franklin.
17	<b>Project Name</b>	Southampton County Program Administration
	<b>Target Area</b>	Southampton County
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homebuyers Assistance for Homeowners
	<b>Funding</b>	HOME: \$3,869.43
	<b>Description</b>	Program administration funds for Southampton County to implement HOME Program activities
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	Southampton County
	<b>Planned Activities</b>	n/a

18	<b>Project Name</b>	Southampton County HOME Rehabilitation
	<b>Target Area</b>	Southampton County
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homeowners
	<b>Funding</b>	HOME: \$53,215.25
	<b>Description</b>	Homeowner rehabilitation program for Southampton County. Program administered by STOP, Inc.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	One LMI family will benefit from this activity
	<b>Location Description</b>	Southampton County
	<b>Planned Activities</b>	Project activities include rehabilitation and reconstruction of owner-occupied housing for low-to-moderate income persons and households. Program administered by STOP, Inc.
19	<b>Project Name</b>	Southampton County - Homebuyer Assistance
	<b>Target Area</b>	Southampton County
	<b>Goals Supported</b>	Preserve/expand the supply of affordable housing
	<b>Needs Addressed</b>	Assistance for Homebuyers
	<b>Funding</b>	HOME: \$14,500
	<b>Description</b>	Homebuyer assistance program for the Southampton County.
	<b>Target Date</b>	6/30/2020

<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>One LMI homeowner</p>
<p><b>Location Description</b></p>	<p>Southampton County</p>
<p><b>Planned Activities</b></p>	<p>Project activities include the provision of grants and/or loans for down payment and closing cost assistance for affordable housing units for low and moderate income persons and households within Southampton County.</p>

## **AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Downtown core	<b>51</b>
Citywide	<b>49</b>

**Table 58 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

#### **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 59 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 60 - One Year Goals for Affordable Housing by Support Type

#### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

There are 466 public housing units in the City of Suffolk which are owned and managed by the Suffolk Redevelopment and Housing Authority (SRHA). These units include: Cypress Manor Apartments (113 units), Hoffler Apartments (80 units), Parker Riddick Village (93 units), Colander Bishop Meadows (80 units), and Chorey Park (100 units' age restricted). Applications for housing assistance are accepted weekly. Qualifying applicants must be 18 years of age, a U.S. citizen or eligible for citizenship, and meet HUD income guidelines. Applicants must also go through credit reporting, state criminal background checks, personal interviews, home visits, and verification of current and previous landlords. Public Housing residents' rent is based on 30% of their gross annual income.

The Housing Choice Voucher (HCV) program, formerly Section 8, is a federally funded and income-based program designed to provide decent and safe housing in the private market to qualified low to moderate income families, elderly, and persons with disabilities. Qualified participants are responsible for finding their own rental housing, which can include single-family homes, townhomes, or apartments. They are then issued a voucher to assist in paying a portion of their rent. The voucher amount is largely determined by the family's total household income.

### **Actions planned during the next year to address the needs to public housing**

Some of the needs of the public housing units are new windows, appliances, kitchen cabinets, new flooring to include sub-flooring, electrical upgrades, new elevators, painting, new resident entry door access systems, resurfacing of parking areas, new playground equipment, laundry room upgrades, and family investment center upgrades.

The agency has applied for the Rental Assistance Demonstration (RAD) funds to address upgrades and revitalization needs.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

A great deal of public housing residents does not believe they can purchase a home mainly due to credit and credit issues, and fear of sustainability. However, once they are educated and understand they have the ability to clean, create, and manage credit, they are inspired to purchase a home of their own. Credit counseling and management are very good programs that inspire and encourage public housing residents to achieve homeownership. The Suffolk Redevelopment and Housing Authority (SRHA) utilizes the Family Self Sufficiency program to encourage public housing and Section 8 program residents to

participate in homeownership activities.

The Homeownership Educational Program is designed to help potential homeowners understand what is expected of a homebuyer and to better prepare them to make the choices and decisions related to homeownership. The program is held monthly at the Suffolk Redevelopment and Housing Authority.

Using the Virginia Housing Development Authority's (VHDA) model, the program focuses on five essential topics in the home buying process. The topics include: Personal Finance, Credit and Credit Issues, The Role of the Lender, The Role of the Home Inspector and Working with a Realtor. Upon completion of the six-hour class session participants spend approximately two hours at home developing a spending plan which is submitted to the instructor. Once the program requirements are met, a Certificate of Completion is issued to the participant. All instructors are trained through the Virginia Housing Development Authority's (VHDA) Train-the-Trainer program. Each participant is also encouraged to participate in the face-to-face counsel session which provides additional insight on homeownership process.

Additionally, the SRHA received a Choice Neighborhood Planning Grant (CNI) to plan the improvement of two public housing sites and develop new affordable housing opportunities to Suffolk. The Choice Neighborhoods planning process will also build upon the success of public housing transformation efforts to provide support for the preservation, rehabilitation or demolition of Public and HUD-assisted housing, within the context of a broader approach to de-concentrated poverty.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The PHA is not a designated as a troubled agency by HUD.

### **Discussion**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City of Suffolk, along with the Western Tidewater HOME Consortium is a member of the Southeastern Virginia Homeless Coalition. This council was created to address homelessness issues in the region. Annually in January, the Southeastern Virginia Homeless Coalition conducts a Point in Time Count of the number of homeless persons in Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County. The Point in Time Count is a requirement of the U.S. Department of Housing and Urban Development (HUD) Continuum of Care grant application process.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Southeastern Virginia Homeless Coalition (SVHC) conducted both a sheltered and an unsheltered Point in Time Count to fulfill the requirement of the U.S. Department of Housing and Urban Development (HUD) on January 28, 2015. The Count was conducted across the six (6) jurisdictions covered by the SVHC (Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County).

For much of the sheltered population, the count was conducted using the Homeless Management Information System (HMIS), the database that serves as the repository for client level data. The unsheltered street count and the count from programs not covered by the HMIS, including thermal or winter shelters, domestic violence service providers, hospitals, and several meal sites, were conducted by representatives from Continuum of Care funded agencies and teams of volunteers using a comprehensive survey.

Persons who agreed to respond to the survey were asked for their first and last name or initials and date of birth in order to develop a unique client identifier to eliminate the possibility of duplicate counts, along with questions to determine whether or not they are veterans, unaccompanied youth, or chronically homeless. Respondents were also asked whether or not they have been a victim of physical or sexual violence, are HIV-positive, have a mental or physical disability or a substance abuse problem. People are considered chronically homeless if they are a single adult or an adult within a family, have a disability, and have been homeless for more than one year, or at least four times in the last three years. This report also includes a new population category: parenting and unaccompanied youth households. Youth households include those 25 years of age and younger who are parents of children under the age

of 18, or are unaccompanied by a parent or guardian.

In accordance with the September 2014 *Point in Time Count Methodology Guide* released by HUD, the SVHC used the following definition of homelessness during the count:

- Sheltered- should include all individuals or families who meet the criteria described in paragraph (1)(ii) of the homeless definition in 24 CFR 91.5 of the **Homeless Definition Final Rule**. This includes individuals and families ***“living in a supervised publicly or privately operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals)”*** on the night designated for the count.
- Unsheltered- should include all individuals or families who meet the criteria described in paragraph (1)(i) of the homeless definition in 24 CFR 91.5 of the **Homeless Definition Final Rule**. This includes individuals and families ***“with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground”*** on the night designated for the count.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

A number of local agencies provide assistance to help transition homeless individuals and families to permanent housing and independent living. ForKids Homeless Shelter and the Genieve Shelter provide counseling and referral services to assist homeless persons and families return to permanent housing and independent living.

Additionally, the Western Tidewater Community Services Board provides assistance to persons with various disabilities and handicaps to foster independent living, including job training, rental assistance, and other counseling and training. The Suffolk Department of Social services provides a variety of services including counseling, public assistance, food stamps, and referral services to help persons transition to permanent housing and independent living.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were**

## **recently homeless from becoming homeless again**

The SVHC remains committed to ending chronic homelessness by 2016 with the prioritization of units, annual expansion of the Housing First (HF) Program, continued development of regional SROs, and strengthened collaboration with HUD Veterans Affairs Supportive Housing (VASH) administrators. In 2014, SVHC funded providers agreed to prioritize 100 percent of turnover units in permanent supportive housing programs to the chronically homeless. The SVHC also works to reallocated HUD SVHC funds to support the continued expansion of the Housing First Program which currently has a total of 72 units designated for chronically homeless individuals. Additionally, the Continuum started construction on the regions 5th SRO, scheduled for completion in December, and finalized plans for the regions 6th SRO, scheduled to start construction in January 2016. Both SROs are mixed-use development projects and will include units of supportive housing for homeless individuals, as well as apartments rented at market-rates. The Continuum of Care also addresses the needs of chronically homeless individuals through the Service Coordination Committee (SCC) which leverages local resources to assist homeless individuals by connecting them to a variety of benefits, housing and support services, and addressing barriers to self-sufficiency. Utilizing the SVHC adopted universal assessment, the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT), which assesses homeless individuals based on vulnerability, the SCC prioritizes housing resources for those with the highest vulnerability.

Like the SCC, the Community Housing Assessment Team (CHAT) addresses the needs of families with children. Family service providers coordinate housing plans, access to mainstream resources, and shelter discharge planning to improve the quality and effectiveness of homeless services. CHAT uses the VI-SPDAT for families to prioritize the placement and access to services for vulnerable households with children. CHAT also works with member organizations from the region to maximize funding to rapidly re-housing homeless households with children. The Continuum leveraged FY2014 state ESG funds to increase Rapid Re-Housing (RRH) funding under the Virginia Housing Solutions Program (VHSP) in the amount of \$615,498 to support a reduction in the length of time that a household remains homeless. Additionally, the SVHC reallocated \$202,762 in HUD funds under the FY2014 Continuum of Care Application to launch a new RRH project for families, which will allow for extensive case management and direct assistance for families with higher barriers to housing.

The SVHC worked diligently with the local Department of Veterans Affairs (VA) to improve communication and identify strategies to house homeless veterans. In September 2014, the SVHC participated in a state-wide boot camp, which challenged CoCs to house as many veterans in the upcoming 100 days. The SVHC partnered with the local VA, Supportive Services for Veteran Families (SSVF) providers, Virginia Wounded Warriors, and a host of homeless and support service providers to create a process that quickly identifies and houses homeless veterans. The Veterans Leadership Team

meets weekly to discuss veteran cases and has housed 137 veterans as of January 2015.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The ForKids Regional Housing Crisis Hotline was implemented as the SVHC's centralized/coordinated assessment system for the homeless and those at risk of becoming homeless. The Housing Crisis Hotline fosters and "anywhere" services strategy that is easily accessible for individuals and families seeking housing and services across the SVHC's 1,700 square mile, six jurisdiction coverage area. The Hotline creates a centralized process for assessment and referral for prevention and other housing-related services, for person at risk of homelessness. The SVHC also leverages state funds to provide diversion and prevention assistance for households at risk of becoming homeless, prioritizing households with a history of homelessness.

## **Discussion**

The City of Suffolk continues to participate in the Western Tidewater Continuum of Care Council (WTCCC). Although the Southeastern Virginia Homeless Coalition is the official Continuum of Care for the City of Suffolk, along with Western Tidewater, this local CoC continues to exist in order to ensure a viable network of homeless service providers in the Western Tidewater region.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Barriers to affordable housing may include bureaucratic procedures, codes and standards, land use controls, financial barriers, lack of financial resources by housing providers, lack of coordination of resources, and scattered growth which drives up infrastructure and housing costs. In addition, some families and individuals face barriers to limited fair housing choices because of lack of access or lack of affordable housing availability. Because there are a number of variables contributing to housing cost, it is important to recognize that the absence of regulation will not necessarily create housing affordability.

In Suffolk and our surrounding region where production costs and housing demand are both high, a 1900 sq. ft. single family on a small lot may still be out of reach for a working family. A multitude of factors contribute to housing price and availability, thus a variety of programmatic and financing mechanisms will also need to be employed to truly promote affordable housing development.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

During the 2020-2021 program year, the City of Suffolk will continue to undertake activities that remove barriers to affordable housing. Some of the activities include providing assistance in regard to development fees for affordable housing organizations, homebuyer assistance, administering a tax abatement program, and evaluating impediments to fair housing with the Hampton Roads Community Housing Resources Board (HRCHRB).

### **Discussion:**

HUD assisted affordable housing programs provide a lifeline to about five million low-income households that would otherwise be unable to afford livable housing at all. More than half of these households are headed by elderly, disabled people and low-to-moderate income families with more than a third that include children. These families are overwhelmingly “extremely low income,” which means they earn less than a third of the median income in the areas where they live.

## **AP-85 Other Actions – 91.220(k)**

**Introduction:** The following describes the planned actions or strategies that the City of Suffolk will pursue in the next year to:

- Address underserved needs
- Foster and maintain affordable housing
- Evaluate and reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop institutional structure
- Enhance coordination

### **Actions planned to address obstacles to meeting underserved needs**

In FY 2020-2021, the City of Suffolk will strive to overcome obstacles to meeting underserved needs by:

- Seeking more partnerships to leverage resources
- Assisting households to increase income and assets
- Continuing to make housing and services available for the underserved
- Advertising available services to the underserved

### **Actions planned to foster and maintain affordable housing**

The City of Suffolk will allocate HOME funding in the 2020-2021 program year to rehabilitate and reconstruct owner-occupied housing units to preserve the affordability of the existing housing stock. The City is also committed to assisting for-profit and non-profit developers in meeting local building codes and zoning regulations, including projects funded in part through the Low Income Housing Tax Credit Program. Applications for waiver of development fees and charges will be considered on a case by case basis from organizations such as Habitat Humanity, the Tidewater Buildings Association Scholarship House Program, and other private and non-profit organizations committed to the provision of decent, safe, and affordable housing.

To further address affordable housing, the City will continue evaluating impediments to fair housing in coordination with the Hampton Roads Community Housing Resources Board (HRCHRB). The City will continue working with HRCHRB and other cities throughout the region to address impediments to fair

housing.

### **Actions planned to reduce lead-based paint hazards**

In the 2020-2021 program year, the City of Suffolk will continue to be proactive in reducing lead-based hazards. Several local departments and agencies conduct lead-based paint testing and monitoring, as well as perform educational outreach to low-income persons and households including:

- Suffolk Health Department - monitors and investigates referred cases of lead poisoning. Confirmed cases of lead poisoning are referred to the City of Suffolk's Department of Neighborhood Development Services for further investigation and enforcement of housing code prohibitions against lead paint.
- Suffolk Redevelopment and Housing Authority – Inspects vacated rental units prior to occupancy by new tenants to ensure compliance with the City's housing and occupancy codes. Distributes lead-based hazard pamphlets to new Section 8 landlords and make tenants aware of lead-based hazards through their lease agreements.
- Suffolk Department of Social Services - investigates reported cases of lead poisoning.

The City of Suffolk also maintains an annual services contract with the environmental testing firm of Applied Labs, Inc. Applied Labs conducts lead hazard testing and analysis and provides training in Lead Safe Work Practices for the Suffolk Redevelopment and Housing Authority and its contractors.

### **Actions planned to reduce the number of poverty-level families**

Many programs and activities are designed to alleviate the stresses of poverty. Far fewer programs, however, are available that actually reduce poverty. Reducing poverty requires increasing income levels of very low and low-income households. Although publicly funded income transfer programs achieve this goal in an academic sense, in reality they do little to reduce poverty. Providing good jobs that pay a livable wage is the best way to reduce poverty.

The City of Suffolk's Department of Economic Development is responsible for attracting and expanding new and existing businesses to grow the local tax base and create new jobs for local residents. A variety of economic development incentives are made available to assist new and existing businesses, including Enterprise Zones, Foreign Trade Zones and HUB Zone. In addition, the Department of Economic Development manages the Rehabilitation Tax Credits and Facade Improvement programs Suffolk economic development opportunities have continued to grow throughout 2014. New capital investments from major announcements in the City of Suffolk in 2021 totaled more than \$100 million

and will lead to the creation of new jobs.

### **Actions planned to develop institutional structure**

Employee training and work with local community college.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City of Suffolk will continue participating in various regional community development organizations to enhance coordination and cooperation between public and private housing and social service agencies. The City of Suffolk and members of the Western Tidewater HOME Consortium serve on the Board of Directors of the HRCHRB, the Hampton Roads Housing Consortium (HRHC), and the WTCSB. These organizations are effective coordinating bodies which serve to interconnect public and private entities through shared missions, goals, and resources.

### **Discussion:**

## **Program Specific Requirements**

### **AP-90 Program Specific Requirements – 91.220(l)(1,2,4)**

#### **Introduction:**

#### **Community Development Block Grant Program (CDBG)**

##### **Reference 24 CFR 91.220(l)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed
  2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan
  3. The amount of surplus funds from urban renewal settlements
  4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.
  5. The amount of income from float-funded activities
- Total Program Income

#### **Other CDBG Requirements**

1. The amount of urgent need activities

#### **HOME Investment Partnership Program (HOME)**

##### **Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

## Appendix - Alternate/Local Data Sources

<b>1</b>	<b>Data Source Name</b> Annual Point in Time Count
	<b>List the name of the organization or individual who originated the data set.</b> The Planning Council
	<b>Provide a brief summary of the data set.</b> The data set contains information received from the annual Point-In-Time (PIT) Count.
	<b>What was the purpose for developing this data set?</b> The Southeastern Virginia Homeless Coalition (SVHC) conducted both a sheltered and an unsheltered Point in Time Count to fulfill the requirement of the U.S. Department of Housing and Urban Development (HUD) on January 28, 2015. The Count was conducted across the six (6) jurisdictions covered by the SVHC (Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County).
	<b>Provide the year (and optionally month, or month and day) for when the data was collected.</b> January 28, 2015

**Briefly describe the methodology for the data collection.**

For much of the sheltered population, the count was conducted using the Homeless Management Information System (HMIS), the database that serves as the repository for client level data. The unsheltered street count and the count from programs not covered by the HMIS, including thermal or winter shelters, domestic violence service providers, hospitals, and several meal sites, were conducted by representatives from Continuum of Care funded agencies and teams of volunteers using a comprehensive survey.

Persons who agreed to respond to the survey were asked for their first and last name or initials and date of birth in order to develop a unique client identifier to eliminate the possibility of duplicate counts, along with questions to determine whether or not they are veterans, unaccompanied youth, or chronically homeless. Respondents were also asked whether or not they have been a victim of physical or sexual violence, are HIV-positive, have a mental or physical disability or a substance abuse problem. People are considered chronically homeless if they are a single adult or an adult within a family, have a disability, and have been homeless for more than one year, or at least four times in the last three years. This report also includes a new population category: parenting and unaccompanied youth households. Youth households include those 25 years of age and younger who are parents of children under the age of 18, or are unaccompanied by a parent or guardian.

**Describe the total population from which the sample was taken.**

The Count was conducted across the six (6) jurisdictions covered by the SVHC (Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County).

**Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.**

Overall, **735** persons were identified as being homeless in Norfolk, Chesapeake and Western Tidewater during the 24-hour period. This compares to a combined **668** persons counted in February 2014 in the same jurisdictions. In reviewing the results of the count one must keep in mind the following:

- • The Point-in-Time Count is an unduplicated count of persons who are experiencing homelessness, whether sheltered or unsheltered during a specific 24-hour period, once a year. The Point in Time Count provides simply a “snapshot” of what the level of need is on a certain day. Not everyone in need that day is found, and those who are at-risk of homelessness are not counted. It does not demonstrate the total need for the community, but does tell us how the need compares to previous years and the level of representation we have within each subpopulation in the count. This helps the community assess the services we currently provide as compared to the need and is a tool for planning and resource development.
- • Family and Friends- Many people approached during the count stated that they stayed with family or friends or in hotels and motels the night of the count (paid for by self) and could not be counted as homeless (since they do not meet the HUD definition of homeless being used for the count) even though they indicated that they had been in and out of homelessness for long periods of time.
- • Decreased/Increased Shelter Capacity- The Dwelling Place closed in July of 2014, decreasing shelter capacity for families. Area winter shelters experienced high utilization throughout the season. Additionally, ForKids, Inc. took over operations for Our House Families shelter, increasing hotel/motel capacity; ForKids, Inc. also changed a transitional housing program to a scattered site model, increasing capacity to provide transitional housing for homeless families, as well.
- • Subpopulation Data- The Union Mission offered a complete data dump for all persons residing in its program on the evening of the count, as well as surveys for a majority of its guests, for the first time in recent history. These surveys included the data points needed to capture subpopulation data. This is also the first year the NEST winter shelter program input participants in HMIS. Both of these increased coverage opportunities resulting in an increase in persons identified under all subpopulation categories, including: Chronically Homeless, Veterans, Adults with Serious Mental Illness, Adults with a Substance Use Disorder, Adults with HIV/AIDS and Survivors of Domestic Violence.
- • Change in Methodology- The survey instrument was updated this year to align with recommended questions from HUD. The new questions may have impacted subpopulation data—particularly the number of reported domestic violence survivors. Also new to the methodology this year were observation surveys. Observation surveys were used for those

who were not interviewed for both the sheltered and unsheltered count, increasing coverage; these observation forms were given to team leads only and used with discretion.

THE VIRGINIAN-PILOT

**PUBLIC NOTICE**

**City of Suffolk and the Western Tidewater HOME Consortium  
FY 2020/2025 Consolidated Plan**

**&**

**Community Development Block Grant and HOME Annual Action Plan, FY 2020/2021**

As a recipient of Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk is required to prepare and submit a five-year Consolidated Plan and Annual Action Plan. While CDBG funds are specific to the City of Suffolk, HOME funds are administered to the geographically contiguous cities and counties that make up the Western Tidewater HOME Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. The City of Suffolk serves as the lead agency for the WTHC and is responsible for the administration of the CDBG and HOME program funds.

The City is in the process of developing the five-year Consolidated Plan for FY 2020 through FY 2025 and Annual Action Plan for FY 2020/2021. The updated plans will serve as comprehensive planning documents that discuss the community development and housing needs of the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton, with particular emphasis on the provision of decent and affordable housing, suitable living environments, and the expansion of economic opportunities, primarily for low and moderate income persons. The public is invited to attend and give their views as well as to receive an update on existing CDBG and HOME activities.

The Annual Action Plan will allocate approximately \$466,234.00 in Community Development Block Grant Funds (CDBG) and an estimated \$377,689.00 in HOME Investment Partnership Program funds (HOME). Eligible CDBG activities include, but are not limited to: infrastructure improvements such as water and sewer lines and roadway improvements, housing rehabilitation, community facilities, and neighborhood revitalization. Eligible HOME activities include, but are not limited to: housing rehabilitation for low and moderate income owner-occupied housing units, assistance to low and moderate-income first time homebuyers, and other eligible housing assistance activities.

A series of public meetings will be held throughout the region on the following dates and locations for the purpose of soliciting citizen input in the development of the five-year Consolidated Plan and Annual Plan:

Date	Location	Address	Time
February 24, 2020	City of Franklin, Council Chambers	207 West Second Avenue Franklin, VA	4:00 pm – 5:00 pm
February 25, 2020	Suffolk Redevelopment and Housing Authority	530 East Pinner Street Suffolk, VA	3:00 pm – 4:00 pm
February 26, 2020	Isle of Wight Courthouse Complex Robert C. Claud, Sr. Board Room	17130 Monument Circle Isle of Wight	4:00 pm – 5:00 pm
February 27, 2020	Southampton County, Municipal Center Board Room	25022 Administration Center Drive Courtland, VA	4:00 pm – 5:00 pm

All citizens are invited to attend the meetings and to give their views regarding the use of CDBG and HOME funds for five-year Consolidated Plan and Annual Action Plan. The City will arrange for reasonable accommodations for non-English speaking persons or those persons with visual, hearing, or mobility impairments when notified within five (5) business days of a meeting. Those unable to attend the meetings may send their comments and views by email to [ConsolidatedActionPlan@cityofsuffolkva.gov](mailto:ConsolidatedActionPlan@cityofsuffolkva.gov) or by writing to: Mr. John Brooks, Community Development, P. O. Box 1858, Suffolk, VA 23439. Comments may also be sent by facsimile (757) 514-4099.  
6546288 02/02/20

**PUBLIC HEARINGS ATTENDEES**

**2020-2025 Consolidated Plan and 2020-21 Annual Action Plan**

DATE	LOCATION	SIGN-IN	PHONE
February 24, 2020 4:00-5:00 pm	City of Franklin	No Attendees ga	
February 27, 2020 4:00-5:00 pm	Southampton County	No attendees ga	
February 26, 2020 4:00-5:00 pm	Isle of Wight County	No Attendees ga	
February 25, 2020 3:00-4:00 pm	Suffolk Redevelopment and Housing Authority	No attendees ga	

**AGENDA: May 6, 2020, Electronic Emergency Management Meeting**

**ITEM: Ordinance** - An ordinance to accept and appropriate COVID-19 relief funding from the Federal Transit Administration for Suffolk Transit

Attached for Council's consideration is an ordinance to accept and appropriate \$2,105,700 in federal COVID-19 funding for the City's transit system. The funds will be used for safety improvements and enhancements for riders on City buses and at bus stops.

Adoption of the attached ordinance is necessary to appropriate the funds to the Transit System Fund budget for Fiscal Year 2019-20.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the FY 2019-20 Transit System Fund budget by \$2,105,700

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENTS:**

Ordinance  
Award Notification

**ORDINANCE NUMBER** \_\_\_\_\_

**AN ORDINANCE TO ACCEPT AND APPROPRIATE COVID-19 RELIEF FUNDING FROM THE FEDERAL TRANSIT ADMINISTRATION FOR SUFFOLK TRANSIT**

WHEREAS, the Federal Transit Administration has authorized funding to assist transit agencies as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the funds received need to be accepted and appropriated to the Transit System Fund budget for Fiscal Year 2019-20 to assist with safety improvements and enhancements for riders on City buses and at bus stops.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The sum of \$2,105,700 shall be reflected as budget in the following accounts in the Fiscal Year 2019-20 Transit System Fund budget:

<u>Revenue</u>		
212_433071.105	Federal Transit Administration	<u>\$2,105,700</u>

<u>Expenditure</u>		
212-88000_58200.105	Capital Outlay – Federal	<u>\$2,105,700</u>

2. The fund amount totaling \$2,105,700 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 19-O-033, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

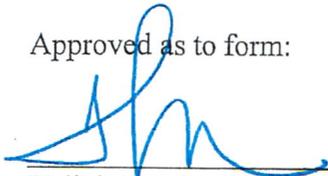
3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

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

Erika S. Dawley, City Clerk

Approved as to form:

  
\_\_\_\_\_  
Helivi L. Holland, City Attorney

**TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS  
CITY OF SUFFOLK**

April 10, 2020

Terry Garcia Crews  
Regional Administrator  
Federal Transit Administration  
1760 Market Street, Suite 500  
Philadelphia, PA 19103-4124

Subject: FTA FFY 20 Cares Act 5307 and 5340 Apportionment and Allocations

Dear Ms. Crews:

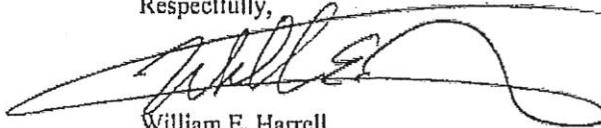
We are pleased to inform you that the Transportation District Commission of Hampton Roads (TDCHR) and the City of Suffolk have agreed to a fair and rational allocation of the FY 20 Cares Act 5307 and 5340 Urbanized Formula for the Virginia Beach, VA Urbanized Area.

The split agreement is as follows:

Virginia Beach Urbanized Area Cares Act Section 5307 Apportionment	
TDCHR	\$52,638,607
Suffolk	2,105,700
<hr/>	
TOTALS	\$57,744,307
<hr/> <hr/>	

If you require any additional information pertaining to the allocation of funds, please feel welcome to contact either party below.

Respectfully,



William E. Harrell  
President/CEO  
Transportation District Commission  
of Hampton Roads



Patrick Roberts  
City Manager  
City of Suffolk

**AGENDA: May 6, 2020, Electronic Emergency Management Meeting**

**ITEM: Ordinance** - An ordinance to accept and appropriate funds from the Virginia Department of Rail and Public Transportation for Suffolk Transit COVID-19 Response

Attached for Council's consideration is an ordinance to accept and appropriate \$28,297 in state funding for the City's transit system. The funds have been designated by the Commonwealth of Virginia to provide additional operating assistance to transit agencies as a result of the COVID-19 pandemic.

Adoption of the attached ordinance is necessary to appropriate the funds to the Transit System Fund budget for Fiscal Year 2019-20.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the FY 2019-20 Transit System Fund budget by \$28,297.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENTS:**

Ordinance  
Grant Agreement

**ORDINANCE NUMBER** \_\_\_\_\_

**AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION FOR SUFFOLK TRANSIT COVID-19 RESPONSE**

WHEREAS, the Virginia Department of Rail and Public Transportation has authorized funding to assist transit agencies with operating expenses during the COVID-19 pandemic; and,

WHEREAS, the funds received need to be accepted and appropriated to the Transit System Fund budget for Fiscal Year 2019-20 to assist with the operation of the City's transit system.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The sum of \$28,297 shall be reflected as budget in the following accounts in the Fiscal Year 2019-20 Transit System Fund budget:

<u>Revenue</u>		
212_424091.110	VRPT Operating Revenue	<u>\$28,297</u>

<u>Expenditure</u>		
212-88000_53100.110	Professional Services – State	<u>\$28,297</u>

2. The fund amount totaling \$28,297 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 19-O-033, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

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

Erika S. Dawley, City Clerk

Approved as to form:



\_\_\_\_\_  
Helivi L. Holland, City Attorney

**Project Agreement for Use of  
Commonwealth Transportation Funds  
Fiscal Year 2020  
Grant Number 72120-11**

This Project Agreement, effective March 17, 2020, by and between the Virginia Department of Rail and Public Transportation (“Department”) and City of Suffolk (“Grantee”) (collectively, the “Parties”) is for the provision of additional funding for Fiscal Year 2020 transit operating costs.

WHEREAS, on March 12, 2020, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia in response to the continued spread of novel coronavirus, or COVID-19; and,

WHEREAS, a national state of emergency was declared by President Donald J. Trump on March 13, 2020; and,

WHEREAS, Virginia’s transit agencies have been on the front lines of responding to the onset of COVID-19, ensuring their employees are prepared and their capital assets are cleaned frequently to help reduce the potential spread of disease while ensuring the public has access to critical transportation services; and,

WHEREAS, Virginia’s transit agencies are also incurring significant economic impacts associated with reductions in service, losses in ridership, and diminished revenue which will impact recovery and service restoration efforts following the COVID-19 pandemic; and,

WHEREAS, public transportation provides vital transportation connections to health care, jobs, education, and community which are essential to Virginia’s recovery from the impacts of the COVID-19 pandemic; and

WHEREAS, on March 17, 2020, the Commonwealth Transportation Board (“CTB”) authorized funding to offset costs and lost revenue associated with the COVID-19 pandemic (“Offset Funding”); and

WHEREAS, the amount of funding per transit agency is equivalent to one month of operating revenue known as the operating assistance formula for the agencies that receive funding under Section 33.2-1526.1.C.1 of the Code of Virginia; and

WHEREAS, the Parties wish to define the extent of the Offset Funding, the responsibilities of the Parties, the manner of performing the necessary work, the method and time of payment, and other terms and conditions associated with the Offset Funding (“Project”).

NOW, THEREFORE, in consideration of the covenants and agreements set forth, and other good and valuable consideration, the sufficiency of which is acknowledged, the Parties agree as follows:

**ARTICLE 1. SCOPE OF WORK, TERM AND BUDGET**

1. Under the terms of this Project Agreement, the Grantee shall:
  - a. Continue to provide Fiscal Year 2020 transit operations.
2. The Department agrees to provide funding as detailed below:
  - a. State grant funding in the amount of \$28,297 for the Offset Funding. Details concerning this funding are contained in Appendix 1, which is attached and made a part of this Offset Funding Agreement.
3. The Agreement may be amended only upon written agreement of the Parties prior to the Expiration Date identified in Appendix 1.

4. The Grantee acknowledges that state grant funding for this grant is subject to appropriation by the General Assembly and allocation by the CTB.

**ARTICLE 2. INCORPORATION OF MASTER AGREEMENT  
FOR USE OF COMMONWEALTH FUNDS**

The Master Agreement for Use of Commonwealth Mass Transportation Funds agreed and executed by the Parties dated May 30, 2012 ("Master Agreement"), is hereby incorporated by reference as if set out in full herein.

IN TESTIMONY THEREOF, the Department and the Grantee have caused this Agreement to be executed, each by their duly authorized officers, all as of the day, month, and year first written.

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

By: \_\_\_\_\_  
Director

Date Signed: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Appendix 1**

**Grantee: City of Suffolk**

**Project: Fiscal Year 2020 Operating Assistance for  
the Grantee's Transit Operations**

**State Project Agreement**

**Project Number: 72120-11**

**Project Start Date: March 17, 2020**

**Project Expiration Date: June 30, 2020**

**Operating Assistance Payment Schedule**

<b>Payment No.</b>	<b>Estimated Payment Date</b>	<b>Payment Amount</b>
1	April 1, 2020	\$28,297
<b>TOTAL GRANT AMOUNT</b>		<b>\$28,297</b>

In no event shall this grant exceed \$28,297.

**AGENDA: May 6, 2020, Electronic Emergency Management Meeting**

**ITEM: Ordinance** - An ordinance to amend and re-ordain the Adopted FY2019-2020 Fee Schedule for the City of Suffolk, Virginia to temporarily waive transit fares during the State of Emergency

This ordinance is being requested as part of a number of emergency practices being implemented at the request of the Virginia Department of Rails and Public Transportation (DRPT) to minimize contact between persons riding and operating transit services. While not mandated, it has been strongly encouraged by transit officials.

**RECOMMENDATION:**

Approve the attached ordinance

**ATTACHMENTS:**

Ordinance  
FY2019-2020 Fee Schedule

ORDINANCE NUMBER: \_\_\_\_\_

**AN ORDINANCE TO AMEND AND RE-ORDAIN THE ADOPTED FY2019-2020 FEE SCHEDULE FOR THE CITY OF SUFFOLK, VIRGINIA TO TEMPORARILY WAIVE TRANSIT FARES DURING THE STATE OF EMERGENCY**

WHEREAS, the Governor of the Commonwealth of Virginia and the City Manager for the City of Suffolk, Virginia have declared a state of emergency in response to the continued spread of the novel coronavirus or COVID19; and,

WHEREAS, health officials advise social distancing is in the best interest of public health.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that rider fares shall be waived until such point as the state of emergency is concluded.

BE IT FURTHER ORDAINED that the Fee Schedule for the City of Suffolk, as adopted by Ordinance Number 19-O-036, is hereby amended and re-ordained to read as attached.

READ AND PASSED:

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to Form:



\_\_\_\_\_  
Helivi L. Holland, City Attorney

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>AIRPORT</b>		
Multi Engine T-Hanger (monthly)*	319.00	319.00
Single Engine T-Hanger (monthly)*	249.00	249.00
Large T-Hanger Storage Room (monthly)*	95.00	95.00
Small T-Hanger Storage Room (monthly)*	75.00	75.00
Overnight T-Hanger	35.00	35.00
Overnight Tie Down (waived with fuel fill up)	10.00	10.00
Monthly Single Engine Tie Down*	25.00	25.00
Monthly Multi Engine Tie Down*	25.00	25.00
Jet Starter Service (per hour)	25.00	25.00
Service After Normal Business Hours (call in)*	100.00	100.00
Airport Use Fees	250.00/Day	250.00/Day
Outside Storage Fee	N/A	\$2,500.00/mo.
Mark-up on Fuel Sales **	Average for all prices 35% (projected)	Average for all prices 35% (projected)
Tow Tug	35.00	35.00
<i>* Prices consistent with neighboring airports.</i>		
<i>** This amount fluctuates depending on our competition</i>		
<b>ASSESSOR</b>		
Copies (KB System)	.25 black & white; .45 color per copy	.25 black & white; .45 color per copy
Custom query, tape, CD-ROM (material plus programmers time) (per minute)	Cost	Cost
Land Use Revalidation Fee	50.00	50.00
Land Use Application	50.00	50.00
Land Use Application Late Fee	100.00	100.00
Rehabilitated Structure Application Fee	50.00	50.00
<b>CLERK OF THE CIRCUIT COURT</b>		
Commonwealth's Attorney (misdemeanor)	7.50	7.50
Commonwealth's Attorney (felony)	20.00	20.00
Sheriff's Service	12.00	12.00
Transfer of Real Estate (per parcel)	1.00	1.00
City Grantee	1/3 of state	1/3 of state
City Wills and Administration	1/3 of state	1/3 of state
Law Library	4.00	4.00
Grantor (per \$500.00 value)	0.25	0.25
Courthouse Maintenance	2.00	2.00
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
Blood Test/DNA	15.00	15.00
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	\$30/day/juror	\$30/day/juror
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Transfer/entry fee-Real Estate - Deeds of Partition	1.75	1.75
Document Reproduction Costs	N/A	0.50
<b>COURT SERVICES UNIT</b>		
Parental contribution toward cost of local group home placement	1/2 of child support guidelines amount	1/2 of child support guidelines amount
<b>FIFTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM</b>		
Offenders referred from a court in the Fifth District (Suffolk, Franklin, Isle of Wight, and Southampton)	100.00	100.00
Offenders referred from a court within the Fifth District and can provide documentation showing SSI disability or welfare benefits	25.00	25.00
Offenders transferred out to a CCP in another jurisdiction	25.00	25.00
Offenders transferred into the Fifth District from a CCP in another jurisdiction	100.00	100.00
<b>FINANCE</b>		
Child Support Processing Fees	\$5.00 per Child Support Order (per pay)	\$5.00/per Child Support Order (per pay)
Spousal Support Order Fees	\$5.00 per Support Order (per pay)	\$5.00/per Support Order (per pay)
Garnishment Processing Fees	\$10.00 one time fee per summons	\$10.00 one time fee per summons
Payroll Paycard Replacement Fee	\$3.50 per card for replacement	\$3.50 per card for replacement
Payroll History Report/Check Reprint Processing Fees	\$5.00 per request	\$5.00 per request
W-2 Re-issuance Processing Fees	\$5.00 per request	\$5.00 per request
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>FIRE &amp; RESCUE</b>		
<b>Fire Prevention Bureau</b>		
Plan Review		
Fire sprinkler system new < 10 w/cales, or alterations < 10 existing sprinkler heads not located in the most remote area involving new hydraulic calculations	50.00	50.00
5 foot stub-out for fire protection systems submitted separately from complete fire sprinkler or fire main	50.00	50.00
Fire alarm system alterations where the submittal does not require battery calculations, or the removal of any or all components of non-required system	50.00	50.00
Kitchen hood fire suppression systems installation / alteration	50.00	50.00
Fire sprinkler system new installation 11-20 w/cales, alterations of 11-20 existing sprinkler heads not located in the most remote area involving new hydraulic calculations or	100.00	100.00
FM 200 clean agent system installation or alteration	100.00	100.00
Fire alarm new installations or alterations that involve ≤ 5 devices, that require battery calculations	100.00	100.00
Spray paint booth installation / alteration	100.00	100.00
Fire sprinkler systems installation or alteration that involve ≥ 21 sprinkler heads	200.00	200.00
Fire alarm systems new installations or alterations ≥ 6 devices, that require battery calculations	200.00	200.00
<b>On-Site Inspection</b>		
<b>Hazardous Materials Response</b>	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Re-Inspection Fee - All systems failing initial testing shall be charged a re-testing fee. This fee shall include all "no-shows" or cancellations without a 24 hour notice	50.00	50.00
<b>Permits</b>		
Fireworks Permit	150.00	150.00
Tent Permit	50.00	50.00
Above/below ground hazmat storage tanks installation ≤ 499 gallons capacity	50.00 (each additional tank 25.00)	50.00 (each additional tank 25.00)
Private hydrant/water line	75.00	75.00
Above/below ground hazmat storage tanks installation 500-2000 gallons capacity, removal of tanks or fill in place any capacity or storage/dispensing system	100.00	100.00
Above/below ground hazmat storage tank installation ≥ 2,001 gallons capacity or hazmat storage/dispensing systems	200.00	200.00
<b>Reports</b>		
Incident or Computer Generated Reports-Residents	No Charge	No Charge
Incident or Computer Generated Reports-Commercial	6.00	6.00
<b>General</b>		
Special inspection fee, after hours, weekends, holidays	40.00 per hour/per person	40.00 per hour/per person
Special event stand-by	25.00 per hour/per person	25.00 per hour/per person
<b>Burn Permit (Requirements must be met)</b>		
Residential	No Charge	No Charge
Commercial	75.00	75.00
Alarm Registration	25.00 per year	25.00 per year
<b>False Alarms (within 180 days)</b>		
First False Alarm	No Charge unless malicious act	No Charge unless malicious act
Second False Alarm	50.00	50.00
Third False Alarm	100.00	100.00
Additional False Alarms	200.00	200.00
<b>Emergency Medical Services</b>		
Basic Life Support (BLS)	400.00	400.00
Advanced Life Support Level I (ALS I)	650.00	650.00
Advanced Life Support Level II (ALS II)	800.00	800.00
Loaded Patient Mileage (LPM)	10.00 per mile	10.00 per mile
<b>Apparatus Use Fee</b>		
Ambulance	30.00 per hour	30.00 per hour
Command Unit	30.00 per hour	30.00 per hour
Brush Truck	30.00 per hour	30.00 per hour
Tanker	75.00 per hour	75.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Rescue	125.00 per hour	125.00 per hour
Rehab	50.00 per hour, plus supplies used	50.00 per hour, plus supplies used
Emergency Communication Unit	75.00 per hour	75.00 per hour

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>Personnel</b>		
Firefighter	25.00 per hour/per person	25.00 per hour/per person
Firefighter/Medic	30.00 per hour/per person	30.00 per hour/per person
Officers (Captains and Lieutenants)	35.00 per hour/per person	35.00 per hour/per person
Command Chiefs	45.00 per hour/per person	45.00 per hour/per person
<b>GENERAL</b>		
Annual Operating Budget	Cost for reproducing	Cost for reproducing
Capital Improvement Budget and Plan	Cost for reproducing	Cost for reproducing
Comprehensive Annual Financial Report	Cost for reproducing	Cost for reproducing
Copies (photo) (black and white) (each)	0.25	0.25
Copies (photo) (color) (each)	0.45	0.45
Printed Materials	Cost	Cost
Vehicle License Fees-Vehicles under 4,000 pounds	26.00	26.00
Vehicle License Fees-Vehicles 4001-10,000 pounds	30.00	30.00
Vehicle License Fees-Vehicles 10,001-25,000 pounds	35.00	35.00
Vehicle License Fees-Vehicles 25,001-40,000 pounds	60.00	60.00
Vehicle License Fees-Vehicles 40,001-55,000 pounds	80.00	80.00
Vehicle License Fees-Vehicles 55,001-70,000 pounds	125.00	125.00
Vehicle License Fees-Vehicles 70,001-99,999 pounds	150.00	150.00
Motorcycle License Fees-Motorcycles 0-99,999 pounds	24.00	24.00
Trailer License Fees-Trailers 0-10,000 pounds	6.00	6.00
Trailer License Fees-Trailers 10,001-99,999 pounds	22.00	22.00
<b>GENERAL DISTRICT COURT</b>		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
Court House Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
<b>GEOGRAPHIC INFORMATION SYSTEM</b>		
<b>Digital Map Data</b>		
Topographic Data (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Base Map (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Planimetrics (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Zoning (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
8.5" x 11" (ANSI A)	\$3.00	\$3.00
11" x 17" (ANSI B)	\$5.00	\$5.00
17" x 22" (ANSI C)	\$10.00	\$10.00
22" x 34" (ANSI D)	\$10.00	\$10.00
24" x 48" or 24" x 60"	\$12.00	\$12.00
34" x 44" (ANSI E)	\$15.00	\$15.00
36" x 60" or 36" x 72"	\$15.00	\$15.00
Entire City Basemap	\$25.00	\$25.00
Entire City Aerial Image	\$50.00	\$50.00
<b>Specialized Map Services</b>		
Special Map Production Services (Per Hour)	65.00	65.00
Specialized Data Analysis Services (Per Hour)	65.00	65.00
<b>Individual Orthophotography Tiles</b>		
1-5 tiles	100.00/tile	100.00/tile
6 - 10 tiles	50.00/tile	50.00/tile
<b>HUMAN RESOURCES</b>		
COBRA administration	2% of monthly premium	2% of monthly premium
<b>JUVENILE AND DOMESTIC RELATIONS COURT</b>		
Fines and Forfeitures	Varies	Varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorney	120.00	120.00
Courthouse Maintenance	5.00	5.00
Local Interest	Varies	Varies
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
<b>LIBRARY</b>		
Printer and Photocopier-Black and White (per sheet)	0.20	0.20
Printer and Photocopier-Color (per sheet)	0.40	0.40
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	5.00	5.00
Lost Tape or CD	Cost of Replacement Tape or CD	Cost of Replacement Tape or CD

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>PARKS AND RECREATION</b>		
<b>Athletic Registration Fees</b>		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	200.00	200.00
Adult Softball League		
Men's Division	350.00	350.00
Women's Division	300.00	300.00
Adult Basketball League (per team)	320.00	320.00
Late Fee	15.00	15.00
Youth Basketball (per participant) Novice-Junior	60.00	60.00
Lil' Dribblers	40.00	40.00
Youth Cheerleading	60.00	60.00
Youth Soccer (per participant) Novice-Junior	60.00	60.00
Tiny Kickz	40.00	40.00
<b>Ball Fields (Tournaments)</b>		
Rental of Ball fields with Lights (half day)	60.00	60.00
Rental of Ball fields with Lights (full day)	115.00	115.00
Rental of Ball fields without Lights (half day)	40.00	40.00
Rental of Ball fields without Lights (full day)	65.00	65.00
<b>Facilities and Parks</b>		
<b>Bennett's Creek Park</b>		
Picnic Shelter		
Full Day	75.00	75.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Stage	300.00 per day	300.00 per day
<b>Constant's Wharf Park and Marina</b>		
Compass Rose/Boardwalk (Weddings Only) Deposit	150.00	150.00
Compass Rose/Boardwalk (Weddings Only) Per Hour	150.00	150.00
Marina Slips		
Daily Rate with Electricity		
0-24 Feet	25.00	25.00
25-34 Feet		
35-44 Feet	35.00	35.00
45-54 Feet	45.00	45.00
55.00	55.00	55.00
Monthly Rate with Electricity		
0-24 Feet	120.00	120.00
25-34 Feet	140.00	140.00
35-44 Feet	160.00	160.00
45-54 Feet	180.00	180.00
Daily Rate without Electricity		
0-24 Feet	20.00	20.00
25-34 Feet	30.00	30.00
35-44 Feet	40.00	40.00
45-54 Feet	50.00	50.00
Monthly Rate without Electricity		
0-24 Feet	100.00	100.00
25-34 Feet	120.00	120.00
35-44 Feet	140.00	140.00
45-54 Feet	160.00	160.00
<b>Lake Kennedy Park Shelter</b>	75.00	75.00
<b>Cypress Park Shelter</b>	75.00	75.00
<b>Cypress Park Pool (Rental)</b>		
Deposit	150.00	150.00
2-hour rental	35.00 per hour	35.00 per hour
Group Swim	35.00 per hour	35.00 per hour
<b>Recreation Centers</b>		
<b>Birthday Parties</b>		
1 to 25 Patrons	35.00 per hour/ 2 hour max	35.00 per hour/ 2 hour max
26 to 50 Patrons	50.00 per hour/ 2 hour max	50.00 per hour/ 2 hour max
51 to 100 Patrons	100.00 per hour/ 2 hour max	100.00 per hour/ 2 hour max
<b>Recreation Center Membership</b>		
<b>Membership Fees</b>		
Youth (7-17 years) - Per Year	10.00	10.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
Visitor Pass-Youth & Teen	N/A	2.00
Visitor Pass-Adult	5.00	5.00
Visitor Pass-Senior	N/A	1.00
Replacement Card	3.00	
Fitness Room (must have membership ID) - Per Month		
Fitness Room (Seniors) - Per Month	5.00	5.00
Fitness Room (Adults -18 & up) - Per Month	10.00	10.00
Fitness Room (Teens-16 & 17 Yrs Old) - Per Month	7.00	7.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>Unless Otherwise Noted, Non Resident Fees</b>	25% above resident fees	25% above resident fees
<b>Recreation Center Rentals</b>		
Rental hours as follows:		
All Centers - Monday - Friday, 6pm to 8pm		
East Suffolk & Whaleyville, Saturdays- 1pm to 9pm		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Gymnasium: Must be out by 8p (minimum 4 hour rental)		
Non-commercial Events		
Hourly Rate	65.00/hr	65.00/hr
Non resident rate	81.25/hr	81.25/hr
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr	75.00/hr
Non resident rate	93.75/hr	93.75/hr
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
<b>Lake Meade Park and Tennis Complex</b>		
Picnic Shelter		
Full day	75.00	75.00
Tennis Ball Machine	10.00 per hour	10.00 per hour
Dog Park Membership (Annual Membership)	10.00	10.00
<b>Lone Star Lakes Park</b>		
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe
<b>Special Event Application Fee</b>		
Non-Profit/For-Profit	50.00	50.00
<b>Planters Club</b>		
Rental Period: 8:00 a.m. to Midnight		
Deposit	150.00	150.00
Application Processing Fee	25.00	25.00
Setup Fees	50.00 per hour (2 hour min/4 hour max)	50.00 per hour (2 hour min/4 hour max)
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	125.00 per hour/ Res.	125.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	200.00 per hour/ Non Res.	200.00 per hour/ Non Res.
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	225.00 per hour/ Res.	225.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4 hour rental) Fri - Sun	300.00 per hour/ Non Res.	300.00 per hour/ Non Res.
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
<b>Suffolk Art Gallery</b>		
Deposit	150.00	150.00
Late fee per 15 mins. for not vacating on time	25.00 per 15 minutes	25.00 per 15 minutes
Non-Commercial events		
Hourly Rate	25.00/hr	25.00/hr
Commercial events		
Hourly Rate	35.00/hr	35.00/hr
<b>Sleepy Hole Park</b>		
Picnic Shelter #1-8 & 10-12 Full Day	75.00	75.00
Picnic Shelter #9 Full Day	125.00	125.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Picnic Pack	25.00	25.00
<b>Whaleyville Annex</b>		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental) Includes Kitchen and use of Ice Machine	50.00 per hour/Res	50.00 per hour/Res
Non-resident hourly rental rate (minimum 4-hour rental)	62.50/hour/Non Res	62.50/hour/Non Res
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Custodial Fees (all rental facilities)		
Security Services (Suffolk Police Officers)	10.50 to 16.00 per hour	10.50 to 16.00 per hour
Fee Based Activities	30.00 per hour per officer	30.00 per hour per officer
Maintenance	As noted in Leisure Guide	As noted in Leisure Guide
Equipment		
Mobile Bleachers - Per Day	200.00	200.00
Stage - Portable	500.00/per day	
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Risers - 4' x 8'	50.00 ea. per day (up to 6)	0.00
Steps	25.00 per day	0.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>Unless Otherwise Noted, Non Resident Fees</b>	<b>25% above resident fees</b>	<b>25% above resident fees</b>
<b>Ground Maintenance</b>		
Grave Space - Single Lot	800.00	800.00
Grave Opening		
over 10 years of age - weekdays	850.00	850.00
over 10 years of age - Saturday	1,050.00	1,050.00
over 10 years of age - Sunday/Holiday	1,050.00	1,050.00
age 1-10 - weekdays	260.00	260.00
age 1-10 - Saturday	680.00	680.00
age 1-10 - Sunday/Holiday	860.00	860.00
infant under 1 - weekdays	140.00	140.00
infant under 1 - Saturday	560.00	560.00
infant under 1 - Sunday/Holiday	800.00	800.00
Cremation (urn burial)	400.00	400.00
Scatter Garden - Scattering of Ashes	100.00	100.00
Scatter Garden - Memorial /Plaque Engraving	225.00	225.00
Funeral after 4:00 pm in addition to above cost	100.00	100.00
* Please see Suffolk Parks & Recreation Connection brochure on the City's website for other events and rates at the following link: <a href="http://www.suffolkva.us/parks/">http://www.suffolkva.us/parks/</a>		
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>		
<b>PLANNING</b>		
Rezoning Requests	800.00 plus 40.00 acre	840.00 plus 42.00 acre
Conditional Rezoning Requests	1,000 plus 40.00 acre	1,050 plus 42.00 acre
Conditional Use Permits	800.00 plus 20.00 acre	840.00 plus 21.00 acre
Comprehensive Plan Amendment	1,000.00	1,050.00
Comprehensive Plan Consistency Review	250.00	262.50
Subdivision Variance Requests	500.00	525.00
Wetlands Board	250.00	262.50
Wetlands Board After the Fact	300.00	315.00
Chesapeake Bay Preservation Area Special Exception Request (Administrative)	50.00	52.50
Chesapeake Bay Preservation Area Special Exception Request (Planning Commission)	250.00	262.50
Historic and Cultural Review - Additions	150.00	157.50
Historic and Cultural Review - New Construction	150.00	157.50
Historic and Cultural Review - Administration	35.00	36.75
Historic and Cultural Review - After the Fact	250.00	262.50
Historic and Cultural Review - Administration After the Fact*	70.00	73.50
Borrow Pit Fees	100.00	105.00
Per cubic yard removed semi-annually	0.23	0.24
Street Name Change Request	325.00	341.25
Street Abandonment	100.00	105.00
Encroachment Permits	100.00	105.00
Minor Subdivision	300.00	315.00
Family Transfer	300.00	315.00
Preliminary Plat Fee (per lot)	50.00 with 300.00 minimum	52.50 with 315.00 minimum
Final Plat Fee (per lot)	30.00 with 200.00 minimum	31.50 with 210.00 minimum
Subdivision Engineering Plan Review	40.00 per lot with 200.00 minimum	42.00 per lot with 210.00 minimum
Subdivision Engineering Plan Review Revisions	150.00	157.50
Subdivision Determination**	90.00	94.50
Site Plan Review (excludes 1 & 2 family dwelling)	600.00	630.00
plus per acre	60.00	63.00
Site Plan Review - additional revisions (per submittal)	150.00	157.50
Site Plan Waiver Request	50.00	52.50
Maps (each) Printed Map Products	5.00	5.25
Maps-Specialized Map Production Services	50.00 Hour	52.50 Hour
Aerial Photographs		
1" = 1000'	0.25	0.26
1" = 1600" Base map set	50.00	52.50
Unified Development Ordinance	Cost	Cost
Comprehensive Plan	60.00	63.00
Geodetic Control Network Book	25.00	26.25
Geodetic Control Network Book - Supplement	10.00	10.50
Wetland Mitigation Fee In-Lieu***	1% over market rate to purchase credits in an approved tidal wetlands bank	1% over market rate to purchase credits in an approved tidal wetlands bank
<b>COMMUNITY DEVELOPMENT</b>		
Minimum	53.00	56.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	53.00	56.00
Correction/Amending Permit Fee	50.00	53.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	263.00	276.00
50,001 - 100,000	525.00	551.00
100,001 - 150,000	1,050.00	1,103.00
150,001 - 250,000	2,100.00	2,205.00
250,001 - 750,000	4,200.00	4,410.00
over 750,000	5,250.00	5,513.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Electrical Permits (new service, temporary service & service changes)		
Minimum	53.00	56.00
State Levy	2.00%	2.00%
1 - 99 amps		
Single Phase Fee (new)	53.00	56.00
Single Phase Fee (change)	53.00	56.00
Three Phase Fee (new)	53.00	56.00
Three Phase Fee (change)	53.00	56.00
100-149		
Single Phase Fee (new)	53.00	56.00
Single Phase Fee (change)	53.00	56.00
Three Phase Fee (new)	74.00	78.00
Three Phase Fee (change)	53.00	56.00
150 - 199 amps		
Single Phase Fee (new)	79.00	83.00
Single Phase Fee (change)	53.00	56.00
Three Phase Fee (new)	110.00	116.00
Three Phase Fee (change)	63.00	66.00
200 - 299 amps		
Single Phase Fee (new)	105.00	110.00
Single Phase Fee (change)	63.00	66.00
Three Phase Fee (new)	147.00	154.00
Three Phase Fee (change)	84.00	88.00
300 - 399 amps		
Single Phase Fee (new)	158.00	166.00
Single Phase Fee (change)	95.00	100.00
Three Phase Fee (new)	221.00	232.00
Three Phase Fee (change)	126.00	132.00
400 - 499 amps		
Single Phase Fee (new)	210.00	221.00
Single Phase Fee (change)	126.00	132.00
Three Phase Fee (new)	294.00	309.00
Three Phase Fee (change)	168.00	176.00
500 - 599 amps		
Single Phase Fee (new)	263.00	276.00
Single Phase Fee (change)	158.00	166.00
Three Phase Fee (new)	368.00	386.00
Three Phase Fee (change)	210.00	221.00
600 - 699 amps		
Single Phase Fee (new)	315.00	331.00
Single Phase Fee (change)	189.00	198.00
Three Phase Fee (new)	441.00	463.00
Three Phase Fee (change)	252.00	265.00
700 - 799 amps		
Single Phase Fee (new)	368.00	385.00
Single Phase Fee (change)	221.00	232.00
Three Phase Fee (new)	515.00	541.00
Three Phase Fee (change)	295.00	310.00
800 - 899 amps		
Single Phase Fee (new)	420.00	441.00
Single Phase Fee (change)	252.00	265.00
Three Phase Fee (new)	588.00	617.00
Three Phase Fee (change)	336.00	353.00
900 - 999 amps		
Single Phase Fee (new)	473.00	497.00
Single Phase Fee (change)	284.00	298.00
Three Phase Fee (new)	662.00	695.00
Three Phase Fee (change)	378.00	397.00
1,000 - 1,099 amps		
Single Phase Fee (new)	525.00	551.00
Single Phase Fee (change)	315.00	331.00
Three Phase Fee (new)	735.00	772.00
Three Phase Fee (change)	420.00	441.00
1,100 - 1,199 amps		
Single Phase Fee (new)	578.00	607.00
Single Phase Fee (change)	347.00	364.00
Three Phase Fee (new)	777.00	816.00
Three Phase Fee (change)	441.00	463.00
1200 amps		
Single Phase Fee (new)	630.00	662.00
Single Phase Fee (change)	378.00	397.00
Three Phase Fee (new)	819.00	860.00
Three Phase Fee (change)	462.00	485.00
Over 1,200 amps		
Single Phase Fee (new)	630.00 plus 26 per 50 amps after	662.00 plus 26 per 50 amps after
Single Phase Fee (change)	378.00 plus 16 per 50 amps after	397.00 plus 16 per 50 amps after
Three Phase Fee (new)	819.00 plus 21 per 50 amps after	860.00 plus 21 per 50 amps after
Three Phase Fee (change)	462.00 plus 11 per 50 amps after	485.00 plus 11 per 50 amps after

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Electrical Permits (additions and repairs)		
0 - 30 amps (per circuit)	4.00	5.00
31 - 60	5.00	6.00
61 - 100	7.00	8.00
101 - 200	16.00	17.00
over 200 amps	21.00	22.00
Pool Grounding	58.00	61.00
Repair Wiring, Apparatus, Fixtures	53.00	56.00
Plumbing Permits		
Minimum	53.00	56.00
State Levy	2.00%	2.00%
Each Fixture, Floor Drain, or Trap	7.00	8.00
Each Sewer (sanitary and storm)	7.00	8.00
Each Sewer Replaced or Repaired	37.00	39.00
Each Manhole	7.00	8.00
Each Roof Drain	7.00	8.00
Each Area Drain	7.00	8.00
Each Water Heater	7.00	8.00
Each Water Line (New Residential)	7.00	8.00
Each Water Line (Existing Residential)	37.00	39.00
Each Water Line (Commercial)	105.00	110.00
Each Sewer Line (Commercial)	105.00	110.00
Backflow Preventer	7.00	8.00
Mechanical and Gas Permits		
Minimum	53.00	56.00
State Levy	2.00%	2.00%
Mechanical Permit Fees		
Chiller, Cooling Tower, Tank	\$34.00 each	\$36.00 each
AC Equipment, Boiler, Furnace Gas Pack, Forced Air, Misc. Heater, Gas Piping	\$17.00 each	\$19.00 each
Air Handler	\$9.00 each	\$9.00 each
Duct Work, Misc Fan, Range Hood	\$7.00 each	\$7.00 each
Elevator Installation		
\$0-5,000	N/A	56.00
5,001-6,000	N/A	61.00
Above 6,000	N/A	56.00 plus \$6.00 per \$1,000 value
Fire Alarm and Fire Suppression		
\$0 - 5,000	51.00	56.00
5,001 - 6,000	56.00	59.00
Above 6,000	\$9.00 per \$1,000	\$56 plus \$9.00 per \$1,000
LPG Tanks and Associated Piping		
0 - 2,000 gallons	53.00	56.00
over 2,000	53.00 plus \$4.00/10,000 gallons	56.00 plus \$4.00/10,000 gallons
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	53.00	56.00
over 50,000	53.00 plus \$6.00/25,000 gallons	56.00 plus \$4.00/10,000 gallons
Fuel Piping Outlet Each	53.00	56.00
Plan Review		
All Structures - Residential		
0 - 2,499 square feet	79.00	83.00
2,500 - 5,000	105.00	110.00
5,000 - 10,000	131.00	138.00
10,001 - 30,000	184.00	193.00
30,001 - 50,000	263.00	276.00
50,001 - 100,000	315.00	331.00
Above 100,000	368.00	386.00
All Structures - Commercial		
0 - 2,499 square feet	83.00	87.00
2,500 - 5,000	110.00	116.00
5,000 - 10,000	138.00	145.00
10,001 - 30,000	193.00	203.00
30,001 - 50,000	276.00	290.00
50,001 - 100,000	331.00	348.00
Above 100,000	386.00	405.00
Moving		
Out of City to In City	551.00	579.00
In City to Out of City	289.00	303.00
Within City	289.00	303.00
Through City	105.00	110.00
Accessory Structures		
0 - 100 square feet	53.00	56.00
101 - 300	53.00	56.00
301 - 600	68.00	71.00
Demolition		
One to Two Family Residences	58.00	61.00
Any Residential Accessory Structure	53.00	56.00
All Other Buildings		
0 - 60,000 square feet	105.00	110.00
over 60,000	\$26/15,000 sq.ft.	\$27/15,000 sqft

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Sign Fees		
In Addition to Minimum Permit Fee		
1 - 40	53.00	56.00
41 - 80	58.00	61.00
over 80	68.00	71.00
Elevator Compliance Card	53.00	56.00
Amusement Ride Inspection		
Kiddie Ride	16.00	16.00
Major Ride	26.00	26.00
Spectacular Ride	27.00	27.00
Cross Connection Inspection	53.00	56.00
Private Piers, Greenhouses, and Walls		
\$1 - 2,200	53.00	56.00
over 2,200	\$53 plus .2% of value	\$56 plus 0.2% of value
Miscellaneous Fees		
Mobile Homes	53.00	56.00
Modular Classroom Units	58.00	61.00
Tents	53.00	56.00
Chimneys	53.00	56.00
Free Standing Fireplaces/Wood Stoves	53.00	56.00
Stationary Fireplaces	53.00	56.00
Temporary Power Release Inspection	63.00	66.00
Temporary Use Permit Fee	37.00	39.00
Swimming Pools		
\$1 - 2,200	53.00	56.00
over 2,200	\$53 plus .2% of value	\$56 plus 0.2% of value
Certificate of Occupancy		
Residential	53.00	56.00
Commercial	105.00	110.00
Extension of Residential, Commercial and Temp.C.O.	53.00	56.00
Temporary	105.00	110.00
Rental	53.00	56.00
Two or More Units (per unit)	32.00	34.00
Reinspection	53.00	56.00
Business License Inspection	105.00	110.00
Board of Building Code Appeal	263.00	276.00
Extension of Permits	79.00	83.00
Tower, Antennas and Like Structures		
\$0 - 4999 value	102.00	107.00
5,000 - 19,999	408.00	428.00
20,000 - 99,999	1,169.00	1,227.00
over 100,000	\$1,169 plus \$4 per \$1,000	\$1,227 plus \$4 per \$1,000
Building Fees		
Residential New Construction	08/sq.ft.	09/sq.ft.
Commercial New Construction	08/sq.ft.	10/sq.ft.
Additional/Alteration/Repair (Commercial & Residential) based on value of construction		
\$0.00-\$5,000	\$0.012	\$0.013
\$5,001-\$20,000	\$0.008	\$0.009
\$20,001 and above	\$0.006	\$0.007
Zoning Permits (includes Farm Affidavits)	37.00	39.00
Home Occupation Permits (zoning review)	37.00	39.00
Health Department Evaluation		
New Construction	105.00	110.00
Updates	53.00	56.00
Board of Zoning Appeals	525.00	551.00
Administrative Variance Request	63.00	66.00
Chesapeake Bay Special Exception Request		
Reviewed by Zoning Administrator	53.00	56.00
If Forwarded to Board of Zoning Appeals	315.00	331.00
Written Determination by Zoning Administrator	95.00	100.00
Special Entertainment Permit	\$50.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.	\$56.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.
Junkyard Compliance Inspection (yearly)	100.00	105.00
Unified Development Ordinance	Cost	Cost
Temporary Signs	37.00	39.00
Building Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Electrical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%

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 FEE SCHEDULE  
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Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Mechanical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Gas Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Plumbing Permits		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<i>* All refunds subject to \$15.00 processing Fee-no refunds will be issued for amounts less than \$15.00</i>		
<b>POLICE</b>		
Annual Alarm Registration	25.00	25.00
Alarm Registration Renewal	10.00	10.00
Alarm Registration Late Fee (after 30 days)	25.00	25.00
Fee to alarm company for failure to provide alarm user list	25.00 per working day until compliance	25.00 per working day until compliance
Reinstatement fee for failure to provide alarm user list	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Late fee for registration renewal (after 30 days)	25.00	25.00
Use of Automatic Dialer	100.00	100.00
Audible Alarm Violation	100.00	100.00
Reinstatement Fee for failure to provide ARM	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Failure of alarm company to provide customer False Alarm Prevention checklist	50.00	50.00
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company Initial Registration*	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk*	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring co for calling in on suspended /unregistered alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	10.00	10.00
Accident Report	10.00	10.00
Incident Report	10.00	10.00
Fingerprinting	\$10 for first card, and \$5 for additional cards	\$10 for first card, and \$5 for additional cards
Photographs	7.00 or cost whatever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	15.00	15.00
Concealed Weapon Permit	35.00	35.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed
Security Services	Police Officer:\$30 per hour, minimum 2 hours Supervisor:\$35 per hour, minimum	Police Officer:\$30 per hour, minimum 2 hours Supervisor:\$35 per hour, minimum
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Dog License Fee - Duplicate	1.00	1.00
Lifetime Dog License Fee - Spayed or Neutered (Animal Shelter)	50.00	50.00
Dangerous Dog Registration Certificate	150.00	150.00
Dangerous Dog Registration Certificate Renewal	85.00	85.00
Kennel License	\$50 per block of 10 dogs	\$50 per block of 10 dogs

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Tape/CD	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.50	0.50
Black & White Copy	0.25	0.25
Photographs on CD	15.00	15.00
Video Tape	15.00	15.00
<b>PUBLIC UTILITIES</b>		
Bacteriological Tests (each)	35.00	35.00
Delinquency Fees		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with \$0.50 minimum	1.5 % per month with \$0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
Water Conservation Reconnection Fees		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00
Water Rate per 100 cubic feet	9.71	9.71
WTWA Wholesale Water Rate (per 100 cubic feet)	4.76	4.84
WTWA Fixed Capacity Charge (per month)	197,983.00	199,026.00
WTWA Meter Service Charge (per month)	200.00	200.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (per month - 5 ccf)	48.55	48.55
Meter Service Charge (per month)		
5/8 and 3/4 inch meter	10.00 (Billed at \$0.329 per day per billing cycle)	11.25 (Billed at \$0.370 per day per billing cycle)
1 inch meter	25.00 (Billed at \$0.822 per day per billing cycle)	28.15 (Billed at \$0.925 per day per billing cycle)
1½ inch meter	50.00 (Billed at \$1.644 per day per billing cycle)	56.25 (Billed at \$1.850 per day per billing cycle)
2 inch meter	80.00 (Billed at \$2.630 per day per billing cycle)	90.00 (Billed at \$2.959 per day per billing cycle)
3 inch meter	150.00 (Billed at \$4.932 per day per billing cycle)	168.75 (Billed at \$5.548 per day per billing cycle)
4 inch meter	250.00 (Billed at \$8.219 per day per billing cycle)	286.25 (Billed at \$9.411 per day per billing cycle)
6 inch meter	500.00 (Billed at \$16.438 per day per billing cycle)	562.50 (Billed at \$18.493 per day per billing cycle)
8 inch meter	800.00 (Billed at \$26.301 per day per billing cycle)	900.00 (Billed at \$29.589 per day per billing cycle)
10 inch meter	1,150.00 (Billed at \$37.808 per day per billing cycle)	1,293.75 (Billed at \$42.534 per day per billing cycle)
Water Connection Charge (installed by city)		
5/8 inch & 3/4 inch meter	2,000.00	2,000.00
1 inch meter	2,300.00	2,300.00
1½ inch meter	2,600.00	2,600.00
2 inch meter	3,000.00	3,000.00
When the size is above those listed a charge equal to actual cost of installation plus 25%	Actual cost x 1.25	Actual cost x 1.25
Water Connection Charge (installed by developer)	50.00	50.00
Water Availability Charge (residential)		
Single Family	5,520.00	5,520.00
Attached Multi Family (Building with 2 to 4 units) (cost per unit)	4,970.00	4,970.00
Attached Multi Family (Building with 5 to 16 units) (cost per unit)	4,420.00	4,420.00
Attached Multi Family (Building with 17 to 24 units) (cost per unit)	3,865.00	3,865.00
Attached Multi Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobile Home Park (cost per unit)	3,900.00	3,900.00
Water Availability Charge (commercial)		
5/8 and 3/4 inch meter	5,520.00	5,520.00
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
Installment Payments		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Deposit	300.00	300.00
Fire Hydrant Flow Test Fee/Water Model Evaluation	400.00	400.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Sewer Collection (per 100 cubic feet)	7.27	7.27
Sewer Usage Not Metered (per month 5 ccf)	36.35	36.35
Sewer Connection Charge (installed by city)		
4 inch lateral size	1,800.00	1,800.00
6 inch lateral size	3,000.00	3,000.00
Greater than 6 inch	actual cost of installation plus 25%	actual cost of installation plus 25%
Sewer Connection Charge (installed by developer)	50.00	50.00
Sewer Availability Charge (residential)		
Single Family	6,000.00	6,000.00
Attached Multi Family (Building with 2 to 4 units), (cost per unit)	5,400.00	5,400.00
Attached Multi Family (Building with 5 to 16 units), (cost per unit)	4,800.00	4,800.00
Attached Multi Family (Building with 17-24 units), (cost per unit)	4,200.00	4,200.00
Attached Multi Family (Building 25+ units), (cost per unit)	3,600.00	3,600.00
Mobil Home Park (cost per unit)	3,900.00	3,900.00
Sewer Availability Charge (commercial)		
5/8 and 3/4 inch meter	6,000.00	6,000.00
1 inch meter	14,800.00	14,800.00
1½ inch meter	29,500.00	29,500.00
2 inch meter	47,100.00	47,100.00
3 inch meter	88,100.00	88,100.00
4 inch meter	146,800.00	146,800.00
6 inch meter	293,400.00	293,400.00
8 inch meter	469,300.00	469,300.00
10 inch meter	674,600.00	674,600.00
Manual of Cross Connection Policies	20.00	20.00
Plan sheet copies 24" x 36" (per sheet)	2.00	2.00
Copies (black and white) (each)	0.20	0.20
Copies (color) (each)	0.35*	0.35*
Engineering Review		
Site Plans Review	\$1,500 Base Fee plus \$1.50/lf for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee	\$1,500 Base Fee plus \$1.50/lf for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee
Engineering Plans Review	\$2,500 Base Fee plus \$1.15/lf for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$1.15/lf for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$500/Submittal	\$500/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$2,000 per station	\$2,000 per station
Single Family Grinder Pump Review/Inspection	300.00	300.00
Engineering Construction Inspection		
Sanitary Sewer Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Site Plan with Public Utilities	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed
Inspection Fee for Overtime Work at Developers Request	N/A	At Cost
Environmental Incentive - Water		
5/8 and 3/4 inch meter	3,250.00	3,250.00
1 inch meter	8,125.00	8,125.00
1½ inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 and 3/4 inch meter	1,750.00	1,750.00
1 inch meter	4,375.00	4,375.00
1½ inch meter	8,750.00	8,750.00
2 inch meter	14,000.00	14,000.00
3 inch meter	26,250.00	26,250.00
4 inch meter	43,750.00	43,750.00
<b>PUBLIC WORKS</b>		
Traffic Engineering Inspection and Plan Review		
Site Plan:	\$1,000/application	\$1,000/application
Engineering Plans:	\$1,500/application	\$1,500/application
Major Final Subdivision Plats:	\$100/plat	\$100/plat
Traffic Engineering Study Fee	\$100/hr	\$100/hr
Traffic Signal Inspection Fee	\$18,000 per location	\$18,000 per location
Inspection Services	\$70/hr	\$70/hr
Golf Cart Study Fee	\$1,600/application	\$1,600/application
Golf Cart Signs (per location)	\$250 per location	\$250 per location
Right-of-Way Encroachment Permit	125.00	125.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>Stormwater and Public Works Engineering</b>		
Storm Water Utility Fee	6.00/mo/ERU	6.00/mo/ERU
Inspection Fee for Engineering Plans	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum
Inspection Fee for Site Plans/E&S Only Plans	\$400/acre;\$1,400 minimum not to exceed \$8,000	\$400/acre;\$1,400 minimum not to exceed \$8,000
Inspection Fee for Overtime Work at Development Request	N/A	At Cost
Stormwater/E & S plan review		
Site Plan Review Fee	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance - \$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance - \$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688
Engineering Plan Review Fee	Plan Amendment = \$350 \$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350	Plan Amendment = \$350 \$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 10.0 acres + \$952 acres + \$1,260 100.00 acres + \$1,708 acres + \$2,688 Plan Amendments = \$350
Modification or Transfer of General Permit/Registration Statement for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825
Annual Maintenance fees for General or Individual Permits for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830
Minor Subdivision Plan Review Fee	150.00	150.00
Major Subdivision Maintenance Agreement Review Fee	\$750 per plat	\$750 per plat
Single Family E&S Site Plan Review	290.00	290.00
Stormwater Maintenance Agreement Review Fee	150.00	150.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre
Permits		
Right of Way Permit	125.00	125.00
plus asphalt (per cubic foot)	Cost	Cost
plus concrete (per cubic foot)	Cost	Cost
Driveway Apron (per square foot)	2.50	2.50
Street Name Signs (private - black and yellow)	600.00	600.00
Street Name Signs (public - green and white)	600.00	600.00
Permits (continued)		
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00
General Engineering Review	at cost	at cost
In-depth Engineering Review	at cost	at cost
Maps - Printed Map Products		
GIS Tax Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Other Map Product (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Generalized City Base Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Maps - Specialized Map Services		
Special Map Production Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Specialized Data Analysis Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Refuse Collection		
Automated Refuse Container	70.00	70.00
*Refuse and Recycling Service	19.50/mo/unit	21.30/mo/unit
Bulk Refuse Service		
1-8 CY bulk collection -after 12 free collections	47.50	N/A
9-16 CY bulk collection	120.00	N/A
1-12 CY bulk collection - before 12 free collections are used	N/A	No Charge
13-24 CY bulk collection - before 12 free collections are used	N/A	47.50
1-12 CY bulk collection - after 12 free collections	N/A	47.50
13-24 CY bulk collection - after 12 free collections	N/A	105.00
Evictions	170.00	170.00
Bulk Refuse Service - Roll Off		
Weekdays	120.00	120.00
Weekends	170.00	170.00
* Does not include commercial refuse collection		

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>TRANSIT</b>		
Fares-Regular Bus Service (Not Paratransit)		
Adult - One way (No Transfer)	1.50	1.50
Adult - All day (Unlimited Transfer)	3.00	3.00
Adult - Monthly Pass	57.50	57.50
Student (6-18 yrs) - One way (No Transfer)	1.00	1.00
Student (6-18 yrs) - All day (Unlimited Transfer)	2.00	2.00
Student (6-18 yrs) - Monthly Pass	37.50	37.50
Disabled and/or Senior (55+ yrs) - One way (No Transfer)	0.75	0.75
Disabled and/or Senior (55+ yrs) - All day (Unlimited Transfer)	1.50	1.50
Disabled and/or Senior (55+ yrs) - Monthly Pass	27.50	27.50
Fare - Paratransit - One way (Qualified individuals only)	3.00	3.00
<b>TOURISM</b>		
Conference Room (9 am to 5 pm)		
Non-Profit (first two hours)	25.00	25.00
Additional Hours	5.00/hour	5.00/hour
For-Profit (first two hours)	75.00	75.00
Additional Hours	15.00/hour	15.00/hour
Multipurpose Room (6 pm to midnight)		
Deposit (non-refundable)	150.00	150.00
Non-Profit Event	50.00/hour	50.00/hour
For-Profit Event	80.00/hour	80.00/hour
Visitor Center Pavilion		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour
Farmer's Market Booth Rental (Pavilion)		
Standard Booth	60.00/season	60.00/season
Expanded Booth	100.00/season	100.00/season
Exterior (Uncovered) Space	40.00/season	40.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
Interpreted Bus Tour Historic District		
Adult	8.00	8.00
Senior (60+) and Child (3 to 12), Military	6.00	6.00
Interpreted Bus Tour Great Dismal Swamp		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Cedar Hill Cementary Stroll		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
Interpreted Canoe Tour	40.00	40.00
Ghost Walk		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Nature Walks		
Adult	7.00	7.00
Senior (60+); Child (9-12); Military	5.00	5.00
Nansemond River Kayak Tours	40.00	40.00
Lone Star Lakes Kayak Tours	N/A	40.00
Bennett's Creek Kayak Tours	N/A	40.00
Seaboard Station Railroad Museum		
Guided Museum Tour (12 and older)	2.00/per person	2.00/per person
Guided Museum Tour-Group Rate	1.00 per person	1.00 per person
Family Membership-Unlimited Visits (up to 4 people)	40.00/year	40.00/year
Seaboard Station Birthday Party Rental Package (basic)		
Deposit (non-refundable)	25.00	25.00
Payment Due Day of Party	100.00	100.00
Seaboard Station Birthday Party Rental Package (premier)		
Deposit (non-refundable)	50.00	50.00
Payment Due Day of Party	250.00	250.00
Seaboard Station Railroad Museum After Hours Reception Rental		
Non-profit (first two hours)	75.00	75.00
Additional Hours	25.00/hour	25.00/hour
For-profit (first two hours)	150.00	150.00
Additional Hours	50.00/hour	50.00/hour
Seaboard Station Railroad Museum After Hours Meeting Rental		
Non-profit (first two hours)	25.00	25.00
Additional Hours	5.00/hr	5.00/hr
For-profit (first two hours)	50.00	50.00
Additional Hours	15.00/hour	15.00/hour
Fee Based Activities Not Described	Cost	Cost
Visitor Center Display Case - Limit of 4	\$100/quarter when available	\$100/quarter when available

CITY OF SUFFOLK  
 FLE SCHEDULE  
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
<b>TREASURER</b>		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Distress Collection Fee	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Withholding Registration Fee	25.00	25.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Attorney or Collection Agency Fees	20%	20%
Service Fee for Out-of-City processing (per Defendant)	28.00	28.00
For each additional warrant served	12.00	12.00
Roll Back Tax Interest	10%	10%
Charge Card Convenience Fees		
Visa Debit Cards Only	4.15	4.15
Visa Debit Cards, Mastercard Debit or Credit and AMEX		
\$0.01 to \$144.00	4.15	4.15
\$144.01 and higher	2.89% of payment amount	2.89% of payment amount
Sturgis		
Charge Card Convenience Fees	2.5% of payment amount plus .30 transaction fee	2.5% of payment amount plus .30 transaction fee
E-Check Convenience Fee	\$1.50 per transaction	\$1.50 per transaction

**AGENDA: May 6, 2020, Electronic Emergency Management Meeting**

**ITEM: Coronavirus Update** – The City Manager or designee will provide an update related to COVID-19

**AGENDA: May 6, 2020, Electronic Emergency Management Meeting**

**ITEM:** **Update** – The City Council will have an electronic or regular meeting on the regularly scheduled City Council meeting date of May 20, 2020, at 7:00 p.m., unless cancelled. The decision of the type of meeting will be governed by the state of the local emergency or any federal or state order. Notice of the meeting will be provided to the public as soon as practical. Instructions on how citizens may participate in scheduled public hearings for electronic meetings will be provided in the public notice of the electronic meeting