

Director of Media and Community
Relations

**SUFFOLK CITY COUNCIL
MEETING OF MAY 7, 2014**



WORK SESSION

Begins at 5:00 p.m.

REGULAR SESSION

Begins at 7:00 p.m.

**SUFFOLK CITY COUNCIL
WORK SESSION**

May 7, 2014

5:00 p.m.

City Council Chamber

1. Suffolk Tourism and Parks and Recreation Spring/Summer 2014 Event Update
- 2.* Appointments
- 3.* Disposition of City Owned Property in Wilroy Industrial Park
- 4.* General Report for City Council

* Proposed Items for Closed Session

AGENDA: May 7, 2014, Work Session

ITEM: Suffolk Tourism and Parks and Recreation Spring/Summer 2014 Event Update

Tourism Development Manager, Theresa Earles, and Parks & Recreation Director, Lakita Watson, will provide City Council with an overview of the tourism and recreational events planned for the 2014 spring and summer.

SUFFOLK CITY COUNCIL AGENDA
May 7, 2014
7:00 p.m.
City Council Chamber

1. **Call to Order**
2. **Nonsectarian Invocation**
3. **Approval of the Minutes**
4. **Special Presentation** – A presentation regarding the Suffolk Police Department's accreditation efforts
5. **Removal of Items from the Consent Agenda and Adoption of the Agenda**
6. **Agenda Speakers**
7. **Consent Agenda** – An ordinance to accept and appropriate funds from the Virginia Department of Forestry for expenses relating to the reforestation of public lands
8. **Consent Agenda** – An ordinance to amend the Code of the City of Suffolk, Chapter 66, Personnel, Providing for Administrative Leave with or without Pay
9. **Public Hearing** – An ordinance to change the name of Roundtree Crescent to Rountree Crescent
10. **Ordinance** – An ordinance to adopt the *FY 2014-2015 Annual Action Plan* for the City of Suffolk Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME)
11. **Ordinances and Resolution** – Adoption of the proposed Operating and Capital Budget for Fiscal Year 2014-2015 and related ordinances and resolution as amended
12. **Resolution** – A resolution of the City Council of the City of Suffolk, Virginia approving the issuance of revenue refunding bonds by the Western Tidewater Regional Jail Authority
13. **Staff Reports**
14. **Motion** – A motion to schedule a Work Session for May 21, 2014, at 4:00 p.m., unless cancelled

- 15. Non-Agenda Speakers**
- 16. New Business**
- 17. Announcements and Comments**
- 18. Adjournment**

Work Session of the Suffolk City Council was held in the City Council Chamber on Wednesday, April 2, 2014, at 5:00 p.m.

PRESENT

Council Members -

Linda T. Johnson, Mayor, presiding

Charles F. Brown, Vice Mayor

Michael D. Duman

Roger W. Fawcett

Jeffrey L. Gardy

Curtis R. Milteer, Sr.

Charles D. Parr, Sr.

Lue Ward, Jr.

Selena Cuffee-Glenn, City Manager

Helivi L. Holland, City Attorney

Erika S. Dawley, City Clerk

ABSENT

None

FISCAL YEAR 2014-2015 OPERATING AND CAPITAL BUDGET

Utilizing a PowerPoint presentation, Finance Director Lenora Reed gave a report on the above referenced item. Public Utilities Director Albert Moor, Public Works Director Eric Nielsen, and Senior Vice President of Davenport and Company David Rose also provided supplementary information.

Referring to the presentation, Council Member Duman opined about the Unassigned Fund Balance. Mr. Rose stated that the Unassigned Fund Balance must be a minimum of 12 percent, and an increase might be something to consider in the future.

Referring to the presentation, Council Member Duman queried about the Unassigned Fund Balance for localities that have received the triple A rating from the bond agencies. Mr. Rose said that triple A rated localities generally have their Unassigned Fund Balances at approximately 20 percent, depending on their population.

Referring to the presentation, Council Member Duman opined about the Unassigned Fund Balance. Mr. Rose explained that a low financial policy with a high balance could also be considered negatively by the bond rating agencies.

Referring to the presentation, Council Member Duman requested the dollar amount for the proposed 1.5% bonus for all City and School employees. Finance Director Reed advised that the proposed bonuses are about \$920,756 for school staff and for city employees from the general fund a little over \$800,000, with roughly \$270,000 from other funds for a total of a little over \$1.1 million.

Mayor Johnson asked about the number of households in the City. Finance Director Reed indicated that there are 29,000 households in the City.

Referring to the presentation, Mayor Johnson inquired about the action that the City will take in the event that the General Assembly does not adopt a state budget. Finance Director Reed replied that the City would recommend flat funding.

CLOSED MEETING

Council Member Milteer, on a motion seconded by Council Member Duman, moved that City Council convene in a closed meeting for the following purposes, by the following roll call vote:

1. Pursuant to Virginia Code Section 2.2-3711(A)(1), the discussion, consideration, or interviews of prospective candidates for appointment; and the assignment, appointment, and performance of specific appointees of the City, specifically the appointments shown on the attached list.
2. Pursuant to Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically the discussion of the legal services provided by the City Attorney's Office from February 25, 2014 through March 24, 2014 as reflected in the General Report.

AYES: Council Members Duman, Fawcett, Gardy, Milteer,
Parr, Ward, Brown and Johnson

8
0

City Council convened in Closed Meeting at 6:37 p.m. The Closed Meeting concluded at 6:55 p.m.

Teste: _____
Erika S. Dawley, City Clerk

Approved: _____
Linda T. Johnson, Mayor

Regular Meeting of the Suffolk City Council was held in the City Council Chamber on Wednesday, April 2, 2014, at 7:00 p.m.

PRESENT

- Council Members -
- Linda T. Johnson, Mayor, presiding
- Charles F. Brown, Vice Mayor
- Michael D. Duman
- Roger W. Fawcett
- Jeffrey L. Gardy
- Curtis R. Milteer, Sr.
- Charles D. Parr, Sr.
- Lue R. Ward, Jr.

- Selena Cuffee-Glenn, City Manager
- Helivi L. Holland, City Attorney
- Erika S. Dawley, City Clerk

ABSENT

None

CALL TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Johnson called the meeting to order. Vice Mayor Brown offered the Invocation and led the Pledge of Allegiance to the Flag.

FREEDOM OF INFORMATION ACT CERTIFICATION

City Clerk Dawley presented a resolution certifying the Closed Meeting of April 2, 2014, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

Council Member Fawcett, on a motion seconded by Council Member Duman, moved that the resolution be approved, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

A RESOLUTION OF CERTIFICATION OF THE CLOSED MEETING OF APRIL 2, 2014, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED

APPROVAL OF THE MINUTES

Council Member Gardy, on a motion seconded by Council Member Parr, moved to approve the minutes from the March 5, 2014, Work Session and Regular Meeting, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

SPECIAL PRESENTATIONS

Special Presentation – Presentation of a proclamation in recognition of “Week of the Young Child”

Mayor Johnson presented the above referenced item to the members of Early Childhood Development Commission.

Special Presentation – Presentation of a proclamation in recognition of “Suffolk Crime Victims’ Week”

Mayor Johnson presented the above referenced item to Suffolk Victim/Witness Director Services Diane Bryant and Commonwealth’s Attorney C. Phillips Ferguson.

REMOVAL OF ITEMS FROM THE CONSENT AGENDA AND ADOPTION OF THE AGENDA

Mayor Johnson announced that as there are no items on the Consent Agenda, a motion is in order at this time to adopt the agenda in its entirety.

Council Member Gardy, on a motion seconded by Council Member Duman, moved to adopt the agenda as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

AGENDA SPEAKERS

There were no speakers under this portion of the agenda.

CONSENT AGENDA

There were no items under this portion of the agenda.

PUBLIC HEARINGS

There were no items under this portion of the agenda.

ORDINANCES

Ordinance – A ordinance to accept a Deed Open Space Easement over the common passive open space within Phase 2A of the Graystone Reserves Cluster Subdivision, Tax Map Number 26L, Parcels OS*A through F, Nansemond Voting Borough

Utilizing a PowerPoint presentation, Planning and Community Development Director D. Scott Mills offered a report on the background information as printed in the official agenda.

Council Member Duman, on a motion seconded by Council Member Gardy, moved that the ordinance be approved, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

A ORDINANCE TO ACCEPT A DEED OPEN SPACE EASEMENT OVER THE COMMON PASSIVE OPEN SPACE WITHIN PHASE 2A OF THE GRAYSTONE RESERVES CLUSTER SUBDIVISION, TAX MAP NUMBER 26L, PARCELS OS*A THROUGH F, NANSEMOND VOTING BOROUGH

RESOLUTIONS

There were no items under this portion of the agenda.

STAFF REPORTS

Staff Report – Proposed Fiscal Year 2014-2015 Annual Action Plan for the City of Suffolk Community Development Block Grant Program and the Western Tidewater Home Consortium Home Investment Partnership Grant Program

Utilizing a PowerPoint presentation, Planning and Community Development Director Mills submitted a summary of the background information as printed in the official agenda.

Referring to the presentation, Council Member Parr called for clarification about the use of the funds for the Neighborhood Stabilization Program, specifically as it relates to housing rehabilitation by the Suffolk Redevelopment and Housing Authority. Planning and Community Development Director Mills advised that the City administers the program and the Suffolk Redevelopment Authority effects the purchase, rehabilitation and resale of foreclosed homes.

Council Member Parr opined about the feasibility of participating in other programs offered by the Housing and Urban Development Department. Planning and Community Development Director Mills indicated that he could research that matter.

MOTIONS

Motion – A motion to schedule a public hearing to be held on April 16, 2014, to receive public comment on the proposed Fiscal Year 2014-2015 Operating and Capital Budget

Council Member Milteer, on motion seconded by Council Member Parr, moved to schedule the above referenced public hearing, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

Motion – A motion to schedule a public hearing to be held on April 16, 2014, to receive public comment on the proposed Fiscal Year 2014-2015 Annual Action Plan for the City of Suffolk Community Development Block Grant Program and the Western Tidewater Home Consortium Home Investment Partnership Grant Program

Council Member Parr, on motion seconded by Council Member Duman, moved to schedule the above referenced public hearing, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

Motion - A motion to schedule a Work Session for April 16, 2014, at 4:00 p.m., unless cancelled

Council Member Gardy, on motion seconded by Council Member Parr, moved to schedule a Work Session for April 16, 2014, at 4:00 p.m., unless canceled, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

NON-AGENDA SPEAKERS

There were no speakers under this portion of the agenda.

NEW BUSINESS

Mayor Johnson asked City Clerk Dawley if there were any New Business items for consideration. City Clerk Dawley presented the following nominations for City Council’s consideration: Economic Development Authority of the City of Suffolk, Sleepy Hole Representative – Ray Wittersheim and Parks and Recreation Advisory Board – Anthony Sandifer.

Council Member Duman, on a motion seconded by Council Member Fawcett, moved to appoint the above referenced individuals to the aforementioned bodies, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

Mayor Johnson asked the City Clerk to present “A resolution of the City of Suffolk urging the Virginia General Assembly to accelerate budget deliberations and adopt a responsible state budget for the 2014-2016 biennium in an expedited manner”. The City Clerk read the resolution.

Council Member Milteer, on a motion seconded by Council Member Parr, moved to approve the aforementioned resolution, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

Vice Mayor Brown, on a motion seconded by Council Member Parr, moved to direct the City Manager to provide a report on the status of the Southeastern Public Service Authority post 2018, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

ANNOUNCEMENTS AND COMMENTS

Utilizing PowerPoint presentation, Media and Community Relations Manager Timothy Kelley reported on the following items: Precious Gem Awards Recipient Rachel W. Lewis, Comprehensive Services Act Coordinator of the Year in the Commonwealth of Virginia; Suffolk Fire Station Number 4 receives donation from Boy Scout Matt Chamberlain; C. Faye Tillery Community Cancer Awareness Day; Suffolk Police Department Badge Pinning Ceremony; the Parks and Recreation Department’s Eggstravagnza; Volunteer for Global Youth Service Day; the observance of National Library Week; Suffolk Pop-Up Library; Suffolk Public Library Snapshot Virginia; the observance of April as Report a Pothole Month; ongoing Saratoga Street and West Washington Street repairs; public hearing on the Route 58/Holland Road Corridor Improvement Project; the State of the City; and a video recording of Suffolk City employees.

Council Member Fawcett advised that he attended: a production at the Suffolk Center for Cultural Arts; the blessing of the Dr. Anuradha Datyner Kerner Mammography Room; and the State of the Schools.

Council Member Ward announced he attended the State of the Schools.

Council Member Ward thanked City Administration for assistance with potholes in the College Drive area.

Council Member Ward called for the relocation of the bus route in Northern Suffolk.

Council Member Ward opined about the demolition of the former Joseph Gibson School in Huntersville, revitalization of older neighborhoods, and abandoned gravesites in the City.

Council Member Gardy complemented the Suffolk Center for Cultural Arts and Media and Community Relations Department staffs for their work.

Council Member Duman reported that he attended: a recent production at the Suffolk Center for Cultural Arts; a meeting of the Western Tidewater Water Authority; and the State of the Schools.

Council Member Duman opined about the proposed Capital and Operating Budget for Fiscal Year 2014-2015.

Council Member Milteer advised that he attended the State of the Schools.

Council Member Milteer reported said there was a drainage problem at 131 Whaley Street.

Council Member Milteer opined about the proposed Capital and Operating Budget for Fiscal Year 2014-2015.

Council Member Parr opined about the proposed Capital and Operating Budget for Fiscal Year 2014-2015.

Council Member Parr congratulated Robert W. "Bobby" Harrell, Jr. on his selection as the 2014 First Citizen by the Suffolk and North Suffolk Rotary Clubs.

Vice Mayor Brown congratulated Robert W. "Bobby" Harrell, Jr. on his selection as the 2014 First Citizen by the Suffolk and North Suffolk Rotary Clubs.

Vice Mayor Brown opined about the proposed Capital and Operating Budget for Fiscal Year 2014-2015.

Vice Mayor Brown complemented the Suffolk Center for Cultural Arts.

Vice Mayor Brown called for a copy of the proposed Capital and Operating Budget for Fiscal Year 2014-2015 to be made available at the East Suffolk Recreation Center.

Vice Mayor Brown commended the Public Works Department on pothole repair.

Mayor Johnson opined about the proposed bus route in Northern Suffolk.

Mayor Johnson commended the Suffolk Center for Cultural Arts on its recent production.

Mayor Johnson reported on a recent meeting of the Hampton Roads Chamber of Commerce and Governor Terry McAuliffe.

Mayor Johnson encouraged residents to attend the Prevent Child Abuse fundraiser.

Council Member Parr, on a motion seconded by Council Member Duman, moved to adjourn, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

There being no further business to come before City Council, the regular meeting was adjourned at 8:23 p.m.

Teste: _____
Erika S. Dawley, City Clerk

Approved: _____
Linda T. Johnson, Mayor

AGENDA: May 7, 2014, Regular Session

ITEM: Special Presentation – A presentation regarding the Suffolk Police Department's accreditation efforts

Chief Thomas Bennett will make a presentation regarding the Suffolk Police Department's accreditation efforts. The presentation will include the results of last month's hearing before the CALEA Commission.

Removal of Items from the Consent Agenda and Adoption of the Agenda

Agenda Speakers

AGENDA: May 7, 2014, Regular Session

ITEM: Consent Agenda – An ordinance to accept and appropriate funds from the Virginia Department of Forestry for expenses relating to the reforestation of public lands

The City has received a \$3,867 grant from the Virginia Department of Forestry for the Portsmouth Boulevard Tree Planting project. These funds will assist in the reforestation of 2.8 acres of right-of-way along Portsmouth Boulevard. The project improves water quality in the Chesapeake Bay by planting trees in our neighborhoods and communities.

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 2013-14.

BUDGET IMPACT:

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund by \$3,867 for the above noted purpose and requires \$3,867 as a local cash match which is provided for in the FY2013-14 Stormwater Fund budget.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Award Letter
MOA

ORDINANCE NO. _____

AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE VIRGINIA DEPARTMENT OF FORESTRY FOR EXPENSES RELATING TO THE REFORESTATION OF PUBLIC LANDS

WHEREAS, the City has received funds in the amount of \$3,867 from the Virginia Department of Forestry in support of the Portsmouth Boulevard Tree Planning project, and

WHEREAS, the funds received need to be accepted and appropriated to the Consolidated Grants Fund for the Fiscal Year 2013-14 to assist with the reforestation of 2.8 acres of right-of-way along Portsmouth Boulevard.

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

1. The sum of \$3,837 shall be reflected as budget in the following accounts in the Fiscal Year 2013-14 Consolidated Grants Fund budget:

<u>Revenue</u>		
211-82220-1456-424030	VDOFPrtsmthBlvdTreePlantng14VTCW15;10/14	<u>\$3,867</u>
<u>Expenditure</u>	VDOFPrtsmthBlvdTreePlantng14VTCW15;10/14	
211-82220-1456-53100	Professional Services	<u>\$3,867</u>

2. The fund amount totaling \$3,867 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 13-O-040, 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

Robert Farrell
Acting State Forester



COMMONWEALTH of VIRGINIA

DEPARTMENT OF FORESTRY
900 Natural Resources Drive, Suite 800
Charlottesville, VA 22903
www.dof.virginia.gov

March 14, 2014

Phone: 434.977.6555 Fax: 434.296.2369

Edward Heide
City of Suffolk
440 Market Street, 2nd Floor
Suffolk, VA 23434

Re: Portsmouth Boulevard Tree Planting - 14VTCW15

Dear Mr. Heide,

On behalf of the Virginia Department of Forestry, and the USFS Chesapeake Watershed Forestry Program, it is my pleasure to notify you that a grant in the amount of **\$3,867.00** has been awarded to City of Suffolk for its *Portsmouth Boulevard Tree Planting* project. This award represents a **partial** award of your original request. Your project has been assigned number **14VTCW15** which should be used in any future correspondence. Your organization is to be commended for taking advantage of this program to enhance tree canopy and water quality in your community.

One requirement of the grant is for a letter of support from the local VDOF forester. This letter is missing from your application. Could you please arrange a meeting with the local VDOF forester as soon as possible to review the project site and submit a letter of support from him/her?

Attached is paperwork that is required to **activate** the grant. Please fill out and return within 30 days of the date of this letter. If your paperwork is not received in this time period, funds will be awarded to another project (we will allow an extension if you notify us with valid reason for the delay.)

Also attached is a Request for Reimbursement form that must be submitted for reimbursed for project expenses. Please read the instructions provided for completing the forms. Also please read the Memorandum of Agreement that describes your record keeping and expense documentation responsibilities. We cannot reimburse your organization for expenses without proper expense documentation! ***Please remember to include your grant award #14VTCW15 on all documentation.***

If you have any questions or need further assistance, please feel free to contact me at 434.220.9041 or by E-mail at barbara.white@dof.virginia.gov or Paul Revell at 434.220.9029 or by email at paul.revell@dof.virginia.gov, or Becky Woodson at 434.220.9024 or E-mail at becky.woodson@dof.virginia.gov. Congratulations on your grant award and I wish you every success in the implementation of your project!

Sincerely,

Barbara White

U&CF Partnership Coordinator

c: 14VTCW15

Virginia Trees for Clean Water *Memorandum of Agreement*

Grant # 14VTCW15

This agreement made this 14th day of March, 2014 by and between the Virginia Department of Forestry, herein referred to as "Party of the First Part", and City of Suffolk herein referred to as "Party of the Second Part".

The parties of this agreement, in consideration of the mutual covenants and stipulations set out herein in order to promote, support and participate in the federal grant program, sponsored by the U.S.D.A Forest Service (Catalog of Federal Domestic Assistance #10-678) agree as follows:

(1) **PURPOSE:**

Now therefore, in consideration of the above premises the parties of the first and second agree to the following terms listed below.

(2) **SCOPE OF SERVICES:**

The Party of the Second Part shall provide the service to the Party of the First Part as set forth in the (Attachment B) scope of work and budget.

(3) **TIME OF PERFORMANCE:**

The services of the Party of the Second Part shall commence on March 14, 2014 and shall terminate on October 31, 2014. In the event of breach by the Party of the Second Part of this agreement, the Party of the First Part will give written notice to the Party of the Second Part specifying the manner in which the agreement has been breached.

All time limits stated are of the essence of this agreement.

(4) **COMPENSATION:**

The Party of the Second Part shall be paid \$ **3,867.00** by the Party of the First Part according to the schedule on page 4, in accordance with the rules and regulations in Attachment A:

The funds awarded under the grant are available on a reimbursement basis after verification of match and in accordance with the payment schedule above. Minor shifts of the funds among categories not to exceed 10 percent may be permitted, but in no case can the total expenditures exceed the amount provided by this contract. Shifts of funds between budget categories exceeding 10 percent must be approved in writing by the Party of The First Part.

Source documentation including canceled checks, copies of invoices, time and attendance records, and/or detailed printouts will be submitted with the "Request for Funds". Invoices will be marked "PAID" and referenced as to how payment was made (i.e. check number).

(5) **MATCHING/COST SHARE REQUIREMENTS:**

The funding listed above will require a 50/50 match/cost share requirements.

Indirect charges are not approved as a reimbursable item. Therefore it is our policy not to allow grant funds to be used as indirect overhead; however it does qualify as a match requirement. Overhead costs that will be allowed for match can be negotiated on a project-by-project basis. All federal and recipient matching/cost-share contributions are subject to all relevant OMB Circulars and Code of Federal Regulations.

(6) **ASSISTANCE:**

The Party of the First Part agrees upon request of the Party of the Second Part to furnish, or otherwise make available to the Party of the Second Part, copies of existing non-proprietary materials in the possession of the Party of the First Part that are reasonably related to the subject matter of this agreement and are necessary to the Party of the Second Part for completion of his performance under this agreement.

(7) **GENERAL PROVISIONS:**

Nothing in this agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the Scope of Service contained herein. Furthermore, the Party of the Second Part shall not assign, sublet or subcontract any work related to this agreement or any interest it may have herein without the prior written consent of the Party of the First Part. This contract is subject to appropriations by the Virginia General Assembly.

(8) **LAW APPLICABLE:**

This Memorandum of Agreement shall be governed by the laws of the Commonwealth of Virginia.

(9) **INTEGRATION AND MODIFICATION:**

This contract constitutes the entire agreement between the Party of the Second Part and the Party of the First Part. No alteration, amendment or modification in the provisions of this agreement shall be effective unless it is reduced to writing, signed by the parties and attached hereto.

This award is executed as of the date of the last signature and is effective through October 31, 2014 at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory individuals. Any request for extension must be in writing a minimum of 30 days prior to the end of the stated grant period. Extensions will not be guaranteed.

(10) **TERMINATION:**

The Party of the First Part may terminate this agreement for its convenience upon 60 days written notice to the other party. The Party of the Second Part shall be paid for no service rendered or expense incurred after receipt of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of its/his work under this agreement.

In the event of breach by the Party of the Second Part of this agreement, the Party of the First Part shall have the right immediately to rescind, revoke or terminate the agreement. In the alternative the Party of the First Part will give written notice to the Party of the Second Part specifying the manner in which the Agreement has been breached. If a notice of breach is given and the Party of the Second Part has not substantially corrected the breach

within the sixty 60 days of receipt of the written notice, the Party of the First Part shall have the right to terminate this Agreement.

In the event of rescission, revocation or termination, all documents and other materials related to the performance of this Agreement shall become the property of the Department of Forestry.

(11) **COLLATERAL CONTRACTS:**

Where there exists any inconsistency between this Agreement, Attachment A and other provisions of collateral contractual agreements which are made a part of this Agreement by reference or otherwise, the provisions of this Agreement shall control.

(12) **ANTI-DISCRIMINATION:**

During the performance of this contract, the Party of the Second Part agrees as follows;

The Party of the Second Part will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonable necessary to the normal operation of the Party of the Second Part. The Party of the Second Part agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

The Party of the Second Part, in all solicitations or advertisement for employees placed by or on behalf of the Party of the Second Part, will state that such Party of the Second Part is an equal opportunity employer.

Notices, advertisements and solicitations in accordance with federal law, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of the Section.

The Party of the Second Part will include the above provisions in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

(13) **APPLICATIONS:**

This agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia.

(14) **SEVERABILITY:**

Each paragraph and provision of the Agreement is severable from the entire Agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.

(15) **CONTINGENT FEE WARRANTY:**

The Party of the Second Part warrants that he/it has not employed or retained any person or persons for the purpose of soliciting or securing this Agreement. The Party of the Second Part further warrants that he/it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon the award or making of this Agreement. For breach of one or both of the foregoing warranties, the Agency shall have the right to terminate this agreement without liability, or, in its discretion or otherwise recover, the full amount of said prohibition fee, commission, percentage, brokerage fee, gift or contingent fee.

(16) **CONFLICT OF INTEREST:**

The Party of the Second Part warrants that he has fully complied with the Virginia Conflict of Interest Act.

(17) **FINANCIAL RECORDS AVAILABILITY:**

The Party of the Second Part agrees to retain all books, records and other documents relative to this Agreement for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Party of the First Part, its authorized agents and/or State auditors shall have full access to and the right to examine any of said materials during said period.

The Party of the Second Part agrees to comply with the following Federal cost and administrative regulations as applicable:

<u>Non-Profit Organizations</u>	<u>State and Local Governments</u>	<u>Universities</u>
Cost Principles, 2 CFR 230	Cost Principles, 2CFR 225	Cost Principles, 2 CFR 220
Admin. Regulations, 2 CFR 215	Admin. Regulations, OMB CIR A-102	Admin. Regulations, 2 CFR 215
Audits, OMB CIR-A 133	Audits, OMB CIR A-133	Audits, OMB CIR A-133

Administrative Regulations can be located at: http://whitehouse.gov/omb/grants_default/

Cost Principles can be located at: <http://gpoaccess.gov/cfr/index.html>.

Forms can be found at http://www.ocio.usda.gov/forms/ocio_forms.html or <http://search.usda.gov>

(18) **PERFORMANCE REPORTS:**

The Party of the Second Part agrees to provide the Party of the First Part performance reports on all activities identified in the proposals as they occur. The performance reports will contain a summary of progress and activities for each activity within the proposal; indicate any problems and solutions in meeting requirements, and provide financial funds expenditure information for reimbursement as appropriate. Please see the Performance Report Form

The schedule for submittal of the periodic performance reports shall be as follows:

PERIOD COVERED

March 14, 2014 – June 1, 2014

June 1, 2014 – October 31, 2014

SUBMITTAL DATE

June 15, 2014

November 15, 2014 – FINAL REPORT

If projects are completed in the spring of 2014, then the Final Reports should be submitted with the final reimbursement request as soon as projects are completed.

(19) **PRINCIPAL CONTACTS:**

	Program Contact		Administrative Contact
Name	Barbara White	Name	Pam Romanello
Address	900 Natural Resource Drive	Address	900 Natural Resource Drive
City, State, Zip	Charlottesville, VA 22903	City, State, Zip	Charlottesville, VA 22903
Phone	434-220-9041	Phone	434-220-9050
Email	Barbara.white@dof.virginia.gov	Email	Pam.romaello@dof.virginia.gov

In witness whereof the parties have caused this agreement to be executed by the following duly authorized officials:

PARTY OF THE SECOND PART

PARTY OF THE FIRST PART

This contract has been reviewed by the staff of the Party of the First Part. Its substantive terms are appropriate, and sufficient funds have been obligated for its performance.

BY (Print Name):	BY (Print Name):
(Signature):	(Signature):
DATE:	DATE:
TITLE:	TITLE:

Attachment A

- A. **Collaborative Arrangements:** Where permitted by terms of the award, may enter into collaborative arrangements with other organizations to jointly carry out activities with grant funds.
- B. **Non-Liability:** The Virginia Department of Forestry does not assume liability for any third party damages arising out of this award.
- C. **Metric System of Measurement:** Wherever measurements are required or authorized, they shall also be made, computed and recorded in metric system units of measurement, unless otherwise authorized in writing.
- D. **Trafficking in Persons:** Human Trafficking is prohibited; additional information can be found under the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104 (g)).
- E. **Eligible Workers:** All sub-recipients shall ensure that all employees complete the I-9 form and certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 U.C.S. 1324a).
- F. **Program Income:** If any program income is generated as a result of an award, costs incidents due to the generation of program income can be deducted from the gross income to determine the program income amount, provided these costs have not been charged to the award and comply with the applicable Cost Principles.
- G. **Grants may not be used for entertainment purposes.** This means food, recreational type items, entertainment such as music, alcohol, plays, movies, etc. These items also may not be used as match to the grant funding. Land may not be used as match. Rule of thumb – if you can't purchase it directly with grant dollars, then most likely one cannot use it as match.
- H. **Award Closeout:** Award will be closed out either on the expiration date or with the notice of termination. Any unobligated funding at that time will be reverted to the Department of Forestry.
- I. **Program Performance Reports:** Shall be submitted in order to monitor performance of grant activities to ensure that performance goals are being achieved. Performance Reports will include: A comparison of actual accomplishments to the goals achieved for the period; reason(s) for delay if established goals were not met; additional pertinent information pertaining to the grant.
- J. **Notification:** Program Manager should be notified immediately of developments that have a significant impact on the activities supported under this grant.
- K. **Changes in Key Positions and Personnel:** Revisions to key positions and personnel identified in the application for this award require prior, written approval from the Department of Forestry. Failure to obtain prior, written approval when required may result in the disallowance of costs.
- L. **Freedom of Information Act (FOIA):** Public access to grant or agreement records shall not be limited, except when such records must be kept confidential and would have exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552).
- M. **Text Messaging while driving:** In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging while driving" any and all text messaging by Federal Employees is banned. All sub recipients are encouraged to adopt and enforce policies that ban text messaging while driving while on government business.
- N. **Public Notices/Acknowledgement:** It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. It is encouraged to give public notice of the receipt of this

award from time to time, to announce progress and accomplishments. Acknowledge the U.S. Forest Service as well as the Virginia Department of Forestry support in publications, audiovisuals and electronic media developed as a result of this award. A mandatory provision if development of publications or production of audiovisuals, or if information is shared via electronic format (including websites).

- O. **Nondiscrimination Statement-Printed, Electronic or Audiovisual Materials:** the following statement, in full, in any printed audiovisual material or electronic media for public distribution developed or printed with any federal funding.
- “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.”*
- If the material is too small to permit the full statement to be included, the material must, at a minimum, include the following statement, in print size no smaller than the text:
- “This institution is an equal opportunity provider.”*
- P. **Debarment and Suspension:** Grantees must certify if any principals are presently excluded, debarred or suspended from entering into covered transactions with the federal government in according to the terms of 2 CFR Part 180.
- Q. **Drug Free Workplace:** Agrees to provide a drug-free workplace form AD-1049 to the Department of Forestry. This will verify that each employee who will be engaged in the performance of any project/program receiving federal funding will follow drug-free regulations as stated in the Rehabilitation Act of 1973 (29 U.S.C. 794).
- R. **Copyrighting:** USFS has the sole and exclusive right to copyright any publications developed as a result of this award. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this award. No original text or graphics produced and submitted by the USFS shall be copyrighted.
- S. **Central Contractor Registration and Universal Identifier Requirements:**
- (i) *Requirement of Central Contractor Registration (CCR)*-unless exempted from 2CFR 25.110, as a recipient you must be registered and maintain information updated at CCR internet site:
<http://www.ccr.gov>.
- (ii) *Requirement of Data Universal Numbering System (DUNS) Number*- no entity may receive a sub-award unless the entity can provide a DUNS number. (DUNS current internet site:
<http://fedgov.dnb.com/webform>)
- T. **Members of Congress:** Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this award, or benefits that may arise there from, either directly or indirectly.
- U. **Disclosure of Lobbying Activities:** Agrees to disclose lobbying activities pursuant to 31 U.S.C. 1352; the completion of Standard Form LLL is mandatory.
- V. **Federal Funding Accountability and Transparency Act (Sub-award Reporting System):** Effective October 1, 2010 all sub-awards that receives \$25,000 or more from a federal award will need to be reported. The sub-award is responsible for providing DOF with the following information for timely reporting: Name, Address, Federal Tax Identification Number, DUNS Number, Principal place of performance and names of Highly Compensated Officers.

Attachment B

Check list

The following information must have been provided with the Memorandum of Agreement:

1. Revised Budget Detail - if not allocated full funding
2. Assurances SF424B
3. Debarment AD1048
4. Drug Free Form
5. W-9

AGENDA: May 7, 2014, Regular Session

ITEM: Consent Agenda – An ordinance to amend the Code of the City of Suffolk, Chapter 66, Personnel, Providing for Administrative Leave with or without Pay

Attached, for Council’s consideration and approval, is an ordinance amending City Code Chapter 66, adding provisions to allow for administrative leave without pay.

RECOMMENDATION:

Adopt the attached ordinance.

ATTACHMENT:

Ordinance

ORDINANCE NUMBER _____

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF SUFFOLK,
CHAPTER 66, PERSONNEL, PROVIDING FOR ADMINISTRATIVE
LEAVE WITH OR WITHOUT PAY**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that Chapter 66, Personnel, of the Code of the City of Suffolk, be and hereby is amended to read as follows:

Sec. 66-2. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The terms are frequently used in the context of the personnel management system and are defined for clarity and uniformity of understanding.

Administrative leave means leave with or without pay that is used for the temporary removal of an employee from his or her job assignment.

Applicant means an individual who has, or is, applying in writing on a city application for employment with the city.

Business day means calendar days exclusive of Saturdays, Sundays, and holidays set by the city.

Compensatory time means time that may be credited to employees in lieu of overtime pay when they are required to work in excess of hours designated by the Fair Labor Standards Act regulations.

Corporate limits means the total area of the city.

Demotion means a type of action that lowers the job grade of an employee of the city.

Department means a major functional unit of the city.

Department director means an individual appointed by the city manager to direct a major functional city unit.

Director of human resources means the individual appointed by the city manager who is the head of the department of human resources.

Disciplinary action means action that may be taken when an employee fails to follow the rules and regulations of his department or the personnel administration sections of this Code. The types of disciplinary actions include oral reprimand, written reprimand, suspension, disciplinary demotion and dismissal.

Disciplinary demotion means an action that lowers the grade of an employee of the city taken because of poor performance of an employee or when an employee fails to follow the rules and regulations of his department or the personnel administration sections of this Code.

Dismissal means a type of disciplinary action that separates an employee from city employment.

Employee means a person working in the service of the city in one of the following capacities:

- (1) Probationary employee means a new employee or an employee who is promoted who is required to successfully serve a probationary period.
- (2) Regular employee means an employee who has satisfactorily completed his or her probationary period.
- (3) Full-time employee means an employee whose position is designated full-time in the city's operating budget.
- (4) Part-time employee means an employee whose position is designated part-time in the city's operating budget.
- (5) Seasonal employee means an employee whose employment is limited to a specific period of time less than one year.
- (6) Temporary employee means an employee who is employed for a limited period of time not to exceed one year, to fill a temporary need for manpower.

Employee development means the interaction of employee counseling, employee evaluation and employee improvement.

Exempt employee means a person who is exempt as defined by applicable law from the minimum wage and overtime requirements of the Fair Labor Standards Act.

Family and Medical Leave Act means the Family and Medical Leave Act of 1993, as amended.

Grade means one of the classes, levels or groups into which jobs of the same or similar value are grouped for compensation purposes. Usually, all jobs in a grade have the same pay range: minimum, midpoint and maximum.

Holiday means one of the official dates declared a holiday by the city.

Immediate family member means an employee's father, mother, son, daughter, husband, wife, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandmother,

grandfather, or grandchildren or stepson, stepdaughter, or any other relative who is domiciled in the employee's household.

Job description means a summary of the most important features of a job, including the general nature of the work performed (duties and responsibilities) and level (e.g., skill, effort, responsibility and working conditions) of the work performed. The job description includes job specifications that detail the characteristics required for competent performance of the job itself and not on any specific individual who might fill the job.

Job title means the descriptive name for the total collection of task, duties, and responsibilities assigned to one or more individuals whose positions have the same nature of work performed at the same level.

Law enforcement officer means any sworn employee of the police department of the city who is responsible for the prevention and detection of crime and the enforcement of the penal, traffic, highway code of the city and the Commonwealth of Virginia.

Leave means the specifically approved absence with or without pay of an employee for a period of time.

Military leave means the leave granted under section 66-283, titled "Military Leave," of this Code.

Overtime is defined by the Fair Labor Standards Act.

Paid time off (PTO) means leave granted to full time employees hired on or after January 1, 2014 or those employees who have moved to the Virginia Retirement System's hybrid plan.

Position means all duties and responsibilities established by a job title requiring the employment of a single individual. The total number of positions in the city equals the number of employees plus any vacancies.

Promotion means the act of being raised to another position or another job title with a higher grade.

Reduction in force means an action to reduce the number of employees in a department and/or the elimination of one or more positions from the city. A reduction in force is done to reduce funding, reorganization, and/or changed workload.

Reprimand means disciplinary action, oral or written, not yet resulting in suspension, demotion or dismissal, that becomes part of the employee's personnel record.

Retirement means retirement as defined by the state retirement system.

Seniority means length of service with the city.

Separation means a voluntary or involuntary action whereby an employee is no longer employed by the city.

Sick leave means leave granted under section 66-280, titled "Sick Leave," of this Code.

Supervisor means an individual having authority, on behalf of the city, to assign, direct and discipline other assigned employees.

Workday means any one day during which an employee is scheduled to work.

* * *

Sec. 66-289. Administrative leave.

(a) ~~Administrative leave is used for the temporary removal of an employee from his or her job assignment with or without pay. An employee on administrative leave continues to receive pay and benefits during the leave and the absence will not be charged against the employee's paid leave.~~

(b) ~~The department of human resources or any department director, with the approval of the director of human resources, may place an employee on administrative leave for a period of time when the director of human resources determines the following conditions exist:~~

(1) ~~The continued presence of the employee on city property may constitute a substantial interference with the orderly functioning of the city; or~~

(2) ~~There is a need to initiate and complete an investigation of an alleged violation of law or city policy by the employee; or~~

(3) ~~Actions have been directed toward the employee by another person that affect or potentially affect the employee's well being or another employee's well being and such actions require resolution.~~

(e)(b) While on administrative leave, an employee shall be available to the city during normal business hours and shall cooperate with the city during any investigation. Inaccessibility to the city during administrative leave or failure to cooperate with the city for the completion of an investigation may be grounds for disciplinary action, up to and including termination.

(d)(c) Administrative leave is not a form of disciplinary action.

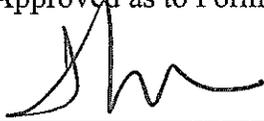
(d) The city manager is hereby authorized to promulgate regulations consistent with the provisions of this section.

BE IT FURTHER ORDAINED that 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

AGENDA: May 7, 2014, Regular Session

ITEM: Public Hearing – An ordinance to change the name of Roundtree Crescent to Rountree Crescent

Section 31-612(p)(3) of the City of Suffolk Unified Development Ordinance provides that from time to time, the Director of Planning and Community Development shall examine the identification of existing public streets and recommend, to City Council, such changes as deemed necessary in furtherance of the street identification system. In addition, Section 74-36, of the Suffolk City Code, provides that the names of streets of the City may be changed by City Council;

In that regard, the Director of Planning and Community Development recommends that the name of Roundtree Crescent be changed to Rountree Crescent through the adoption of the attached ordinance:

RECOMMENDATION:

Adopt the attached ordinance.

ATTACHMENT:

Ordinance

ORDINANCE _____

AN ORDINANCE TO CHANGE THE NAME OF ROUNDTREE CRESCENT TO ROUNTREE CRESCENT

WHEREAS, Section 31-612(p)(3) of the City of Suffolk Unified Development Ordinance provides that from time to time, the Director of Planning and Community Development shall examine the identification of existing public streets and recommend to the City Council such changes as deemed necessary in furtherance of the street identification system; and,

WHEREAS, Section 74-36 of the Suffolk City Code provides that the names of streets of the City may be changed by the City Council; and,

WHEREAS, the procedural requirements for the consideration of this request by the City Council have been met.

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

1. The official street name shall be changed to "Rountree Crescent"; said street being located in the City of Suffolk, Virginia as shown on "Exhibit A" attached.
2. All phrases, clauses, sentences, paragraphs, subsections, sections, and chapters of the Code not amended or repealed hereby remain in full force and effect.
3. This ordinance shall be effective upon adoption and shall not be published or codified.

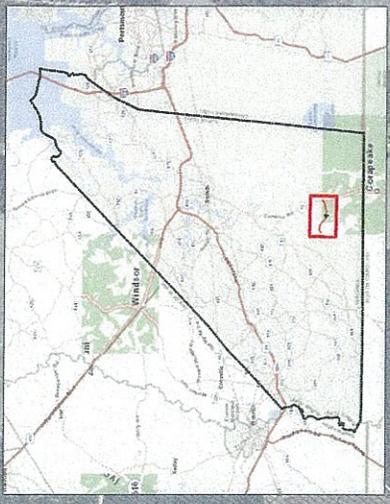
READ AND PASSED: MAY 7, 2014

TESTE: _____
Erika S. Dawley, City Clerk

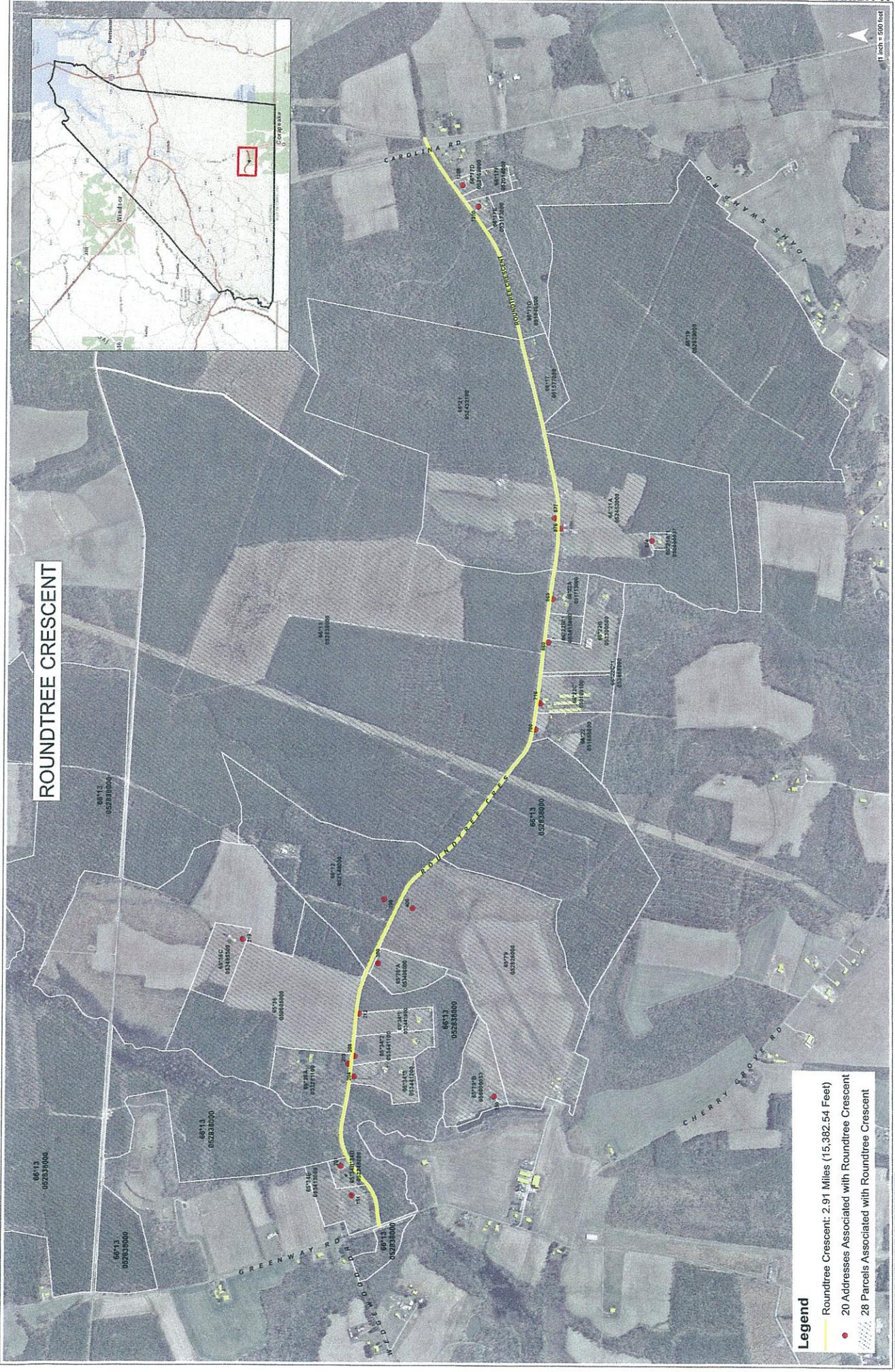
Approved as to Form:



Helivi L. Holland, City Attorney



ROUNDTREE CRESCENT



Legend

- Roundtree Crescent: 2.91 Miles (15,382.54 Feet)
- 20 Addresses Associated with Roundtree Crescent
- 28 Parcels Associated with Roundtree Crescent

AGENDA: May 7, 2014, Regular Session

ITEM: **Ordinance** – An ordinance to adopt the *FY 2014-2015 Annual Action Plan* for the City of Suffolk Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME).

As a recipient of funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk is required to prepare and submit an Annual Action Plan outlining proposed expenditures for Community Development Block Grant (CDBG) funds and HOME Investment Partnership (HOME) funds for the 2014-2015 Fiscal Year. Mirroring the proposed FY 2014-2015 budget, the *2014 – 2015 Annual Action Plan* will serve as a strategic planning document pertaining to the community development and housing needs of the low to moderate income families and individuals residing within the City of Suffolk and the geographically contiguous member jurisdictions that make up the Western Tidewater Home Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. The City of Suffolk serves as the Lead Agency for the WTHC and is responsible for the administration of the CDBG and HOME program funds. This Action Plan specifies how the City and WTHC will utilize the CDBG and HOME Grant funds received in support of the 2014-2015 program year.

The *2014-2015 Annual Action Plan* proposes to allocate \$449,107 in CDBG funds and \$309,810 in HOME funds in support of certain activities designed to primarily benefit low to moderate-income persons as summarized on the attached table.

BUDGET IMPACT:

Funds will be incorporated into the proposed FY 2014-2015 Operating and Capital Budgets. The required 25% local match to the HOME grant will be achieved through in-kind contributions provided by HOME grant recipients.

RECOMMENDATION:

Adopt the ordinance as presented.

ATTACHMENTS:

- Summary of Proposed CDBG and HOME Projects and Allocation of Funds.
- Proposed Ordinance.

Summary

City of Suffolk and Western Tidewater HOME Consortium 2014-2015 Annual Action Plan Community Development Projects

CDBG Program:

- *Program Administration:* \$89,821.40
- *CDBG Section 108 Loan Payment:* \$136,797.60
- *Western Tidewater Free Clinic:* \$30,000.00
- *ForKids, Inc.:* \$20,000.00
- *Genieve Shelter:* \$17,366.00
- *Suffolk Emergency Home Repair Program:* \$50,000.00
- *Suffolk Neighborhood Stabilization Program:* \$105,122.00

Total CDBG Allocation: \$449,107

HOME Partnership Program:

- *Lead Agency Program Administration (Suffolk):* \$18,588.60
- *Community Housing Development Organization (CHDO):* \$61,962.00
- *Isle of Wight County:* \$57,314.85
- *Southampton County:* \$57,314.85
- *City of Franklin:* \$57,314.85
- *City of Suffolk:* \$57,314.85

Total HOME Allocation: \$309,810

ORDINANCE NO. _____

AN ORDINANCE TO ADOPT THE 2014-2015 ANNUAL ACTION PLAN FOR THE CITY OF SUFFOLK COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND THE WESTERN TIDEWATER HOME CONSORTIUM HOME INVESTMENT PARTNERSHIP GRANT PROGRAM

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

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

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

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

1. Exhibit "A", "2014-2015 Annual Action Plan" for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program are attached hereto and are hereby incorporated as a part of this ordinance.
2. The "2014-2015 Annual Action Plan" for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium Home Investment Partnership Grant Program is hereby adopted and shall be reflected in the Operating and Capital Budgets for Fiscal Year 2014-2015.

This ordinance shall be effective upon passage.

READ AND PASSED: May 7, 2014

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to form:


Helivi L. Holland, City Attorney

AGENDA: May 7, 2014, Regular Session

ITEM: Ordinances and Resolution: Adoption of the proposed Operating and Capital Budget for Fiscal Year 2014-2015 and related ordinances and resolution as amended

In accordance with State Code Section 15.2-2506, the City Council held a public hearing on Wednesday, April 16, 2014, to receive public comment regarding the proposed operating and capital budget and related ordinances and resolution.

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

A copy of the new and revised job descriptions referenced in the Ordinance approving new positions, and revised job descriptions regarding the FY 2014-2015 Operating and Capital Budget and the City's FY 2014-2015 Classification and Compensation Plan is available for review in the City Clerk's office.

RECOMMENDATION:

The ordinances and resolution to effectuate the Fiscal Year 2014-2015 Operating and Capital Budget are presented for adoption.

ATTACHMENTS:

Budget Related Ordinances and Resolution

- An Ordinance approving the City budget and appropriating funds for expenditures contemplated during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015, and regulating the payment of money out of the City Treasury
- An Ordinance levying real property taxes for the Tax Year beginning July 1, 2014 and ending June 30, 2015
- An Ordinance to levy taxes on all tangible personal property not either exempt from taxation or otherwise taxed for the 2014 and 2015 tax years
- An Ordinance adopting a fee schedule for the City of Suffolk
- An Ordinance approving new positions and revised job descriptions regarding the FY2014-2015 Operating & Capital Budget and the City's FY2014-2015 Classification & Compensation Plan
- An ordinance to use unrestricted net position balance in the Risk Management Fund, to exceed \$1,800,00 to fund Other Post Employment Benefits
- An ordinance to use unrestricted net position balance in the Information Technology Fund, not to exceed \$1,400,000 to address one-time Information Technology capital and non-capital needs
- An ordinance to use committed fund balance in the Debt Service Fund, not to exceed \$1,420,000 to fund one-time bonuses for full-time Suffolk School employees and the City's Pay-Go for policy requirements
- A Resolution to provide for a 1% shift in the Virginia Retirement System employee contribution rate to the employees with a respective 1.337% increase in total creditable compensation

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING THE CITY BUDGET AND APPROPRIATING FUNDS FOR EXPENDITURES CONTEMPLATED DURING THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015, AND REGULATING THE PAYMENT OF MONEY OUT OF THE CITY TREASURY

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

- Section 1: Except as provided in Section 2 of this ordinance, the City of Suffolk, Virginia, Proposed Annual Operating Budget, Fiscal Year 2014-2015, dated April 2, 2014, and submitted by the City Manager, is approved as the City budget for the fiscal year beginning July 1, 2014, and ending June 30, 2015.
- 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, 2014, and ending June 30, 2015, in the following fund amounts totaling \$538,716,817 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>2014-2015</u>
General Fund	\$ 180,198,458
Capital Projects Fund	56,380,000
Aviation Facilities Fund	1,053,814
Transit System Fund	1,053,621
Downtown Business Overlay District	170,000
Law Library Fund	41,460
Route 17 Special Taxing District	1,300,000
Road Maintenance Fund	25,005,775
Debt Service Fund	27,436,032
Utility Fund	46,716,280
Stormwater Fund	6,139,840
Refuse Services Fund	6,817,756
Grants Fund	674,215
Fleet Management Fund	14,898,056
Information Technology Fund	5,452,162
Risk Management Fund	17,253,728
School Fund	148,125,620
Total Funds Budget	\$ 538,716,817

- 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, 2014. 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, 2015, and no interest rate on any of the Notes shall exceed 7%. The City Representative and the Clerk of the City Council (the "Clerk") are hereby authorized and directed to execute an appropriate negotiable Note or Notes and 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 City Council hereby authorizes the lease financing of various City vehicles, and equipment essential to the performance of governmental functions as provided for in the adopted Fiscal Year 2014-2015 Operating and Capital Budget. The funds made available under the lease will be deposited with a banking institution pursuant to an Escrow Agreement following a competitive procurement in accordance with the Virginia Public Procurement Act. The City Manager is authorized to execute the lease agreement and financing documents on behalf of the City and the City Clerk shall affix the official seal of the City to the Financing Documents and attest the same.
- Section 7: 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 2014-2015 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.

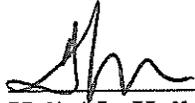
- Section 8: All outstanding encumbrances, by contract or fully executed purchase order, as of June 30, 2014, shall be offset by an equal amount of assigned Fund Balance for expenditure in the subsequent fiscal year; provided, however, that if performance of a contract or purchase order has been substantially 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, 2014 in the amount of \$200,000,000.00 or less that have not been expended or lawfully obligated or encumbered are hereby reappropriated to be used to fund the purposes, programs, or projects for which the funds were appropriated.
- Section 9: The payment and settlement, made during the 2014-2015 Fiscal Year, of any claim of any kind against the City; and final judgments, with interest and costs, obtained against the City during the 2013-2014 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; or from the General Fund; as the City Manager shall find necessary.
- Section 10: 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 the Personnel Ordinance 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; provided, however, that a quarterly report of such transfers shall be submitted to the City Council.
- Section 11: The City Manager is authorized and directed to do all lawful things necessary to implement and administer the City Budget for Fiscal Year 2014-2015.
- Section 12: 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 13: This ordinance shall be in effect on and after July 1, 2014, and it 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 read 'H. Holland', written over a horizontal line.

Helivi L. Holland, City Attorney

ORDINANCE NUMBER _____

**AN ORDINANCE LEVYING REAL PROPERTY TAXES FOR THE TAX YEAR
BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015**

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

- Section 1:
- (a) A tax for the 2014-2015 Tax Year is levied and the rate fixed at \$1.03 per \$100 of assessed valuation of all taxable real property in the City.
 - (b) An additional tax, in addition to those taxes levied in paragraph (a) herein, for the 2014-2015 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) An additional tax, in addition to those taxes levied in paragraph (a) herein, for the 2014-2015 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 \$1.27 per \$100 of assessed valuation in the Route 17 Special Taxing District, \$1.135 per \$100 of assessed valuation in the Downtown Business Overlay Taxing District and \$1.03 per \$100 of assessed valuation on the City Wide District shall be accounted for as follows:

	City Wide Taxing District Rate per \$100	Route 17 Taxing District Rate per \$100	Downtown Business Overlay Taxing District Rate per \$100
General Fund	\$1.03	\$1.03	\$1.03
Taxing District- Operations and Debt	.00	.24	.105
Total	\$1.03	\$1.27	\$1.135

Section 3: This ordinance shall be effective for the 2014-2015 Tax Year, all prior actions setting the real estate tax rate to the contrary notwithstanding.

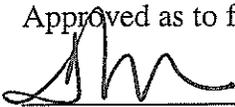
Section 4: This ordinance shall be effective on its passage and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to form:



Helivi L. Holland, City Attorney

ORDINANCE NUMBER _____

**AN ORDINANCE TO LEVY TAXES ON ALL TANGIBLE
PERSONAL PROPERTY NOT EITHER EXEMPT FROM
TAXATION OR OTHERWISE TAXED FOR THE 2014 AND
2015 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, 2014, and January 1, 2015, 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 and 41 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, 2014, and January 1, 2015, 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, 2014, and January 1, 2015, 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.
- Section 4: A tax levy for the tax years beginning January 1, 2014, and January 1, 2015, 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, 2014, and January 1, 2015, is fixed at a basic rate of \$1.03 per \$100 of assessed value; at \$1.27 per \$100 of assessed value in the Route 17 Taxing District; and at \$1.135 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 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 2014 amendments by the General

Assembly made prior to the effective date of this ordinance.

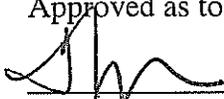
Section 8: This ordinance shall be effective on its passage for the 2014 and 2015 tax years and shall not be published.

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), 10-73, 10-152, 10-259, 10-261(b), 10-183, 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, 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, 74-111, 74-288, 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), 86-362, 86-355, 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, 2014 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 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
AIRPORT		
Multi Engine T-Hanger (monthly)*	299.00	299.00
Single Engine T-Hanger (monthly)*	229.00	229.00
Large T-Hanger Storage Room (monthly)*	89.00	89.00
Small T-Hanger Storage Room (monthly)*	69.00	69.00
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
Mark-up on Fuel Sales **	Average for all prices 30% (projected)	Average for all prices 30% (projected)
* Prices consistent with neighboring airports. ** This amount fluctuates depending on our competition		
ASSESSOR		
Copies (KB System)	1.00	1.00
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	20.00	50.00
CLERK OF THE CIRCUIT COURT		
Commonwealth's Attorney (misdemeanor)	7.50	7.50
Commonwealth's Attorney (felony)	20.00	20.00
Sheriff's Service	12.00	12.00
Transfer of Real Estate (per parcel)	1.00	1.00
City Grantee	1/3 of state	1/3 of state
City Wills and Administration	1/3 of state	1/3 of state
Law Library	4.00	4.00
Grantor (per \$500.00 value)	0.25	0.25
Courthouse Maintenance	2.00	2.00
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
Blood Test/DNA	12.50	12.50
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
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
COURT SERVICES UNIT		
Parental contribution toward cost of local group home placement	1/2 of child support guidelines amount	1/2 of child support guidelines amount
FIFTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM		
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	25.00	25.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
FINANCE		
Child Support Processing Fees	\$5.00/per Child Support Order (per pay)	\$5.00/per Child Support Order (per pay)
Garnishment Processing Fees	\$5.00/per Garnishment Order (per pay)	\$5.00/per Garnishment Order (per pay)
Payroll History Report/Check Reprint Processing Fees	\$5.00 per request	\$5.00 per request
W-2 Re-issuance Processing Fees	\$5.00 per request	\$5.00 per request
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%
FIRE & RESCUE		
Plans Review	50.00	50.00
On-Site Inspection		
Hazardous Materials Response	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Underground Tank Installation and Removal	50.00 (each additional tank 20.00)	50.00 (each additional tank 20.00)
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
Reports		
Incident or Computer Generated Reports	6.00	6.00
General		
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
Burn Permit (Requirements must be met)		
Residential	No Charge	No Charge
Commercial	150.00	150.00
Alarm Registration	25.00 per year	25.00 per year
False Alarms (within 180 days)		
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
Emergency Medical Services		
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
Apparatus Use Fee		
Ambulance	30.00 per hour	30.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Re-Hab	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
Personnel		
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
Supervisor	35.00 per hour/per person	35.00 per hour/per person
GENERAL		
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

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
GENERAL DISTRICT COURT		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Court House Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
GEOGRAPHIC INFORMATION SYSTEM		
Digital Map Data		
Topographic Data (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Orthophotography (Single Image)	\$7851.00 (High Resolution)/\$3821 (DTM)	\$7851.00 (High Resolution)/\$3821 (DTM)
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
Specialized Map Services		
Special Map Production Services (Per Hour)	65.00	65.00
Specialized Data Analysis Services (Per Hour)	65.00	65.00
Individual Orthophotography Tiles		
1-5 tiles	100.00/tile	100.00/tile
6 - 10 tiles	50.00/tile	50.00/tile
* The Historic Commission decided that those who did the work without prior approval should pay a higher fee.		
** Sub-division fee: Fee is consistent with zoning determination fee.		
*** Funds collected through fee in lieu of mitigation would be pooled together from other various individual projects to allow for larger future wetlands mitigation projects for City/Wetlands board in the watershed.		
HUMAN RESOURCES		
COBRA administration	2% of monthly premium	2% of monthly premium
JUVENILE AND DOMESTIC RELATIONS COURT		
Fines and Forfeitures	Varies	Varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorney	120.00	120.00
Courthouse Maintenance	2.00	2.00
Local Interest	Varies	Varies
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
LIBRARY		
Printer and Photocopier-Black and White (per sheet)	0.00	0.20
Printer and Photocopier-Color (per sheet)	0.00	0.40
Microfilm Copies - Black & White(each)	0.25	0.00
Microfilm Copies - Color(each)	0.45	0.00
Public Internet Copies (black and white) (each)	0.25	0.00
Public Internet Copies (color) (each)	0.45	0.00
Reference Copies (photo) (black and white) (each)	0.25	0.00
Reference Copies (photo) (color) (each)	0.45	0.00
Lost Card	2.00	2.00
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	0.00	5.00
Lost Bar Code	0.50	0.00
Lost RFIDtag	0.75	0.00
Lost Spint Label	0.50	0.00
Lost Tape or CD	7.00 per disc/tape	Cost of Replacement Tape or CD
Meeting Room Non-Profit (first two hours)	47.00	0.00
Additional Hours	19.00	0.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Meeting Room Public/Civic Groups	10.00/hour or part thereof	0.00
Profit Making Applicants (first two hours)	150.00	0.00
Additional Hours	50.00	0.00
Ear buds for use at public PCs	6.00	0.00
CDs for public PCs	2.00 ea.	0
Thumb Drives for public PCs	10.00 ea.	0
Floppy Discs for public PCs	2.00 ea.	0
Interlibrary Loan	5.00 per request	0
Guest Pass-Internet Usage (good for one week)	5.00	0.00
NC Non-resident cards	30.00 per year	0.00
PARKS AND RECREATION		
Athletic Registration Fees		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	0.00	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	10.00	15.00
Youth Basketball (per participant) Novice-Junior	60.00	60.00
Lil' Dribblers	30.00	40.00
Youth Cheerleading	60.00	60.00
Youth Soccer (per participant) Novice-Junior	60.00	60.00
Lil' Kickers	30.00	40.00
Ball Fields (Tournaments)		
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
Facilities and Parks		
Bennett's Creek Park		
Picnic Shelter		
Full Day	75.00	75.00
Stage	0.00	300.00 per day
Constant's Wharf Park and Marina		
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	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
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
Cypress Park Pool (Rental)		
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

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Birthday Parties		
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
Recreation Center Membership		
Membership Fees		
Youth (7-17 years) - Per Year	10.00	10.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
Visitor Pass	5.00	5.00
Replacement Card	10.00	10.00
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
Non-Membership Fee	0.00	5.00
Recreation Center Rentals		
Gymnasium: Must be out by 8p (minimum 4 hour rental)		
Non-commercial Events		
Hourly Rate	65.00/hr	65.00/hr
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr	75.00/hr
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Lake Meade Park and Tennis Complex		
Picnic Shelter		
Full day	75.00	75.00
Tennis Ball Machine	10.00 per hour	10.00 per hour
Dog Park Membership (Annual Membership)	10.00	10.00
Lone Star Lakes Lodge		
Deposit	150.00	0.00
Resident hourly rental rate (minimum 4-hour rental)	50.00 per hour	0.00
Non-resident hourly rental rate (minimum 4-hour rental)	70.00 per hour	0.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	0.00
Lone Star Lakes Park		
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe
National Guard Armory		
Rental Period: 8:00 a.m. to midnight		
Deposit	150.00	150.00
Non-Commercial Events		
Resident hourly rental rate (minimum 4-hour rental)	150.00 per hour	150.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	200.00 per hour	200.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Commercial Events		
Resident hourly rental rate (minimum 4-hour rental)	200.00 per hour	200.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	300.00 per hour	300.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Special Event Application Fee		
Non-Profit/For-Profit	50.00	50.00
Planters Club		
Rental Period: 8:00 a.m. to Midnight		
Deposit	150.00	150.00
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

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Suffolk Art Gallery		
Deposit	150.00	150.00
Late fee per 15 mins. for not vacating on time	25.00 per 15 minutes	25.00 per 15 minutes
Non-Commercial events		
Hourly Rate	25.00/hr	25.00/hr
Commercial events		
Hourly Rate	35.00/hr	35.00/hr
Sleepy Hole Park		
Picnic Shelter #1-8 & 10-12 Full Day	75.00	75.00
Picnic Shelter #9 Full Day	125.00	125.00
Picnic Pack	25.00	25.00
Whaleville Community Center		
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)	70.00 per hour/Non Res	70.00 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
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
Maintenance		
Equipment		
Mobile Bleachers - Per Day	200.00	200.00
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Platforms - Per Day		
Risers	0.00	50.00 ea. per day (up to 6)
Steps	0.00	25.00 per day
4 x 8	25.00	25.00
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
Ground Maintenance		
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
PLANNING AND COMMUNITY DEVELOPMENT		
PLANNING		
Rezoning Requests	800.00 plus 40.00 acre	800.00 plus 40.00 acre
Conditional Rezoning Requests	1,000 plus 40.00 acre	1,000 plus 40.00 acre
Conditional Use Permits	800.00 plus 20.00 acre	800.00 plus 20.00 acre
Comprehensive Plan Amendment	1,000.00	1,000.00
Comprehensive Plan Consistency Review	250.00	250.00
Subdivision Variance Requests	500.00	500.00
Wetlands Board	250.00	250.00
Wetlands Board After the Fact	300.00	300.00
Chesapeake Bay Preservation Area Special Exception Request (Administrative)	50.00	50.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Chesapeake Bay Preservation Area Special Exception Request (Planning Commission)	250.00	250.00
Historic and Cultural Review - Additions	150.00	150.00
Historic and Cultural Review - New Construction	150.00	150.00
Historic and Cultural Review - Administration	35.00	35.00
Historic and Cultural Review - After the Fact	250.00	250.00
Historic and Cultural Review - Administration After the Fact*	70.00	70.00
Borrow Pit Fees	100.00	100.00
Per cubic yard removed semi-annually	0.23	0.23
Street Name Change Request	325.00	325.00
Street Abandonment	100.00	100.00
Encroachment Permits	100.00	100.00
Minor Subdivision	300.00	300.00
Family Transfer	300.00	300.00
Preliminary Plat Fee (per lot)	50.00 with 300.00 minimum	50.00 with 300.00 minimum
Final Plat Fee (per lot)	30.00 with 200.00 minimum	30.00 with 200.00 minimum
Subdivision Engineering Plan Review	40.00 per lot with 200.00 minimum	40.00 per lot with 200.00 minimum
Subdivision Engineering Plan Review Revisions	150.00	150.00
Subdivision Determination**	90.00	90.00
Site Plan Review (excludes 1 & 2 family dwelling)	600.00	600.00
plus per acre	60.00	60.00
Site Plan Review - additional revisions (per submittal)	150.00	150.00
Site Plan Waiver Request	50.00	50.00
Maps (each) Printed Map Products	5.00	5.00
Maps-Specialized Map Production Services	50.00 Hour	50.00 Hour
Aerial Photographs		
1" = 1000'	0.25	0.25
1" = 1600" Base map set	50.00	50.00
Unified Development Ordinance	Cost	Cost
Comprehensive Plan	60.00	60.00
Geodetic Control Network Book	25.00	25.00
Geodetic Control Network Book - Supplement	10.00	10.00
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
COMMUNITY DEVELOPMENT		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	50.00	50.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	250.00	250.00
50,001 - 100,000	500.00	500.00
100,001 - 150,000	1,000.00	1,000.00
150,001 - 250,000	2,000.00	2,000.00
250,001 - 750,000	4,000.00	4,000.00
over 750,000	5,000.00	5,000.00
Electrical Permits (new service, temporary service & service changes)		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
1 - 50 amps		
Single Phase Fee (new)	50.00	50.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	50.00	50.00
Three Phase Fee (change)	50.00	50.00
50 - 100 amps		
Single Phase Fee (new)	50.00	50.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	70.00	70.00
Three Phase Fee (change)	50.00	50.00
101 - 150 amps		
Single Phase Fee (new)	75.00	75.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	105.00	105.00
Three Phase Fee (change)	60.00	60.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
151 - 200 amps		
Single Phase Fee (new)	100.00	100.00
Single Phase Fee (change)	60.00	60.00
Three Phase Fee (new)	140.00	140.00
Three Phase Fee (change)	80.00	80.00
201 - 250 amps		
Single Phase Fee (new)	125.00	125.00
Single Phase Fee (change)	75.00	75.00
Three Phase Fee (new)	175.00	175.00
Three Phase Fee (change)	100.00	100.00
251 - 300 amps		
Single Phase Fee (new)	150.00	150.00
Single Phase Fee (change)	90.00	90.00
Three Phase Fee (new)	210.00	210.00
Three Phase Fee (change)	120.00	120.00
301 - 350 amps		
Single Phase Fee (new)	175.00	175.00
Single Phase Fee (change)	105.00	105.00
Three Phase Fee (new)	245.00	245.00
Three Phase Fee (change)	140.00	140.00
351 - 400 amps		
Single Phase Fee (new)	200.00	200.00
Single Phase Fee (change)	120.00	120.00
Three Phase Fee (new)	280.00	280.00
Three Phase Fee (change)	160.00	160.00
401 - 450 amps		
Single Phase Fee (new)	225.00	225.00
Single Phase Fee (change)	135.00	135.00
Three Phase Fee (new)	315.00	315.00
Three Phase Fee (change)	180.00	180.00
451 - 500 amps		
Single Phase Fee (new)	250.00	250.00
Single Phase Fee (change)	150.00	150.00
Three Phase Fee (new)	350.00	350.00
Three Phase Fee (change)	200.00	200.00
501 - 550 amps		
Single Phase Fee (new)	275.00	275.00
Single Phase Fee (change)	165.00	165.00
Three Phase Fee (new)	385.00	385.00
Three Phase Fee (change)	220.00	220.00
551 - 600 amps		
Single Phase Fee (new)	300.00	300.00
Single Phase Fee (change)	180.00	180.00
Three Phase Fee (new)	420.00	420.00
Three Phase Fee (change)	240.00	240.00
601 - 650 amps		
Single Phase Fee (new)	325.00	325.00
Single Phase Fee (change)	195.00	195.00
Three Phase Fee (new)	455.00	455.00
Three Phase Fee (change)	260.00	260.00
651 - 700 amps		
Single Phase Fee (new)	350.00	350.00
Single Phase Fee (change)	210.00	210.00
Three Phase Fee (new)	490.00	490.00
Three Phase Fee (change)	280.00	280.00
701 - 750 amps		
Single Phase Fee (new)	375.00	375.00
Single Phase Fee (change)	225.00	225.00
Three Phase Fee (new)	525.00	525.00
Three Phase Fee (change)	300.00	300.00
751 - 800 amps		
Single Phase Fee (new)	400.00	400.00
Single Phase Fee (change)	240.00	240.00
Three Phase Fee (new)	560.00	560.00
Three Phase Fee (change)	320.00	320.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
801 - 850 amps		
Single Phase Fee (new)	425.00	425.00
Single Phase Fee (change)	255.00	255.00
Three Phase Fee (new)	595.00	595.00
Three Phase Fee (change)	340.00	340.00
851 - 900 amps		
Single Phase Fee (new)	450.00	450.00
Single Phase Fee (change)	270.00	270.00
Three Phase Fee (new)	630.00	630.00
Three Phase Fee (change)	360.00	360.00
901 - 950 amps		
Single Phase Fee (new)	475.00	475.00
Single Phase Fee (change)	285.00	285.00
Three Phase Fee (new)	665.00	665.00
Three Phase Fee (change)	380.00	380.00
951 - 1,000 amps		
Single Phase Fee (new)	500.00	500.00
Single Phase Fee (change)	300.00	300.00
Three Phase Fee (new)	700.00	700.00
Three Phase Fee (change)	400.00	400.00
1,001 - 1,050 amps		
Single Phase Fee (new)	525.00	525.00
Single Phase Fee (change)	315.00	315.00
Three Phase Fee (new)	720.00	720.00
Three Phase Fee (change)	410.00	410.00
1,051 - 1,100 amps		
Single Phase Fee (new)	550.00	550.00
Single Phase Fee (change)	330.00	330.00
Three Phase Fee (new)	740.00	740.00
Three Phase Fee (change)	420.00	420.00
1,101 - 1,150 amps		
Single Phase Fee (new)	575.00	575.00
Single Phase Fee (change)	345.00	345.00
Three Phase Fee (new)	760.00	760.00
Three Phase Fee (change)	430.00	430.00
1,151 - 1,200 amps		
Single Phase Fee (new)	600.00	600.00
Single Phase Fee (change)	360.00	360.00
Three Phase Fee (new)	780.00	780.00
Three Phase Fee (change)	440.00	440.00
Over 1,200 amps		
Single Phase Fee (new)	600.00 plus 25 per 50 amps after	600.00 plus 25 per 50 amps after
Single Phase Fee (change)	360 plus 15 per 50 amps after	360 plus 15 per 50 amps after
Three Phase Fee (new)	780.00 plus 20 per 50 amps after	780.00 plus 20 per 50 amps after
Three Phase Fee (change)	440 plus 10 per 50 amps after	440 plus 10 per 50 amps after
Electrical Permits (additions and repairs)		
0 - 30 amps (per circuit)	4.00	4.00
31 - 60	5.00	5.00
61 - 100	7.00	7.00
101 - 200	15.00	15.00
over 200 amps	20.00	20.00
Pool Grounding	55.00	55.00
Repair Wiring, Apparatus, Fixtures	50.00	50.00
Plumbing Permits		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
Each Fixture, Floor Drain, or Trap	7.00	7.00
Each Sewer (sanitary and storm)	7.00	7.00
Each Sewer Replaced or Repaired	35.00	35.00
Each Manhole	7.00	7.00
Each Roof Drain	7.00	7.00
Each Area Drain	7.00	7.00
Each Water Heater	7.00	7.00
Each Water Line (New Residential)	7.00	7.00
Each Water Line (Existing Residential)	35.00	35.00
Each Water Line (Commercial)	100.00	100.00
Each Sewer Line (Commercial)	100.00	100.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Backflow Preventer	7.00	7.00
Mechanical and Gas Permits		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
New Construction for all mechanical apparatus		
\$0 - 3,000	50.00	50.00
3,001 - 4,000	50.00	50.00
4,001 - 5,000	50.00	50.00
5,001 - 6,000	55.00	55.00
continue at \$6.00/\$1,000 value of fraction thereof		
Replacement, Alterations, Repairs and Additions		
\$0 - 4,000	50.00	50.00
4,001 - 5,000	55.00	55.00
5,001 - 6,000	55.00	55.00
continue at \$6.00/\$1000 value of fraction thereof		
LPG Tanks and Associated Piping		
0 - 2,000 gallons	50.00	50.00
over 2,000	50.00 plus \$4.00/10,000 gallons	50.00 plus \$4.00/10,000 gallons
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	50.00	50.00
over 50,000	50.00 plus \$6.00/25,000 gallons	50.00 plus \$6.00/25,000 gallons
Fuel Piping Outlet Each	50.00	50.00
Plan Review		
All Structures		
0 - 2,499 square feet	75.00	75.00
2,500 - 5,000	100.00	100.00
5,000 - 10,000	125.00	125.00
10,001 - 30,000	175.00	175.00
30,001 - 50,000	250.00	250.00
50,001 - 100,000	300.00	300.00
Above 100,000	350.00	350.00
Moving		
Out of City to In City	525.00	525.00
In City to Out of City	275.00	275.00
Within City	275.00	275.00
Through City	100.00	100.00
Accessory Structures		
0 - 100 square feet	50.00	50.00
101 - 300	50.00	50.00
301 - 600	65.00	65.00
Demolition		
One to Two Family Residences	55.00	55.00
Any Residential Accessory Structure	50.00	50.00
All Other Buildings		
0 - 60,000 square feet	100.00	100.00
over 60,000	\$25/15,000 sq.ft.	\$25/15,000 sq.ft.
Sign Fees		
In Addition to Minimum Permit Fee		
1 - 40	50.00	50.00
41 - 80	55.00	55.00
over 80	65.00	65.00
Elevator Compliance Card	50.00	50.00
Amusement Ride Inspection		
Kiddie Ride	15.00	15.00
Major Ride	25.00	25.00
Spectacular Ride	45.00	45.00
Cross Connection Inspection	50.00	50.00
Private Piers, Greenhouses, and Walls		
\$1 - 2,200	50.00	50.00
over 2,200	\$2.00/\$100 value	\$2.00/\$100 value
Miscellaneous Fees		
Mobile Homes	50.00	50.00
Modular Classroom Units	55.00	55.00
Tents	50.00	50.00
Chimneys	50.00	50.00
Free Standing Fireplaces/Wood Stoves	50.00	50.00
Stationary Fireplaces	50.00	50.00
Temporary Power Release Inspection	60.00	60.00
Temporary Use Permit Fee	35.00	35.00
Swimming Pools		
\$1 - 2,200	50.00	50.00
over 2,200	\$1.00/\$100 value	\$1.00/\$100 value

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Certificate of Occupancy		
Residential	50.00	50.00
Commercial	100.00	100.00
Extension of Residential, Commercial and Temp C.O.	50.00	50.00
Temporary	100.00	100.00
Rental	50.00	50.00
Two or More Units (per unit)	30.00	30.00
Reinspection	50.00	50.00
Business License Inspection	100.00	100.00
Board of Building Code Appeal	250.00	250.00
Extension of Permits	75.00	75.00
Tower, Antennas and Like Structures		
\$0 - 4999 value	20.00 per \$1,000	20.00 per \$1,000
5,000 - 19,999	100.00 per \$5,000 plus 10.00 per \$1,000	100.00 per \$5,000 plus 10.00 per \$1,000
20,000 - 99,999	250.00 per \$20,000 plus 5.00 per \$1,000	250.00 per \$20,000 plus 5.00 per \$1,000
over 100,000	625.00 per \$100,000 plus 4.00 per \$1,000	625.00 per \$100,000 plus 4.00 per \$1,000
Building Fees (see attached Schedule A)	Schedule A (attached)	Schedule A (attached)
Zoning Permits (includes Farm Affidavits)	35.00	35.00
Home Occupation Permits (zoning review)	35.00*	35.00*
Health Department Evaluation		
New Construction	100.00	100.00
Updates	50.00	50.00
Board of Zoning Appeals	500.00	500.00
Administrative Variance Request	60.00	60.00
Chesapeake Bay Special Exception Request		
Reviewed by Zoning Administrator	50.00	50.00
If Forwarded to Board of Zoning Appeals	300.00	300.00
Written Determination by Zoning Administrator	90.00	90.00
Special Entertainment Permit	\$50.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.	\$50.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.
Junkyard Compliance Inspection (yearly)	100.00	100.00
Unified Development Ordinance	Cost	Cost
Temporary Signs	25.00	25.00
Building Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Electrical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Mechanical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Gas Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Plumbing Permits		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
* All refunds subject to \$15.00 processing Fee-no refunds will be issued for amounts less than \$15.00		
POLICE		
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

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company <i>Initial</i> Registration*	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk*	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring company for calling in on suspended / <i>unregistered</i> 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	5.00	5.00
Accident Report	7.00	7.00
Incident Report	7.00	7.00
Fingerprinting	5.00 per card	5.00 per card
Photographs	5.00 or cost, whichever is greater	5.00 or cost, whichever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	10.00	10.00
Concealed Weapon Permit	18.00	18.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	30.00	30.00
Security Services	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Tape/CD	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.45	0.45
Black & White Copy	0.25	0.25
Photographs on CD	15.00	15.00
Video Tape	15.00	15.00
PUBLIC UTILITIES		
Bacteriological Tests (each)	25.00	25.00
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

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Water Rate per 100 cubic feet	7.84	8.29
Monthly Meter Service Charge	5.35 (Billed at \$0.176 per day per billing cycle)	N/A
or Bi-monthly	10.7 (Billed at \$0.176 per day per billing cycle)	N/A
WTWA Wholesale Water Rate (per 100 cubic feet)	4.36	4.46
WTWA Fixed Capacity Charge (per month)	204,640.68	210,993.79
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 (Bi-monthly - 10 ccf)	78.40	N/A
Water Usage Non Metered (per month - 5 ccf)	0.00	41.45
Meter Service Charge (per month)		
5/8 and 3/4 inch meter	5.35 (Billed at \$0.176 per day per billing cycle)	6.40 (Billed at \$0.210 per day per billing cycle)
3/4 inch meter	8.05 (Billed at \$0.265 per day per billing cycle)	N/A
1 inch meter	13.4 (Billed at \$0.441 per day per billing cycle)	15.95 (Billed at \$0.524 per day per billing cycle)
1½ inch meter	26.75 (Billed at \$0.879 per day per billing cycle)	31.80 (Billed at \$1.046 per day per billing cycle)
2 inch meter	42.8 (Billed at \$1.407 per day per billing cycle)	50.90 (Billed at \$1.673 per day per billing cycle)
3 inch meter	80.25 (Billed at \$2.638 per day per billing cycle)	95.40 (Billed at \$3.136 per day per billing cycle)
4 inch meter	133.75 (Billed at \$4.397 per day per billing cycle)	158.90 (Billed at \$5.224 per day per billing cycle)
6 inch meter	267.5 (Billed at \$8.795 per day per billing cycle)	317.75 (Billed at \$10.447 per day per billing cycle)
8 inch meter	428 (Billed at \$14.071 per day per billing cycle)	508.45 (Billed at \$16.716 per day per billing cycle)
10 inch meter	615.25 (Billed at \$20.227 per day per billing cycle)	730.85 (Billed at \$24.028 per day per billing cycle)
Water Connection Charge (installed by city)		
5/8 inch meter	1,100.00	1,100.00
3/4 inch meter	1,100.00	1,100.00
1 inch meter	1,340.00	1,340.00
1½ inch meter	1,670.00	1,670.00
2 inch meter	1,975.00	1,975.00
When the size is above those listed a charge equal to actual cost of installation plus 25%	Actual cost x 1.25	Actual cost x 1.25
Water Connection Charge (installed by developer)	50.00	50.00
Water Availability Charge (residential)		
Single Family	5,520.00	5,520.00
Attached Multi Family (Building with 2 to 4 units) (cost per unit)	4,970.00	4,970.00
Attached Multi Family (Building with 5 to 16 units) (cost per unit)	4,420.00	4,420.00
Attached Multi Family (Building with 17 to 24 units) (cost per unit)	3,865.00	3,865.00
Attached Multi Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobil Home Park (cost per unit)	0.00	3,310.00
Water Availability Charge (commercial)		
5/8 and 3/4 inch meter	5,520.00	5,520.00
3/4 inch meter	8,180.00	N/A
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
Installment Payments		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Deposit	300.00	300.00
Fire Hydrant Flow Test Fee/Water Model Evaluation	100.00	100.00
Sewer Collection (per 100 cubic feet)	5.82	6.47
Water Usage Not Metered (Bi-Mo.10 ccf)	58.20	N/A
Sewer Usage Not Metered (per month 5 ccf)	0.00	32.35

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Sewer Connection Charge (installed by city)		
4 inch lateral size	1,450.00	1,450.00
6 inch lateral size	2,650.00	2,650.00
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 (2 to 4 units, per unit)	5,400.00	5,400.00
Attached Multi Family (5 to 16 units, per unit)	4,800.00	4,800.00
Attached Multi Family (17-24 units, per unit)	4,200.00	4,200.00
Attached Multi Family (25+ units, per unit)	3,600.00	3,600.00
Mobil Home Park (cost per unit)	0.00	3,900.00
Sewer Availability Charge (commercial)		
5/8 and 3/4 inch meter	6,000.00	6,000.00
3/4 inch meter	9,000.00	N/A
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
Construction Specifications and Standards Manual	25.00	25.00
Sewer Pump Stations Prototype Drawing	150.00	150.00
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/ft 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/ft 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/ft for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$.15/ft for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$300/Submittal	\$300/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$1,500 per station	\$1,500 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
Environmental Incentive - Water		
5/8 and 3/4 inch meter	3,250.00	3,250.00
3/4 inch meter	4,875.00	N/A
1 inch meter	8,125.00	8,125.00
1½ inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 and 3/4 inch meter	1,750.00	1,750.00
3/4 inch meter	2,625.00	N/A
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

*Reflects additional cost to use color copier.

Utility fund cost to support debt service - based on rate model. Programmed less from new connections and have to make it up on the rate side. WTWA and Sewer collection similar to water side - balance between less connections has to be made up on rate side. Based on model.

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
PUBLIC WORKS		
Traffic Engineering Inspection and Plan Review		
Site Plan:	\$200/application	\$500/application
Engineering Plans:	\$400/application	\$1,000/application
Major Final Subdivision Plats:	\$70/plat	\$100/plat
Traffic Engineering Study Fee	0.00	\$100/hr
Golf Cart Signs (per location)	0.00	\$250 per location
Right-of-Way Encroachment Permit	no charge	100.00
Stormwater and Public Works Engineering		
Storm Water Utility Fee	5.24/mo	6.00/mo/ERU
Stormwater/E & S inspection and review	2% of engineers cost estimate	2% of engineers cost estimate 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
Stormwater Site Plans Inspection	\$1,400 minimum; \$400/acre; not to exceed \$8,000	\$1,400 minimum; \$400/acre; not to exceed \$8,000
Stormwater/E & S plan review		
Site Plan:	0-10,000 sf of disturbance - \$375 10,000-0.5 acre of disturbance - \$750 0.5-1.0 acre of disturbance- \$1500 >1.0 acre - +\$250/additional acre of disturbance or portion thereof Stormwater Maintenance Agreement - \$150 Site Plan Amendment = \$350/submittal	0-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance - \$835 0.5-1.0 acre of disturbance- \$1585 >1.0 acre - +\$250/additional acre of disturbance 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 Stormwater Maintenance Agreement - \$150 Site Plan Amendment = \$350/submittal
Engineering Plan:	\$1000 + \$1/lf of roadway Plan Amendments = \$350/submittal	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly >1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350/submittal
Modification or Transfer of General Permit/Registration Statement for Discharges of Stormwater from Construction Activities	N/A	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	N/A	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830
Plat:	\$750 per plat	\$750 per plat
Single Family E&S Site Plan Review	100.00	290.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre
Permits		
Land Disturbing	100.00	0.00
Street Opening	35.00	0.00
Right of Way Permit	35.00	100.00
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
Sidewalks	35.00	0.00
Driveways	35.00	0.00
Logging Access	35.00	0.00
Permits (continued)		
Construction Access	35.00	0.00
Banners & Decorations	35.00	0.00
Grading on Right-of-Way	35.00	0.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Pedestrian Underpass	35.00	0.00
School Warning Signals	35.00	0.00
Curb & Gutter	35.00	0.00
Telephone Booths	35.00	0.00
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	50.00	at cost
In-depth Engineering Review	300.00	at cost
Maps - Printed Map Products		
GIS Tax Map (single map)	5.00	5.00
Other Map Product (single map)	5.00	5.00
Generalized City Base Map (single map)	5.00	5.00
Maps - Specialized Map Services		
Special Map Production Services (per hour)	50.00	50.00
Specialized Data Analysis Services (per hour)	50.00	50.00
Refuse Collection		
Automated Refuse Container	70.00	70.00
*Refuse and Recycling Service	17.50/mo	16.50/mo/unit
Bulk Refuse Service		
1-8 CY bulk collection -after 12 free collections	20.00	20.00
9-16 CY bulk collection	50.00	50.00
Evictions	100.00	100.00
Bulk Refuse Service - Roll Off		
Weekdays	50.00	50.00
Weekends	90.00	90.00
<i>* Does not include commercial refuse collection</i>		
TOURISM		
Conference Room (9 am to 5 pm)		
Non-Profit (first two hours)	25.00	25.00
Additional Hours	5.00/hour	5.00/hour
For-Profit (first two hours)	75.00	75.00
Additional Hours	15.00/hour	15.00/hour
Multipurpose Room (6 pm to midnight)		
Deposit (non-refundable)	150.00	150.00
Non-Profit Event	50.00/hour	50.00/hour
For-Profit Event	80.00/hour	80.00/hour
Visitor Center Pavilion		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour
Farmer's Market Booth Rental (Pavilion)		
Standard Booth	50.00/season	50.00/season
Expanded Booth	75.00/season	75.00/season
Exterior (Uncovered) Space	35.00/season	35.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
Interpreted Bus Tour Historic District		
Adult	5.00	5.00
Senior (60+) and Child (3 to 12), Military	3.00	3.00
Interpreted Bus Tour Great Dismal Swamp		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Cedar Hill Cemetery Stroll		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
Interpreted Canoe Tour	35.00	35.00
Ghost Walk		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Nature Walks		
Adult	7.00	7.00
Senior (60+); Child (9-12): Military	5.00	5.00
Nansemond River Canoe Tours	35.00	35.00
Fee Based Activities Not Described	Cost	Cost
Visitor Center Display Case - Limit of 4	\$100/quarter	\$100/quarter

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
TREASURER		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Lien	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Block	20.00	20.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Delinquent Personal Property Collection Fee	30.00	30.00
Attorney or Collection Agency Feeds	20%	20%
Vehicle License Registration Late Payment Fee	10.00	10.00
Serving out of town warrants in debt	20.00	20.00
For each additional warrant served	12.00	12.00
Towing:		
-Vehicles up to 1 ton	0.00	225.00
-Vehicles 1 ton to 6 tons	0.00	550.00
-Vehicles 6 tons to 12 tons	0.00	750.00
-Tractor-Trailer & 20 ton Dump Truck	0.00	1,200.00
Storage	0.00	\$30.00/daily rate
Administrative Fee:	0.00	\$45/in case of auction
Inventory/Condition Report Fee:	0.00	\$45/in case of auction
Boot Fee:	0.00	\$30-\$50/depends on size of tire
BAI.Net Charge Card Convenience Fee	2.7%	3.0%
Charge Card Convenience Fees		
Visa Debit Cards Only	3.95	3.95
Visa Debit Cards; Mastercard Debit or Credit and AMEX		
\$0.01 to \$144.00	3.95	3.95
\$144.01 and higher	2.75% of payment amount	2.75% of payment amount
Sturgis		
Charge Card Convenience Fees		2.2% of payment amount plus .30 transaction fee

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP A - ASSEMBLY / EDUCATIONAL**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

SQ.FEET		FEE	SQ.FEET		FEE	SQ.FEET		FEE			
\$9.00 PER 100 SQUARE FEET											
0	~	100	\$50.00	4,301	~	4,400	\$362.00	8,601	~	8,700	\$669.00
101	~	200	\$50.00	4,401	~	4,500	\$370.00	8,701	~	8,800	\$676.00
201	~	300	\$50.00	4,501	~	4,600	\$378.00	8,801	~	8,900	\$683.00
301	~	400	\$50.00	4,601	~	4,700	\$386.00	8,901	~	9,000	\$690.00
401	~	500	\$50.00	4,701	~	4,800	\$394.00	9,001	~	9,100	\$697.00
501	~	600	\$54.00	4,801	~	4,900	\$402.00	9,101	~	9,200	\$704.00
601	~	700	\$63.00	4,901	~	5,000	\$410.00	9,201	~	9,300	\$711.00
701	~	800	\$72.00					9,301	~	9,400	\$718.00
801	~	900	\$81.00					9,401	~	9,500	\$725.00
901	~	1,000	\$90.00					9,501	~	9,600	\$732.00
\$7.00 PER 100 SQUARE FEET											
				5,001	~	5,100	\$417.00	9,601	~	9,700	\$739.00
				5,101	~	5,200	\$424.00	9,701	~	9,800	\$746.00
				5,201	~	5,300	\$431.00	9,801	~	9,900	\$753.00
				5,301	~	5,400	\$438.00	9,901	~	10,000	\$760.00
				5,401	~	5,500	\$445.00	10,001	~	10,100	\$767.00
				5,501	~	5,600	\$452.00	10,101	~	10,200	\$774.00
				5,601	~	5,700	\$459.00	10,201	~	10,300	\$781.00
				5,701	~	5,800	\$466.00	10,301	~	10,400	\$788.00
				5,801	~	5,900	\$473.00	10,401	~	10,500	\$795.00
				5,901	~	6,000	\$480.00	10,501	~	10,600	\$802.00
				6,001	~	6,100	\$487.00	10,601	~	10,700	\$809.00
				6,101	~	6,200	\$494.00	10,701	~	10,800	\$816.00
				6,201	~	6,300	\$501.00	10,801	~	10,900	\$823.00
				6,301	~	6,400	\$508.00	10,901	~	11,000	\$830.00
				6,401	~	6,500	\$515.00	11,001	~	11,100	\$837.00
				6,501	~	6,600	\$522.00	11,101	~	11,200	\$844.00
				6,601	~	6,700	\$529.00	11,201	~	11,300	\$851.00
				6,701	~	6,800	\$536.00	11,301	~	11,400	\$858.00
				6,801	~	6,900	\$543.00	11,401	~	11,500	\$865.00
				6,901	~	7,000	\$550.00	11,501	~	11,600	\$872.00
				7,001	~	7,100	\$557.00	11,601	~	11,700	\$879.00
				7,101	~	7,200	\$564.00	11,701	~	11,800	\$886.00
				7,201	~	7,300	\$571.00	11,801	~	11,900	\$893.00
				7,301	~	7,400	\$578.00	11,901	~	12,000	\$900.00
				7,401	~	7,500	\$585.00	12,001	~	12,100	\$907.00
				7,501	~	7,600	\$592.00	12,101	~	12,200	\$914.00
				7,601	~	7,700	\$599.00	12,201	~	12,300	\$921.00
				7,701	~	7,800	\$606.00	12,301	~	12,400	\$928.00
				7,801	~	7,900	\$613.00	12,401	~	12,500	\$935.00
				7,901	~	8,000	\$620.00	12,501	~	12,600	\$942.00
				8,001	~	8,100	\$627.00	12,601	~	12,700	\$949.00
				8,101	~	8,200	\$634.00	12,701	~	12,800	\$956.00
				8,201	~	8,300	\$641.00	12,801	~	12,900	\$963.00
				8,301	~	8,400	\$648.00	12,901	~	13,000	\$970.00
				8,401	~	8,500	\$655.00	13,001	~	13,100	\$977.00
				8,501	~	8,600	\$662.00	13,101	~	13,200	\$984.00
								13,201	~	13,300	\$991.00
\$8.00 PER 100 SQUARE FEET											
1,001	~	1,100	\$98.00								
1,101	~	1,200	\$106.00								
1,201	~	1,300	\$114.00								
1,301	~	1,400	\$122.00								
1,401	~	1,500	\$130.00								
1,501	~	1,600	\$138.00								
1,601	~	1,700	\$146.00								
1,701	~	1,800	\$154.00								
1,801	~	1,900	\$162.00								
1,901	~	2,000	\$170.00								
2,001	~	2,100	\$178.00								
2,101	~	2,200	\$186.00								
2,201	~	2,300	\$194.00								
2,301	~	2,400	\$202.00								
2,401	~	2,500	\$210.00								
2,501	~	2,600	\$218.00								
2,601	~	2,700	\$226.00								
2,701	~	2,800	\$234.00								
2,801	~	2,900	\$242.00								
2,901	~	3,000	\$250.00								
3,001	~	3,100	\$258.00								
3,101	~	3,200	\$266.00								
3,201	~	3,300	\$274.00								
3,301	~	3,400	\$282.00								
3,401	~	3,500	\$290.00								
3,501	~	3,600	\$298.00								
3,601	~	3,700	\$306.00								
3,701	~	3,800	\$314.00								
3,801	~	3,900	\$322.00								
3,901	~	4,000	\$330.00								
4,001	~	4,100	\$338.00								
4,101	~	4,200	\$346.00								
4,201	~	4,300	\$354.00								

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP A - ASSEMBLY / EDUCATIONAL**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

SQ.FEET		FEE	SQ.FEET		FEE	SQ.FEET		FEE			
13,301	~	13,400	\$998.00	17,201	~	17,300	\$1,248.00	21,401	~	21,500	\$1,500.00
13,401	~	13,500	1,005.00	17,301	~	17,400	\$1,254.00	21,501	~	21,600	\$1,506.00
13,501	~	13,600	1,012.00	17,401	~	17,500	\$1,260.00	21,601	~	21,700	\$1,512.00
13,601	~	13,700	1,019.00	17,501	~	17,600	\$1,266.00	21,701	~	21,800	\$1,518.00
13,701	~	13,800	1,026.00	17,601	~	17,700	\$1,272.00	21,801	~	21,900	1,524.00
13,801	~	13,900	1,033.00	17,701	~	17,800	\$1,278.00	21,901	~	22,000	\$1,530.00
13,901	~	14,000	1,040.00	17,801	~	17,900	\$1,284.00	22,001	~	22,100	\$1,536.00
14,001	~	14,100	1,047.00	17,901	~	18,000	\$1,290.00	22,101	~	22,200	\$1,542.00
14,101	~	14,200	1,054.00	18,001	~	18,100	\$1,296.00	22,201	~	22,300	\$1,548.00
14,201	~	14,300	1,061.00	18,101	~	18,200	\$1,302.00	22,301	~	22,400	\$1,554.00
14,301	~	14,400	1,068.00	18,201	~	18,300	\$1,308.00	22,401	~	22,500	\$1,560.00
14,401	~	14,500	1,075.00	18,301	~	18,400	\$1,314.00	22,501	~	22,600	\$1,566.00
14,501	~	14,600	1,082.00	18,401	~	18,500	\$1,320.00	22,601	~	22,700	\$1,572.00
14,601	~	14,700	1,089.00	18,501	~	18,600	\$1,326.00	22,701	~	22,800	\$1,578.00
14,701	~	14,800	1,096.00	18,601	~	18,700	\$1,332.00	22,801	~	22,900	\$1,584.00
14,801	~	14,900	1,103.00	18,701	~	18,800	\$1,338.00	22,901	~	23,000	\$1,590.00
14,901	~	15,000	1,110.00	18,801	~	18,900	\$1,344.00	23,001	~	23,100	\$1,596.00
\$6.00 PER 100 SQUARE FEET				18,901	~	19,000	\$1,350.00	23,101	~	23,200	\$1,602.00
15,001	~	15,100	\$1,116.00	19,001	~	19,100	\$1,356.00	23,201	~	23,300	\$1,608.00
15,101	~	15,200	\$1,122.00	19,101	~	19,200	\$1,362.00	23,301	~	23,400	\$1,614.00
15,201	~	15,300	\$1,128.00	19,201	~	19,300	\$1,368.00	23,401	~	23,500	\$1,620.00
15,301	~	15,400	\$1,134.00	19,301	~	19,400	\$1,374.00	23,501	~	23,600	\$1,626.00
15,401	~	15,500	1,140.00	19,401	~	19,500	\$1,380.00	23,601	~	23,700	\$1,632.00
15,501	~	15,600	\$1,146.00	19,501	~	19,600	1,386.00	23,701	~	23,800	\$1,638.00
15,601	~	15,700	\$1,152.00	19,601	~	19,700	\$1,392.00	23,801	~	23,900	\$1,644.00
15,701	~	15,800	\$1,158.00	19,701	~	19,800	\$1,398.00	23,901	~	24,000	\$1,650.00
15,801	~	15,900	\$1,164.00	19,801	~	19,900	\$1,404.00	24,001	~	24,100	\$1,656.00
15,901	~	16,000	\$1,170.00	19,901	~	20,000	\$1,410.00	24,101	~	24,200	\$1,662.00
16,001	~	16,100	\$1,176.00	20,001	~	20,100	\$1,416.00	24,201	~	24,300	\$1,668.00
16,101	~	16,200	\$1,182.00	20,101	~	20,200	\$1,422.00	24,301	~	24,400	\$1,674.00
16,201	~	16,300	1,188.00	20,201	~	20,300	\$1,428.00	24,401	~	24,500	\$1,680.00
16,301	~	16,400	\$1,194.00	20,301	~	20,400	\$1,434.00	24,501	~	24,600	\$1,686.00
16,401	~	16,500	\$1,200.00	20,401	~	20,500	\$1,440.00	24,601	~	24,700	\$1,692.00
16,501	~	16,600	\$1,206.00	20,501	~	20,600	\$1,446.00	24,701	~	24,800	\$1,698.00
16,601	~	16,700	\$1,212.00	20,601	~	20,700	\$1,452.00	24,801	~	24,900	\$1,704.00
16,701	~	16,800	\$1,218.00	20,701	~	20,800	\$1,458.00	24,901	~	25,000	\$1,710.00
16,801	~	16,900	\$1,224.00	20,801	~	20,900	\$1,464.00	25,001	~	25,100	\$1,716.00
16,901	~	17,000	\$1,230.00	20,901	~	21,000	\$1,470.00	25,101	~	25,200	\$1,722.00
17,001	~	17,100	\$1,236.00	21,001	~	21,100	\$1,476.00	25,201	~	25,300	\$1,728.00
17,101	~	17,200	\$1,242.00	21,101	~	21,200	\$1,482.00	CONTINUE WITHOUT LIMIT, AT A RATE OF \$6.00 PER 100 SQUARE FEET			
				21,201	~	21,300	\$1,488.00				
				21,301	~	21,400	\$1,494.00				

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP F - FACTORY / INDUSTRIAL**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.0% STATE LEVY

SQ.FEET		FEE	SQ.FEET		FEE	SQ.FEET		FEE			
<u>\$8.00 PER 100 SQ.FT</u>			3,901	~	4,000	\$300.00	7,801	~	7,900	\$544.00	
0	~	100	\$50.00	4,001	~	4,100	\$307.00	7,901	~	8,000	\$550.00
101	~	200	\$50.00	4,101	~	4,200	\$314.00	8,001	~	8,100	\$556.00
201	~	300	\$50.00	4,201	~	4,300	\$321.00	8,101	~	8,200	\$562.00
301	~	400	\$50.00	4,301	~	4,400	\$328.00	8,201	~	8,300	\$568.00
401	~	500	\$50.00	4,401	~	4,500	\$335.00	8,301	~	8,400	\$574.00
501	~	600	\$50.00	4,501	~	4,600	\$342.00	8,401	~	8,500	\$580.00
601	~	700	\$56.00	4,601	~	4,700	\$349.00	8,501	~	8,600	\$586.00
701	~	800	\$64.00	4,701	~	4,800	\$356.00	8,601	~	8,700	\$592.00
801	~	900	\$72.00	4,801	~	4,900	\$363.00	8,701	~	8,800	\$598.00
901	~	1,000	\$80.00	4,901	~	5,000	\$370.00	8,801	~	8,900	\$604.00
1,001	~	1,100	\$88.00	<u>\$6.00 PER 100 SQUARE FEET</u>			8,901	~	9,000	\$610.00	
1,101	~	1,200	\$96.00	5,001	~	5,100	\$376.00	9,001	~	9,100	\$616.00
1,201	~	1,300	\$104.00	5,101	~	5,200	\$382.00	9,101	~	9,200	\$622.00
1,301	~	1,400	\$112.00	5,201	~	5,300	\$388.00	9,201	~	9,300	\$628.00
1,401	~	1,500	\$120.00	5,301	~	5,400	\$394.00	9,301	~	9,400	\$634.00
1,501	~	1,600	\$128.00	5,401	~	5,500	\$400.00	9,401	~	9,500	\$640.00
1,601	~	1,700	\$136.00	5,501	~	5,600	\$406.00	9,501	~	9,600	\$646.00
1,701	~	1,800	\$144.00	5,601	~	5,700	\$412.00	9,601	~	9,700	\$652.00
1,801	~	1,900	\$152.00	5,701	~	5,800	\$418.00	9,701	~	9,800	\$658.00
1,901	~	2,000	\$160.00	5,801	~	5,900	\$424.00	9,801	~	9,900	\$664.00
<u>\$7.00 PER 100 SQUARE FEET</u>			5,901	~	6,000	\$430.00	9,901	~	10,000	\$670.00	
2,001	~	2,100	\$167.00	6,001	~	6,100	\$436.00	10,001	~	10,100	\$676.00
2,101	~	2,200	\$174.00	6,101	~	6,200	\$442.00	10,101	~	10,200	\$682.00
2,201	~	2,300	\$181.00	6,201	~	6,300	\$448.00	10,201	~	10,300	\$688.00
2,301	~	2,400	\$188.00	6,301	~	6,400	\$454.00	10,301	~	10,400	\$694.00
2,401	~	2,500	\$195.00	6,401	~	6,500	\$460.00	10,401	~	10,500	\$700.00
2,501	~	2,600	\$202.00	6,501	~	6,600	\$466.00	10,501	~	10,600	\$706.00
2,601	~	2,700	\$209.00	6,601	~	6,700	\$472.00	10,601	~	10,700	\$712.00
2,701	~	2,800	\$216.00	6,701	~	6,800	\$478.00	10,701	~	10,800	\$718.00
2,801	~	2,900	\$223.00	6,801	~	6,900	\$484.00	10,801	~	10,900	\$724.00
2,901	~	3,000	\$230.00	6,901	~	7,000	\$490.00	10,901	~	11,000	\$730.00
3,001	~	3,100	\$237.00	7,001	~	7,100	\$496.00	11,001	~	11,100	\$736.00
3,101	~	3,200	\$244.00	7,101	~	7,200	\$502.00	11,101	~	11,200	\$742.00
3,201	~	3,300	\$251.00	7,201	~	7,300	\$508.00	11,201	~	11,300	\$748.00
3,301	~	3,400	\$258.00	7,301	~	7,400	\$514.00	11,301	~	11,400	\$754.00
3,401	~	3,500	\$265.00	7,401	~	7,500	\$520.00	11,401	~	11,500	\$760.00
3,501	~	3,600	\$272.00	7,501	~	7,600	\$526.00	11,501	~	11,600	\$766.00
3,601	~	3,700	\$279.00	7,601	~	7,700	\$532.00	11,601	~	11,700	\$772.00
3,701	~	3,800	\$286.00	7,701	~	7,800	\$538.00	11,701	~	11,800	\$778.00
3,801	~	3,900	\$293.00				CONTINUE WITHOUT LIMIT, AT A RATE OF \$6.00 PER 100 SQUARE FEET				

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP I - INSTITUTIONAL**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

<u>SQ.FEET</u>				<u>SQ. FEET</u>				<u>SQ. FEET</u>			
<u>\$10.00 PER 100 SQUARE FEET</u>				<u>FEE</u>				<u>FEE</u>			
0	~	100	\$50.00	3,301	~	3,400	\$302.00	7,101	~	7,200	\$562.00
101	~	200	\$50.00	3,401	~	3,500	\$310.00	7,201	~	7,300	\$568.00
201	~	300	\$50.00	3,501	~	3,600	\$318.00	7,301	~	7,400	\$574.00
301	~	400	\$50.00	3,601	~	3,700	\$326.00	7,401	~	7,500	\$580.00
401	~	500	\$50.00	3,701	~	3,800	\$334.00	7,501	~	7,600	\$586.00
501	~	600	\$60.00	3,801	~	3,900	\$342.00	7,601	~	7,700	\$592.00
601	~	700	\$70.00	3,901	~	4,000	\$350.00	7,701	~	7,800	\$598.00
701	~	800	\$80.00	4,001	~	4,100	\$358.00	7,801	~	7,900	\$604.00
801	~	900	\$90.00	4,101	~	4,200	\$366.00	7,901	~	8,000	\$610.00
901	~	1,000	\$100.00	4,201	~	4,300	\$374.00	8,001	~	8,100	\$616.00
<u>9.00 PER 100 SQ.FT.</u>				4,301	~	4,400	\$382.00	8,101	~	8,200	\$622.00
1,001	~	1,100	\$109.00	4,401	~	4,500	\$390.00	8,201	~	8,300	\$628.00
1,101	~	1,200	\$118.00	4,501	~	4,600	\$398.00	8,301	~	8,400	\$634.00
1,201	~	1,300	\$127.00	4,601	~	4,700	\$406.00	8,401	~	8,500	\$640.00
1,301	~	1,400	\$136.00	4,701	~	4,800	\$414.00	8,501	~	8,600	\$646.00
1,401	~	1,500	\$145.00	4,801	~	4,900	\$422.00	8,601	~	8,700	\$652.00
1,501	~	1,600	\$154.00	4,901	~	5,000	\$430.00	8,701	~	8,800	\$658.00
1,601	~	1,700	\$163.00	<u>\$6.00 PER 100 SQ.FT.</u>				8,801	~	8,900	\$664.00
1,701	~	1,800	\$172.00	5,001	~	5,100	\$436.00	8,901	~	9,000	\$670.00
1,801	~	1,900	\$181.00	5,101	~	5,200	\$442.00	9,001	~	9,100	\$676.00
1,901	~	2,000	\$190.00	5,201	~	5,300	\$448.00	9,101	~	9,200	\$682.00
<u>8.00 PER 100 SQ.FT.</u>				5,301	~	5,400	\$454.00	9,201	~	9,300	\$688.00
2,001	~	2,100	\$198.00	5,401	~	5,500	\$460.00	9,301	~	9,400	\$694.00
2,101	~	2,200	\$206.00	5,501	~	5,600	\$466.00	9,401	~	9,500	\$700.00
2,201	~	2,300	\$214.00	5,601	~	5,700	\$472.00	9,501	~	9,600	\$706.00
2,301	~	2,400	\$222.00	5,701	~	5,800	\$478.00	9,601	~	9,700	\$712.00
2,401	~	2,500	\$230.00	5,801	~	5,900	\$484.00	9,701	~	9,800	\$718.00
2,501	~	2,600	\$238.00	5,901	~	6,000	\$490.00	9,801	~	9,900	\$724.00
2,601	~	2,700	\$246.00	6,001	~	6,100	\$496.00	9,901	~	10,000	\$730.00
2,701	~	2,800	\$254.00	6,101	~	6,200	\$502.00	10,001	~	10,100	\$736.00
2,801	~	2,900	\$262.00	6,201	~	6,300	\$508.00	10,101	~	10,200	\$742.00
2,901	~	3,000	\$270.00	6,301	~	6,400	\$514.00	10,201	~	10,300	\$748.00
3,001	~	3,100	\$278.00	6,401	~	6,500	\$520.00	10,301	~	10,400	\$754.00
3,101	~	3,200	\$286.00	6,501	~	6,600	\$526.00	10,401	~	10,500	\$760.00
3,201	~	3,300	\$294.00	6,601	~	6,700	\$532.00	10,501	~	10,600	\$766.00
				6,701	~	6,800	\$538.00	10,601	~	10,700	\$772.00
				6,801	~	6,900	\$544.00	10,701	~	10,800	\$778.00
				6,901	~	7,000	\$550.00	10,801	~	10,900	\$784.00
				7,001	~	7,100	\$556.00	10,901	~	11,000	\$790.00
								11,001	~	11,200	\$802.00

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP S - STORAGE**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

SQ. FEET		FEE	SQ. FEET		FEE	SQ. FEET		FEE			
<u>\$7.00 PER 100 SQ. FT.</u>			<u>\$5.00 PER 1 SQ. FT.</u>			<u>\$4.00 PER 100 SQ. FT.</u>					
0	~	100	\$50.00	3,701	~	3,800	\$248.00	7,601	~	7,700	\$455.00
101	~	200	\$50.00	3,801	~	3,900	\$254.00	7,701	~	7,800	\$460.00
201	~	300	\$50.00	3,901	~	4,000	\$260.00	7,801	~	7,900	\$465.00
301	~	400	\$50.00	4,001	~	4,100	\$266.00	7,901	~	8,000	\$470.00
401	~	500	\$50.00	4,101	~	4,200	\$272.00	8,001	~	8,100	\$475.00
501	~	600	\$50.00	4,201	~	4,300	\$278.00	8,101	~	8,200	\$480.00
601	~	700	\$50.00	4,301	~	4,400	\$284.00	8,201	~	8,300	\$485.00
701	~	800	\$56.00	4,401	~	4,500	\$290.00	8,301	~	8,400	\$490.00
801	~	900	\$63.00	4,501	~	4,600	\$296.00	8,401	~	8,500	\$495.00
901	~	1,000	\$70.00	4,601	~	4,700	\$302.00	8,501	~	8,600	\$500.00
1,001	~	1,100	\$77.00	4,701	~	4,800	\$308.00	8,601	~	8,700	\$505.00
1,101	~	1,200	\$84.00	4,801	~	4,900	\$314.00	8,701	~	8,800	\$510.00
1,201	~	1,300	\$91.00	4,901	~	5,000	\$320.00	8,801	~	8,900	\$515.00
1,301	~	1,400	\$98.00					8,901	~	9,000	\$520.00
1,401	~	1,500	\$105.00	5,001	~	5,100	\$325.00	9,001	~	9,100	\$525.00
1,501	~	1,600	\$112.00	5,101	~	5,200	\$330.00	9,101	~	9,200	\$530.00
1,601	~	1,700	\$119.00	5,201	~	5,300	\$335.00	9,201	~	9,300	\$535.00
1,701	~	1,800	\$126.00	5,301	~	5,400	\$340.00	9,301	~	9,400	\$540.00
1,801	~	1,900	\$133.00	5,401	~	5,500	\$345.00	9,401	~	9,500	\$545.00
1,901	~	2,000	\$140.00	5,501	~	5,600	\$350.00	9,501	~	9,600	\$550.00
				5,601	~	5,700	\$355.00	9,601	~	9,700	\$555.00
				5,701	~	5,800	\$360.00	9,701	~	9,800	\$560.00
				5,801	~	5,900	\$365.00	9,801	~	9,900	\$565.00
				5,901	~	6,000	\$370.00	9,901	~	10,000	\$570.00
				6,001	~	6,100	\$375.00				
				6,101	~	6,200	\$380.00				
				6,201	~	6,300	\$385.00				
				6,301	~	6,400	\$390.00				
				6,401	~	6,500	\$395.00				
				6,501	~	6,600	\$400.00				
				6,601	~	6,700	\$405.00				
				6,701	~	6,800	\$410.00				
				6,801	~	6,900	\$415.00				
				6,901	~	7,000	\$420.00				
				7,001	~	7,100	\$425.00				
				7,101	~	7,200	\$430.00				
				7,201	~	7,300	\$435.00				
				7,301	~	7,400	\$440.00				
				7,401	~	7,500	\$445.00				
				7,501	~	7,600	\$450.00				

CONTINUE WITHOUT LIMIT,
AT A RATE OF \$4.00
PER 100 SQUARE FEET

BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
 GROUP T - TEMPORARY, MISC., ALTERATIONS, REPAIR,
 ADDITIONS, INSTALLATION, AND COMMERCIAL INTERIOR (ATTACHED)

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

VALUATION		CITY FEE	VALUATION		CITY FEE	VALUATION		CITY FEE			
<u>\$11.00 per \$1000 VALUE</u>											
\$0	~	\$1,000	\$50.00	\$33,001	~	\$34,000	\$215.00	\$74,001	~	\$75,000	\$420.00
\$1,001	~	\$2,000	\$50.00	\$34,001	~	\$35,000	\$220.00	\$75,001	~	\$76,000	\$425.00
\$2,001	~	\$3,000	\$50.00	\$35,001	~	\$36,000	\$225.00	\$76,001	~	\$77,000	\$430.00
\$3,001	~	\$4,000	\$50.00	\$36,001	~	\$37,000	\$230.00	\$77,001	~	\$78,000	\$435.00
\$4,001	~	\$5,000	\$55.00	\$37,001	~	\$38,000	\$235.00	\$78,001	~	\$79,000	\$440.00
				\$38,001	~	\$39,000	\$240.00	\$79,001	~	\$80,000	\$445.00
				\$39,001	~	\$40,000	\$245.00	\$80,001	~	\$81,000	\$450.00
				\$40,001	~	\$41,000	\$250.00	\$81,001	~	\$82,000	\$455.00
				\$41,001	~	\$42,000	\$255.00	\$82,001	~	\$83,000	\$460.00
				\$42,001	~	\$43,000	\$260.00	\$83,001	~	\$84,000	\$465.00
				\$43,001	~	\$44,000	\$265.00	\$84,001	~	\$85,000	\$470.00
				\$44,001	~	\$45,000	\$270.00	\$85,001	~	\$86,000	\$475.00
				\$45,001	~	\$46,000	\$275.00	\$86,001	~	\$87,000	\$480.00
				\$46,001	~	\$47,000	\$280.00	\$87,001	~	\$88,000	\$485.00
				\$47,001	~	\$48,000	\$285.00	\$88,001	~	\$89,000	\$490.00
				\$48,001	~	\$49,000	\$290.00	\$89,001	~	\$90,000	\$495.00
				\$49,001	~	\$50,000	\$295.00	\$90,001	~	\$91,000	\$500.00
				\$50,001	~	\$51,000	\$300.00	\$91,001	~	\$92,000	\$505.00
				\$51,001	~	\$52,000	\$305.00	\$92,001	~	\$93,000	\$510.00
				\$52,001	~	\$53,000	\$310.00	\$93,001	~	\$94,000	\$515.00
				\$53,001	~	\$54,000	\$315.00	\$94,001	~	\$95,000	\$520.00
				\$54,001	~	\$55,000	\$320.00	\$95,001	~	\$96,000	\$525.00
				\$55,001	~	\$56,000	\$325.00	\$96,001	~	\$97,000	\$530.00
				\$56,001	~	\$57,000	\$330.00	\$97,001	~	\$98,000	\$535.00
				\$57,001	~	\$58,000	\$335.00	\$98,001	~	\$99,000	\$540.00
				\$58,001	~	\$59,000	\$340.00	\$99,001	~	\$100,000	\$545.00
				\$59,001	~	\$60,000	\$345.00	<u>CONTINUED NEXT PAGE</u>			
				\$60,001	~	\$61,000	\$350.00				
				\$61,001	~	\$62,000	\$355.00				
				\$62,001	~	\$63,000	\$360.00				
				\$63,001	~	\$64,000	\$365.00				
				\$64,001	~	\$65,000	\$370.00				
				\$65,001	~	\$66,000	\$375.00				
				\$66,001	~	\$67,000	\$380.00				
				\$67,001	~	\$68,000	\$385.00				
				\$68,001	~	\$69,000	\$390.00				
				\$69,001	~	\$70,000	\$395.00				
				\$70,001	~	\$71,000	\$400.00				
				\$71,001	~	\$72,000	\$405.00				
				\$72,001	~	\$73,000	\$410.00				
				\$73,001	~	\$74,000	\$415.00				

BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
 GROUP T - TEMPORARY, MISC., ALTERATIONS, REPAIR,
 ADDITIONS, INSTALLATION, AND COMMERCIAL INTERIOR (ATTACHED)

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

VALUATION CITY FEE
 \$4.00 per \$1000 VALUE

\$100,001	~	\$101,000	\$549.00
\$101,001	~	102,000	\$553.00
\$102,001	~	103,000	\$557.00
\$103,001	~	104,000	\$561.00
\$104,001	~	105,000	\$565.00
\$105,001	~	106,000	\$569.00
\$106,001	~	107,000	\$573.00
\$107,001	~	108,000	\$577.00
\$108,001	~	109,000	\$581.00
\$109,001	~	110,000	\$585.00
\$110,001	~	111,000	\$589.00
\$111,001	~	112,000	\$593.00
\$112,001	~	113,000	\$597.00
\$113,001	~	114,000	\$601.00
\$114,001	~	115,000	\$605.00
\$115,001	~	116,000	\$609.00
\$116,001	~	117,000	\$613.00
\$117,001	~	118,000	\$617.00

CONTINUE AT A RATE OF \$4.00 PER \$1000 VALUE UP TO \$200,000
 OVER \$200,000 SEE APPROPRIATE USE GROUP CATEGORY

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING NEW POSITIONS AND JOB DESCRIPTIONS REGARDING THE FY 2014-2015 OPERATING AND CAPITAL BUDGET AND THE CITY'S FY 2014-2015 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 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 2014-2015 Operating and Capital Budget and the City's 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 2014-2015 Operating and Capital Budget and the City's Compensation Plan; and

WHEREAS, the City Manager is requesting that the significant revision to an existing job description be approved as a part of the FY 2014-2015 Operating and Capital Budget and the City's Compensation Plan.

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

1. The job descriptions for new positions of Current Planning Manager, Customer Service Supervisor, Delivery Driver, Environmental Programs Manager, Fire Marshal, Grounds Maintenance Superintendent, Library Associate, Mosquito Control Team Leader, Right of Way Technician, Risk, Benefits and Wellness Manager, Sanitation Supervisor, and Visitor Center Supervisor, which are attached as part of this Ordinance, be, and are hereby, approved as part of the FY 2014-2015 Classification and Compensation Plan.
2. The significant revision to an existing job description of Parts and Procurement Specialist which is attached as part of this Ordinance, be, and is hereby, approved as part of the FY 2014-2015 Classification and Compensation Plan.

This Ordinance shall be effective on July 1, 2014, contingent upon the corresponding jobs for the job descriptions being approved in the FY 2014-2015 Operating and Capital Budget being approved, and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland
City Attorney

ORDINANCE NO. _____

AN ORDINANCE TO USE UNRESTRICTED NET POSITION BALANCE IN THE RISK MANAGEMENT FUND, NOT TO EXCEED \$1,800,000 TO FUND OTHER POST EMPLOYMENT BENEFITS

WHEREAS, it is anticipated that an unrestricted net position balance will remain in the Risk Management Fund on June 30, 2014; and,

WHEREAS, the Risk Management fund will be used to fund Other Post Employment Benefits (OPEB).

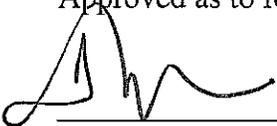
NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The unrestricted net position balance in the Risk Management Fund remaining on June 30, 2014, not to exceed \$1,800,000, be appropriated to the Risk Management Fund budget to fund Other Post Employment Benefits (OPEB).
2. The Fund amount not to exceed \$1,800,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 13-O-040 as amended. The City Manager be, and hereby is 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

ORDINANCE NO. _____

AN ORDINANCE TO USE UNRESTRICTED NET POSITION BALANCE IN THE INFORMATION TECHNOLOGY FUND, NOT TO EXCEED \$1,400,000 TO ADDRESS ONE-TIME INFORMATION TECHNOLOGY CAPITAL AND NON-CAPITAL NEEDS

WHEREAS, it is anticipated that an unrestricted net position balance will remain in the Information Technology Fund will remain on June 30, 2014; and,

WHEREAS, the Information Technology Fund has future capital and non-capital needs.

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

1. The unrestricted net position balance in the Information Technology Fund remaining on June 30, 2014, not to exceed \$1,400,000, be appropriated to the Information Technology Fund budget to address future capital and non-capital needs.

2. The Fund amount not to exceed \$1,400,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 13-O-040 as amended. The City Manager be, and hereby is 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

ORDINANCE NO. _____

AN ORDINANCE TO USE COMMITTED FUND BALANCE IN THE DEBT SERVICE FUND, NOT TO EXCEED \$1,421,000 TO DESIGNATE FUNDING TO THE FISCAL YEAR 2014-15 SCHOOL OPERATING FUND FOR THE CITY OF SUFFOLK AND THE CITY'S PAY-GO FOR POLICY REQUIREMENTS

WHEREAS, it is anticipated that a committed fund balance will remain in the Debt Service Fund on June 30, 2014; and,

WHEREAS, the Debt Service Fund will be used to fund the Fiscal Year 2014-15 School Operating Fund for the City of Suffolk and the City's Pay-Go for policy requirements.

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

1. The committed fund balance in the Debt Service Fund remaining on June 30, 2014, not to exceed \$1,421,000, be appropriated to the School Fund in the amount of \$920,756 for school operating fund budget needs and the Capital Fund budget in the amount of \$500,000 for the City's Pay-Go for policy requirements.

2. The Fund amount not to exceed \$1,421,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 13-O-040 as amended. The City Manager be, and hereby is 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

RESOLUTION NUMBER _____

A RESOLUTION TO PROVIDE FOR A 1% SHIFT IN THE VIRGINIA RETIREMENT SYSTEM EMPLOYEE CONTRIBUTION RATE TO THE EMPLOYEES WITH A RESPECTIVE 1.337% INCREASE IN TOTAL CREDITABLE COMPENSATION AS AMENDED

WHEREAS, the City of Suffolk (55220) employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and,

WHEREAS, the City of Suffolk employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and,

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and,

WHEREAS, the City of Suffolk may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and,

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2014, to each such employee in service on June 30, 2014, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the percentage increase of the member contribution paid by such pursuant to this resolution (For example, if the member contribution paid by the employee increases from two to three percent pursuant to this resolution, the employee must receive a one-percent increase in creditable compensation.) and,

WHEREAS, the City of Suffolk has elected to provide a 1.337% increase in total creditable compensation, effective July 1, 2014, to each such employee in service on June 30, 2014, to offset the cost of the member contributions.

NOW, THEREFORE, BE IT RESOLVED, that the City of Suffolk does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly according to the following schedule for the fiscal year beginning July 1, 2014:

PLAN 1	Percent	PLAN 2	Percent
Employer Paid Member Contribution	2%	Employer Paid Member Contribution	0%

Employee Paid Member Contribution	3%	Employee Paid Member Contribution	5%
Total	5%	Total	5%

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the City of Suffolk in lieu of member contributions; and,

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and,

BE IT FURTHER RESOLVED, that member contributions made by the City of Suffolk under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and,

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the City of Suffolk directly instead of having them paid to VRS; and,

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the City of Suffolk shall be reduced by the amount of member contributions picked up by the City of Suffolk on behalf of each employee pursuant to the foregoing resolutions; and,

BE IT FURTHER RESOLVED, that in accordance with the Appropriation Act, no salary increases that were provided solely to offset the cost of required member contributions to the Virginia Retirement System under § 51.1-144 of the Code of Virginia will be used to certify that the salary increases required by the Appropriations Act have been provided.

NOW, THEREFORE, the officers are hereby authorized and directed in the name of the City of Suffolk to carry out the provisions of this resolution, and said officers are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the City of Suffolk for this purpose.

READ AND ADOPTED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland
City Attorney

AGENDA: May 7, 2014, Regular Session

ITEM: Resolution - A resolution of the City Council of the City of Suffolk, Virginia approving the issuance of revenue refunding bonds by the Western Tidewater Regional Jail Authority

The Board of Directors of the Western Tidewater Regional Jail Authority has authorized the proposed issuance of debt for the purpose of refunding existing debt to secure debt service savings for the Authority and the Member Jurisdictions.

The City hereby pledges and agrees that if during any fiscal year the Authority lacks sufficient funds to pay scheduled debt service on the 2014 Bonds or any other bonds issued in accordance with the Service Agreement, or to fulfill any debt service reserve funding requirements, the City will pay, subject to conditions contained in Section 4.1(b) of the Service Agreement and the limitations set forth below, a portion of such insufficiency equal to its pro rata share as determined pursuant to Section 3.2 of the Service Agreement.

Adoption of the attached resolution is requested of Council to facilitate the Authority's financing.

RECOMMENDATION:

Adopt the attached resolution.

ATTACHMENT:

Resolution

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUFFOLK, VIRGINIA
APPROVING THE ISSUANCE OF REVENUE REFUNDING BONDS BY THE
WESTERN TIDEWATER REGIONAL JAIL AUTHORITY**

A. The Western Tidewater Regional Jail Authority (the "Authority") was created pursuant to Article 3.1, Chapter 3, Title 53.1 of the Code of Virginia of 1950, as amended, by the City of Franklin, Virginia, the County of Isle of Wight, Virginia, and the City of Suffolk, Virginia (collectively, the "Member Jurisdictions").

B. As authorized by a resolution adopted by the board of directors of the Authority on April 9, 2014, the Authority proposes to issue its revenue refunding bonds in an aggregate principal amount of up to \$5,200,000 (the "2014 Bonds") for the purpose of (a) refunding the Authority's \$2,638,000 Revenue and Refunding Bond, Series 2011A and its \$3,773,000 Revenue and Refunding Bond, Series 2011B (collectively, the "Refunded Bonds") issued on May 10, 2011 to (i) finance or refinance the acquisition, construction and equipping of certain capital improvements to the Authority's regional jail facility, (ii) refund the Authority's Revenue and Refunding Bond, Series 2008 and (iii) finance the costs of issuing the Refunded Bonds; and (b) paying the costs of issuing the 2014 Bonds.

C. The goal of the Authority in refunding the Refunded Bonds is to secure debt service savings for the Authority and the Member Jurisdictions.

D. The financing of the 2014 Bonds requires a "moral obligation" pledge by each of the Member Jurisdictions to pay its pro rata share of any debt service on the 2014 Bonds for which the Authority's net revenues are insufficient.

E. Section 4.1(b) of the Amended and Restated Service Agreement dated as of April 15, 2011 (the "Service Agreement"), by and among the Authority and its Member Jurisdictions sets forth provisions for actuating the moral obligation pledge.

F. Section 5.9 of the Service Agreement requires the consent of each of the Member Jurisdictions to the issuance by the Authority of the 2014 Bonds.

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

1. The City hereby consents to the Authority's issuance of the 2014 Bonds for the purposes described in Recitals B and C above, subject to the adoption of similar resolutions by the governing bodies of the other Member Jurisdictions.

2. The City hereby pledges and agrees that if during any fiscal year the Authority lacks sufficient funds to pay scheduled debt service on the 2014 Bonds or any other bonds issued in accordance with the Service Agreement, or to fulfill any debt service reserve funding requirements, the City will pay, subject to the conditions contained in Section 4.1(b) of the Service Agreement and the limitations set forth below, a portion of such insufficiency equal to its pro rata share as determined pursuant to Section 3.2 of the Service Agreement. Any such payment will be subject to the appropriation of funds by the City Council of the City and shall constitute a moral, non-binding payment obligation. In no event shall the obligation of the City

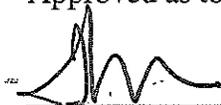
under Section 4.1(b) of the Service Agreement be deemed to constitute a debt within the meaning of the Constitution of Virginia.

4. This resolution shall take effect immediately.

READ AND ADOPTED: MAY 7, 2014

TESTE: _____
Erika S. Dawley
City Clerk

Approved as to form:



Helivi L. Holland
City Attorney

Staff Reports

Motion to Schedule a Work Session

Non-Agenda Speakers

New Business

Announcements and Comments