

**SUFFOLK CITY COUNCIL  
MEETING OF MAY 20, 2020**



**ELECTRONIC EMERGENCY  
MANAGEMENT MEETING**

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

**SUFFOLK CITY COUNCIL AGENDA**  
**Electronic Emergency Management Meeting**  
**May 20, 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 Fiscal Year 2020-2021 Citywide effective real estate tax increase due to reassessment of 1.87%
4. **Ordinances** – Adoption of the proposed Operating and Capital Budget for Fiscal Year 2020-2021 and related ordinances as amended
5. **Ordinance** – An ordinance to accept and appropriate a Justice Assistance Grant from the U. S. Department of Justice in support of the COVID-19 response by the Suffolk Police Department, the Suffolk Fire and Rescue Department, the Suffolk Sheriff's Department, and the Western Tidewater Regional Jail
6. **Ordinance** – An ordinance to accept and appropriate funds from the U.S. Department of Health & Human Services in support of cost recovery for COVID-19 Personal Protective Equipment by the Suffolk Department of Fire & Rescue
7. **Resolution** – A resolution to request an Economic Development Access Program Allocation. An approved resolution is a requirement of the application, and is time sensitive necessitating City Council action.
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 June 3, 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 20, 2019, Emergency Management Meeting**

**ITEM: Public Hearing** - A public hearing to receive public comment on the Proposed Fiscal Year 2020-2021 Citywide effective real estate tax increase due to reassessment of 1.87%

In accordance with State Code Section 58.1-3321, relative to the annual reassessment of real property, the City Council is required to hold a public hearing to receive public comment regarding the proposed Citywide effective property tax increase which exceeds 1% due to reassessment for the fiscal year 2020-2021. The total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 1.87% Citywide. The current tax levy at a rate of \$1.11 per \$100 of assessed value is proposed to remain unchanged for the fiscal year 2020-2021. The public hearing has been properly advertised and will be held as part of City Council's Electronic Emergency Management Meeting scheduled for May 20, 2020 at 2:00 p.m.

**RECOMMENDATION:**

Conduct the public hearing. The ordinance to effectuate the real estate rate for Fiscal Year 2020- 2021 is included on tonight's agenda for adoption.

**ATTACHMENT:**

Public Hearing Advertisement

# NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The City Council of the City of Suffolk will conduct a public hearing at its Electronic Emergency Management Meeting on Wednesday, May 20, 2020, at 2:00 p.m., on the Proposed Real Property Tax Increase for fiscal year 2020-2021, which commences on July 1, 2020, and ends on June 30, 2021. The public hearing 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 following proposed increase to real property tax levies. Any person that desires to provide public comments regarding the Proposed Real Property Tax Increase 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. If mailing via United States Postal Service, please allow time for mail to be received prior to the May 20, 2020, meeting. Citizens must provide their name and address with the written correspondence providing comments on the Proposed Real Property Tax Increase. All comments received will be provided to members of the City Council at or before the emergency electronic City Council meeting and made part of the record of such meeting. All comments received after the closing of the hearing will not be considered as part of the public hearing.

The City of Suffolk proposes to increase property tax levies.

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 1.87 percent Citywide.
2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$1.09 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. Effective Rate Increase: The City of Suffolk proposes to adopt a tax rate of \$1.11 per \$100 of assessed value Citywide for Real Property Tax. The difference between the lowered tax rate and the proposed rate would be \$.02 per \$100 or 2.0 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget for the City of Suffolk will exceed last year's by 1.9 percent.

A public hearing on the increase will be held on Wednesday, May 20, 2020, beginning at 2:00 p.m. and will be conducted as part of the emergency electronic City Council meeting. Any person that desires to provide public comments regarding the Proposed Real Property Tax Increase 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. If mailing via United States Postal Service, please allow time for mail to be received prior to the May 20, 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.

**AGENDA: May 20, 2020, Electronic Emergency Meeting**

**ITEM: Ordinances:** Adoption of the proposed Operating and Capital Budget for Fiscal Year 2020-2021 and related ordinances as amended

In accordance with State Code Section 15.2-2506, the City Council held an electronic public hearing on Wednesday, May 6, 2020, to receive public comment regarding the proposed operating and capital budget and related ordinances. Also, in accordance with State Code Section 58.1-3321, the City Council will hold an electronic public hearing on Wednesday, May 20, 2020, to receive public comment on the proposed Citywide effective real estate tax increase due to reassessment.

The attached ordinances have been prepared reflecting the City Manager's proposal.

**RECOMMENDATION:**

The ordinances to effectuate the Fiscal Year 2020-2021 Operating and Capital Budget are presented for adoption.

**ATTACHMENTS:**

- Budget amendments per adopted City Council Resolution
  - Total All Fund
  - Utility Fund
  - Refuse Fund
- 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 Electronic 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 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

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 AS AMENDED**

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 as amended, 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 \$650,901,297 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.

<u>Fund</u>	<u>2020-2021</u>
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	61,039,200
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>\$ 650,901,297</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.

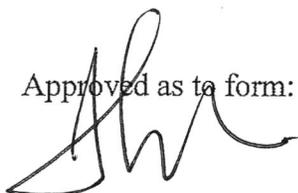
- Section 7: All outstanding encumbrances, by contract or fully executed purchase order, as of June 30, 2020, shall be offset by an equal amount of assigned Fund Balance for expenditure in the subsequent fiscal year; provided, however, that if performance of a contract or purchase order has been substantially 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

**CITY OF SUFFOLK, VIRGINIA  
PROPOSED FY 2020-21 OPERATING AND CAPITAL BUDGET**

<b>Annual Operating and Capital Budget by Fund</b>						
<b>Fund</b>	<b>Budget 2017-2018</b>	<b>Budget 2018-2019</b>	<b>Budget 2019-2020</b>	<b>Recommended Budget 2020-2021</b>	<b>Prior Year % Change</b>	
General Fund	\$ 202,168,029	\$ 213,191,824	\$ 219,040,993	\$ 225,099,449	3%	
Capital Projects Fund	68,386,582	66,589,675	64,557,855	55,640,736	-14%	
Debt Service Fund	27,179,729	28,420,944	28,964,818	29,674,356	2%	
Downtown Business Overlay District	176,222	171,907	171,749	173,479	1%	
Route 17 Special Taxing District	1,855,432	1,702,885	1,715,017	1,982,163	16%	
Grants Fund	424,594	634,215	660,129	660,129	0%	
Transit System Fund	1,624,388	1,934,197	1,699,144	1,931,709	14%	
Aviation Facilities Fund	1,026,872	1,052,067	1,055,583	1,053,454	0%	
Law Library Fund	41,561	39,815	41,580	42,658	3%	
Road Maintenance Fund	26,186,245	26,587,628	27,956,333	28,915,601	3%	
Fleet Management Fund	15,559,912	13,615,592	14,768,171	15,260,520	3%	
Information Technology Fund	8,666,702	9,466,929	10,087,567	11,530,356	14%	
Risk Management Fund	21,429,654	20,513,322	20,541,171	19,943,061	-3%	
Utility Fund	52,684,425	59,124,808	58,924,100	61,039,200	4%	
Stormwater Fund	6,114,295	7,246,864	6,297,183	6,660,706	6%	
Refuse Services Fund	7,595,277	8,528,433	9,091,649	10,294,673	13%	
School Fund	161,536,936	168,662,537	173,824,500	180,999,048	4%	
<b>Total Funds Budget</b>	<b>\$ 602,656,857</b>	<b>\$ 627,483,641</b>	<b>\$ 639,397,543</b>	<b>\$ 650,901,297</b>		

**UTILITY FUND**

**Revenue**

	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 YTD to Dec		2020-2021 Requested	% Chng	2020-2021 Recommended	% Chng
Interest Earned	\$ 573,175	\$ 1,393,278	\$ 400,000	\$ 109,306	27%	\$ 714,400	79%	\$ 364,400	9%
Capitalized Interest Reserve	-	-	-	-	-	-	-	-	-
Sale of Service - Engineering	167,917	155,940	170,000	151,723	89%	185,000	9%	185,000	9%
Water Availability Charges	3,293,500	4,209,040	2,662,000	1,517,300	57%	3,036,000	14%	3,174,000	19%
Bulk Water Sales	3,206,353	3,033,967	3,285,800	1,728,144	53%	3,671,600	12%	3,671,600	12%
Water Service Charges	20,899,742	21,589,479	22,503,100	10,005,228	44%	23,249,600	3%	23,083,100	3%
Water Connection Charges	77,750	158,700	75,000	87,630	117%	100,000	33%	100,000	33%
Meter Service Charges	2,862,172	3,452,513	4,107,500	1,741,136	42%	4,775,100	16%	4,633,250	13%
Hydrant Rental	140,000	140,000	140,000	70,000	50%	140,000	0%	140,000	0%
Sewer Service Charges	14,444,101	13,981,005	14,805,700	6,570,811	44%	15,504,500	5%	15,352,500	4%
Sewer Connection Charges	92,075	78,910	75,000	58,000	77%	100,000	33%	100,000	33%
Special Fees	485,282	482,869	475,000	247,888	52%	485,000	2%	485,000	2%
Sewer Availability Charges	3,330,545	4,421,040	2,850,000	1,561,825	55%	3,450,000	21%	3,450,000	21%
2009 Build American Bonds Rebate	230,660	452,149	-	-	-	-	-	-	-
Miscellaneous	392,642	94,485	100,000	57,288	57%	100,000	0%	100,000	0%
Capital Contributions from Development	5,483,390	572,666	-	-	-	-	-	-	-
Transfer from General Fund	-	856,802	-	-	-	-	-	-	-
Fund Balance	-	-	7,275,000	-	0%	6,190,000	-15%	6,190,000	-15%
<b>Total Revenue</b>	<b>\$ 55,679,303</b>	<b>\$ 55,072,844</b>	<b>\$ 58,924,100</b>	<b>\$ 23,906,279</b>	<b>41%</b>	<b>\$ 61,701,200</b>	<b>5%</b>	<b>\$ 61,039,200</b>	<b>4%</b>

**Expenditure Summary**

	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 YTD to Dec		2020-2021 Requested	% Chng	2020-2021 Recommended	% Chng
Administration	\$ 956,659	\$ 983,056	\$ 1,133,543	\$ 504,728	45%	\$ 1,133,329	0%	\$ 1,128,752	0%
Customer Service	1,696,275	1,700,880	1,945,525	921,077	47%	1,950,128	0%	1,907,021	-2%
Line Maintenance	3,058,054	2,999,386	3,623,240	1,541,119	43%	3,431,115	-5%	3,340,467	-3%
Maintenance	3,329,420	3,259,895	4,140,788	1,821,367	44%	4,149,588	0%	4,120,418	0%
Water Production	10,314,885	10,437,241	11,721,047	5,010,824	43%	12,046,160	3%	12,199,510	4%
Engineering	1,182,462	1,250,906	1,478,982	695,758	47%	1,481,945	0%	1,465,350	-1%
Non-Departmental	35,133,129	42,268,758	34,880,975	15,133,506	43%	37,508,934	8%	36,897,482	6%
<b>Total Expenditures</b>	<b>\$ 55,670,885</b>	<b>\$ 62,900,123</b>	<b>\$ 58,924,100</b>	<b>\$ 25,628,379</b>	<b>43%</b>	<b>\$ 61,701,200</b>	<b>5%</b>	<b>\$ 61,039,200</b>	<b>4%</b>

DEPARTMENT: PUBLIC UTILITIES - NONDEPARTMENTAL

Budget Detail

Account Number: 501-91400-	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Exp to Dec	% Exp	2020-2021 Requested	% Chng	2020-2021 Recommended	% Chng
51100.27 Leave Compensation	\$ 62,061	\$ (131,331)	\$ 40,000	\$ 1,857	5%	\$ 40,000	0%	\$ 40,000	0%
52100 Leave Compensation - FICA	4,742	474	3,000	135	5%	3,000	0%	3,000	0%
Compensation Vacancy Savings Estimate	-	-	-	-	-	-	-	(63,175)	-
52001 Western Tidewater Water Authority	44,244	30,069	50,000	1,888	4%	50,000	0%	50,000	0%
52600 Unemployment Expense	(9,968)	364	5,000	-	0%	5,000	0%	5,000	0%
54500 Risk Management Expense	346,886	326,389	263,928	131,964	50%	263,928	0%	333,512	26%
55305 Employer Pension Expense	65,090	271,392	-	-	-	-	-	-	-
55306 OPEB Expense	228,460	51,174	-	-	-	-	-	-	-
55307 OPEB Expense - VRS Plans	8,619	(23,981)	-	-	-	-	-	-	-
55424 Contribution to Reserve	-	856,802	3,679,341	-	0%	4,106,997	12%	3,694,888	0%
55890 Bad Debt Expense	313,675	341,225	400,000	-	0%	375,000	-6%	375,000	-6%
58211 Depreciation	15,406,926	16,349,114	-	-	-	-	-	-	-
58225 Loss (Gain) on Disposition of Assets	168,367	882,361	-	-	-	-	-	-	-
59902 Contingency	-	-	509,737	-	0%	350,000	-31%	100,000	80%
59906 Environmental Incentive Reimbursement	41,000	79,000	100,000	31,250	31%	100,000	0%	100,000	0%
95100-59110 Bond Principal	-	-	7,071,380	-	0%	11,062,513	56%	11,062,513	56%
95100-59120 Bond Interest	14,185,764	14,756,622	14,839,450	7,017,054	47%	14,102,112	-5%	14,102,112	-5%
95100-59130 Bond Coupon & Handling	322,441	(529,043)	100,000	402,288	402%	100,000	0%	100,000	0%
93000-50000.165 Transfer to GF - Indirect Cost	644,822	651,324	544,139	272,069	50%	760,384	40%	786,812	45%
93000-50000.501 Transfer to PU - Capital Projects	3,300,000	7,500,000	7,275,000	7,275,000	100%	6,190,000	-15%	6,190,000	-15%
93000-50000.601 Transfer to Fleet	-	856,802	-	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 35,133,129</b>	<b>\$ 42,268,758</b>	<b>\$ 34,880,975</b>	<b>\$ 15,133,506</b>	<b>43%</b>	<b>\$ 37,508,934</b>	<b>8%</b>	<b>\$ 36,877,482</b>	<b>-6%</b>

## REFUSE FUND

Revenue										
	2017-2018	2018-2019	2019-2020	2019-2020		2020-2021	%		2020-2021	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng		Recommended	
									Chng	
Refuse Services Fee	\$ 6,860,323	\$ 7,106,789	\$ 7,563,021	\$ 3,970,625	53%	\$ 9,138,007	21%	\$	8,423,252	11%
Automated Refuse Containers	46,740	44,920	46,000	24,290	53%	46,000	0%		46,000	0%
Special Events	2,703	2,204	-	1,316	-	-	-		-	-
Weekly Refuse Collection	161	215	-	47	-	-	-		-	-
Recycling Bins	-	-	-	-	-	-	-		-	-
Sale of Service - Mosquito	2,481	3,842	3,000	1,187	40%	3,000	0%		3,000	0%
Sale of Service - DBOD Refuse Collection	36,668	57,191	58,000	42,350	73%	69,084	19%		48,000	0%
Sale of Service - RM Refuse Collection	42,022	44,661	45,000	23,487	52%	45,000	0%		45,000	0%
Sale of Service - GF Refuse Collection	76,032	73,555	78,854	45,873	58%	78,854	0%		83,255	6%
Sale of Service - PU Refuse Collection	10,533	16,624	21,750	5,185	24%	21,750	0%		21,350	-2%
Sale of Service - Aviation Refuse Collection	2,869	3,157	3,150	1,966	62%	3,150	0%		3,300	11%
Sale of Service - Fleet Refuse Collection	1,417	1,445	1,854	680	37%	1,854	0%		1,854	0%
Bulk Refuse Fees	34,343	27,325	44,500	12,253	28%	44,500	0%		44,300	0%
Miscellaneous Revenue	4,105	3,920	-	766	-	-	-		-	-
Dumpster Service	237,365	286,397	250,206	111,235	44%	250,206	0%		230,206	0%
Landfill Host Fee	218,658	707,008	454,000	235,387	52%	600,000	32%		600,000	32%
Penalties & Interest	214,194	192,249	-	50,799	-	-	-		-	-
Fund Balance	-	-	522,314	-	0%	-	-100%		714,754	13%
<b>Total Revenue</b>	<b>\$ 7,790,614</b>	<b>\$ 8,571,501</b>	<b>\$ 9,091,649</b>	<b>\$ 4,527,444</b>	<b>50%</b>	<b>\$ 10,301,404</b>	<b>13%</b>	<b>\$</b>	<b>10,294,673</b>	<b>13%</b>
<b>Expenditure Summary</b>										
	2017-2018	2018-2019	2019-2020	2019-2020		2020-2021	%		2020-2021	
	Actual	Actual	Budget	YTD to Dec		Requested	Chng		Recommended	
									Chng	
Refuse Services	\$ 6,948,050	\$ 8,686,782	\$ 9,091,649	\$ 4,272,448	47%	\$ 10,301,404	13%	\$	10,294,673	13%
<b>Total Expenditures</b>	<b>\$ 6,948,050</b>	<b>\$ 8,686,782</b>	<b>\$ 9,091,649</b>	<b>\$ 4,272,448</b>	<b>47%</b>	<b>\$ 10,301,404</b>	<b>13%</b>	<b>\$</b>	<b>10,294,673</b>	<b>13%</b>

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 ELECTRONIC 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.

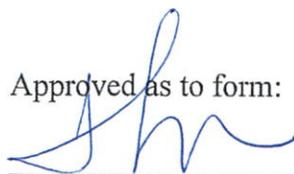
Section 4: This ordinance shall be effective on its passage and shall not be published.

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

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

Erika S. Dawley, City Clerk

Approved as to form:



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

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:

<u>Revenue:</u>		
217-461020	Fund Balance Surplus - Assigned	<u>\$8,383</u>
<u>Expenditure:</u>		
217-93000_50000.514	Transfer to Stormwater Utility Budget	<u>\$8,383</u>

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>
----------------	--	----------------

Expenditure:

514-51310_56014	Other Operating Supplies	<u>\$8,383</u>
-----------------	--------------------------	----------------

3. The appropriation totaling \$8,383 is hereby appropriated for use as referenced in this ordinance and the approved Operating and Capital Budget for fiscal year 2020-2021. 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.

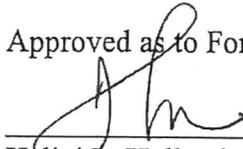
BE IT FURTHER ORDAINED that this Ordinance shall be in effect upon its passage and shall not be published.

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

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

Erika S. Dawley, City Clerk

Approved as to Form:

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

**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.

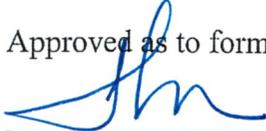
Section 8: This ordinance shall be effective on its passage for the 2020 and 2021 tax years and shall not be published.

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 AS AMENDED**

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.

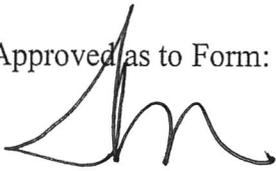
Section 2: This ordinance shall be effective on and after July 1, 2020 and thereafter and shall not be published.

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>		
<b>Hazardous Materials Resonse</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>On-Site Inspection</b>		
<b>Hazardous Materials Resonse</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>		
<b>Fireworks Permit</b>	150.00	150.00
<b>Tent Permit</b>	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
<b>Alarm Registration</b>	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>		
<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	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)		
<b>Non-commercial Events</b>		
Hourly Rate	65.00/hr	65.00/hr
Non resident rate	81.25/hr	81.25/hr
<b>Commercial Events (w/fee or admission)</b>		
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
<b>Multipurpose Room</b>		
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>Conference Room</b>		
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>		
<b>Picnic Shelter</b>		
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>		
<i>Rental Period: 8:00 a.m. to Midnight</i>		
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
<b>Non-Commercial events</b>		
Hourly Rate	25.00/hr	25.00/hr
<b>Commercial events</b>		
Hourly Rate	35.00/hr	35.00/hr
<b>Steepy 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>		
<b>Rezoning Requests</b>		
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
<b>Conditional Use Permits</b>		
Conditional Use Permits Request	840.00 plus 21.00 acre	1,750.00 plus 45.00 acre
Amendment to Previously Approved Conditional Use Permit	N/A	1,750.00 plus 45.00 acre
Extension 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
<b>1 - 99 amps</b>		
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
<b>100-149</b>		
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
<b>150 - 199 amps</b>		
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
<b>200 - 299 amps</b>		
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
<b>300 - 399 amps</b>		
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
<b>400 - 499 amps</b>		
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
<b>500 - 599 amps</b>		
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
<b>600 - 699 amps</b>		
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
<b>700 - 799 amps</b>		
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
<b>800 - 899 amps</b>		
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
<b>900 - 999 amps</b>		
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
<b>1,000 - 1,099 amps</b>		
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
<b>1,100 - 1,199 amps</b>		
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
<b>1200 amps</b>		
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
<b>Over 1,200 amps</b>		
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
<b>Electrical Permits (additions and repairs)</b>		
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
<b>Fire Prevention Permit</b>		
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
<b>Plumbing Permits</b>		
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
<b>Building Permits:</b>		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
<b>Electrical Permits:</b>		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<b>Mechanical Permits:</b>		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<b>Gas Permits:</b>		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<b>Plumbing Permits</b>		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<b>Small Cell Tower</b>		
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
<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

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 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>		
Bacteriological Tests (each)	35.00	40.00
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 (July 1 - September 30)	9.71	9.71
Water Rate per 100 cubic feet (October 1 - June 30)	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) (July 1 - September 30)	48.55	48.55
Water Usage Non Metered (per month - 5 ccf) (October 1 - June 30)	48.55	49.80
Meter Service Charge (per month) (July 1 - September 30)		
5/8 and 3/4 inch meter	11.25 (Billed at \$0.370 per day per billing cycle)	11.25 (Billed at \$0.370 per day per billing cycle)
1 inch meter	28.15 (Billed at \$0.925 per day per billing cycle)	28.15 (Billed at \$0.925 per day per billing cycle)
1 1/2 inch meter	56.25 (Billed at \$1.850 per day per billing cycle)	56.25 (Billed at \$1.850 per day per billing cycle)
2 inch meter	90.00 (Billed at \$2.959 per day per billing cycle)	90.00 (Billed at \$2.959 per day per billing cycle)
3 inch meter	168.75 (Billed at \$5.548 per day per billing cycle)	168.75 (Billed at \$5.548 per day per billing cycle)
4 inch meter	286.25 (Billed at \$9.411 per day per billing cycle)	286.25 (Billed at \$9.411 per day per billing cycle)
6 inch meter	562.50 (Billed at \$18.493 per day per billing cycle)	562.50 (Billed at \$18.493 per day per billing cycle)
8 inch meter	900.00 (Billed at \$29.589 per day per billing cycle)	900.00 (Billed at \$29.589 per day per billing cycle)
10 inch meter	1,293.75 (Billed at \$42.534 per day per billing cycle)	1,293.75 (Billed at \$42.534 per day per billing cycle)
Meter Service Charge (per month) (October 1 - June 30)		
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)
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
1 1/2 inch meter	2,600.00	2,600.00
2 inch meter	3,000.00	3,000.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
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 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) (July 1 - September 30)	7.27	7.27
Sewer Usage Not Metered (per month 5 ccf) (July 1 - Sept. 30)	36.35	36.35
Sewer Collection (per 100 cubic feet) (October 1 - June 30)	7.27	7.54
Sewer Usage Not Metered (per month 5 ccf) (October 1 - June 30)	36.35	37.70
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 \$.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
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	At Cost	At Cost

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Environmental Incentive - Water</b>		
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
<b>Environmental Incentive - Sewer</b>		
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
Shared Mobility Device		
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
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 + \$11/f 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 + \$11/f 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 Pennit/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
Storm Sandbags (Suffolk Residents Only)	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 (July 1 - December 31)	21.30/mo/unit	21.30/mo/unit
*Refuse and Recycling Service (January 1 - June 30)	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 Cemetery 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:** 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:** 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:** 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 aquatic facilities, including coordinating various aquatic 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.

**AGENDA: May 20, 2020, Electronic Emergency Meeting**

**ITEM: Ordinance** – An ordinance to accept and appropriate a Justice Assistance Grant from the U. S. Department of Justice in support of the COVID-19 response by the Suffolk Police Department, the Suffolk Fire and Rescue Department, the Suffolk Sheriff's Department, and the Western Tidewater Regional Jail

The City has received an award of \$97,120 in Justice Assistance Grant (JAG) funds from the U. S. Department of Justice to assist agencies in the combat of COVID-19. The funds will be awarded to the Suffolk Police Department, the Suffolk Fire and Rescue department, the Suffolk Sheriff's Department, and the Western Tidewater Regional Jail. The funds will be used to assist with the purchase of personal protective equipment. The funds will be distributed as follows:

- Suffolk Police Department \$32,016
- Suffolk Fire and Rescue Department \$36,705
- Suffolk Sheriff's Department \$4,956
- Western Tidewater Regional Jail \$23,443

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Consolidated Grants Fund budget for Fiscal Year 2019-20.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund by \$97,120 for the above-noted purpose and does not require local fund support.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENTS:**

Ordinance  
Award Letter

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

**AN ORDINANCE TO ACCEPT AND APPROPRIATE A JUSTICE ASSISTANCE GRANT FROM THE U. S. DEPARTMENT OF JUSTICE IN SUPPORT OF THE COVID-19 RESPONSE BY THE SUFFOLK POLICE DEPARTMENT, THE SUFFOLK FIRE AND RESCUE DEPARTMENT, THE SUFFOLK SHERIFF'S DEPARTMENT AND THE WESTERN TIDEWATER REGIONAL JAIL**

WHEREAS, the City has received an award in the amount of \$97,120 from the U. S. Department of Justice, Justice Assistance Grant Program to assist in protecting first responders and jailers during the COVID-19 pandemic, and;

WHEREAS, the funds received need to be accepted and appropriated to the Consolidated Grants Fund Budget for Fiscal Year 2019-20 to assist with purchasing personal protective equipment.

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

1. The sum of \$97,120 shall be reflected as budgeted in the following accounts in the Fiscal Year 2019-20 Consolidated Grants Fund budget:

<u>Revenue</u>		
211-31100-202049_433010	USDOJCoronavirus:1/22	\$32,016
211-32100-202049_433010	USDOJCoronavirus:1/22	36,705
211-21810-202049_433010	USDOJCoronavirus:1/22	4,956
211-33200-202049_433010	USDOJCoronavirus:1/22	<u>23,443</u>
		<u>\$97,120</u>
<u>Expenditure</u>		
211-31100-202049_56014	Other Operating Supplies	\$32,016
211-32100-202049_56014	Other Operating Supplies	36,705
211-21810-202049_56014	Other Operating Supplies	4,956
211-33200-202049_56014	Other Operating Supplies	<u>23,443</u>
		<u>\$97,120</u>

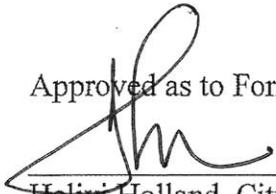
2. The fund amount totaling \$97,120 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 19-O-033, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

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:

A handwritten signature in black ink, appearing to be 'Helvi Holland', written over a horizontal line.

Helvi Holland, City Attorney



Department of Justice (DOJ)  
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

May 7, 2020

Mr. Patrick Roberts  
City of Suffolk  
442 W. Washington Street  
Suffolk, VA 23434-5265

Dear Mr. Roberts:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), has approved the application by City of Suffolk for an award under the OJP funding opportunity entitled "BJA FY 20 Coronavirus Emergency Supplemental Funding Program." The approved award amount is \$97,120. These funds are for the project entitled City Of Suffolk: CESF for Police, Fire, Sheriff, Regional Jail.

The award document, including award conditions, is enclosed. The entire document is to be reviewed carefully before any decision to accept the award. Also, the webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm)) is to be consulted prior to an acceptance. Through that "Legal Notices" webpage, OJP sets out -- by funding opportunity -- certain special circumstances that may or will affect the applicability of one or more award requirements. Any such legal notice pertaining to award requirements that is posted through that webpage is incorporated by reference into the award.

Please note that award requirements include not only award conditions, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. Because these requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds), it is vital that all key staff know the award requirements, and receive the award conditions and the assurances and certifications, as well as the application as approved by OJP. (Information on all pertinent award requirements also must be provided to any subrecipient of the award.)

Should City of Suffolk accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Please direct questions regarding this award as follows:

- For program questions, contact Kathy Manning, Program Manager at (202) 616-1722; and
- For financial questions, contact the Customer Service Center of OJP's Office of the Chief Financial Officer at (800) 458-0786, or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

We look forward to working with you.

Sincerely,

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

**AGENDA: May 20, 2020, Electronic Emergency Meeting**

**ITEM: Ordinance** – An ordinance to accept and appropriate funds from the U.S. Department of Health & Human Services in support of cost recovery for COVID-19 Personal Protective Equipment by the Suffolk Department of Fire & Rescue

The City has received \$83,865.17 in funding from the U.S. Department of Health & Human Services in support of the CARES Act Provider Relief Fund. The funding is allocated for general distribution to Medicare facilities and providers impacted by COVID-19 and will be used to assist with cost recovery for COVID-19 personal protective equipment already purchased and assist with future purchases of personal protective equipment.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Consolidated Grants Fund budget for Fiscal Year 2019-2020.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund budget by \$83,865.17 for the above-noted purpose and does not require local fund support.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENTS:**

Ordinance  
Award Notification

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

**AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES IN SUPPORT OF COST RECOVERY FOR COVID-19 PERSONAL PROTECTIVE EQUIPMENT BY THE DEPARTMENT OF SUFFOLK FIRE & RESCUE**

WHEREAS, the City has received funds in the amount of \$83,865.17 from the U. S. Department of Health & Human Services in support of the CARES Act Provider Relief Fund; and,

WHEREAS, the funds received need to be accepted and appropriated to the Consolidated Grants Fund budget for Fiscal Year 2019-2020 to assist with cost recovery for COVID-19 personal protective equipment already purchased and for future purchases of personal protective equipment.

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

1. The sum of \$83,865.17 shall be reflected as budgeted in the following accounts in the Fiscal Year 2019-2020 Consolidated Grants Fund budget:

Revenue

211-32100-202023\_433010 USHHSCOV19;12/20 \$83,865.17

Expenditure

211-3100-202023\_56014 USHHSCOV19;12/20  
Other Operating Supplies \$83,865.17

2. The fund amount totaling \$83,865.17 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

# CARES

## PROVIDER RELIEF FUND



### Confirmation

Thank you. Your Information has been received for the TIN(s) below. You will receive a confirmation email with reference number(s). You may print this page for your records.



#### Automated Clearing House(ACH) Deposit

<b>Billing TIN:</b> [REDACTED]	<b>Reference Number:</b> [REDACTED]
<b>Last Six Digits of Account Number</b> <b>178613</b>	<b>Relief Fund Payment</b> <b>\$83,865.17</b>
I acknowledge deposit from the Public Health and Social Services Emergency Fund ("Relief Fund").	
<b>Funds Accepted</b>	

[Important Information](#)

[Support](#)

[Accessibility](#)

**AGENDA: May 20, 2020, Regular Session**

**ITEM: Resolution** – A resolution to request an Economic Development Access Program Allocation Pursuant to a deadline imposed by the Commonwealth Transportation Board

The City of Suffolk has been selected as the future location for a new finished product warehousing and distribution operation for Massimo Zanetti Beverage USA. The new operation will be located in the Virginia Port Logistics Park. Currently, the site identified lacks proper roadway access. The Virginia Department of Transportation (VDOT) offers a program known as the Economic Development Access Program, which provides financial assistance for the development of future public roadways to attract new employers. Attached is a resolution for City Council support to be submitted to VDOT in order to qualify to receive funding for an Economic Development Access Program grant. The Commonwealth Transportation Board has communicated that the City of Suffolk's application will only be reviewed and voted upon at their May 20, 2020, meeting if the Suffolk City Council also takes action on the attached supporting resolution at their May 20, 2020, meeting.

**RECOMMENDATION:**

- Approve the attached resolution

**ATTACHMENT:**

- Resolution

**RESOLUTION NUMBER 20-R-\_\_\_**

**A RESOLUTION TO REQUEST AN ECONOMIC DEVELOPMENT ACCESS PROGRAM ALLOCATION PURSUANT TO A DEADLINE IMPOSED BY THE COMMONWEALTH TRANSPORTATION BOARD**

WHEREAS, the City Council of the City of Suffolk desires to assist in the development of property for the purpose of economic development located off of Holland Road and Route 58 in the City of Suffolk, Virginia, within the Virginia Port Logistics Park; and,

WHEREAS, this property is expected to be the site of a new Massimo Zanetti Beverage USA finished goods distribution center and will provide for new private capital investment in land, building, and distribution equipment which will provide substantial employment; and,

WHEREAS, the subject property has no access to a public street or highway and will require the construction of a new roadway to connect with Holland Road, Route 58; and,

WHEREAS, Holland Road is dedicated right of way that is part of the City of Suffolk roadway maintenance system; and,

WHEREAS, the City of Suffolk hereby guarantees that the necessary environmental analysis, mitigation, fee simple right of way and utility relocations or adjustments, if necessary, for this project will be provided at no cost to the Economic Development, Airport and Rail Access Fund; and,

WHEREAS, the City of Suffolk acknowledges that no land disturbance activities may occur within the limits of the proposed access project prior to appropriate notification from the Virginia Department of Transportation; and,

WHEREAS, the City of Suffolk hereby acknowledges that the Virginia Department of Transportation's Economic Development Access Program may provide up to a maximum of \$650,000 for a project and requires matching funding, up to \$150,000 from the City of Suffolk, for estimated eligible project costs over \$500,000, up to \$800,000; and,

WHEREAS, the City of Suffolk hereby guarantees that financing of all ineligible project costs, project costs exceeding the Economic Development Access Program project allocation, Economic Development Access Program required locality matching funds, if applicable, and all costs not justified by eligible capital outlay will be provided from sources other than those administered by the Virginia Department of Transportation.

WHEREAS, the Commonwealth Transportation Board will review and vote on the City of Suffolk's application at their May 20, 2020 meeting contingent upon the Suffolk City Council taking action on this resolution at their May 20, 2020 meeting.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Suffolk hereby requests that the Commonwealth Transportation Board provide Economic Development Access Program funding to provide adequate road access to this property.

BE IT FURTHER RESOLVED that the City Council of the City of Suffolk hereby agrees to provide a surety or bond, acceptable to and payable to the Virginia Department of Transportation, in the full amount of the Commonwealth Transportation Board's allocation less eligible private capital outlay credit as determined by VDOT; this surety shall be exercised by the Department of Transportation in the event that sufficient qualifying capital investment does not occur on Tax Map 32B\*3 within five years of the Commonwealth Transportation Board's allocation of funds pursuant to this request.

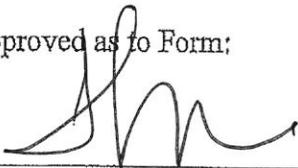
BE IT FURTHER RESOLVED that the City Manager and/or his designee(s) be authorized to act on behalf of the City Council of the City of Suffolk to execute any and all documents necessary to secure funding administered under the Economic Development Access Program.

BE IT FURTHER RESOLVED that the City of Suffolk will request the new roadway so constructed to be added to receive maintenance payments in accordance with the provisions of Section 33.2-319 of the *Code of Virginia*, and such request for street additions for municipal assistance payments will be submitted, together with a copy of this resolution and such maps and other documents as may be necessary in the manner prescribed by the Virginia Department of Transportation.

READ AND ADOPTED: MAY 20, 2020

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

Approved as to Form:



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

**Coronavirus Update** – The City Manager or designee will provide an update related to COVID-19

**Update** – The City Council will have an electronic or regular meeting on the regularly scheduled City Council meeting date of June 3, 2020, at 7:00 p.m., unless cancelled. The decision of the type of meeting will be governed by the state of 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