Director of Media and Community Relations

SUFFOLK CITY COUNCIL

MEETING OF MAY 6, 2015

WORK SESSION

Begins at 4:00 p.m.

REGULAR SESSION

Begins at 7:00 p.m.

SUFFOLK CITY COUNCIL
WORK SESSION
May 6, 2015
4:00 p.m.
City Council Chamber

1. Update regarding Dominion Power's Proposed Atlantic Coast Pipeline

2.* Appointments

* Proposed Items for Closed Session

AGENDA: **May 6, 2015, Work Session**

ITEM: **Update from Dominion Power regarding the Proposed Atlantic Coast Pipeline**

The proposed Atlantic Coast Pipeline (ACP) is an interstate natural gas pipeline that would serve multiple public utilities, and their urgent energy needs, in Virginia and North Carolina. Max Bartholomew, Regional Manager for Dominion Power, will provide City Council with an update regarding that project.

SUFFOLK CITY COUNCIL AGENDA
May 6, 2015
7:00 p.m.
City Council Chamber

1. **Call to Order**

2. **Nonsectarian Invocation**

3. **Approval of the Minutes**

4. **Special Presentation** – Arson Awareness Week

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 Commonwealth of Virginia Department of Aviation for the Suffolk Executive Airport

8. **Consent Agenda** – An ordinance to accept and appropriate proceeds from the Commonwealth of Virginia's Governor's Opportunity Fund

9. **Consent Agenda -** A resolution authorizing the City Manager to execute a Utility Service Agreement between the Cities of Suffolk and Chesapeake, Luck Stone Corporation, and Pughsville Properties, LLC for the provision of water and sanitary sewer services by the City of Chesapeake to Tax Map Parcel 13*37

10. **Public Hearing** – Proposed FY 2015-2016 Downtown Business Overlay District (DBOD) real estate tax increase due to reassessment of 1.36%

11. **Ordinances and Resolutions** – Adoption of the proposed Operating and Capital Budget for Fiscal Year 2015-2016 and related ordinances and resolution as amended

12. **Resolution** – A resolution to adopt the 2020 Consolidated Plan and FY 2015-2016 Annual Action Plan for the City of Suffolk Community Development Block Grant Program and the Western Tidewater Home Consortium Home Investment Partnership Grant Program

13. **Staff Reports**

14. **Motion** – A motion to schedule a Work Session for May 20, 2015, 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 was held in the City Council Chamber, 442 West Washington Street, on Wednesday, April 15, 2015, 5:00 p.m.

PRESENT
Council Members -
Linda T. Johnson, Mayor, presiding
Leroy Bennett, Vice Mayor
Michael D. Duman
Roger W. Fawcett
Donald Z. Goldberg
Timothy J. Johnson
Curtis R. Milteer, Sr.
Lue R. Ward, Jr.

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

ABSENT
None

PARKS AND RECREATION MASTER PLAN UPDATE

Utilizing a PowerPoint presentation, Parks and Recreation Director Lakita Watson gave a report on the above referenced item.

Referring to the presentation, Council Member Fawcett opined about his interest in the raw data from the citizen's survey regarding the parks and recreation master plan.

Referring to the presentation, Council Member Fawcett called for the consideration of a dog park and a skate spot at Sleepy Hole Park.

Referring to the presentation, Council Member Fawcett asked about the feasibility of using the kayak launch at Sleepy Hole Park as a fishing pier. Parks and Recreation Director Watson said that the kayak launch can used as a fishing pier.

Referring to the presentation, Council Member Fawcett inquired about the possibility of using a portion of Sleepy Hole Park for camping. Parks and Recreation Director Watson explained that staff has been considering permitting organized camping activities at Sleepy Hole Park versus an open campground concept.

Referring to the presentation, Council Member Fawcett opined about installing a larger sign at Lake Meade Park.

Referring to the presentation, Council Member Ward spoke about the lack of recreational opportunities in the Huntersville and Burbage Grant areas. Parks and Recreation Director Watson replied that staff is exploring all options to fill service gaps.

Referring to the presentation, Council Member Ward reiterated his view about the lack of recreational opportunities in the Huntersville and Burbage Grant areas. Parks and Recreation Director Watson advised that staff is exploring all options to provide programming, and funding is the key to addressing any gaps in service.

Referring to the presentation, Council Member Ward called for information about the baseball field at Northern Shores Elementary School. Parks and Recreation Director Watson reported that field is a facility of Suffolk Public Schools.

Referring to the presentation, Vice Mayor Bennett opined about increasing publicity for the Parks and Recreation Department's facilities and programs.

Referring to the presentation, Vice Mayor Bennett queried about the security measures for the Suffolk Seaboard Coastline Trail. Parks and Recreation Director Watson stated that staff is working to address that situation.

Council Member Milteer solicited information about the future plans for the facility behind the Whaleyville Fire Station. Parks and Recreation Director Watson indicated that facility is currently being rented for smaller events, and its long-term use is under consideration.

Referring to the presentation, Council Member Goldberg asked about the feasibility of developing a metric to assess the use of all parks and recreation facilities. Parks and Recreation Director Watson said that staff is considering more accurate methods for measuring patronage. She added, currently, the department uses data such as shelter rentals and reports from maintenance personnel to make assessments regarding facility usage.

Vice Mayor Bennett called for an update on the Driver Athletic Complex.

Referring to the presentation, Council Member Johnson inquired about the future plans for the former Southwestern Elementary School. Parks and Recreation Director Watson explained that since Suffolk Public Schools has transferred ownership of the property to the City, the Capital Programs and Buildings Department has been working to stabilize and secure the facility. She also said staff has been seeking grant opportunities to fund its future use.

POLICE BODY CAMERAS

Utilizing a PowerPoint presentation, Police Chief Thomas Bennett and Captain Dean Smith provided a summation on the above referenced item.

Referring to the presentation, Council Member Fawcett queried about the operating time for the body cameras. Captain Smith indicated that each unit has a 12-hour battery life.

Referring to the presentation, Council Member Fawcett called for an explanation of the course of action should a body camera become non-operational while in use. Police Chief Bennett explained that the department has five extra body cameras for quick replacement in the event a unit becomes non-operational.

Referring to the presentation, Council Member Fawcett asked if the vendor can provide replacement body cameras quickly if needed. Police Chief Bennett replied in the affirmative.

Referring to the presentation, Council Member Fawcett requested clarification about the use of the body cameras. Police Chief Bennett reported that the officer would only turn the body camera on during law enforcement actions in accordance with departmental policy.

Referring to the presentation, Council Member Fawcett inquired about how the officer will know when the body camera is operational. Police Chief Bennett said that each body camera is equipped with a light that will let an officer know it is operational.

Referring to the presentation, Mayor Johnson solicited a review of the cost associated with the body cameras. Police Chief Bennett provided the following information: 125 cameras at zero cost, as the City traded in other cameras, for a savings of $72,000; yearly maintenance at a cost of $99,000, which includes updates and equipment replacement; replacements every 3 years; and $9,400 for annual software management.

Referring to the presentation, Council Member Ward sought additional information about when the body cameras will be used. Police Chief Bennett explained that the body cameras would only be use when an officer is engaged in a law enforcement action, such as a foot pursuit or a traffic stop.

Referring to the presentation, Council Member Fawcett opined about the data storage for the body cameras. Police Chief Bennett stated that for security reasons he did not want to provide the specific location of the data storage facility. He added that the data storage facility is not the same vendor of the body cameras and is a well-respected company with a secure method of storing the data.

Referring to the presentation, Council Member Fawcett asked about the ability to locally review the data collected by the body cameras. Police Chief Bennett indicated that the Police Department will be able to review the data collected by the body cameras locally, and the data will not be stored indefinitely. He further explained that non-evidentiary data would be kept for 30 days and evidentiary data would be kept until all related court action is taken. He concluded that data will be destroyed in accordance to the State Records Retention Schedule.

Referring to the presentation, Council Member Duman queried about the process that will be used to classify and review the data collected by the body cameras. Police Chief Bennett said that each officer issued a body camera will be responsible for classifying all data it collects, and the departmental policy will also require a random audit of all data collected by the body cameras.

CLOSED MEETING

City Clerk Dawley presented the following Closed Session motion for City Council's consideration:

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)(5) and (7), the discussion of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community; 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 concerning an EDIP proposal regarding Project Ravens.

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and, Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

City Council convened in Closed Meeting at 6:16 p.m. The Closed Meeting concluded at 6:31 p.m.

Teste: _____
Erika S. Dawley, MMC, City Clerk

Approved: _____
Linda T. Johnson, Mayor

Regular Meeting of the Suffolk City Council was held in the City Council Chamber, 442 West Washington Street, on Wednesday, April 15, 2015, at 7:00 p.m.

PRESENT
Council Members -
Linda T. Johnson, Mayor, presiding
Leroy Bennett, Vice Mayor
Michael D. Duman
Roger W. Fawcett
Donald Z. Goldberg
Timothy J. Johnson
Curtis R. Milteer, 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. Council Member Milteer offered the Invocation and the Pledge of Allegiance to the Flag.

FREEDOM OF INFORMATION ACT CERTIFICATION

City Clerk Dawley presented a resolution certifying the Closed Meeting of April 15, 2015, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

Council Member Duman, on a motion seconded by Council Member Milteer, moved to approve the resolution, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

A RESOLUTION OF CERTIFICATION OF THE CLOSED MEETING OF APRIL 15, 2015, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED

APPROVAL OF THE MINUTES

Council Member Fawcett, on a motion seconded by Vice Mayor Bennett, moved to approve the minutes from the April 1, 2015, Work Session and Regular Meeting, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

SPECIAL PRESENTATIONS

Special Presentation – Week of the Young Child

Mayor Johnson presented the above referenced item to Brenda O'Donnell, Early Childhood Development Coordinator, Social Services Department, Quiana Futrell, Co-President of the Southeastern Association for the Education of Young Children and members of the Suffolk Early Childhood Development Commission.

Special Presentation - National Library Week

Mayor Johnson presented the above referenced item to Library Director Clint Rudy. Utilizing a PowerPoint presentation, Library Director Rudy provided a report regarding ongoing programs and services at Suffolk Public Libraries.

Special Presentation - Suffolk Crime Victims' Rights Week

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

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

Mayor Johnson advised that as there are no items on the Consent Agenda, a motion was in order at this time to adopt the agenda as outlined.

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

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	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

Public Hearing – An ordinance authorizing the execution of a lease agreement for Box Hangar #9 for a tenant at the Suffolk Executive Airport

Utilizing a PowerPoint presentation, Economic Development Director Kevin Hughes submitted a summary of the background information as printed in the official agenda.

Mike Manthey, no addresses given, representing Skydive Suffolk, spoke in support of the proposed ordinance.

Hearing no additional speakers, the public hearing was closed.

Council Member Duman, on a motion seconded by Council Member Milteer, moved to approve the ordinance, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

AN ORDINANCE AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT FOR BOX HANGAR #9 FOR A TENANT AT THE SUFFOLK EXECUTIVE AIRPORT

Public Hearing – An ordinance to grant a Conditional Use Permit to establish a daycare, child day center on property located at 2996 and 3000 Godwin Boulevard, Zoning Map 25, Parcels 30G and 30*H; C01-15

Utilizing a PowerPoint presentation, Planning and Community Development Director D. Scott Mills gave a review of the background information as printed in the official agenda.

Hearing no speakers, the public hearing was closed.

Referring to the presentation, Council Member Duman called for clarification about the need for the proposed crosswalk. Planning and Community Development Director Mills replied that the proposed crosswalk is required for student drop-off.

Referring to the presentation, Council Member Duman asked if there was enough space to allow parents to come in, drop off a child and depart. Planning and Community Development Director Mills explained that there is not enough room for parents to go around after dropping off students.

Referring to the presentation, Council Member Duman sought an explanation about the course of action when there is more than one parent dropping off a student at one time. Planning and Community Development Director Mills stated that in that scenario, parents will have to wait in line as only one car can drop off students at a time.

Referring to the presentation, Council Member Duman opined if staff was comfortable with the crosswalk regarding student drop-off. Planning and Community Development Director Mills indicated that staff was comfortable with this matter.

Council Member Milteer, on a motion seconded by Council Member Goldberg, moved to approve the ordinance, with conditions, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A DAYCARE, CHILD DAY CENTER ON PROPERTY LOCATED AT 2996 AND 3000 GODWIN BOULEVARD, ZONING MAP 25, PARCELS 30G AND 30*H, C01-15

Public Hearing – An ordinance to grant a Conditional Use Permit for a private school on property located at 6001 Harbor View Boulevard, Zoning Map 6, Parcel 3*20; C02-15

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

Council Member Goldberg announced that he would abstain from any action on the proposed ordinance due to his relationship with Nansemond Suffolk Academy.

Melissa Vernable, no address given, Land Planning Solutions, agent, representing Keith Horton, Towne Bank, applicant and property owner, spoke in support of the proposed ordinance.

Hearing no additional speakers, the public hearing was closed.

Council Member Ward, on a motion seconded by Council Member Duman, moved to approve the ordinance, with conditions, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, T. Johnson, Milteer and Ward	7
NAYS:	None	0
ABSTAIN:	Council Member Goldberg	1

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT FOR A PRIVATE SCHOOL ON PROPERTY LOCATED AT 6001 HARBOUR VIEW BOULEVARD, ZONING MAP 6, PARCEL 3*20, C02-15

Public Hearing – Proposed 2020 Consolidated Plan and FY 2015-2016 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 provided an overview on the background information as printed in the official agenda.

Hearing no speakers, the public hearing was closed.

Referring to the presentation, Council Member Milteer solicited information about the areas included in the Community Development Block Grant Program. Planning and Community Development Director Mills stated that eligible census tracks are located in the downtown central core area.

Public Hearing – A public hearing to receive public comment on the Proposed Operating and Capital Budget for Fiscal Year 2015-2016 and related Ordinances and Resolution

Utilizing a PowerPoint presentation, Finance Director Lenora Reid gave a summation of the background information as printed in the official agenda.

Roger Leonard, 550 North Liberty Springs Road, representing self, spoke in support of funding for Suffolk Public Schools and public safety and opined about funding priorities.

The following individuals spoke in support for Suffolk Public Schools:

Tara Williams Moore, 818 North Liberty Springs Road, representing self.

Patricia Holloman, 6226 Cambridge Drive, representing self.

Sue Ellen Miller, 2429 Drum Creek Road, Chesapeake, Virginia, representing self.

Wendell Foster, 313 Page Place, representing the Education Association of Suffolk.

Jennifer Presson, 3925 Old Mill Road, representing self.

Thelma Hinton, 2210 East Washington Street, representing self.

Costellar Ledbetter, 2629 Riddick Drive, President, Nansemond Suffolk Branch of the NAACP.

Scott Brower, Post Office Box 3279, representing the Suffolk Professional Firefighters Association, spoke in support of the following: the reinstatement of holiday pay for firefighters, the implementation of the City's compensation study and the unfreezing of vacancies in the Fire Department.

Vice Mayor Bennett, on a motion seconded by Council Member Johnson, moved to extend the public hearing until all speakers are heard, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

The following individuals spoke in support of funding for Suffolk Public Schools:

Amy Carr, 4621 Adams Swamp Road, representing self.

Michelle Floyd, 206 Staley Drive, representing self.

Debra Topping, 219 King Charles Court, representing self.

D.J. McGuire, 219 Nansemond Parkway, representing self.

Doug Wagner, 214 Kenyon Road, representing self.

David Mitnick, 916C Vineyard Place, Member, Suffolk School Board.

Thomas Turner, no address given, Vice President, Suffolk Republican Party, spoke in opposition to the proposed real estate tax increase.

The following individuals spoke in support of funding for Suffolk Public Schools:

Richard Wash, 4108 Bluebill Drive, representing self.

Susan Margum, 1036 Oak Bark Lane, Chesapeake, Virginia, representing self.

Shae Wilde, no address given, representing self.

William Tomlin, 834 Haskins Drive, representing self.

Christine Defreitas, 3208 Stone Harbour Court, representing self.

Chris Dove, 852 Colonel Meade Drive, representing self.

Elke Boone, 2007 Smalleys Dam Circle, representing self.

Matthew Fike, 22 Holland Drive, Windsor, Virginia, representing self.

Deborah Perry, no address given, representing self.

Carlessa Joyner, no address given, representing self.

Michael Debranski, 1015 Maryland Avenue, Chair, Suffolk School Board.

Dwayne Sherrick, 105 Popular Grove Crescent, representing self.

Lauren McGhee, 1017 Maryland Avenue, representing self.

Billy Wyatt, 609 Azalea Court, representing Suffolk Festivals, spoke in support for funding for Peanut Fest and Suffolk Public Schools.

Jim Bryant, no address given, Chair, Suffolk Peanut Fest, spoke in support for funding for Peanut Fest and Suffolk Public Schools.

Hearing no additional speakers, the public hearing was closed.

Members of City Council opined about the matter of funding Suffolk Public Schools and the proposed real estate rate increase.

Council Member Duman provided information about the funding methodology at the Western Tidewater Regional Jail.

Council Member Duman, on a motion seconded by Council Member Fawcett, moved to direct City Manager Cuffee-Glenn to perform the following: to contact Commissioner of the Revenue Susan Draper and City Treasure Ronald Williams to review income projections for personal property tax, business license tax and the additional revenue that conservatively would be generated by the proposed increases in cigarette and transient occupancy taxes in the event the proposed ordinances are approved and if is not sufficient revenues from those areas, to investigate the feasibility in changes to the Risk Management Fund and Information Technology Fund and to consider temporarily freezing some unfilled positions in order to fully fund the request from Suffolk Public Schools, with the four cents increase in the real estate tax rate.

Referring to the motion, Council Member Milteer called for clarification. Council Member Duman explained that the purpose of the motion is to direct City Manager Cuffee-Glenn to perform the following: to contact Commissioner of the Revenue Susan Draper and City Treasurer Ronald Williams to review income projections for personal property tax, business license tax and the additional revenue that conservatively would be generated by the proposed increases in cigarette and transient occupancy taxes in the event the proposed ordinances are approved and if is not sufficient revenues from those areas, to investigate the feasibility in changes to the Risk Management Fund and Information Technology Fund and to consider temporarily freezing some unfilled positions in order to fully fund the request from Suffolk Public Schools, with the four cents increase in the real estate tax rate.

Members of City Council opined about the proposed motion.

Council Member Fawcett inquired about any surplus funds from Fiscal Year 2014-2015. City Manager Cuffee-Glenn stated that information would not be available until December 2015.

Council Member Duman, on a motion seconded by Council Member Fawcett, moved to direct City Manager Cuffee-Glenn to perform the following: to contact Commissioner of the Revenue Susan Draper and City Treasurer Ronald Williams to review income projections for personal property tax, business license tax and the additional revenue that conservatively would be generated by the proposed increases in cigarette and transient occupancy taxes in the event the proposed ordinances are approved and if is not sufficient revenues from those areas, to investigate the feasibility in changes to the Risk Management Fund and Information Technology Fund and to consider temporarily freezing some unfilled positions in order to fully fund the request from Suffolk Public Schools, with the four cents increase in the real estate tax rate, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

ORDINANCES

There were no items under this portion of the agenda.

RESOLUTIONS

There were no items under this portion of the agenda.

STAFF REPORTS

Vice Mayor Bennett called for a report on the Nansemond Suffolk Volunteer Rescue Squad. Utilizing a PowerPoint presentation, Fire Chief Cedric Scott submitted information about the relationship between the City's ambulance staffing configuration and that of the Nansemond Suffolk Volunteer Rescue Squad and the various options offered to the rescue squad to address their concerns.

Referring to the presentation, Council Member Fawcett sought information about the number of advance life support providers on Engine #1 and Engine #2 at any given time. Fire Chief Scott indicated that all advance life support providers ride on ambulances, but he would need to research that specific question further as it relates to the aforementioned engines.

Referring to the presentation, Council Member Fawcett asked if the Suffolk Fire Department responds with an engine company and a medic company when there is an advance life support call. Fire Chief Scott replied in the affirmative.

Members of City Council opined about the City's relationship with the Nansemond Suffolk Volunteer Rescue Squad.

MOTIONS

Motion – A motion to schedule a public hearing to be held on May 6, 2015, to receive public comment on the proposed Fiscal Year 2015-2016 Downtown Business Overlay District (DBOD) real estate tax increase due to reassessment of 1.36%

City Assessor Jean Jackson provided an overview of the above referenced item.

Referring to the presentation, Vice Mayor Bennett asked if the proposed public hearing was related to the real estate tax rate. City Assessor Jackson replied that the proposed public hearing is not related to the real estate tax rate.

Vice Mayor Bennett, on motion seconded by Council Member Johnson, moved to schedule a public hearing to be held on May 6, 2015, to receive public comment on the proposed Fiscal Year 2015-2016 Downtown Business Overlay District (DBOD) real estate tax increase due to reassessment of 1.36%, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

Motion – A motion to schedule a Work Session for May 6, 2015, at 4:00 p.m., unless cancelled

Council Member Fawcett, on motion seconded by Council Member Duman, moved to schedule a Work Session for May 6, 2015, at 4:00 p.m., by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

NON-AGENDA SPEAKERS

There were no speakers under this portion of the agenda.

NEW BUSINESS

There were no items under this portion of the agenda.

ANNOUNCEMENTS AND COMMENTS

Utilizing PowerPoint presentation, Media and Community Relations Manager Timothy Kelley reported on the following: the Hampton Roads Chamber of Commerce Valor Award winner Lieutenant Steven Henkle, Suffolk Fire Department; ribbon cutting for White Oak Equipment; upcoming events hosted by the Suffolk Tourism Division; the upcoming Great American Clean Up; the upcoming Great Dismal Swamp Birding Festival; the upcoming Suffolk Humane Society adopt-a-thon; the upcoming Senior Citizens Academy; the upcoming Suffolk Farmers' Market Season Opening Celebration; and the upcoming Kids Fest.

Council Member Johnson thanked those citizens who spoke during the public hearing regarding the proposed Operating Budget for Fiscal Year 2015-2016.

Council Member Milteer reported that speeding on Route 13 has increased and requested enforcement action.

Council Member Fawcett advised he attended the Suffolk Parks and Recreation Department's Volunteer Coaches Awards Ceremony.

Council Member Fawcett congratulated Lieutenant Steven Henkle, Suffolk Fire Department, on being recognized by the Hampton Roads Chamber of Commerce.

Council Member Fawcett reported he attended the recent Public Safety Standing Committee Meeting.

Council Member Fawcett thanked those citizens who spoke during the public hearing regarding the proposed Operating Budget for Fiscal Year 2015-2016.

Council Member Goldberg thanked those citizens who spoke during the public hearing regarding the proposed Operating Budget for Fiscal Year 2015-2016.

Council Member Ward called for more information on the Nansemond Suffolk Volunteer Rescue Squad as it relates to Suffolk Fire Department.

Council Member Ward congratulated City Manager Cuffee-Glenn on her new position with the City of Richmond.

Council Member Duman advised he attended an open house hosted by Tidewater Physical Therapy.

Council Member Duman announced the upcoming Suffolk Humane Society adopt-a-thon.

Council Member Duman reported he attended the Portsmouth Invitational Tournament Banquet and congratulated scholarship recipient Rachel Gist of Kings Fork High School.

Council Member Duman congratulated City Manager Cuffee-Glenn on her new position with the City of Richmond.

Vice Mayor Bennett thanked those citizens who spoke during the public hearing regarding the proposed Operating Budget for Fiscal Year 2015-2016.

Vice Mayor Bennett thanked Police Chief Thomas Bennett for the work session presentation about body cameras.

Vice Mayor Bennett advised he toured John F. Kennedy Middle School and Hillpoint Elementary School.

Vice Mayor Bennett thanked Fire Chief Scott for the staff report on the Nansemond Suffolk Rescue Squad.

Mayor Johnson congratulated City Manager Cuffee-Glenn on her new position with the City of Richmond.

Council Member Fawcett, on a motion seconded by Vice Mayor Bennett, moved to adjourn, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

There being no further business to come before City Council, the regular meeting was adjourned at 11:35 p.m.

Teste: _____
Erika S. Dawley, MMC, City Clerk

Approved: _____
Linda T. Johnson, Mayor

AGENDA: **May 6, 2015, Regular Session**

ITEM: **Special Presentation** – Arson Awareness Week

Mayor Linda Johnson will present a proclamation recognizing Arson Awareness Week in the City of Suffolk. After which, Fire Chief Scott will make a few brief comments to Council.

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

Agenda Speakers

AGENDA: **May 6, 2015, Regular Session**

ITEM: **Consent Agenda** – An ordinance to accept and appropriate funds from the Commonwealth of Virginia Department of Aviation for the Suffolk Executive Airport

The City has received $923.64 in funding from the Commonwealth of Virginia Department of Aviation in support of the Suffolk Executive Airport. The funding will be used to troubleshoot Runway 4-22 edge light outage.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Aviation Facilities Fund for Fiscal Year 2014-15.

BUDGET IMPACT:

Adoption of the ordinance will increase the planned revenues and expenditures of the Aviation Facilities Fund budget by $923.64 for the above noted purpose and requires $230.91 in local fund support which is provided for in the FY 2014-15 Aviation Facilities Fund budget.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Grant Agreement

ORDINANCE NUMBER _____

AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE COMMONWEALTH OF VIRGINIA DEPARTMENT OF AVIATION FOR THE SUFFOLK EXECUTIVE AIRPORT

WHEREAS, the City has received funds in the amount of $923.64 from the Commonwealth of Virginia Department of Aviation in support of the Suffolk Executive Airport; and,

WHEREAS, the funds received need to be accepted and appropriated to the Aviation Facilities Fund budget for Fiscal Year 2014-15 for troubleshooting Runway 4-22 edge light outage.

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

1. The sum of $923.64 shall be reflected as budget in the following accounts in the Fiscal Year 2014-15 Aviation Facilities Fund budget:

Revenue		
220_424140.110	Categorical Aid-State Airport Maintenance Funds	$923.64
Expenditure		
220-150000_53300.110	Maintenance Service – State	$923.64

2. The fund amount totaling $923.64 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 14-O-037, 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

Department of Aviation Commonwealth of Virginia

Project Information Summary

Suffolk Executive Airport

Project Title: Troubleshoot Run 4-22 Light outage

Program Year: 2015
Request Year:
Project Type: Maintenance
Project Category: Construction

Project Number: MT0050-31
Contract Number:
Item Number:
AIP Grant Number:
Project Status: Granted

Federal Priority Score: 0
State Priority Score: 80

Project Description: Troubleshoot Runway 4-22 edge light outage

Project Notes: Please contact DOAV to coordinate any costs above the allocation amount before the costs are incurred. Costs incurred before DOAV approval can't be reimbursed.

Budget Summary by Budget Item:

Budget Item	Original Budget	Current Budget
Request	$0.00	$1,154.55
Project Total:	**$0.00**	**$1,154.55**

Budget Summary by Funding Source:

Funding Source	Original Budget	Current Budget
FAA	$0.00	$0.00
Local	$0.00	$230.91
State\AC/R Discretionary	$0.00	$0.00
State\Air Service Development	$0.00	$0.00
State\Aviation Promotion	$0.00	$0.00
State\F&E	$0.00	$0.00
State\GA Discretionary	$0.00	$0.00
State\Maintenance	$0.00	$923.64
State\Security	$0.00	$0.00
Project Total:	**$0.00**	**$1,154.55**

Project Miscellaneous Items:

Miscellaneous Item	Date	Comment
VAB Remarks		
TA approved		
application received		
grant offer date		
effective date	03/25/2015	
expiration date	06/15/2015	
project closed		
process closeout		

AGENDA: **May 6, 2015, Regular Session**

ITEM: **Consent Agenda** - An ordinance to accept and appropriate proceeds from the Commonwealth of Virginia's Governor's Opportunity Fund

The City has received $200,000 from the Governor's Opportunity Fund. The funding has been requested to be appropriated for use in support of the Economic Development Investment Program for Friant & Associates.

Adoption of the attached resolution is necessary to accept and appropriate these funds to the appropriate line item in the General Fund budget for Fiscal Year 2014-15.

BUDGET IMPACT:

Adoption of the ordinance will increase the planned revenues and expenditures of the Economic Development Investment Program by $200,000 for the above noted purpose.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Award Letter

ORDINANCE NUMBER _____

AN ORDINANCE TO ACCEPT AND APPROPRIATE PROCEEDS FROM THE COMMONWEALTH OF VIRGINIA'S GOVERNOR'S OPPORTUNITY FUND

WHEREAS, the City has received $200,000 from the Commonwealth of Virginia for incentive funds received from the Governor's Opportunity Fund; and,

WHEREAS, the funds received need to be accepted and appropriated to the Economic Development Investment Program budget for Fiscal Year 2014-15 to assist with incentives for Friant & Associates.

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

1. The sum of $200,000 shall be reflected as budget in the following accounts in the Fiscal Year 2014-15 General Fund budget:

Revenue		
100_424040.28	Other Categorical Aid-State Econ Devlpmt Incentive Prog	$200,000
Expenditure		
100-81500_55671	Economic Development Incentive Program	$200,000

2. The fund amount totaling $200,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 14-O-037, 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

VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP
P.O. Box 798 901 East Byrd Street
Richmond, Virginia 23218-0798
804 545-5600 www.YesVirginia.org

April 13, 2015

Mr. Kevin Hughes
Director
Suffolk Department of Economic
Development
P.O. Box 1858
Suffolk, Virginia 23439

Dear Kevin:

Thank you for your efforts in bringing Friant & Associates, LLC to the City of Suffolk. The support of local economic developers, in cooperation with the Virginia Economic Development Partnership, is essential in bringing quality businesses to the Commonwealth.

Please find enclosed the $200,000 check from the Governor's Opportunity Fund to be used for Friant. If we can be of further assistance, please do not hesitate to contact me.

Your economic development team has done an outstanding job on this project. We look forward to working with you again in the near future to bring business to Suffolk and the Commonwealth. Thank you again, and keep up the good work.

Sincerely,

Martin J. Briley
President and Chief Executive Officer

/kme

Enclosure

AGENDA: **May 6, 2015, Regular Session**

ITEM: **Consent Agenda** – A resolution authorizing the City Manager to execute a Utility Service Agreement between the Cities of Suffolk and Chesapeake, Luck Stone Corporation, and Pughsville Properties, LLC for the provision of water and sanitary sewer services by the City of Chesapeake to Tax Map Parcel 13*37

On March 4, 2015 City Council adopted Ordinance No. 15-O-19 granting a Conditional Use Permit (C20-14) to Luck Stone Corporation for the operation of an asphalt plant and concrete crushing facility. The proposed development is located within both the Cities of Suffolk (Tax Map Parcel 13*37) and Chesapeake. As provided within the conditional use permit application staff report, the proposed site located in the Pughsville area is isolated from the City of Suffolk's water system and the Hampton Roads Sanitation District's (HRSD) force main system. The site can be served by the City of Chesapeake's utility system which is available to serve the proposed development.

A Utility Service Agreement is required between the Cities of Suffolk and Chesapeake, Luck Stone Corporation, and Pughsville Properties, LLC to allow the City of Chesapeake to ultimately provide potable water and sanitary sewer service to the proposed Luck Stone Corporation site within Suffolk. All building permits and other revenues will be collected by the City of Suffolk.

Attached is a resolution authorizing the City Manager to execute the Utility Service Agreement with the City of Chesapeake, Luck Stone Corporation, and Pughsville Properties LLC.

RECOMMENDATION:

Adopt the attached resolution

ATTACHMENTS:

Resolution
Pughsville Phase 2 Utility Service Agreement

RESOLUTION NUMBER_____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A UTILITY SERVICE AGREEMENT BETWEEN THE CITIES OF SUFFOLK AND CHESAPEAKE, LUCK STONE CORPORATION, AND PUGHSVILLE PROPERTIES, LLC FOR THE PROVISION OF WATER AND SANITARY SEWER SERVICES BY THE CITY OF CHESAPEAKE TO TAX MAP PARCEL 13*37

WHEREAS, on March 4, 2015 City Council adopted Ordinance No. 15-O-019 granting a Conditional Use Permit No. C20-14 to Luck Stone Corporation for the purpose of operating an asphalt plant and concrete crushing facility; and,

WHEREAS, the proposed development site consists of property within the Cities of Suffolk and Chesapeake; and,

WHEREAS, the City of Suffolk's current water and sanitary sewer systems are not accessible to the portion of the proposed development located within the City of Suffolk; and,

WHEREAS, the City of Chesapeake's water and sanitary sewer system is located within the near vicinity of the proposed development and is available to serve the site; and,

WHEREAS, a Utility Service Agreement between the Cities of Suffolk and Chesapeake, Luck Stone Corporation, and Pughsville Properties, LLC is required to allow the City of Chesapeake to provide water and sanitary sewer service to the development site located within Suffolk.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Suffolk, Virginia, that the City Manager be, and is hereby authorized to execute the Pughsville Phase 2 Utility Service Agreement in substantially the same form as attached hereto; and the City Clerk is directed to affix the Corporate Seal of the City thereto and attest the same.

BE IT FURTHER RESOLVED that this resolution shall be effective upon its adoption, and it shall not be published.

READ AND ADOPTED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
Helivi L. Holland, City Attorney

PUGHSVILLE PHASE 2
UTILITY SERVICE AGREEMENT

THIS PUGHSVILLE PHASE 2 UTILITY SERVICE AGREEMENT (this "Agreement") is made this ____ day of _____, 2015, by and between the **City of Suffolk**, a municipal corporation of the Commonwealth of Virginia ("Suffolk"); the **City of Chesapeake**, a municipal corporation of the Commonwealth of Virginia ("Chesapeake"); **Luck Stone Corporation**, a Virginia corporation ("Luck Stone"), or its assigns; and **Pughsville Properties LLC**, Virginia limited liability company ("Pughsville Properties"), or its assigns (Luck Stone and Pughsville Properties together referred to herein as the "Developer").

WITNESSETH:

WHEREAS, Pughsville Properties owns, and Developer plans to develop, an industrial development known as "Pughsville Phase 2" (the "Development"), which is located on certain real property described on the attached **Exhibit A** (the "Property") and lying along the boundary between Suffolk and Chesapeake; and

WHEREAS, Developer desires for that portion of the Development located within Suffolk (the "Suffolk Development") to be served by municipal sewer and water service (the "Water and Sewer Services"), but Suffolk does not have facilities available to provide the Water and Sewer Services to the Suffolk Development; and

WHEREAS, the Suffolk Development is generally described as approximately 57 acres located south of Pughsville Road and west of that portion of the Development located within Chesapeake and associated with the address of 3104 Bromay Street (the "Chesapeake Development"), as generally located on the locality map attached hereto as **Exhibit B**; and

WHEREAS, Chesapeake desires to cooperate with Suffolk in furnishing the Water and Sewer Services to the Suffolk Development.

NOW, THEREFORE, for and in consideration of the premises and the mutual agreements herein contained, Suffolk, Chesapeake, and the Developer hereby agree as follows:

1. Chesapeake agrees that it will supply the Water and Sewer Services to the Suffolk Development, subject to the Developer's compliance with any applicable Chesapeake ordinances and regulations governing the provision of utility services to private parties. Suffolk consents to Chesapeake's provision of the Water and Sewer Services to the Suffolk Development, and in connection therewith, authorizes Chesapeake to collect from the Developer (or its successors or assigns) all normal and standard Chesapeake sewer and water fees, including but not limited to connection fees, disconnection fees, utility service charges and late payment fees.

2. The Water and Sewer Services to be provided by Chesapeake to the Suffolk Development pursuant to this Agreement are limited to servicing the Suffolk Development. It is specifically agreed that this Agreement relates only to the provision of the Water and Sewer Services, and that all other municipal services for the Suffolk Development will be provided by Suffolk; provided, however, that maintenance and testing of any required public fire hydrants servicing the Suffolk Development shall be performed by Chesapeake (which shall have the responsibility for first call fire response therein).

3. Developer and Suffolk acknowledge that Chesapeake is under no legal obligation to provide municipal services to the Suffolk Development, or any other area located outside its boundaries, except pursuant to the terms of this Agreement.

4. The Developer shall design and cause to be installed (at its sole cost and expense) private sewage collection and water distribution facilities necessary to provide the Water and Sewer Services to the Suffolk Development (the "Utility Facilities") in accordance with the standards and specifications of the Chesapeake Department of Public Utilities.

5. Suffolk agrees that the provisions of the Code of the City of Chesapeake governing such Water and Sewer Services and the fees relating thereto shall be in full force and effect in that portion of the City of Suffolk where the Water and Sewer Services are provided.

[*Remainder of Page Intentionally Left Blank. Separate Signature Page(s) to Follow.*]

IN WITHNESS WHEREOF, Suffolk has caused this Agreement to be signed in its name and on its behalf by its City Manager, or his designee, and its corporate seal to be affixed and attested to by its City Clerk, pursuant to ordinance adopted by its City Council on the ___ day of _____, 2015; and Chesapeake has caused this Agreement to be signed in its name and on its behalf by its City Manager, or his designee, and its corporate seal to be affixed and attested to by its City Clerk, pursuant to ordinance adopted by its City Council on the ____ day of _____, 2015; and Luck Stone has caused this Agreement to be signed in its name and on its behalf by _____, its _____, on the _____ day of _____, 2015; and Pughsville Properties has caused this Agreement to be signed in its name and on its behalf by _____, its _____, on the _____ day of _____, 2015.

CITY OF CHESAPEAKE, VIRGINIA,
a municipal corporation of the Commonwealth of Virginia

By_____
City Manager or his Designee

Attest:

_____
City Clerk

STATA OF VIRGINIA
CITY OF CHESAPEAKE, to wit:

I, _____, a Notary Public in and for the City and State Aforesaid, do hereby certify that _____, CITY MANAGER / AUTHORIZED DESIGNEE OF THE CITY MANAGER PURSUANT TO THE CITY CODE, whose name is signed to the foregoing agreement, bearing date the day of _____, 20___, has acknowledged the same before me in my City and State aforesaid. He/She is personally known to me.

GIVEN under my hand this _____ day of _____, 20___.

Notary Public: _____

My Commission Expires: _____

Notary Registration Number: _____

CITY OF SUFFOLK, VIRGINIA,
a municipal corporation of the Commonwealth of Virginia

By_____
City Manager or his Designee

Attest:

_____
City Clerk

I, _____, a Notary Public in and for the City and State Aforesaid, do hereby certify that _____, CITY MANAGER / AUTHORIZED DESIGNEE OF THE CITY MANAGER PURSUANT TO THE CITY CODE, whose name is signed to the foregoing agreement, bearing date the day of _____, 20___, has acknowledged the same before me in my City and State aforesaid. He/She is personally known to me.

GIVEN under my hand this _____ day of _____, 20___.

Notary Public: _____

My Commission Expires: _____

Notary Registration Number: _____

LUCK STONE CORPORATION,
a Virginia corporation

By:_____
Print:_____
Its:_____

STATA OF VIRGINIA
CITY/COUNTY OF _____, to wit:

I, _____, a Notary Public in and for the City and State aforesaid, do here by certify that _____, _____ of Luck Stone Corporation, a Virginia corporation, whose name is signed to the foregoing Instrument, has acknowledged the same before me in my City and State aforesaid. He is personally known to me or has produced _____ identification.

GIVEN under my hand this _____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____

Notary Registration Number: _____

PUGHSVILLE PROPERTIES LLC,
a Virginia limited liability company

By:_____
Print:_____
Its:_____

STATA OF VIRGINIA
CITY/COUNTY OF _____, to wit:

I, _____, a Notary Public in and for the City and State aforesaid, do here by certify that _____, _____ of Pughsville Properties LLC, a Virginia limited liability company, whose name is signed to the foregoing Instrument, has acknowledged the same before me in my City and State aforesaid. He is personally known to me or has produced _____ identification.

GIVEN under my hand this _____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____

Notary Registration Number: _____

Exhibit A

Legal Description of Property

All that certain tract of land with its appurtenances situate partly in the City of Suffolk, Virginia (formerly Nansemond County) and partly in the City of Chesapeake, Virginia, and shown on the plat made by Baldwin and Gregg, Engineers and Surveyors, dated May 8, 1973, and recorded in the Clerk's Office of the Circuit Court of the City of Suffolk on November 8, 1973, in Map Book 19, at page 34, and bounded and described as follows, to wit:

Parcel 1: Beginning at a point on the northern line of the right of way of the Norfolk, Franklin and Danville Railway (formerly the Atlantic & Danville Railroad), and from thence running N. 32° 54' 25" W. 114.63 feet, thence N. 29° 41' 25" W. 187.24 feet, thence N. 25° 24' 56" W. 298.50 feet, thence N. 12° 21' 44" W. 79.45 feet, thence N. 17° 53' 36" W. 290.34 feet, thence N. 06° 03' 40" W. 131.79 feet, thence N. 12° 35' 54" W. 276.81 feet, thence N. 05° 30' 26" E. 195 feet, thence N. 05° 51' 06" W. 217.74 feet, thence N. 15° 36' 46" W 187.69 feet, thence N. 25° 53" 35" W. 154.86 feet to the line of Martha Lillian Rabey, thence along the line of Martha Lillian Rabey N. 89° 12' 29" E. 770.42 feet, thence S. 28° 07' 27" E. 541.20 feet, thence S. 27° 22' 27" E. 1126.62 feet, thence N. 52° 45' 07" E. 2308.11 feet, thence N. 20° 15' E. 155 feet to the line of Linwood Copeland, thence along the line of Linwood Copeland S. 23° 15' 00" E. 531 feet, thence S. 62° 00' 00" W. 3450.8 feet to the point of beginning.

Parcel 2: All that certain piece, parcel or tract of land, with its appurtenances, situate in the City of Chesapeake, Virginia, and lying on the northern side of the Norfolk, Franklin, and Danville Railroad right of way (formerly the Atlantic & Danville Railroad), said tract of land being 30 feet in width and extending from the eastern line of the land above described along the northern line of the right of way of the Norfolk, Franklin and Danville Railroad to the western edge of Gum Road, a distance of 1200 feet, more or less, said land being more particularly described as follows:

Beginning at the point of intersection of the northern edge of the right of way of the Norfolk, Franklin and Danville Railroad with the western edge of Gum Road; thence S. 62° W. 1200 feet, more or less; thence 23° 15' W. 30 feet, more or less; thence N. 62° E. 1200 feet, more or less, to a point in the western line of Gum Road; thence along the western boundary of Gum Road to the point of beginning, said tract containing .827 acres, more or less.

LESS AND EXCEPT all that parcel of land containing 0.139 acre conveyed to Wammco, Inc., a Virginia corporation, by deed dated October 9, 1998, recorded October 25, 1999, in the Clerk's Office, Circuit Court, City of Chesapeake, Virginia, in Deed Book 3984, page 801.

BEING a portion of the same real estate conveyed to Cotton, Cotton, and Saunders, a Virginia General Partnership, by deed from John H. Cotton and June C. Cotton, his wife, Maurice F. Cotton and Myra C. Cotton, his wife, and R. Curtis Saunders, Jr., and Martha C. Saunders, his wife, dated June 27, 1990, recorded July 12, 1990, in the Clerk's Office, Circuit Court, City of Suffolk, Virginia, in Deed Book 280, page 200, and recorded October 24, 1990, in the Clerk's Office, Circuit Court, City of Chesapeake, Virginia, in Deed Book 2612, page 790.

AGENDA: **May 6, 2015, Regular Session**

ITEM: **Public Hearing** – Proposed FY 2015-2016 Downtown Business Overlay District (DBOD) real estate tax increase due to reassessment of 1.36%

In accordance with State Code Section 58.1-3321 relative to the annual reassessment of real property, the City Council is required to hold a public hearing to receive public comment regarding the proposed real property tax increase for the Downtown Business Overlay Taxing District that exceeds 1% due to reassessment for fiscal year 2015-2016. The total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 1.36% in the Downtown Business Overlay Taxing District. The current tax levy at a rate of $0.105 per $100 of assessed value is proposed to remain in the Downtown Business Overlay Taxing District for fiscal year 2015-2016.

The public hearing has been properly advertised.

RECOMMENDATION:

Conduct the public hearing. The ordinance to effectuate the real estate tax rate for Fiscal Year 2015-16 is included on tonight's agenda for adoption.

ATTACHMENTS:

Public Hearing Advertisement
Downtown Business Overlay District Map

NOTICE OF
PROPOSED REAL PROPERTY TAX INCREASE

The City Council of the City of Suffolk will conduct a public hearing on Wednesday, May 6, 2015, at 7:00 p.m., on the Proposed Real Property Tax Increase for fiscal year 2015-2016, which commences on July 1, 2015, and ends on June 30, 2016. The public hearing will be conducted in the Council Chambers, City Hall, 442 W. Washington Street, Suffolk, Virginia. Any citizen of the City shall have the right to attend and state his/her views on the following proposed increase to real property tax levies.

The City of Suffolk proposes to increase property tax levies.

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 1.36% in the Downtown Business Overlay Taxing District.

2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be $.104 per $100 of assessed value in the Downtown Business Overlay Taxing District. This rate will be known as the "lowered tax rate".

3. Effective Rate Increase: The City of Suffolk, Virginia, proposes to adopt a tax rate of $.105 per $100 of assessed value in the Downtown Business Overlay Taxing District. The difference between the lowered tax rate and the proposed rate would be $.001 per $100 or 1.36% for the Downtown Business Overlay Taxing District. This difference will be known as the "effective tax rate increase".

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

4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of the Downtown Business Overlay Taxing District of the City of Suffolk will not increase from last year.

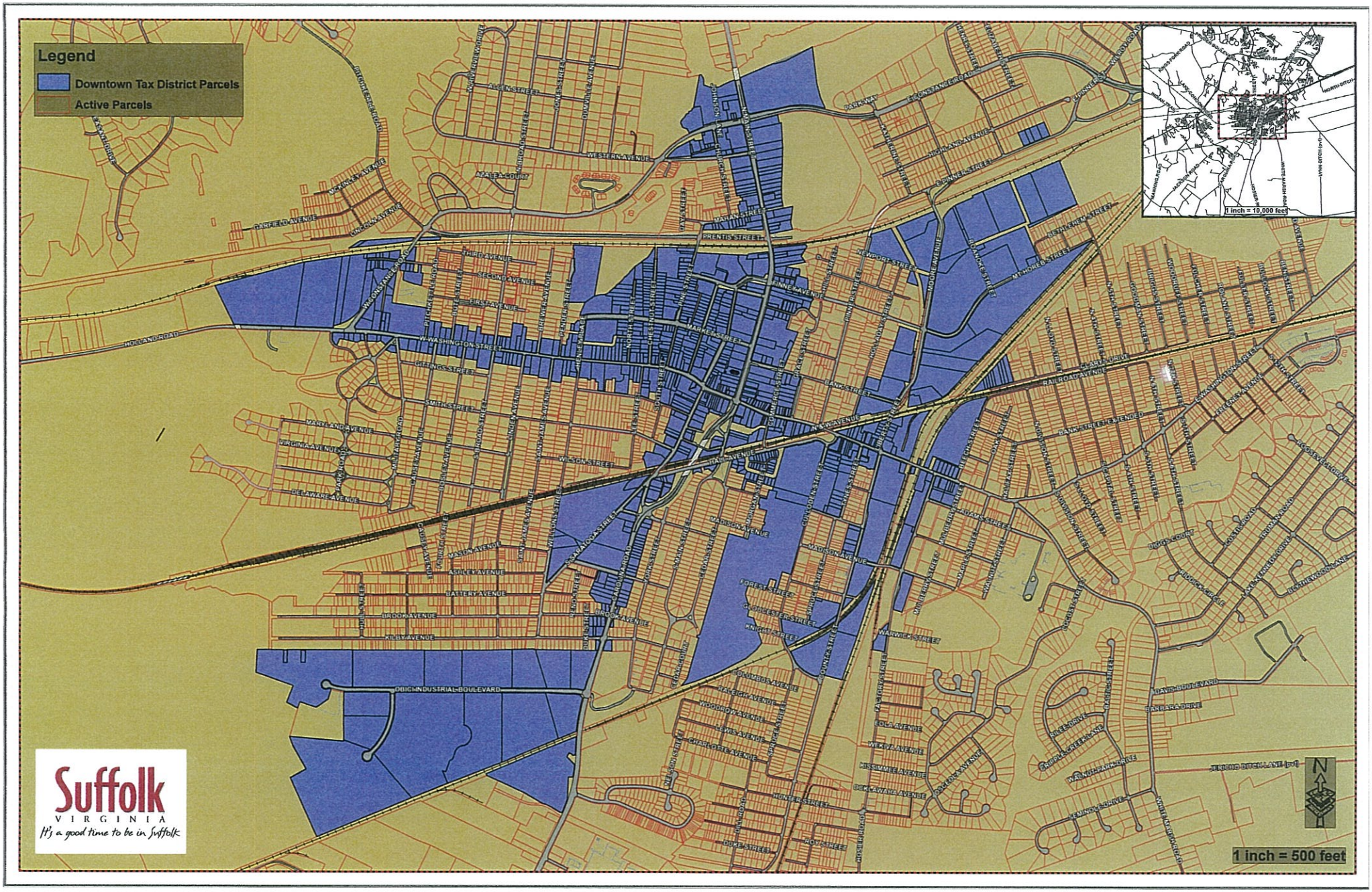
A public hearing on the increase will be held on Wednesday, May 6, 2015, beginning at 7:00 p.m. in the Council Chambers, City Hall, 442 W. Washington Street, Suffolk, Virginia.

All hearings shall be open to the public. The governing body shall permit persons desiring to be heard an opportunity to present oral testimony within such reasonable time limits as shall be determined by the governing body.

The provisions of this section shall not be applicable to the assessment of public service corporation property by the State Corporation Commission.

Notwithstanding other provisions of general or special law, the tax rate for taxes due on or before June 30 of each year, may be fixed on or before April 15 of that tax year.

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


Legend
Downtown Tax District Parcels
Active Parcels
1 inch = 10,000 feet
1 inch = 500 feet
Suffolk
VIRGINIA
It's a good time to be in Suffolk
HOLLAND ROAD
W WASHINGTON STREET
GARFIELD AVENUE
LINCOLN AVENUE
WESTERN AVENUE
PRENTIS STREET
NATAN STREET
FINNEY AVENUE
NEWPORT STREET
MOORE AVENUE
BETHLEHEM STREET
MT HOREB STREET
CLARK DRIVE
RAILROAD AVENUE
BANK STREET
BANK STREET EXTENDED
MADISON AVENUE
FOREST STREET
GLOUCESTER STREET
KNIGHT STREET
WARWICK STREET
COLUMBUS AVENUE
RALEIGH AVENUE
WOODROW AVENUE
LEWIS AVENUE
CHARLOTTE AVENUE
HUNTER STREET
DUKE STREET
ROY STREET
EOLA AVENUE
WEKIVA AVENUE
KISSIMMEE AVENUE
OCKLAWAHA AVENUE
SOCKEDLA AVENUE
DAVIS BOULEVARD
BARBARA DRIVE
JERICHO DITCH LANE (pv)
WALNUT PARK DRIVE
SEMINOLE DRIVE
BROOK AVENUE
KILBY AVENUE
BATTERY AVENUE
ASTLEY AVENUE
MASON AVENUE
DELAWARE AVENUE
VIRGINIA AVENUE
MARYLAND AVENUE
SMITH STREET
GITTINGS STREET
WILSON STREET
SECOND AVENUE
THIRD AVENUE
FIRST AVENUE
ALLEN STREET
AZALEA COURT
E CONSTANCE ROAD
HIGHLAND AVENUE
E PINNER STREET
PARK WAY
DIGGS COURT
BOTHWOOD LANE
ROOSEVELT DRIVE
OBICI INDUSTRIAL BOULEVARD
N

AGENDA: **May 6, 2015, Regular Session**

ITEM: **Ordinances and Resolution:** Adoption of the proposed Operating and Capital Budget for Fiscal Year 2015-2016 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 15, 2015, 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 2015-2016 Operating and Capital Budget and the City's FY 2015-2016 Classification and Compensation Plan is available for review in the City Clerk's office.

RECOMMENDATION:

The ordinances and resolution to effectuate the Fiscal Year 2015-2016 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, 2015 and ending June 30, 2016, and regulating the payment of money out of the City Treasury
- An Ordinance levying real property taxes for the Tax Year beginning July 1, 2015 and ending June 30, 2016, following the April 15, 2015 and May 6, 2015 Public Hearings adopting 1.36% increase in the Downtown Business Overlay Taxing District assessment
- An Ordinance to levy taxes on all tangible personal property not either exempt from taxation or otherwise taxed for the 2015 and 2016 tax years
- An Ordinance adopting a fee schedule for the City of Suffolk
- An Ordinance approving new positions and job descriptions regarding the FY2015-2015 Operating & Capital Budget and the City's FY2015-2016 Classification & Compensation Plan
- 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
- An Ordinance amending Chapter 82, Section 82-557, of the Code of the City of Suffolk concerning Cigarette Tax
- An Ordinance amending Chapter 82, Section 82-517, of the Code of the City of Suffolk concerning Transient Occupancy Tax
- An Ordinance amending Chapter 50, Section 50-81, of the Code of the City of Suffolk concerning Library Director
- An Ordinance to appropriate $220,000 from the Cemetery Fund Unappropriated Fund Balance for improvements and maintenance at Holly Lawn Cemetery and Cedar Hill Cemetery

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING THE CITY BUDGET AND APPROPRIATING FUNDS FOR EXPENDITURES CONTEMPLATED DURING THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016, 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 2015-2016, dated April 1, 2015, and submitted by the City Manager, is approved as the City budget for the fiscal year beginning July 1, 2015, and ending June 30, 2016.

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, 2015, and ending June 30, 2016, in the following fund amounts totaling $545,482,122 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.

Fund		2015-2016
General Fund	$	188,925,129
Capital Projects Fund		47,226,414
Aviation Facilities Fund		1,094,116
Transit System Fund		1,037,454
Downtown Business Overlay District		170,000
Law Library Fund		44,562
Route 17 Special Taxing District		1,400,000
Road Maintenance Fund		28,542,592
Debt Service Fund		28,252,717
Utility Fund		46,474,656
Stormwater Fund		7,223,975
Refuse Services Fund		5,957,441
Grants Fund		664,410
Fleet Management Fund		11,623,704
Information Technology Fund		6,055,406
Risk Management Fund		19,357,600
School Fund		151,431,945
Total Funds Budget	**$**	**545,482,122**

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, 2015. 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, 2016, 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 2015-2016 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 and the Director of Finance are 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 2015-2016 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, 2015, 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, 2015 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 2015-2016 Fiscal Year, of any claim of any kind against the City; and final judgments, with interest and costs, obtained against the City during the 2014-2015 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 2015-2016.

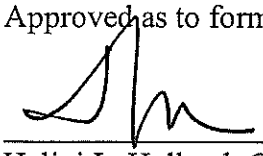
Section 12: All ordinances and resolutions, or parts thereof, including but not limited to those dealing with salaries and wages, in conflict with the provisions of this ordinance, to the extent of such conflict are repealed.

Section 13: This ordinance shall be in effect on and after July 1, 2015, and it shall not be published.

READ AND PASSED:_____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to form:



Helivi L. Holland, City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE LEVYING REAL PROPERTY TAXES FOR THE TAX YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016, FOLLOWING THE APRIL 15, 2015 AND MAY 6, 2015 PUBLIC HEARINGS ADOPTING 1.36% INCREASE IN THE DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT ASSESSMENT

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

Section 1: (a) A tax for the 2015-2016 Tax Year is levied and the rate fixed at $1.07 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 2015-2016 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 2015-2016 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. In accordance to State Code Section 58.1-3321 relative to the annual reassessment of real property, a public hearing regarding proposed real property tax increase for DBOD that exceeds 1% due to reassessment for fiscal year 2015-2016 was held on May 6, 2015 and the current tax rate will remain $.105 per $100 of assessed value.

Section 2: The total tax levy rates of $1.31 per $100 of assessed valuation in the Route 17 Special Taxing District, $1.175 per $100 of assessed valuation in the Downtown Business Overlay Taxing District and $1.07 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	$1.07	$1.07	$1.07
Taxing District-Operations and Debt	.00	.24	.105
Total	$1.07	$1.31	$1.175

Section 3: This ordinance shall be effective for the 2015-2016 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 2015 AND 2016 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, 2015, and January 1, 2016, is fixed at $4.25 per $100 of assessed value on all tangible personal property as classified in Virginia Code Sections 58.1-3503, 58.1-3505, and subsections 6, 8, 11, 13, 14, 15, 16, 17, 19, 20, 22, 23, 24, 26, 27, 31, 32, 33, 34, 37, 38, 39, 40, 41, 42, 43, and 44 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, 2015, and January 1, 2016, 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, 2015, and January 1, 2016, 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, 2015, and January 1, 2016, 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, 2015, and January 1, 2016, is fixed at a basic rate of $1.07 per $100 of assessed value; at $1.31 per $100 of assessed value in the Route 17 Taxing District; and at $1.175 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 2015 and 2016 tax years and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to form:

_____
Helivi L. Holland, City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF SUFFOLK

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

Section 1: That the Fee Schedule for the City of Suffolk, as attached hereto and incorporated herein by reference, is hereby approved, as provided in City Code Sections 2-587(a), 6-111(b), 6-238, 6-302(a), 6-338, 6-392(a), 10-37(c), 10-41(b), 10-73, 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, 2015 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 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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 27% (projected)
Tow Tug	0.00	35.00
**** Prices consistant 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	50.00	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
Electronic Summons Criminal or Traffic Case	5.00	5.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Tranfer/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
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%

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
FIRE & RESCUE		
Plans Review	50.00	75.00
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, Aboveground (AST), Underground (UST), Tank Installation and Removal or Fill in Place	50.00 (each additional tank 20.00)	50.00 (each additional tank 20.00)
Fireworks Permit	0.00	150.00
Tent Permit	0.00	25.00
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 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
GENERAL DISTRICT COURT		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
Court House Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
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)	0.20	0.20
Printer and Photocopier-Color (per sheet)	0.40	0.40
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	5.00	5.00
Lost Tape or CD	Cost of Replacement Tape or CD	Cost of Replacement Tape or CD
PARKS AND RECREATION		
Athletic Registration Fees		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	200.00	200.00
Adult Softball League		
Men's Division	350.00	350.00
Women's Division	300.00	300.00
Adult Basketball League (per team)	320.00	320.00
Late Fee	15.00	15.00
Youth Basketball (per participant) Novice-Junior	60.00	60.00
Lil' Dribblers	40.00	40.00
Youth Cheerleading	60.00	60.00
Youth Soccer (per participant) Novice-Junior	60.00	60.00
Lil' Kickers	40.00	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

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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	300.00 per day	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
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	5.00	5.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
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 Park		
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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
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
Steepy 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
Whaleyville 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	50.00 ea. per day (up to 6)	50.00 ea. per day (up to 6)
Steps	25.00 per day	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

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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
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 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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	

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company ***Initial*** Registration*	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk*	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
unregistered alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	5.00	10.00
Accident Report	7.00	10.00
Incident Report	7.00	10.00
Fingerprinting	5.00 per card	$10 for first card, and $5 for additional cards
Photographs	5.00 or cost, whichever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	10.00	15.00
Concealed Weapon Permit	18.00	35.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	30.00	$30.00 plus $20 for annual inspection or reinspection of each vehicle listed
Security Services	Police Officer/$30 per hour, minimum 2 hours Supervisor/$35 per hour, minimum	Police Officer/$30 per hour, minimum 2 hours Supervisor/$35 per hour, minimum
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	85.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	105.00
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	0.50
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
Water Rate per 100 cubic feet	8.29	8.86
WTWA Wholesale Water Rate (per 100 cubic feet)	4.46	4.67
WTWA Fixed Capacity Charge (per month)	210,993.79	204,959.00
WTWA Meter Service Charge (per month)	200.00	200.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (per month - 5 ccf)	41.45	44.30

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
Meter Service Charge (per month)		
5/8 and 3/4 inch meter	6.40 (Billed at $0.210 per day per billing cycle)	7.00 (Billed at $0.230 per day per billing cycle)
1 inch meter	15.95 (Billed at $0.524 per day per billing cycle)	17.51 (Billed at $0.576 per day per billing cycle)
1½ inch meter	31.80 (Billed at $1.046 per day per billing cycle)	35.00 (Billed at $1.151 per day per billing cycle)
2 inch meter	50.90 (Billed at $1.673 per day per billing cycle)	56.00 (Billed at $1.841 per day per billing cycle)
3 inch meter	95.40 (Billed at $3.136 per day per billing cycle)	105.00 (Billed at $3.452 per day per billing cycle)
4 inch meter	158.90 (Billed at $5.224 per day per billing cycle)	175.00 (Billed at $5.753 per day per billing cycle)
6 inch meter	317.75 (Billed at $10.447 per day per billing cycle)	350.00 (Billed at $11.507 per day per billing cycle)
8 inch meter	508.45 (Billed at $16.716 per day per billing cycle)	560.00 (Billed at $18.411 per day per billing cycle)
10 inch meter	730.85 (Billed at $24.028 per day per billing cycle)	805.00 (Billed at $26.466 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 Mulit Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobil Home Park (cost per unit)	3,310.00	3,310.00
Water Availability Charge (commercial)		
5/8 and 3/4 inch meter	5,520.00	5,520.00
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
Installment Payments		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or $0.50 minimum per month	1 1/2 % or $0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Deposit	300.00	300.00
Fire Hydrant Flow Test Fee/Water Model Evaluation	100.00	250.00
Sewer Collection (per 100 cubic feet)	6.47	6.74
Sewer Usage Not Metered (per month 5 ccf)	32.35	33.70
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)	3,900.00	3,900.00
Sewer Availability Charge (commercial)		
5/8 and 3/4 inch meter	6,000.00	6,000.00
3/4 inch meter	N/A	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

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
Construction Specifications and Standards Manual	25.00	0.00
Sewer Pump Stations Protype Drawing	150.00	0.00
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/if 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/if for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee
Engineerying Plans Review	$2,500 Base Fee plus $.15/if for every foot of public water & sewer mains plus pump station review fee	$2,500 Base Fee plus $.15/if 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	N/A	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	N/A	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.

PUBLIC WORKS		
Traffic Engineering Inspection and Plan Review		
Site Plan:	$500/application	$1,000/application
Engineering Plans:	$1,000/application	$1,500/application
Major Final Subdivision Plats:	$100/plat	$100/plat
Traffic Engineering Study Fee	$100/hr	$100/hr
Traffic Signal Inspection Fee	0.00	$18,000 per location
Inspection Services	0.00	$70/hr
Golf Cart Study Fee	0.00	$1,600/application
Golf Cart Signs (per location)	$250 per location	$250 per location
Right-of-Way Encroachment Permit	100.00	100.00
Stormwater and Public Works Engineering		
Storm Water Utility Fee	6.00/mo/ERU	6.00/mo/ERU
Stormwater/E & S inspection and review	2% of engineers cost estimate The following state feels 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	2% of engineers cost estimate The following state feels 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

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
Stormwater/E &S plan review		
Site Plan:	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	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 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	$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	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825
Annual Maintenance fees for General or Individual Permits for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830
Plat:	$750 per plat	$750 per plat
Single Family E&S Site Plan Review	290.00	209.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre
Permits		
Right of Way Permit	100.00	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
Permits (continued)		
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00
General Engineering Review	at cost	at cost
In-depth Engineering Review	at cost	at cost
Maps - Printed Map Products		
GIS Tax Map (single map)	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	16.50/mo/unit	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
Recycling Carts	0.00	60.00
Does not include commercial refuse collection		

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
TRANSIT		
Faires-Regular Bus Service (Not Paratransit)		
Adult - One way (No Transfer)	0.00	1.50
Adult - All day (Unlimited Transfer)	0.00	3.00
Adult - Monthly Pass	0.00	57.50
Student (6-18 yrs) - One way (No Transfer)	0.00	1.00
Student (6-18 yrs) - All day (Unlimited Transfer)	0.00	2.00
Student (6-18 yrs) - Monthly Pass	0.00	37.50
Disabled and/or Senior (55+ yrs) - One way (No Transfer)	0.00	0.75
Disabled and/or Senior (55+ yrs) - All day (Unlimited Transfer)	0.00	1.50
Disabled and/or Senior (55+ yrs) - Monthly Pass	0.00	27.50
Fare - Paratransit - One way (Qualified individuals only)	0.00	3.00
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
Mulitpurpose 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	60.00/season
Expanded Booth	75.00/season	100.00/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 Cementary 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 when available
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 Fees	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
BAI.Net Charge Card Convenience Fee	3.0%	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	2.2% of payment amount plus .30 transaction fee

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING NEW POSITIONS AND JOB DESCRIPTIONS REGARDING THE FY 2015-2016 OPERATING AND CAPITAL BUDGET AND THE CITY'S FY 2015-2016 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 2015-2016 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 2015-2016 Operating and Capital Budget and the City's Compensation Plan; and,

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that the job descriptions for new positions of Field Account Manager, Deputy Sheriff – Captain, Fire and EMS Training Coordinator, and Operational Account Manager which are attached as part of this Ordinance, be, and are hereby, approved as part of the FY 2015-2016 Classification and Compensation Plan.

This Ordinance shall be effective on July 1, 2015, contingent upon the corresponding jobs for the job descriptions being approved in the FY 2015-2016 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

City of Suffolk, Virginia
Classification Description

Classification Title: Field Account Manager

General Statement of Job

Under minimum supervision, the position manages all field activities associated with the Department of Public Utilities Water Meter Services, Back Flow Prevention Program, and FOG (Fat, Oil, and Grease) Program. Responsibilities related to the department's water meter services include supervising all field activities including turn on/turn off activities, account termination, meter replacements, delinquency activities, field customer service contacts, and leak repairs. Coordinates contracted meter reading efforts and assists in billing activities. As part of the City's FOG Program, the position is responsible for the development of the food service establishment (FSE) database, registration, employee and staff training and inspects and enforces the FOG program, focusing on reducing the FOG related sewer system blockage and resultant SSO's. Directly responsible for implementation, coordination, program reporting, and oversight of the City's FOG program, requiring routine coordination with the food service establishments, the general public, other regional utilities FOG program managers, department field staff, managers and administration, and the City's Sanitary Sewer Evaluation Study engineering consultant. Coordinates efforts with other field activities to ensure that the appropriate emphasis, compliance monitoring, and reporting occur to achieve the desired end point of reducing FOG related SSO's. In addition to the metering program, and FOG program, this position will also administer the Back Flow Prevention Program. Coordinates the backflow inspection schedule, reviews inspection reports, trains and evaluates staff and insures any follow-up inspections occur when necessary. Reports to the Operational Account Manager.

Specific Duties and Responsibilities

Essential Functions:

Manages assigned staff; instructs, assigns, prioritizes and reviews work of subordinates; prepares and distributes daily field work orders; maintains departmental standards through the effective coordination of activities; trains new personnel; provides guidance and direction to subordinates; ensures adherence to established policies and procedures; resolves problem situations; conducts performance appraisal; inspects completed work.

Prepare and distribute daily field work orders; coordinate all field activities w/Customer Service Manager and HRSD.

Coordinate meter reading with contractor; approves all contractor billing.

Resolve billing; meter reading inquiries; respond to adjustment request.

Terminate inactive accounts; activate accounts; coordinate meter replacement and upgrades.

Provide back up and technical assistance to billing functions; establish new account information.

Coordinate field meter reading activities for new construction/development projects/repair all leaks around meter (service lines and connections).

Assist with water distribution system emergency response.

Creates and maintains the food service establishment (FSE) and back flow prevention databases. The databases are electronic databases of facilities, linked to GIS in order to track registrations, compliance efforts, related field activities, FOG related SSO's and backflow prevention programs.

Ensures compliance activities are completed and reports compliance progress as a result of program implementation the database incorporates approximately 2000 FSE's, commercial establishments, industrial locations and residential properties under the FOG and backflow prevention programs. The database tracks locations of interest, registrations, routine compliance monitoring, and training of staff, enforcement actions, and related activities.

Develops and conducts department staff and facility staffing training.

Develops or obtains all necessary training materials and conducts regular training programs for Department staff and regulated facility staff, with specific training for FSE staff conducted on as needed basis.

Reviews staff and conducts routine FSE Inspections.

Performs routine inspections (FOG and Backflow Prevention) conducted by staff for facilities regulated under these programs.

Reviews all reports with staff and makes site visits where required.

Takes note on locations where issues indicate that future enforcement actions may be required.

Special efforts will be initiated in an effort to ensure the facility has the opportunity to initiate corrective actions in advance of the need for enforcement action.

Coordinates FOG Program with other consent order activities.

Coordinates the FOG and Backflow Prevention Programs with other Department operations (Maintenance and Line Maintenance), Department functions, and the SSES Consent Order.

Responsible for the coordination with the Engineering Division on site plan review activities, conducts reviews for both FOG and Backflow Prevention requirements.

May routinely work with the Planning and City Health Departments on issues related to these programs.

Conducts special inspections as required.

Conducts special or compliance inspections when/where required, should routine inspections indicate significant non-compliance issues.

Recommends and documents appropriate remedial activities, compliance schedules, remedial training requirements, and any other appropriate actions necessary to bring the facility into compliance, to Department Administrative staff. **Supervise staff, coordinate training, complete accident reports, complete performance evaluations, participate in hiring process, and complete disciplinary actions.**

Reviews and approves staff time, overtime and work assignments/coordinates vehicle requirements.

Additional Duties:

Assists Department personnel with operational responsibilities.

Performs other related work as required.

Minimum Education and Training

Requires a Bachelor's degree in a related field with five years of progressively responsible experience in system operations; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Requires a valid driver's license.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a variety of office equipment including various telephones, computers, two-way radios, etc. Must also be physically able to operate a motor vehicle. Must be able to exert up to 110 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. Must be able to walk, stand, bend, stoop, reach and climb.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving receiving instructions, assignments or directions to subordinates or assistants.

Language Ability:

Requires the ability to read a variety of narrative and statistical reports, correspondence, invoices, etc. Requires the ability to prepare correspondence, reports, narrative and statistical reports, forms, studies, graphs, charts, etc., using prescribed formats and conforming to all rules

of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence:

Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, chemical, and biological terminology.

Numerical Aptitude:

Requires the ability to utilize complex mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry and logarithmic functions.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes accurately in using water treatment equipment and office machinery.

Manual Dexterity

Requires the ability to handle, grasp, lift and move a variety of items such as water treatment equipment and office machinery. Must have eye/hand/foot coordination to drive a vehicle.

Color Differentiation:

Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing work under some stress and when confronted with emergency situations. Must be adaptable to working in all kinds of weather conditions.

Physical Communication:

Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way hand held radios.

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of the methods, policies, and procedures of the Public Utilities Department. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the City and of related departments and agencies. Is able to comprehend, interpret and apply regulations, procedures and related information. Is skilled organizational, customer service, and clerical skills. Has knowledge of modern office practices and equipment. Has knowledge of and skill in the maintenance of efficient filing systems. Has knowledge of proper English usage, vocabulary, punctuation and spelling. Has knowledge of basic mathematics. Is able to use computers for data processing and records management. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Is able to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Has knowledge of the principles and practices of supervision including planning, organizing, staffing, leading, and controlling. Has general knowledge of Federal, State, and local laws, ordinances, and regulations pertaining to the Public Utilities Department. Has general knowledge of standard laboratory principles, techniques, terminology and equipment. Has knowledge of the current literature, trends and developments in the field of plant operation. Is able to understand and follow specified operating and recording procedures. Is able to make repairs of equipment operated. Is able to exercise independent judgment based on training and experience in making decisions and coordinating the proper operation of equipment. Is able to keep accurate records and prepare reports. Is able to effectively express ideas orally and in writing. Is able to make oral presentations before groups of people. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self reliant and self starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships:

Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts.

Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning:

Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing:

Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing:

Works with other department officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading:

Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling:

Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls

the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of standards, methods and procedures.

Delegating:

Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making:

Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity:

Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations:

Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation:

Has a clear and comprehensive understanding of policies regarding the department and function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation:

Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

City of Suffolk, Virginia
Classification Description

Classification Title: Operational Account Manager

General Statement of Job

Under limited supervision, performs program management and administrative work for the Department of Public Utilities residential, commercial, and industrial water/wastewater customer accounting system, backflow prevention program, and FOG (fat, oil, and grease) program. Work involves supervising and coordinating customer service and technical personnel activities; overseeing the receipt and posting of customer payments; reporting annual audit metrics; ensuring all internal controls are adequate and are followed by the customer service staff; review account changes and adjustments; development of and review of departmental policies related to departmental service delivery; assisting customers with account inquiries; management of the backflow prevention program and FOG program field staff; and preparing a variety of reports pertaining to the department customer account and development activities. Employee must also exercise tact and courtesy in frequent contact with department's customers and the general public. Reports to the Assistant Director of Public Utilities.

Specific Duties and Responsibilities

Essential Functions:

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Provides daily management and supervision of the assigned Department's Customer Service Division, inclusive of backflow prevention and FOG staff.

Coordinates with the Hampton Roads Sanitation District (HRSD) on customer account activities and HRSD billing activities.

Monitors and evaluates customer service staff performance; coordinates training and development.

Assists the Finance Department on annual audits.

Recommends, develops, and implements new work processes as necessary to increase effectiveness and efficiencies in deliver of customer service.

Develops, recommends, and administers Customer Service Division operating budget.

Maintains, reviews, and recommends adequate internal control procedures.

Refers to Internal Control Policies, billing process procedures, operating budgets, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as personal computer, fax machine, copier, calculator, etc.

Uses computer supplies and office productivity software such as Microsoft Word, Microsoft Excel, etc.

Manages the City's use of the HRSD CC&B billing system

Manages the department's customer service staff, inclusive of the field staff. Oversees the department's meter reading, and customer service billing operations.

Assists in resolving unique or specialized customer service account inquiries.

Reviews and/or prepares reports on billing, payments, and account delinquencies.

Manages the implementation and reporting of connection charges part payment plan, inclusive of applying and removing lines.

Oversees coordination of customer account activities, account set up, turn on, and turn offs with department staff and Hampton Roads Sanitation District (HRSD).

Receives and/or reviews various records and reports including daily edit reports, partial payments reports, field activity report, billing status report, and adjustments report.

Prepares and/or processes various records and reports including delinquency report, partial payment report, and field activity report.

Interacts and communicates with various groups and individuals such as Director and Assistant Director of Public Utilities, Account Technician, Customer Service Representatives, Field Account Manager, co-workers, subordinates, and the general public.

Additional Duties:

May assist the Assistant Director or Director in the development of front office policy.

Performs other related work as required.

Minimum Education and Training

Associates Degree in bookkeeping, accounting, or related field with 3 to 5 years of progressive experience in collection or bookkeeping procedures, preferably in a supervisory role; Bachelor's Degree preferred; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities. Requires a valid driver's license.

Physical Requirements:

Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, facsimile machines, etc. Must be able to exert up to 40 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull

or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability:

Requires the ability to read a variety of reports, records, invoices, etc. Requires the ability to prepare reports, correspondence, purchase orders, accounting reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak with poise, voice control and confidence.

Intelligence:

Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity:

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity:

Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication:

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of the methods, policies, and procedures of a City Department as they pertain to the performance of duties of the Public Utilities Operational Account Manager. Has considerable knowledge of the policies and procedures, organization and function of the department. Has considerable knowledge of utilities billing system customer service and billing policies, regulations, and procedures. Has knowledge of bookkeeping terminology, methods, procedures and equipment. Has considerable knowledge of modern office procedures and equipment and standard clerical techniques. Depending on the department, has considerable knowledge of building permits and land use permits. Has general knowledge of the principles of supervision, organization, and administration. Is skilled in the use of a variety of office machines, including popular computer-driven word processing, spreadsheet, and file maintenance programs and in-house or professional prepared programs. Is able to direct, supervise, and coordinate the work of subordinate employees. Is able to perform mathematical computations with speed and accuracy. Is able to exercise independent judgment and initiative in completing assigned tasks. Is able to prepare financial and other related reports. Is able to interpret policy and procedural guidelines and to resolve problems and questions. Is able to communicate effectively in oral and written form. Is able to exercise tact, courtesy and firmness in frequent contact with customers and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

Dependability:

Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified i.e., poor communications, variance with policy or procedures, etc.

Relationships:

Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meeting and deadlines.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning:

Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing:

Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing:

Works with other officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading:

Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of goals and objectives.

Controlling:

Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of standards, methods and procedures.

Delegating:

Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making:

Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity:

Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations:

Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation:

Has a clear and comprehensive understanding of policies regarding the department and functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation:

Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

City of Suffolk, Virginia
Classification Description

Classification Title: Deputy Sheriff - Captain

General Statement of Job

Under limited supervision, performs supervisory and administrative work in the management of divisions of the Suffolk Sheriff's Office. Work involves assigning Suffolk Sheriff's Office personnel to their areas of work, evaluating their performance, coordinating instruction in new and improved work methods, and enforcing Suffolk Sheriff's Office rules, regulations and standards. Employee is responsible for answering inquiries from law enforcement personnel and the general public, and performing data entry functions associated with using computerized Deputy Sheriff information networks; and for compiling various statistical reports. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in contact with the general public. Employee is subject to the usual hazards of law enforcement work. Reports to the Major /Chief Deputy.

Specific Duties and Responsibilities

Essential Functions:

Assigns, supervises and reviews the daily activities of Suffolk Sheriff's Office personnel, ensuring adherence to established policies, procedures, rules, regulations and standards; determines staffing and equipment needs; makes assignments and transmits communications, orders, policies, and other administrative directives to Suffolk Sheriff's Office personnel; monitors radio traffic, and reviews reports and activities to evaluate Suffolk Sheriff's Office work.

Analyzes the overall operations of the Suffolk Sheriff's Office; develops and recommends changes in policies and procedures, as necessary; prepares reports for personnel commendations and disciplinary action; counsels subordinates on work or conduct deviation from established policies, procedures, rules, regulations, standards, etc.; makes recommendations on hiring, discipline, promotion, etc.; administers, teaches, and attends training courses

Participates in planning and research for the Suffolk Sheriff's Office; responds to surveys and studies.

Utilizes data entry equipment to enter various data and statistics and prepare correspondence and various narrative and statistical reports as required or otherwise deemed appropriate; reviews records and reports prepared by subordinate personnel.

Attends staff meetings, conferences, seminars and other meetings associated with the Suffolk Sheriff's Office.

Receives and investigates complaints, comments, inquiries, etc., from public and addresses accordingly.

Oversees maintenance of equipment assigned to the Suffolk Sheriff's Office, performing or overseeing performance of routine maintenance, and/or coordinating maintenance through service

vendors, as necessary.

Must be able to provide credible testimony in a court of law.

Additional Duties:

Assumes responsibility for the Suffolk Sheriff's Office in the absence of the Sheriff and Chief Deputy.

Operates computer terminals linked to Virginia Criminal Information Network and the National Crime Information Center to obtain such information as criminal histories, driving records and vehicle registration, stolen property reports, outstanding warrants from other jurisdictions, etc., in response to inquiries from department personnel.

Prepares and submits Federal and State grants; prepares reports associated with grants; prepares and submits Suffolk Sheriff's Office budget.

Prepares internal affairs investigations.

Performs other related work as required.

Minimum Education and Training

Graduation from a two-year college or technical school with major course work in police science, criminal justice or a related field, and 6 to 9 years of experience in law enforcement work, including 1 to 2 years as a Lieutenant with the Suffolk Sheriff's Office; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirements

Must possess a valid driver's license issued by the Commonwealth of Virginia. Must complete 40 hours of in-service training bi-annually.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a motor vehicle, a variety of machinery and equipment including a two-way radio, calculator, copier, computer, etc. and a variety of firearms. Must be able to exert up to 150 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Light work involves sitting most of the time, but may involve periods of walking, standing, jumping, running, or physical confrontations. Tasks typically involve some combination of bending, climbing and balancing, stooping, kneeling, crouching, and crawling.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability:

Requires the ability to read a variety of reports, records and memorandums. Requires the ability to prepare reports, correspondence, grant applications, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence, including communication over a two-way radio.

Intelligence:

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Requires the ability to assess critical situations and establish methods to resolve such situations.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal terminology and emergency response codes.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas. Must be able to add, subtract, multiply and divide. Must be able to utilize decimals and percentages, understand and apply the theories of algebra, trigonometry and statistical inference.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes rapidly and accurately in using automated weaponry. Must be able to operate a motor vehicle.

Manual Dexterity:

Requires the ability to handle a variety of items, office equipment, control knobs, switches, weapons, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination:

Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable

to performing under stress when confronted with emergency situations.

Physical Communication:

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via two-way radio.

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of modern law enforcement practices and procedures. Has thorough knowledge of the standard practices, materials, techniques and equipment used in general law enforcement work. Has thorough knowledge of departmental policies and procedures. Has thorough knowledge of federal, State and local laws pertaining to law enforcement work. Has thorough knowledge of the geographic and socioeconomic layout of the City. Has considerable knowledge of the principles of supervision, organization and administration. Is skilled in the use of firearms and other law enforcement equipment. Is able to plan, direct and coordinate the work of a large group of employees. Is able to use sound judgment to act quickly and effectively in emergency situations. Is able to express ideas effectively orally and in writing. Is able to establish and maintain cooperative and effective public relations. Is able to exercise tact, courtesy, firmness and fairness in contact with the general public. Is able to establish and maintain effective working relationships necessitated by work assignments.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with Suffolk Sheriff's Office directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to Suffolk Sheriff's Office Policies and Procedures as well as City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified i.e., poor communications, variance with Suffolk Sheriff's Office Policy & Procedures or City policy or procedures, etc.

Relationships with Others:

Shares knowledge with supervisor for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with fellow employees, Sheriff, professionals and the general public.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

Safety and Housekeeping:

Adheres to all safety and housekeeping standards established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning:

Plans, directs and uses information effectively in order to enhance activities and production of the Suffolk Sheriff's Office. Knows and understands the expectations of the City regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the Suffolk Sheriff's Office. Within the

constraints of Suffolk Sheriff's Office Policy and City policy, formulates the appropriate strategy and tactics for achieving Suffolk Sheriff's Office objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the Suffolk Sheriff's Office.

Organizing:

Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Suffolk Sheriff's office matters affecting them and/or of concern to them.

Staffing: Works with other City officials and management to select and recommend employment of personnel for the Suffolk Sheriff's Office who are qualified both technically and philosophically to meet the needs of the Suffolk Sheriff's Office. Personally directs the development and training of Suffolk Sheriff's Office personnel in order to ensure that they are properly inducted, oriented and trained.

Leading:

Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling:

Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Suffolk Sheriff's Office standards, City standards, methods and procedures.

Delegating:

Assigns additional duties to staff as necessary and/or appropriate in order to meet division and department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making:

Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity:

Regularly seeks new and improved methodologies, policies and procedures for enhancing the

effectiveness of the division and department. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations:

Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation:

Has a clear and comprehensive understanding of Suffolk Sheriff's Office Policies as well as City policies regarding the Suffolk Sheriff's Office and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation:

Keeps abreast of changes in operating philosophies and policies of the Suffolk Sheriff's Office and City and continually reviews Suffolk Sheriff's Office policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and Suffolk Sheriff's Office morale and performance. Works to see that established policies enhance same.

City of Suffolk, Virginia
Classification Description

Classification Title: Fire and EMS Training Coordinator

General Statement of Job

Under limited supervision, performs administrative tasks to ensure that all training requirements and safety procedures are achieved for the department. Supervises assigned personnel and coordinates the training efforts of all Fire and EMS Volunteers in the City.

Specific Duties and Responsibilities

Essential Functions:

Supervises, guides and directs the activities of assigned personnel; instructs, assigns, and review work; maintains standards through the effective coordination of activities; acts on employee problems; allocates personnel; provides recommendations regarding disciplinary action and related personnel activities; investigates departmental accidents.

Responds to various calls to act as the Safety Officer at the scene; provides medical attention as needed.

Checks and inspects fleet and equipment of the department.

Performs related administrative tasks; manages resources, records, and reports involving training activities; prepares training records, reports, and forms; ensures legal recordkeeping requirements are met on the Federal, State and local level; creates, administers, and grades student tests; records and reports test results; prepares training schedules.

Maintains required records on blood borne pathogens and biohazardous materials and ensures compliance with Federal, State, and Local laws; oversees related safety practices and implements incident action plans for all HAZMAT (hazardous materials) requirements.

Develops instructional methods for training courses and activities; uses instructional materials to present information and conduct training activities; researches and develops lesson plans; adjusts and updates presentations to achieve learning objectives.

Operates and maintains audio-visual equipment for the department.

Manages the departments instructional resources; researches new equipment for department training needs and provides recommendations; acquires needed training resources including materials, equipment, and related resources.

Evaluates instructional sessions and provides feedback to instructors and students; develops and implements evaluations and standards for improvement and feedback.

Assists in developing budgetary information for the department.

Coordinates inventory management activities for the department; stocks, maintains, inspects and certifies gear; issues, tracks and collects training materials.

Represents the department at various meetings and conferences.

Additional Duties:

Performs general clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

Minimum Education and Training

Bachelor's degree in Business Administration, Public Administration or related field with a minimum of five years experience in firefighting and safety training with some experience at the supervisory level, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be certified as an Adjunct Fire Instructor, EVOC, FFI & FFII, BBP, HTR, HAZMAT Awareness/Operations, Incident Safety Officer, Fire Officer I, Fire Officer II, Driver/Operator-Pump & Aerial, and as an Emergency Medical Technician - Basic.. Requires a valid driver's license.

Minimum Qualifications and Standards Required

Physical Requirements: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Data Conception: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Interpersonal Communication: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Language Ability: Requires the ability to read a variety of reports, training manuals, training documentation, informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Intelligence: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or

advisory data and information.

Numerical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, visually with job-related equipment.

Motor Coordination: Requires the ability to coordinate hands and eyes in using job-related equipment.

Manual Dexterity: Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have accurate levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

Knowledge of Job: Has thorough knowledge of the policies, procedures, and activities of the City and or departmental practices as they pertain to the performance of duties relating to the position of Fire and EMS Training Coordinator. Has the knowledge as a firefighter to respond to various calls and act as the Safety Officer at the scene. Has the knowledge and ability to provide medical attention at emergency scenes as needed. Understands the training requirements needed for fire fighters and is able to ensure proper training is available and attended by staff. Is able to maintain required training records and reports as needed. Has the ability to check and inspect fleet and equipment of the department to ensure proper working order and determine if maintenance or repairs are needed. Is able to perform related administrative tasks to include ensuring compliance with legal record keeping requirements on the Federal, State and local level. Has the ability to create, administer, and grade student tests. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Knows how to keep abreast of any changes in policy, methods, administrative changes, or related operational updates as they pertain to departmental operations and activities. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is able to effectively communicate and interact with subordinates, supervisors, vendors, consultants, service providers, and members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to perform required calculations. Is knowledgeable and proficient with computers and software programs typically utilized in the position. Is able to read, understand, and interpret technical reports and related materials.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments/divisions, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policies, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and organizational benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with department employees, staffers, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the organization and project a good image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the organization. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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

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, 2015, to each such employee in service on June 30, 2015, 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, 2015, to each such employee in service on June 30, 2015, 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, 2015:

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

Employee Paid Member Contribution	4%	Employee Paid Member Contribution	4%
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

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 82, SECTION 82-557, OF THE CODE OF THE CITY OF SUFFOLK CONERNING CIGARETTE TAX

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that Section 82-557 of Chapter 82, "Cigarette Tax" of the Code of the City of Suffolk, Virginia, is hereby amended to read as follows:

Sec. 82-557. Rate and amount of tax on sale of cigarettes

For the period beginning ~~July 1, 2003~~ July 1, 2015, and for each and every fiscal year thereafter beginning July 1 and ending June 30 of each such year, unless otherwise changed by the city council, there is hereby levied and imposed by the city, upon each and every sale of cigarettes on and after ~~July 1, 2003~~ July 1, 2015, a tax equivalent to ~~$0.025~~ $0.0375 for each cigarette sold within the city, the amount of tax to be paid by the seller, if not previously paid, in the manner and at the time provided in this article.

This ordinance shall be effective July 1, 2015 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

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 82, SECTION 82-517, OF THE CODE OF THE CITY OF SUFFOLK CONCERNING TRANSIENT OCCUPANCY TAX

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that Section 82-517 of Chapter 82, "Transient Occupancy Tax" of the Code of the City of Suffolk, Virginia, is hereby amended to read as follows:

Sec. 82-517. Levy; collection generally

There is imposed on each transient a tax equivalent to eight percent of the total amount paid for lodging by or for any such transient to any hotel, plus a flat rate tax of one dollar ($1.00) for each night of lodging for any lodging place other than a campground. Such tax shall be collected from such transient at the time and in the manner provided in this article.

This ordinance shall be effective July 1, 2015, 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

ORDINANCE NUMBER _____

AN ORDINANCE AMENDING CHAPTER 50, SECTION 50-81, OF THE CODE OF THE CITY OF SUFFOLK CONCERNING LIBRARY DEPARTMENT

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that Section 50.81 of Chapter 50, "Library" of the Code of the City of Suffolk, Virginia is hereby amended to read as follows:

Sec. 50-81. - Created.

There is created a library department for the use and benefit of the inhabitants of the city. The ~~library director~~ director of libraries shall be the head of the department and shall, as per the provisions of section 7.03 of the Charter, be responsible to the city manager.

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

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
Helivi L. Holland, City Attorney

ORDINANCE NO._____

AN ORDINANCE TO APPROPRIATE $220,000 FROM THE CEMETERY FUND UNAPPROPRIATED FUND BALANCE FOR IMPROVEMENTS AND MAINTENANCE AT HOLLY LAWN CEMETERY AND CEDAR HILL CEMETERY

WHEREAS, funds are available from the Cemetery Fund Unappropriated Fund Balance for an appropriation to the Cemetery Fund for improvements and maintenance.

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

1. The sum of $220,000 from the Cemetery Fund Unappropriated Fund Balance shall be reflected as anticipated revenue in the Cemetery Fund Account, 721-71410-53850, for the Fiscal Year 2015-16.

2. The Fund amount not to exceed $220,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 14-O-037 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

AGENDA: **May 6, 2015, Regular Session**

ITEM: **Resolution** – A resolution to adopt the *2020 Consolidated Plan* and *FY 2015-2016 Annual Action Plan* for the City of Suffolk Community Development Block Grant Program and the Western Tidewater Home Consortium HOME Investment Partnership Grant Program

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 a five-year Consolidated Plan and Annual Action Plan outlining proposed expenditures for Community Development Block Grant (CDBG) funds and HOME Investment Partnership (HOME) funds for the 2015-2016 Program Year. Mirroring the proposed FY 2015-2016 budget, the *2020 Consolidated Action Plan* and *FY 2015 – 2016 Annual Action Plan* will serve as comprehensive planning documents pertaining to the community development and housing needs of the low to moderate 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.

The *2015-2016 Annual Action Plan* proposes to allocate $452,898.00 in CDBG funds and $269,510.00 in HOME funds in support of certain activities designed to primarily benefit low and moderate-income persons as summarized on the attached table.

Copies of both the *2020 Consolidated Action Plan* and *FY 2015 – 2016 Annual Action Plan* were provided to the council members at the April 15, 2015 City Council meeting. Copies are also available for review at the City's Planning Department.

BUDGET IMPACT:

Funds will be incorporated into the proposed FY 2015-2016 Operating and Capital Budget. The required 25% local match to the HOME grant will be achieved through in-kind contributions provided by HOME grant recipients.

RECOMMENDATION:

Adopt the attached Resolution.

ATTACHMENTS:

- Proposed CDBG and HOME Projects and Allocation of Funds
- Proposed Resolution
- Exhibit "A", "2020 Consolidated Action Plan"
- Exhibit "B", "FY 2015-2016 Annual Action Plan"

Summary

City of Suffolk and Western Tidewater HOME Consortium
FY 2015-2016 Annual Action Plan
Community Development Projects

CDBG Program:

- Program Administration - $90,579.60
- CDBG Section 108 Loan Payment - $314,409.65
- Genieve Shelter - $10,000.00
- ForKids, Inc. Shelter - $10,000.00
- Western Tidewater Free Clinic - $17,908.75
- SRHA Emergency Repair Program - $10,000.00

HOME Partnership Program:

- Lead Agency Program Administration (Suffolk) - $16,170.60
- Community Housing Development Organization (CHDO) - $53,902.00
- Isle of Wight County - $49,859.35
- Southampton County - $49,859.35
- City of Franklin - $49,859.35
- City of Suffolk - $49,859.35

RESOLUTION NO._____

A RESOLUTION TO ADOPT THE 2020 CONSOLIDATED ACTION PLAN AND FY 2015-2016 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 at least once every five (5) years to review, update, prepare and submit a five year Consolidated Action Plan; and,

WHEREAS, in accordance with applicable regulations and requirements, the 2020 Consolidated Action Plan has been prepared following a thorough, careful, and comprehensive examination of existing conditions and trends pertaining to the community development and housing needs of the community, in particular the needs of low to moderate income families and individuals; and,

WHEREAS, as a recipient of CDBG and HOME funding from the HUD, the City of Suffolk 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 RESOLVED by the Council of the City of Suffolk, Virginia, that:

1. Exhibit "A", "2020 Consolidated Action Plan" and Exhibit "B", "FY 2015-2016 Annual Action Plan" for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program, which is attached hereto and is hereby incorporated as part of this resolution.

2. <u>Action</u>:

    1. The "2020 Consolidated 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, to read as provided in Exhibit "A".

2. The "FY 2015-2016 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, to read as provided in Exhibit "B", and shall be reflected in the Operating and Capital Budget for Fiscal Year 2015-2016.

3. This resolution shall be effective upon adoption.

READ AND ADOPTED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
Helivi L. Holland, City Attorney

Exhibit A

FY 2015/2016 – 2019/2020
Consolidated Plan

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

Community Development Block Grant
And
HOME Investment Partnership
Programs

Table of Contents

Executive Summary	1
Strategic Plan	5
Summary of Priority Needs, Strategies and Objectives	12
Housing and Homeless Needs Assessment	17
Managing the Process	24
Citizen Participation	26
Institutional Structure	35
Monitoring	36
Lead-Based Paint	37
Housing Needs	38
Housing Market Analysis	39
Specific Housing Objectives	41
Needs of Public Housing	43
Public Housing Strategy	44
Barriers to Affordable Housing	47
Homeless Needs	53
Homeless Strategic Plan	57
Community Development	65
Antipoverty Strategy	68
Special Needs Populations	69

5 Year Strategic Plan: Fiscal Years 2015/2016 – 2019/2020

GENERAL

Executive Summary

The Consolidated Plan is a long range document developed every five years in conjunction with the United States Department of Housing and Urban Development – Community Planning and Development division. The Plan documents how the City of Suffolk, along with the Western Tidewater HOME Consortium (City of Suffolk, City of Franklin, Isle of Wight County and Southampton County) proposes to address housing and non-housing community development related needs. Additionally, the plan describes strategic steps to be implemented in order to manage the identified needs. This document further serves as the 2015 – 2016 Annual Action Plan, therefore outlining specific community development related projects and their associated activities to be undertaken during the next fiscal year.

Community Profile

Suffolk is located in the Hampton Roads region of southeastern Virginia. The City, encompassing approximately 430 square miles, is bordered by the counties of Isle of Wight and Southampton to the west, the state of North Carolina to the south, the cities of Chesapeake and Portsmouth to the east, and the James River to the north.
The town of Suffolk began near Constant's Wharf, named after John Constant who settled along the Nansemond River to establish his home, wharf, and tobacco warehouses. In 1808, the town was incorporated into Nansemond County and a decade later, in 1910, became a city independent from surrounding Nansemond County. Nansemond County was converted to city status in 1972, becoming the City of Nansemond. Soon after, in 1974, the cities of Suffolk and Nansemond and the unincorporated towns of Holland and Whaleyville consolidated to become the present-day Suffolk.

The City of Suffolk has seen steady growth for more than a century, but this growth accelerated rapidly after 1970. The overall population of the City of Suffolk in 1900 was just over 23,000 people. It took more than 70 years for the population to nearly double to just over 45,000 in 1970. The population grew by 50% again between 1970 and 1990, to 52,143.

The City of Suffolk's population has grown tremendously over the last 14 years, outpacing the growth rate of the Hampton Roads Metropolitan Region and the Commonwealth of Virginia. Between 1990 and 2000 the population of Suffolk increased by 11,534 to 63,677. This corresponds to a 22.1% increase in the population over that ten year period. During the same 10 years, the Hampton Roads Metropolitan Region's population grew by 126.981 (8.8%), increasing to 1,576,370 from 1,449,389. The Commonwealth of Virginia grew at a rate of 14.2 over the same period.

Recent population estimates from the United States Census Bureau report the City's 2010 population at 84,585, a 32.8% increase from the 2000 Census.

Citizen Participation in Consolidated Planning Process

The City of Suffolk provides opportunities for citizens to participate in the consolidated planning process by complying with Section 104 (a)(2) of the Housing and Community Development Act and regulations at 24CFR 570.486 (a)(6). In order to further emphasize the City's commitment to citizen participation, the Citizen Participation Plan was revised and adopted on January 2, 2005.

A total of five (5) public meetings and public hearings were held in conjunction with the Plan. Meetings were held at locations and times convenient to the general public and were advertised in the local newspapers which serve the jurisdictions that fall under this Plan. Meetings were held in each of the four (4) Western Tidewater Home Consortium member-localities.

In addition to public meetings, the general public was given several opportunities to review and provide comment throughout the planning process. Following completion of the initial working draft of the 2020 Consolidated Action Plan the City of Suffolk solicited community input. Beginning April 6, 2015 and expiring on May 5, 2015, for a thirty-day period, the City of Suffolk solicited the public for input prior to the submission to the Department of Housing and Urban Development – Richmond, Virginia office on May 24, 2015. Also, prior to the adoption of the Consolidated Plan and Annual Action Plan, the City of Suffolk's City Council held a public hearing on April 15, 2015.

Housing and Community Development Strategic Plan Objectives

The overall goal of the Consolidated Plan is to improve upon the quality of life of low and moderate income persons and families residing in Suffolk and the other member-localities of the Western Tidewater Home Consortium. Specific goals, objectives, and strategies will be implemented to alleviate poverty, increase the stock of safe, decent and affordable housing, reduce homelessness, foster homeownership, eliminate slum and blight, as well as to provide economic opportunities.

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

- Use CDBG funds and Home funds to rehabilitate, reconstruct or construct approximately affordable homes;
- Use HOME funds to foster homeownership through direct homebuyer assistance to low- to moderate income first time homebuyers;
- Use CDBG funds to promote affordable, safe neighborhoods by installing and or expanding upon necessary infrastructure to facilitate new affordable homes for low- to moderate income persons or families;
- Identify, acquire and demolish blighted vacant or abandoned properties deemed not suitable for rehabilitation;
- Improve upon efficiency of all housing programs through the purging of all waiting lists and employ other efforts to streamline overall program performance.

First Year Action Plan Overview

The first year action plan proposes use for approximately $452,898.00 in CDBG funding and $269,510.00 in HOME funding. Both funding sources will be employed to support the objectives established in the Consolidated Action Plan including the fostering of new homeownership opportunities, public service activities, and facilitating new affordable housing through infrastructure installment and expansion. All activities undertaken will meet at least one Broad National Objective (BNO) and will benefit low- to moderate income persons, families or areas.

CDBG funds will be distributed in the following manner:

- Program Administration – $90,579.60 will be used for administrative costs associated with planning and implementing CDBG activities in the 2015/2016 program year.
- CDBG Section 108 Loan Payment – $314,409.65 will be used to repay the Fairgrounds Revitalization Project Section 108 Loan.
- Genieve Shelter and ForKids, Inc – $20,000.00 will be used to support local homeless shelters with $10,000.00 funded to the Genieve Shelter and $10,000.00 to ForKids, Inc.
- Western Tidewater Free Clinic – $17,908.75 will be used to provide high-quality health care to assist low- to moderate income persons.
- SRHA Emergency Home Repair Program - $10,000.00 will be allocated to the Suffolk Redevelopment and Housing Authority to make emergency repairs to owner-occupied housing units

HOME funds will be distributed in the following manner:

- Program Administration – $26,951.00 will be shared among the Western Tidewater HOME Consortium members to be used for costs associated with program planning and implementation.
  Lead Agency Program Admin. (City of Suffolk) - $16,170.60
  WTHC Member Jurisdictions (Shared Equally) - $10,780.40
- Community Housing Development Organization (CHDO) – $40,426.50 will be used to assist low- to moderate income families through the construction of new housing units. Federal requirements dictate 15% of the total HOME fund allocation be used as CHDO Set-Aside.
- CHDO Operating Costs – $13,475.50 will be used for CHDO operating and administration costs.
- Direct Homebuyer Assistance – $25,000.00 will be shared among the Western Tidewater HOME Consortium members and used to assist low- to moderate income homebuyers with down payment and closing costs.
  City of Suffolk/SRHA - $12,500.00
  City of Franklin/FRHA - $ 0.00
  Isle of Wight County/STOP - $0.00
  Southampton County/STOP - $12,500.00

- Rehabilitation and New Construction – $163,657.00 will be shared among the Western Tidewater HOME Consortium members and used to assist low- to moderate income homeowners in the rehabilitation of substandard housing.
  City of Suffolk/SRHA - $34,664.25
  City of Franklin/FRHA - $47,164.25
  Isle of Wight County/STOP - $47,164.25
  Southampton County/STOP - $34,664.25

5-Year Strategic Plan

Mission

The overall goal of the Consolidated Plan is to improve upon the quality of life of low- to moderate income persons and families residing in Suffolk and the other member-localities of the Western Tidewater Home Consortium (City of Suffolk, City of Franklin, Isle of Wight County and Southampton County). Specific goals, objectives, and strategies will be implemented to alleviate poverty, increase the stock of safe, decent and affordable housing, reduce homelessness, foster homeownership, eliminate slum and blight, as well as to provide economic opportunities. The implementation of these goals and objectives are principally funded through the Community Development Block Grant (CBDG) and Home Investment Partnership (HOME) programs administered by the United States Department of Housing and Urban Development (HUD). The City of Suffolk serves as the lead agency in the Western Tidewater HOME Consortium, which carries out HOME program activities.

Community Overview

The modern-day Suffolk is a collaborative result of the 1974 merger between Nansemond County and the City of Suffolk. Collectively, the now four-hundred and thirty square mile incorporation remains the largest city by size in the Commonwealth of Virginia. Suffolk has experienced a steadily intense level of residential and commercial development.

The City of Suffolk continues to lead the Hampton Roads region in population growth and remains one of the fastest growing communities in the Commonwealth of Virginia. Since 2000, the City's population has increased 28.6% to 84,585 residents. According to estimates provided by the Hampton Roads Planning District Commission, the City's population is projected to double in size by year 2034 to 180,600 residents. As indicated by consistent growth and development, the City of Suffolk is quickly becoming a major component of the thirty fifth (35th) largest metropolitan area in the United States - Hampton Roads[1].

Table 1 *Population Change in Cities Across Hampton Roads*			
Locality	**2000**	**2010**	**Percent Change**
Chesapeake	199,184	222,209	11.6%
Virginia Beach	425,257	437,994	3.0%
Norfolk	234,403	242,803	3.6%
Newport News	180,687	180,719	.02%
Hampton	146,437	137,436	-.06%
Portsmouth	100,565	95,535	-2.0%
Suffolk	**63,677**	**84,585**	**28.6%**

Source: United States Census Bureau

Since 2000, the composition of the housing stock has not drastically changed. Almost 9,000 housing units were constructed, but the rates of homeownership only increased slightly (from 72% in 2000 to 74% in 2012), along with an increase to the vacancy rate, from 6% to almost 8%. Eight percent is a fairly high vacancy rate for growing communities such as Suffolk, but still very moderate when compared to other communities. As in most places, rental properties have a higher vacancy rate than owner occupied units.

According to 2010 Census data, Suffolk has a total housing stock of approximately 33,372 units. Approximately 22,472 (73%) of the units in the City of Suffolk are owner occupied. Relatively speaking, this figure exceeds the Commonwealth's percentage of sixty eight percent (67%). In recent years, the City has experienced significant housing development in the northern and central Growth Areas, however the rate of this growth has been higher than anticipated. Housing costs are on the rise (both new and resale). Keeping pace with housing demand and providing for a range of affordability to meet the needs of Suffolk residents will be continual challenges. Growing demand for housing choices based on shifting household characteristics and a noted increase in housing costs in the region makes developing housing choices for everyone across the full range of incomes and family types very important.

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

Demographical Analysis

For the purpose of illustration, the following is a detailed summation of specific demographic information in the City of Suffolk. The data was compiled from the Hampton Roads Data Book, Suffolk Statistical Atlas, as well as from the United States Census Bureau.

Race

Based upon 2010 Census Data fifty four percent (52%) of the City's population is considered white, while forty-six percent (48%) of the population is non-white. For the most part, the City has seen little deviation from the 2000 census figures in this regard while the city has maintained a high level of both cultural and racial diversity.

Further analysis of the 2010 Census Data will afford the perseverance of high minority concentrations in the Census Tracts 651 (87.7%), 654 (88.3%), 655 (93.9%) and 756.01 (87.4%). Concurrently, Census Tracts 651, 654 and 655 are located in the downtown urban core of the City of Suffolk; the area where most federal grant funds are concentrated. A map detailing the location of each Census Tract is attached for review in the *Appendix*[1]. Overall, the downtown urban core of Suffolk accounts for nearly forty percent (40%) of the City's total minority population.

Income

Median household income is a widely recognized indicator of the relative wealth of a specific geographic area. According to American Community Survey's most recent estimates, the City of Suffolk has a median household income of $66,085 compared to the state median household income of $63,907. The 2010 Census Data demonstrated a marked increase in the City of Suffolk median household income. However, this is considering the aggregate median for the entire locality. *Table 2* is a representation of the Median Household Income by Census Tract for 2010.

[1] Please see Map 2 in the Appendix

Table 2 Median Household Income by Census Tract	
Geographic Location	**Total Households Median Income**
Census Tract #651	$ 31,822
Census Tract #652	$ 55,505
Census Tract #653	$ 33,567
Census Tract #654	$ 28,829
Census Tract #655	$ 30,181
Census Tract #751.1	$ 77,388
Census Tract #751.2	$ 112,805
Census Tract #752.1	$ 91,715
Census Tract #752.2	$ 100,500
Census Tract #752.3	$ 95,106
Census Tract #752.4	$ 49,447
Census Tract #753.1	$ 89,671
Census Tract #753.2	$ 75,938
Census Tract #754.1	$ 52,821
Census Tract #754.2	$ 78,141
Census Tract #754.3	$ 81,262
Census Tract #754.4	$ 71,944
Census Tract #754.5	$ 88,875
Census Tract #755.1	$ 53,355
Census Tract #755.2	$ 81,944
Census Tract #756.1	$ 48,510
Census Tract #756.2	$ 69,000
Census Tract #757.1	$ 48,750
Census Tract #757.2	$ 75,863
Census Tract #757.3	$ 62,904
Census Tract #758.1	$ 70,815
Census Tract #758.2	$ 45,781
Census Tract #758.3	$ 67,273
City of Suffolk	**$ 66,085**
Norfolk-Virginia Beach-Newport News, MSA	**$ 58,991**
State of Virginia	**$ 63,907**

Upon further review of the Census Data it is evident the median household income for the downtown core of the City is approximately $31,099 or roughly forty seven percent (47%) of the city-wide median. The visible trend of a much lower median household

income in Census Tracts 651, 652, 654 and 655 has prompted a complex and comprehensive revitalization effort. The Fairgrounds and Orlando revitalization efforts have improved upon community functions such as housing, and will ultimately yield a drastic economic impact on the East Washington Street financial corridor and the overall Downtown Central Business District of Suffolk.

Homeownership

The value of homeownership is a priceless commodity in today's society, and a value championed by the City of Suffolk. Over the course of several years rising property costs have unveiled a new challenge for the residents of our City. Accordingly, the City of Suffolk is now beginning to shift emphasis upon utilizing various funding sources to provide affordable housing and eventual homeownership opportunities.

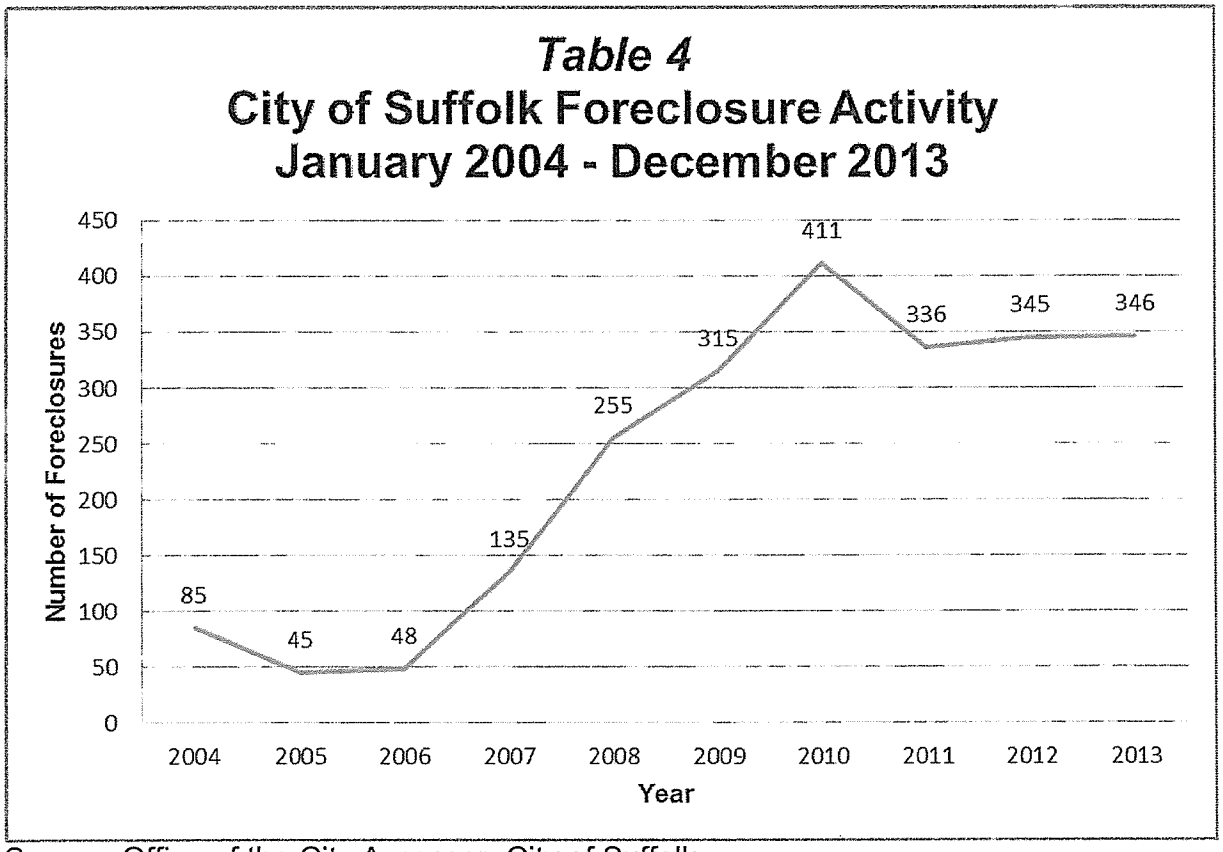
When considering the aggregate figures the City of Suffolk exceeds the regional and even state-wide homeownership percentages with over seventy three percent (73%) of all occupied housing units being *owner-occupied. Table 3* illustrates homeownership statistics for the City's housing stock; doing so by Census Tract.

Table 3 Homeownership by Census Tract					
Geographic Location	Total Occupied Housing Units	Owner Occupied		Renter Occupied	
		Total	Percent	Total	Percent
Census Tract #651	782	293	37.5	489	62.5
Census Tract #652	901	624	69.3	277	30.7
Census Tract #653	1,424	529	37.1	895	62.9
Census Tract #654	1,346	382	28.4	964	71.6
Census Tract #655	833	329	39.5	504	60.5
Census Tract #751.1	2,378	2,002	84.2	376	15.8
Census Tract #751.2	1,636	1,455	88.9	181	11.1
Census Tract #752.1	1,672	1,621	96.9	51	3.1
Census Tract #752.2	420	385	91.7	35	8.3
Census Tract #752.3	1,118	994	88.9	124	11.1
Census Tract #752.4	1,778	858	48.3	920	51.7
Census Tract #753.1	783	735	93.9	48	6.1
Census Tract #753.2	861	716	83.2	145	16.8
Census Tract #754.1	681	437	64.2	244	35.8
Census Tract #754.2	1,347	1,083	80.4	264	19.6
Census Tract #754.3	1,600	1,124	70.3	476	29.8
Census Tract #754.4	418	303	72.5	115	27.5
Census Tract #754.5	780	737	94.5	43	5.5
Census Tract #755.1	1,713	1,115	65.1	598	34.9
Census Tract #755.2	1,440	1,275	88.5	165	11.5
Census Tract #756.1	1,233	962	78.0	271	22.0
Census Tract #756.2	564	510	90.4	54	9.6
Census Tract #757.1	683	450	65.9	233	34.1
Census Tract #757.2	1,233	1,083	87.8	150	12.2
Census Tract #757.3	549	483	88.0	66	12.0
Census Tract #758.1	1,081	879	81.3	202	18.7
Census Tract #758.2	722	608	84.2	114	15.8
Census Tract #758.3	516	401	77.7	115	22.3
City of Suffolk	30,492	22,373	73.4	8,119	26.6
Norfolk-Virginia Beach-Newport News, VA—NC MSA-	610,067	381,813	62.6	228,254	37.4
State of Virginia	2,936,634	2,030,965	69.2	905,669	30.8

Source: United States Census Data – Suffolk Statistical Atlas

However, further analysis will confirm the lowest percentages of homeownership were recorded in Census Tracts 651, 653, 654 and 655 – the downtown urban core. Currently, over eighty-one percent (81%) of the downtown population is minority. The downtown area has approximately 5,286 total occupied housing units. However, out of the total number of occupied housing units only 2,157 are owner-occupied, representing approximately forty-one percent (41%). While the figures are discouraging, the City welcomes the opportunity to increase minority homeownership and the provision of affordable housing.

Foreclosures have a significant impact on home values which in turn impact the City's tax base leaving fewer resources to address the growing needs of the community. In 2007, the housing market crashed leaving many mortgage holders owning more on their homes than their present values. As foreclosures proceed, housing vacancy rates increase placing further decline into the housing market. The City of Suffolk had a 6% residential vacancy rate in 2000; in 2012 the rate was 8%. A study completed by HOME: Housing Opportunities Made Equal found that from 2000 to 2010 residential vacancies in Virginia increased by 30% and 9% of all the housing stock in 2010 was vacant. Although the study found that the total number of foreclosures is declining for the first time since 2007, the foreclosure rate is still 1,000% greater than in 2006. The Suffolk City Assessor tracks local foreclosures and found that 2010 was the year with the highest rate of foreclosures and the last three years have been fairly consistent, yet very high in comparison to the pre-housing bust of 2007. The City's total housing stock in 2012 was 33,080 units, with 2,578 reported vacant. Foreclosures account for 346 of those units or only 13% of all vacant units in the City. *Table 4* illustrates foreclosure rates in the City of Suffolk from 2004 to 2013.



Source: Office of the City Assessor, City of Suffolk

Summary of Priority Needs, Strategies and Objectives

The City of Suffolk has a very distinguished character, in that over the span of 430 square miles the locality has very defined rural, suburban, and urban components. The outlying traditional villages such as Holland have a preserved rural nature, while the northern areas of Suffolk are very suburban and urban. Still yet, the City also has a very defined and vibrant downtown urban core located at the center of the municipality. Accordingly, the City of Suffolk experiences challenges consistent with each of the three components of development and must work to ensure all strategic planning is comprehensive. The development of a five year Consolidated Action Plan yields no exception.

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

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

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

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

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

1. ***Affordable Housing and Homeownership – Provision of Minority Homeownership (High Priority).*** The provision of affordable housing is a multifaceted challenge facing the City of Suffolk and surrounding jurisdiction of the Western Tidewater Home Consortium. The need for affordable housing is a direct result of rising property values and stagnant median household income levels within the community. The need for affordable housing is ever-present in each of the Western Tidewater Home Consortium member localities and is especially needed in the downtown urban core of the City of Suffolk. The need to foster *homeownership* is also directly related to median household income and other associated demographical data. The need to foster homeownership opportunities is also visible in each Western Tidewater member-locality and is once again especially critical to for example, but not limited to, the downtown urban core of Suffolk; an area with a high concentration of minority constituents.

   Strategy

   The City of Suffolk, as lead agency for the Western Tidewater Home Consortium, will utilize CDBG and Home Investment Partnership Program (HOME) funding to directly facilitate affordable housing and foster homeownership opportunities. Specifically, the City of Suffolk and each member-locality of the Western Tidewater Home Consortium will rehabilitate or reconstruct homes throughout the stated areas. A total of approximately $818,285.00 will be expended to rehabilitate and reconstruct homes within the participating jurisdiction from FY 2015/2016 – 2019/2020. To directly foster homeownership opportunities, the City of Suffolk and Western Tidewater Home Consortium will also provide approximately $100,000.00 to low and moderate income first time home buyers in the form of direct assistance for down payment, closing and associated costs. Considering an average need for assistance of $5,000, this would equate being able to provide direct home-buying assistance to approximately ten (20) low and moderate income persons; the majority of which would be minority participants.

The City of Suffolk may also develop and implement any additional programs or associated activities not specifically enumerated in the above description; providing each activity is necessary to the facilitation of affordable housing and / or the provision of homeownership opportunities. The City will also work to ensure consistency with the major national initiative of fostering homeownership opportunities for minority populations as well as low and moderate income persons and families.

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

Strategy

The City will employ CDBG and HOME funding to conduct a myriad of improvements to the downtown area and associated communities including, but not limited to: infrastructural improvements, acquisition and disposition of property, creation of new recreational and community-based facilities, affordable housing opportunities in mixed income communities, construction and promotion of culturally significant facilities and various other efforts related to a holistic revitalization campaign. The City of Suffolk will specifically utilize Community Development Block Grant funding for various activities associated with the Fairgrounds Revitalization effort. The effort will ultimately yield the creation of a new residential neighborhood and corresponding street-grid system; which will provide new affordable homes for low and moderate income persons. The City will utilize approximately $1,500,000 in CDBG funding to conduct direct revitalization efforts in the downtown area over the course of five years for either direct costs associated with revitalization or through related costs such Section 108 Loan Repayment. The City of Suffolk has made a strong commitment to the citizens of the downtown area, and other areas in need and will work to ensure an appropriate level of Community Development Block Grant funding is provided on an annual basis.

Due to the high number of simultaneously employed projects, the City of Suffolk may also utilize Community Development Block Grant and HOME funding for general planning and administration costs associated with neighborhood revitalization. Activities to be undertaken include, but are not limited to: master planning, site preparation and related study, noise mitigation, design and architectural services, and other related planning and administrative costs. The need for planning and related administrative functions will be reevaluated on an annual basis and enumerated upon in future Annual Action Plans.

The City of Suffolk may also utilize HOME and Community Development Block Grant funding to revitalize targeted communities and neighborhoods throughout the jurisdiction; provided the activities meet one of the broad national objectives established by the Department of Housing and Urban Development. Activities to be undertaken throughout targeted areas include, but are not limited to: housing rehabilitation, provision of recreation and community-related facilities, planning, architectural and engineering costs, and infrastructural installments and or improvements. Any activity undertaken outside of the downtown area will serve low and moderate income persons and meet at least one Broad National Objective (BNO).

The City of Suffolk may also develop and implement any additional programs or associated activities not specifically enumerated in the above description; providing each activity is necessary to the facilitation of neighborhood revitalization and consistent with all applicable criteria established by the Department of Housing and Urban Development.

3. ***Economic Development (Medium Priority).*** To ensure a comprehensive revitalization strategy, the City of Suffolk feels it important to also consider economic strength and stability. To elaborate, the achievement of certain commodities, such as homeownership, is directly related to economic stability. Specifically, the low median household income levels in the downtown area of Suffolk are a direct indication of the need for economic development opportunities. The City of Suffolk must work to ensure that each borough and associated area experiences consistent economic growth and stability. The effort must also extend into the communities adjacent to the business corridor of the downtown area to ensure continued economic strength and stability.

Strategy

To increase economic development opportunities within the downtown urban core the City of Suffolk has afforded numerous efforts. The City currently employs professional personnel specifically dedicated to the development and sustained viability of the downtown area. Concurrently, numerous Federal, State and local funding sources have been identified and utilized to promote economic development in the downtown urban core. To continue revitalization efforts, the City of Suffolk will work to provide Community Development Block Grant funding to area businesses to conduct various façade improvements to existing or planned structures.

The City of Suffolk will also work to promote economic development opportunities through the pursuit of corresponding Department of Housing and Urban Development – Economic Development Initiatives funding. The City has utilized such funding to revitalize the former site of the Suffolk High School into a thriving cultural arts center. Each respective project will yield significant economic opportunities for the downtown area and could therefore warrant inclusion in future Annual Action Planning.

The City of Suffolk may also develop and implement any additional programs or associated activities not specifically enumerated in the above description; providing each activity is specific to the facilitation of economic development opportunities and consistent with all applicable criteria established by the Department of Housing and Urban Development.

4. ***Other Non-Housing Community Development (Medium & Low Priority).*** The City of Suffolk will work to address any additional non-housing community development related needs as they arise. Activities to be undertaken under this initiative include, but are not limited to: planning, recreational and park improvements, water and sewer improvements, transportation services, homeless activities, employment training, public/youth services and development, public facilities improvements and or expansion, and the provision and operation of community or cultural facilities. These needs will be assessed each year in preparation of the Annual Action Plan, and when warranted the City of Suffolk will provide an appropriate level of funding to address them.

Housing and Homeless Needs Assessment

General

In accordance with 24 CFR 91.205 the City of Suffolk conducted a Housing Needs assessment under consultation with area social and human services providers. Specifically, the STOP Organization, Suffolk Redevelopment and Housing Authority, Housing Hampton Roads, Inc. , Suffolk Department of Planning and Community Development were consulted during preparation of the 2020 Consolidated Action Plan. The following represents an estimation of Suffolk's housing needs:

Categories of Persons Affected

Based upon data projections derived from the U.S. Census, the City of Suffolk has a current population of approximately 84,585. For the purpose of demographical analysis, the United States Department of Housing and Urban Development regularly compiles pertinent housing related data. The purpose of the information is to serve as an administrative tool employed by each entitlement locality to deduct certain specific trends in housing related components.

A detailed analysis of the information above shows roughly 30,492 occupied housing units of which forty two percent (42%) are considered low or very low income households. Furthermore, a total of 3,354 households have income which is thirty percent (30%) of the area median or less, and therefore considered extremely low income. This figure represents roughly fourteen percent (11%) of the total number of occupied housing units in the City of Suffolk.

According to 2000 Census data approximately seventy-two percent (72%) of all occupied housing units in Suffolk are owner-occupied. It is once again pertinent to distinguish very low ownership levels in and around the downtown urban areas of the city; thus invoking the current comprehensive revitalization efforts undertaken in this portion of the locality.

Overview of Homeless Resources and Needs

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

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

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

Continuum of Care Development

The Southeastern Virginia Homeless Coalition (SVHC) consists of agencies and individuals working to address homelessness among six jurisdictions: Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County. The SVHC includes representatives from each city and county working to address the four priorities set forth by the Federal Strategic Plan to End Homelessness.

Over the course of several years local service providers and their associated staffs have worked to develop a Continuum of Care program, thus ensuring access to Emergency Shelter Grant (ESG), Federal Shelter Grant (FSG), and State Shelter Grant (SSG) funding. Through current efforts of the group including; a unified mission, an elected governing board, professional consultation for the application process, clearly defined lead agency and corresponding delegated committees, as well as close support from local Department of Housing and Urban Development staff have been developed. The City of Suffolk – Department of Planning and Community Development will serve as the coordinating entity for the coalition. However, the success of the Continuum of Care is overwhelmingly contingent upon the cooperation and sustenance of support from area service providers and other key stakeholders.

The Continuums CoC Committee hosts bi-annual peer reviews of project APRs, HMIS data, monitoring letters, corrective action plans, and developed a Supplemental Application to assess project performance and capacity for CoC and ESG funded programs. The Committee is comprised of agency directors and key staff from each CoC, State and local funded homeless programs, along with an appointed representative from each City and Veterans Affairs office. The CoC's peer review and Standards of Care review offer mentorship and guidance to each agency, as well as an opportunity to openly discuss solutions to challenges encountered. Additionally, the SVHC Continuum of Care (CoC) Committee and the Families Central Intake Committee continuously review program eligibility and work to identify and eliminate barriers during monitoring of performance outcomes, Standards of Care reviews, site visits and discussions about appropriate placements into shelter and housing programs. As a result of the CoC's monitoring efforts, annual Standards of Care reviews and the implementation of Central Intake, few barriers exist among CoC and ESG funded programs. Efforts to streamline referrals and ensure appropriate placements through Central Intake forced the CoC to carefully review program guidelines for entry, rules, and outcomes to identify barriers to entry for the hardest to serve and determine the best referrals for each program. Programs with identified barriers must communicate a corrective action plan and implementation deadline for the removal of barriers during the peer review/monitoring process. Agencies who do not comply will not be eligible for inclusion in future applications.

Monthly meetings and continued data analysis provide the CoC with the support needed to consistently exceed all HUD-established benchmarks. The CoC uses HMIS generated Annual Performance Reports (APR) to identify struggling programs and immediately works to share resources and/or staff to provide mentorship. The HMIS Administrator conducts annual HMIS Audits, prioritizing those that demonstrate any performance issues, to offer technical assistance. The CoC also developed a Performance Scorecard to aid in funding decisions by targeting resources based on high performance and sets a path for future performance-based targeting. The scorecard assess outcomes by program type and identifies performance standards under five objectives including: (1) length of homelessness, (2) reaching the hard to serve, (3) growth in income, (4) housing stability and exits to permanent housing, and (5) continuum of care compliance. To support the advancement of each object, future targets will reflect the top 25% performance level by project type based on the July 1, 2013-June 30, 2014 operating year. Although it is recognized that some programs will fall below the performance benchmarks, the 25% performance level represents an "achievable" level of performance since one-fourth of all programs are currently operating at the specified performance level.

Homeless Strategy

The overall goal of the City of Suffolk is to provide an appropriate and proportional response to the challenge of homeless in our locality, while also helping to better coordinate a comprehensive effort in our surrounding localities of Western Tidewater. To accomplish this goal the City of Suffolk will work to provide Community Development Block Grant (CDBG) funding, when available, to support certain homeless intervention programs over the course of the next five years. The City will assess the need for direct funding for such facilities as the Genieve Shelter and the Suffolk Shelter for the Homeless on an annual basis during Annual Action Plan preparation. Any specific commitment of funding will be based upon funding availability, and contingent upon the presence of policies consistent with 365 day per year operations.

The City of Suffolk will work with area service providers to ensure a holistic and comprehensive solution to the challenges of homelessness. The City currently has a surplus of emergency homeless units for women, children and victims of domestic violence. The City of Suffolk will work with area service providers such as the Salvation Army to assess the feasibility of implementing a generic emergency and or transitional facility inclusive to men and all other populations currently underserved. The City will evaluate the need to provide funding on an annual basis and enumerate upon in future Annual Action Planning. However, the City will continue to support the development of a comprehensive coalition to combat homelessness and therefore allow for the utilization of Continuum of Care funding.

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

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

The CoC worked diligently with the local Department of Veterans Affairs (VA) to improve communication and identify strategies to house homeless veterans. In September 2014, the CoC participated in a state-wide boot camp, which challenged CoCs to house as many veterans in the upcoming 100 days. The CoC partnered with the local VA, Supportive Services for Veteran Families (SSVF) providers, Virginia Wounded Warriors, and a host of homeless and support service providers to create a process that quickly identifies and houses homeless veterans. The Veterans Leadership Team meets weekly to discuss veteran cases and has housed 137 veterans as of January 2015.

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

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

For the purpose of lending a sense of structure to the provision of homeless services, the City of Suffolk has developed a series of five-year initiatives to be undertaken in conjunction with area service providers. The overall intention of the establishment of such objectives is two prone. First the establishment of specific homeless and special population objectives allows the City of Suffolk to assert quantifiable ambitions and employ performance measures to assess success. Secondly, specific homeless objectives promote cohesion among area service providers, community representatives and all other interested parties. The following table is a summation of the five-year objectives to be employed by the City of Suffolk.

Summary of Specific Homeless/Special Populations Objectives (Table 1A/B Continuation Sheet) Suffolk, VA

Priority Need Category Homeless / Special Populations

OBJECTIVE #1

Over the next five years, the City will identify and seek new public and private funding sources to expand permanent housing opportunities for homeless individuals and families residing in emergency shelters or transitional housing or those receiving supportive services.

The City of Suffolk will support the WTCCC and SVHC in its effort to develop a sustainable Continuum of Care – therefore acquiring federally funded program such as ESG and SHP.

OBJECTIVE #2

The City will help to more fully develop a cohesive coalition among area service providers and facilitate professional services. The City will support the WTCCC and SVHC in its effort to develop and maintain a comprehensive directory of services to be distributed throughout the community.

OBJECTIVE #3

The City will provide support to the Genieve Shelter, and will provide future funding (when available). The City will continue to support the Genieve Shelter thereby assisting battered and abused women with children each year that utilize the shelter. The Shelter will receive $10,000 in CDBG funding for the 2015/2016 program year. Additionally, the City will allocate $10,000 to ForKids, Inc. in 2015/2016 to further assist the homeless population.

OBJECTIVE #4

The City will continue to support activities and initiatives of the Western Tidewater Community Services Board relative to the supportive service needs of the homeless and other special populations such as the mentally ill and persons in need of substance abuse.

Managing the Process

Lead Agency and Program Administration

The Consolidated Planning process is a dynamic and collaborative effort joining many public and private entities for the furtherance of coordinated program development. The City of Suffolk's Department Planning and Community Development serves as the lead agency for the development and implementation of the Consolidated Plan. Program administration for the Western Tidewater HOME Consortium is as follows:

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

Consultation and Coordination

During the Consolidated Planning process, a myriad of stakeholders were consulted including numerous state and local agencies and community groups and organizations including but not limited to:

1. The STOP Organization, Inc.;
2. Western Tidewater Community Services Board;
3. City of Suffolk Department of Planning and Community Development;
4. Suffolk Redevelopment and Housing Authority;
5. City of Franklin Redevelopment and Housing Authority;
6. Virginia Department of Health Lead-Safe Virginia Program;
7. City of Suffolk Department of Health;
8. City of Suffolk Public Works Department;
9. Suffolk Habitat for Humanity;
10. Genieve Shelter;
11. Suffolk ForKids Homeless Shelter; and
12. The Hampton Roads Community Housing Resource Board.

The aforementioned consultation process expanded an earlier community development input and consultation process established for the development of the City of Suffolk's 2035 Comprehensive Plan. The 2035 Plan serves as the City of Suffolk's fundamental blueprint for city growth over the next 20 years. Although these two plans differ in scope and, to a lesser extent, in mission it is worth noting that both concern themselves with the primary issue of improving the lives and living conditions of Suffolk's citizens.

To the issue of thoroughness, the 2035 plan is far more extensive in its data collection, data analysis, and conclusions then the Consolidated Plan due largely to its more wide-ranging mission, scope, resource allotment, and multi-year timeframe. Thusly, it seems advantageous to utilize certain 2035 Plan data to address shared issues such as public comment and demographics.

The Department of Planning and Community Development frequently contributes significantly to City's housing and community development initiatives. This department has a role in identifying the City's blighted and abandoned properties. The department staff assists in determining the feasibility of property rehabilitation and coordinates the demolition of substandard housing unsuitable for rehabilitation and will play a leading role in the implementation of new lead-based paint regulations. The role of the Department of Planning and Community Development is two prone in nature, with each being critical to revitalization efforts undertaken by the City of Suffolk.

First and foremost, the Department of Planning and Community Development acts as the lead code-enforcement entity for the entire municipality. The department determines the compliance of existing and proposed structures for consistency with strict building code standards. The efforts employed by the Department of Planning and Community Development allow for the designation of distressed and blighted properties. Aside from code enforcement, the department is also responsible for the employment of all zoning regulations in the municipality.

Several other city departments address community development issues ancillary to housing development. These departments are the Department of Public Works, Department of Public Utilities and the Department of Parks, Recreation. Public Works provides new sidewalks, curbs and gutter in low-income neighborhoods utilizing Community Development Block Grant (CDBG) funds. Public Utilities performs water and sewer service improvements throughout the community. The Parks and Recreation Department provide advisory services when public facilities for youth, neighborhood or recreational facilities are developed in low and moderate-income neighborhoods.

Although many city departments serve as important partners in the city housing arena, it is the Suffolk Redevelopment and Housing Authority (SRHA) that holds the most focused and instrumental role regarding housing issues on a citywide basis. The City Council appoints the Board of Commissioners for the Suffolk Redevelopment and Housing Authority to serve as the organization's governing and policy-making entity. The Board also approves capital improvements for the Suffolk Redevelopment and Housing Authority's public housing communities located throughout the City. As an autonomous local government entity, the Suffolk Redevelopment and Housing Authority maintains an internal contracting and procurement capacity along with an accounting and finance department. Moreover, the SRHA is a valuable source of data regarding low and moderate-income families and housing throughout the City and serves as an important sub-recipient for grant funds in terms of disbursement and administration of CDBG and HOME funds.

Several non-profit organizations work closely with the City in making decent, safe, and affordable housing a reality for low and moderate-income families. Housing Hampton Roads, Inc. (HHR) serves as Suffolk's Community Housing Development Organization (CHDO) for the Western Tidewater Consortium. In this capacity, HHR serves an important sub-recipient for HOME funds and appropriately, an important linchpin for single and multi-family low and moderate income housing development. HHR organization uses a variety of mechanisms including down payment assistance, land acquisition, and new home construction. These services are available to income qualified persons and families in the western tidewater region including Isle of Wight County, Southampton County, and the City of Franklin. Following a proven track record for program and service delivery, the STOP organization has been commissioned to serve as the program administrator for the Counties of Southampton and Isle of Wight.

In addition to HHR, Western Tidewater Community Services Board, the Suffolk ForKids Shelter, the Genieve Shelter for the Homeless and the Western Tidewater Free Clinic non-profit agencies with whom the City works to promote seamless delivery of services to low and moderate income families.

CITIZEN PARTICIPATION

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

The City of Suffolk and the Western Tidewater HOME Consortium conducted a citizen participation process to solicit public input regarding the development of Consolidated and Action Plan for the City of Suffolk and WTHC. The citizen participation process contained three (3) separate components. Specifically these three components were:

1. Prior to the preparation of the draft FY 2015 – 2016 Annual Action Plan and Consolidated Plan a series of four public meetings were held soliciting public input and suggestions on potential activities worthy of funding consideration. These meetings were held at dates and times convenient for the general public in public facilities located throughout the four member jurisdictions making up the Western Tidewater HOME Consortium. The required public notice advertising each of these meetings was published in a local newspaper of general circulation serving the four member communities a minimum of fifteen (15) days in advance of each public meeting (See Appendix #1).

2. Following the completion of the proposed FY 2015 – 2016 Annual Action Plan and Consolidated Plan, a 30-day public comment period was established in order to provide the opportunity for the general public to review and comment on the proposed Plans. This 30-day ran between April 6, 2015 and May 5, 2015. Public notice advertising this 30-day public comment period was published in a local newspaper of general circulation serving the four member communities (See Appendix #2).

3. Also, following the completion of the proposed FY 2015 – 2016 Annual Action Plan, on April 15, 2015 the Suffolk City Council held a public hearing prior to the adoption of the FY 2015 – 2016 Annual Action Plan. Public notice advertising this public hearing was published in a local newspaper of general circulation serving the four member communities a minimum of fifteen (15) days in advance of the cited public hearing (See Appendix #3).

Furthermore, in order to solicit increased public participation in the development of the 2015 – 2016 Annual Action Plan and Consolidated Plan additional public announcements were published in a variety of local newspapers serving the region. These include the Virginian-Pilot, Suffolk News Herald, Tidewater News, and Smithfield Times newspapers.

Public Meeting Schedule:

City of Suffolk/Western Tidewater HOME Consortium 2015-2016 Annual Action Plan Public Hearing Schedule			
Date	**Location**	**Address**	**Time**
April 2, 2015	City of Franklin, Council Chambers	207 West Second Avenue Franklin, VA	4:00 p.m. - 5:00 p.m.
April 3, 2015	Suffolk Redevelopment and Housing Authority	530 East Pinner Street Suffolk, VA	4:00 p.m. - 5:00 p.m.
April 6, 2015	Southampton County, Municipal Center	26022 Administration Center Drive Courtland, VA	4:00 p.m. - 5:00 p.m.
April 7, 2015	Isle of Wight Courthouse Complex Robert C. Claud, Sr. Board Room	17130 Monument Circle Isle of Wight	4:00 p.m. - 5:00 p.m.

Participation Objectives

The objectives of the Citizen Participation Plan for the City of Suffolk are:

1. To conduct all aspects of citizen participation in an open manner, with freedom of access for all interested persons;
2. To encourage all citizens and particularly low, very low, and extremely low-income persons and residents of economically impacted neighborhoods to submit their views and proposals regarding the Consolidated Plan;
3. To provide for and encourage citizen participation, with particular emphasis on participation by persons of low, very low, and extremely low income who are residents of economically fragile areas and/or areas in which community development funds are proposed to be used as well as other low, very low, and extremely low income neighborhoods;
4. To provide citizens with reasonable and timely access to local meetings, information, and records relating to the proposed use of funds, as required by regulations, and relating to the actual use of funds under this process;
5. To provide for technical assistance to groups representative of persons of low, very low and extremely low income that request such assistance in developing proposals with the level and the type of assistance to be determined by the grantee.
6. To provide for public hearings to obtain citizen views and to respond to proposals and comments at all stages of the consolidated planning process, including identifying housing and community development needs, reviewing proposed uses of funds, and reviewing program performance.
7. To provide for a timely written answer to written complaints and grievances, within 15 working days where practicable.

Access to Information

Citizens, public agencies and other interested parties will have the opportunity to receive information, review and submit comments on any proposed submission to HUD concerning the proposed activities. Information relative to the availability and location of Consolidated and Annual Plan documents, records and information may be obtained from the City of Suffolk Department of Planning and Community Development and the City of Suffolk's website. The Consolidated Plan and the Annual Plan will also be available at the City public library for public review and comment.

Publishing the Plan

The following schedule for the Consolidated Plan and the Annual Plan is designed to enable citizens a sufficient opportunity to review the relevant document and provide comments. An announcement regarding the availability of the relevant document for review shall appear in local newspapers. Copies of the proposed Consolidated Plan, Annual Action Plan, and Performance Reports, as applicable, will be made available at the City of Suffolk Department of Planning and Community Development in the Municipal Building, the main administrative office in the Suffolk Redevelopment and Housing Authority, the City of Suffolk's website and the City Library.

Public Hearings, Notice of Hearing, and Access to Meetings

Methods of Notification

The following methods to notify citizens of the Consolidated Plan submission process will be used: public notices in news releases to area publications, public service announcements on cable TV, flyers to citizen organizations, social action agencies, the City of Suffolk's website, and personal contacts on a community-wide and neighborhood basis. Public notices of citizen participation meetings shall be published in local newspapers serving the Western Tidewater community.

The public shall receive adequate advance notice regarding the hearings conducted for the Consolidated Plan and the Annual Action Plan. The City of Suffolk shall publish meeting notices in the Suffolk New Herald newspaper at least fourteen (14) days in advance of the public meetings regarding the Consolidated Plan and/or Annual Action Plan. Announcements regarding the public meetings will also be provided to the Suffolk Redevelopment and Housing Authority for distribution to the management offices of public and assisted housing communities. Citizens shall receive reasonable and timely access to local meetings pertaining to the Consolidated Plan and the Annual Action Plan.

Consolidated Plan Public Meeting and Public Hearing

The staff of the Department of Planning and Community Development will hold at least (4) public meetings, which are accessible to disabled persons, in the City for the purpose of soliciting comments from citizens on the Consolidated Plan and Annual Action Plan. The meetings shall be held in each Western Tidewater member locality and shall be conducted prior to the publication of the draft Consolidated Plan or Annual Action Plan. At least one (1) public meeting will be in the Suffolk Redevelopment and Housing Authority which is located in an area where there is a predominant number of low, very low, and extremely low- income residents. The following information shall be presented and made available the sessions:

1. The purpose of the Consolidated Plan and/or Annual Plan documents.
2. An explanation of the Plan's three goals: (1) to provide decent housing, (2) enhance recreational opportunities and (3) to expand economic development opportunities.
3. An explanation of the collaborative nature of the Plan, which unifies the vision of the City's development needs. The process enables the City to more effectively administer its funding programs by coordinating neighborhoods and community development strategies.
4. The role of citizens in the Consolidated Plan submission process.

At least one public hearing shall be conducted by the Suffolk City council prior to the adoption of the Consolidated and Action Plans. This public hearing shall be held during the required 30-day public comment period. The Department of Planning and Community Development staff will review the comments and recommendations presented in the public hearings or in writing. All such information will be complied, used to help determine priorities and included in the Consolidated Plan, as appropriate.

Citizen Comments

A draft Consolidated Plan will be available for review by citizens for at least 30 days prior to City Council adoption. When possible, comments will be included in the final submission document. A summary of all comments received during this period will be incorporated in the final Plan.

Substantial Amendments

When a substantial activity change as defined below is being considered under the Consolidated Plan, the City of Suffolk will advertise such change(s) in the local newspaper(s) of general circulation with a comment period of 30 days. Information regarding substantial amendments and reprogramming of funds will be made available to all affected groups, agencies or organizations within a reasonable amount of time. Each affected party will be allowed to comment on the proposed substantial amendment. The City will consider all comments and views received from the citizens and affected organizations while preparing the substantial amendment. A summary or comments and local reactions shall be attached to the substantial amendment and submitted to the United States Department of Housing and Urban Development.

The City of Suffolk will utilize the following criteria to determine if a substantial amendment is required:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTIVITIES

Community Development Block Grant New Eligible Activity

A. If the cost of a new proposed activity is 5% or less of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager.
B. If the cost of a new proposed activity is 5% - 25% of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager and City Council.
C. If the cost of the new proposed activity is more than 25% of the annual Community Development Block Grant budget, it will be considered a substantial amendment and will be handled under the amendment process.

Community Development Block Grant Activity Modification/Elimination

A. If the cost of a new proposed activity is 5% or less of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager.
B. If the cost of a new proposed activity is 5% - 25% of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager and City Council.
C. If the cost of the new proposed activity is more than 25% of the annual Community Development Block Grant budget, it will be considered a substantial amendment and will be handled under the amendment process. Exception may be made for any activity being eliminated if it has been in the IDIS system for twenty-four months or greater and has a remaining balance; and done so at the discretion of the City Manager.

Community Development Block Grant Budget Transfer Between approved Activities

The Department Planning and Community Development and the Finance Department must approve all budget transfers.

HOME GRANT ACTIVITIES

HOME New Eligible Activity

A. If the cost of a new proposed activity is 5% or less of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager.
B. If the cost of a new proposed activity is 5% - 25% of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager and City Council.
C. If the cost of the new proposed activity is more than 25% of the annual Community Development Block Grant budget, it will be considered a substantial amendment and will be handled under the amendment process.

HOME *Activity Modification/Elimination*

A. If the cost of a new proposed activity is 5% or less of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager.
B. If the cost of a new proposed activity is 5% - 25% of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager and City Council.
C. If the cost of the new proposed activity is more than 25% of the annual Community Development Block Grant budget, it will be considered a substantial amendment and will be handled under the amendment process. Exception may be made for any activity being eliminated if it has been in the IDIS system for twenty-four months or greater and has a remaining balance; and done so at the discretion of the City Manager.

HOME *Budget Transfers Between Approved Projects*

The Department of Planning and Community Development, Finance Department and the City Manager must approve all budget transfers.

Annual Performance Report - Citizen Comments

The City of Suffolk shall provide citizens with reasonable notice and an opportunity to comment on the annual performance reports. Notice shall be provided in local publications which serve the City of Suffolk, along with the Western Tidewater HOME Consortium. The public comment period for the annual performance report shall be at least 15 days. Comments received during this period shall be attached to the performance report.

Availability of Plan to the Public

The Consolidated Plan, any substantial amendments, and the performance report will be available to the public. Such materials will be made in a form accessible to persons with disabilities, upon request.

Access to Records

The City of Suffolk and the Suffolk Redevelopment and Housing Authority shall provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the use of assistance under programs covered by the Plan. The provision of such information shall be consistent with the requirements of the Virginia Freedom of Information Act.

Technical Assistance

Throughout the entire Consolidated Plan submission and review processes, the City of Suffolk and/or the Suffolk Redevelopment and Housing Authority will provide technical assistance to the various established citizen organizations and community service organizations related to the ongoing and/or proposed activities of the Consolidated Plan. The types of technical assistance to be made available upon request will include as necessary:

1. Assistance in the development and preparation of written proposals and statements of views.
2. Data collection,
3. Assistance with budget preparation, and
4. Presentations by staff to address citizens groups and boards representative of groups of low, very low, and extremely low-income that request such assistance and to provide them with general information about the consolidated planning submission process, as well as requested specific information which may assist the group with their decision to participate in the programs and assess the City's activities.

Response to Complaints

The City of Suffolk shall provide a timely, substantive written response to each written citizen complaint regarding the Consolidated Plan, amendments, the Annual Action Plan, and Annual Performance Report. All written complaints and grievances shall be answered in writing within fifteen (15) working days where practical. Such complaints may be submitted to the attention of:

Selena Cuffee-Glenn
City Manager
P.O. Box 1858
Suffolk, Virginia 23439

Anti-Displacement Policy

The City of Suffolk seeks to minimize the displacement of persons by initiatives supported with Community Development Block Grant (CDBG) and HOME Program funds. In cases where displacement is necessary, assistance will be provided to residents and businesses in accordance with applicable state and federal laws. The Department of Planning and Community Development will be responsible for implementing the provisions of this policy with the aid of existing United States Department of Housing and Urban Development programs.

Once it is determined that an occupant will be displaced, the Department of Planning and Community Development staff will work with the Suffolk Redevelopment and Housing Authority and other necessary City departments. The effected persons would receive guidance regarding the relocation process. A location convenient to the residents and a telephone number will be provided so that staff will be available to assist and maintain close contact with displaced residents. City staff will provide displaced persons with the assistance necessary to file for benefits claims.

Displaced businesses are eligible for actual reasonable moving and related expenses or a fixed payment in lieu of payment for actual moving and related expenses. Displaced homeowners are eligible for moving and related expenses and a replacement housing payment. Displaced tenants are eligible for moving and related expenses and rental assistance or down payment assistance (42 months under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and 60 months under Section 104[d] of the 1974 Community Development Act).

The timely dissemination of information notices to displaced persons is of vital importance to the success of revitalization projects. Notices serve different purposes and must be tailored to specific circumstances. There are several types of notices indicated by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and Section 104[d] of the 1974 Community Development Act, as amended. They are as follows:

1. General Information Notice (GIN): Informs occupants of a possible project and of their rights under the URA. Stresses that the household should not move at this time.
2. Notice of Eligibility: Informs households to be displaced of their rights and levels of assistance under the URA. It is triggered by the initiation of negotiation between the property owner and the Department of Planning and Community Development.
3. Ninety (90) Day Notice: Informs displaced households of the date by which they must vacate the property.

Institutional Structure

Description

The city of Suffolk is organized under the Council/Manager form of government. Eight elected officials sit on the City Council. The Council appoints the City Manager who is charged with overseeing the daily operation of city government. Various departments comprise the city administration. Of these city departments, the Department of Planning and Community Development has been designated as the lead agency for developing and implementing the Consolidated Plan. The Department of Planning and Community Development is also responsible for developing reports which are provided to the City Council from which administrative and policy decisions can be made, coordinating research efforts that cross departmental lines, providing intergovernmental liaison with other federal, state, and local bodies, and obtaining and coordinating federal and state grant activities.

Uniquely qualified to carry out the consolidated plan, the Department of Planning and Community Development will implement the strategies, goals, and objectives identified in the Consolidated Plan through various means including Requests for Proposals, cooperative agreements, sub-recipient agreements, program initiatives, policy development and policy reform. These various delivery mechanisms will be initiated by the Department of Planning and Community Development and, where appropriate, extended to other City agencies, other local government agencies, local non-profit agencies, and private partners. Coordinating services and functions of entities within the public and private sectors is expected to yield, to the extent practical, seamless delivery of services and programs to the various target populations.

Monitoring

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

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

Lead-based Paint

According to the Center for Disease Control and Prevention (CDC), more than 80% of homes built before 1978 contain lead paint. Exposure to lead-based paint is a serious health hazard affecting an estimated 1.7 million children nationwide. Discussions with staff from the Lead-Safe Virginia Program did not reveal specific numbers of homes in Suffolk with lead-based paint but also indicated up to 80% of all pre-1978 homes contain lead. According to the Census, in 2010 there were approximately 33,372 housing units in the City of Suffolk. Based upon compiled data from the City of Suffolk a little over 50% of the City's housing was built in 1978 or before. Based upon the previously established assumption, approximately 9,882 housing units pose a potential for risks associated with lead-based paint. According to data derived from the Western Tidewater Department of Health, roughly 75% of reported lead-based paint hazards were in low income households.

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

- Suffolk Health Department - monitors and investigates referred cases of lead poisoning. Confirmed cases of lead poisoning are referred to the City of Suffolk's Department of Neighborhood Development Services for further investigation and enforcement of housing code prohibitions against lead paint.

- Suffolk Redevelopment and Housing Authority – Inspects vacated rental units prior to occupancy by new tenants to ensure compliance with the City's housing and occupancy codes. Distributes lead-based hazard pamphlets to new Section 8 landlords and make tenants aware of lead-based hazards through their lease agreements.

- Suffolk Department of Social Services - investigates reported cases of lead poisoning.

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

It is evident there is still a somewhat significant number of housing units posing lead-based risk. While the numbers continue to deplete on an annual basis, the risks posed by lead-based paint are still a relevant problem, and the City of Suffolk will continue to address it. Additionally, to further alleviate housing issues related to lead-based paint hazards, each HOME Consortium member performs lead-based paint testing, when applicable, to determine if lead abatement measures need to be undertaken with a project.

The City's public housing units were all constructed after 1978 and therefore do not contain lead-based paint. However, under its Housing Choice Voucher/Certificate Program, SRHA will continue to distribute lead-based hazard pamphlets to new Housing Choice Voucher Program landlords and make tenants aware of lead-based hazards through their lease agreements. Additionally, SRHA will continue to educate HOME program participants regarding lead-based paint hazards. Under the City's Rental Occupancy Program all vacated rental units must be inspected prior to occupancy by a new tenant to ensure the unit meets City housing and occupancy codes. The Housing Inspections Division will continue to implement this program in the upcoming year, including inspecting for lead-based paint hazards.

HOUSING

Housing Needs

In Suffolk, 73% of households are owner-occupied compared to 27% that are renter households. Moreover, there appears to be a strong correlation between income and homeownership. Among very low and low-income households a majority (53%) are renters; a full 20% higher than the citywide average. Moreover, among all renters, 71% reported household incomes at or below 80% median family income (MFI); 40% higher than the citywide average. It would be expected that as household income rise so does the incidence of homeownership. Suffolk follows this general pattern of expectation averaging a 10% point increase in homeownership with each successive income quartile.

Another correlation presents itself in the relationship between the elderly and housing problems. In the 31 to 50% MFI renter households, the elderly reported the highest incidence of housing problems. Among 0 to 30% MFI renter households the incidence of reported housing problems housing problems/cost burden increased with household size in a very predictable pattern. Among homeowners the elderly reported much higher incidence of housing problems/cost burden then all other homeowners across all income categories with the exception of the 81 to 95% MFI.

CITY OF SUFFOLK
SNAP-SHOT INCOME ANALYSIS

Extremely Low Income (0% – 30% of MFI)

According to the 2009 CHAS data a total of 3,427 households have a family income of $19,097 or less. As previously asserted this figure represents approximately eleven percent (11%) of the total number of occupied housing units in Suffolk. It is important to combine Department of Housing and Urban Development CHAS data with the trends deductively calculated from locally generated information and note that the majority of these households are located in the downtown urban core of the City; an area of high minority concentration.

Very Low Income (31% – 50% of MFI)

A total of 6,302 occupied housing units have a combined family income between thirty one percent (31%) and fifty percent (50%) of the area median. This figure represents roughly twenty percent (20%) of the total number of occupied housing units in the City of Suffolk. Once again for the purpose of illustration, this equates a total number of 6,302 occupied housing units with a total family income which is between $19,733 and $31,828.

Low Income (51% – 80% of MFI)

A total of 10,367 occupied housing units in the City of Suffolk have an income which is between fifty one percent and eighty percent of the median family income for the Hampton Roads Metropolitan Statistical Area (MSA). Accordingly, this figure equates roughly thirty-five percent (35%) of the total number of occupied housing units city-wide. Persons or families categorized in the bracket would have an annual family income between $32,465 and $50,925.

A detailed analysis of the CHAS Data for the Suffolk Consortium reveals that sixty percent (60%) of households in the western tidewater region have a household income that is at or below 80% of the area median family income. Of those households, roughly twenty six percent (26%) are renters while the remaining seventy four percent (74%) own their home. This figure is higher than the regional average for the Hampton Roads MSA. However, it is important to note that of the total number of households, 9,238, or roughly 23%, are at or below 50% of the area median income. That equates an income of at or below $23,671. A total of 15,664 households, or roughly 40%, are considered low income – and therefore prime candidates for housing assistance.

Housing Market Analysis

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

It is also important to reiterate the need for decent, affordable housing in the downtown urban core of the City of Suffolk. The Census Tracts comprising the downtown area have significantly high concentrations of minority persons and families as well as low median household income levels. As previously elaborated upon, the City of Suffolk has strategically committed the majority of its Federal funds in this area. For the purpose of analysis is it important to revisit the previous discussion employed regarding demographical information in the downtown area. Appropriately, Maps 2 and 3 of the Appendix demonstrate minority concentration and median income values respectively. As previously established, the demographical information provided will confirm high minority concentrations and low income areas in Census Tracts 651, 654 and 655.

Public and Assisted Housing

Housing Choice Voucher Program

The Suffolk Redevelopment and Housing Authority (SRHA) and Franklin Redevelopment and Housing Authority administer the federally funded *Housing Choice Voucher Program* for their localities. The overall intended purpose of the program is to support and encourage self-sufficiency through corresponding job training, educational programs and employment opportunities through the Resident Initiatives Specialist. Currently, the City of Suffolk has a total of 681 Housing Choice Voucher Program housing units. The City of Franklin operates a total of 225 units of Housing Choice Voucher Program housing units. Subsequently, the cumulative need for program exceeds the current capacity.

The Suffolk Redevelopment and Housing Authority estimates there are approximately 481 persons awaiting placement in public housing and 3779 on the Housing Choice Voucher Program waiting list. The City of Suffolk does not anticipate a loss of any Housing Choice Voucher Program units over the course of the next five years. The City of Franklin reports 217 persons on the Housing Choice Voucher Program waiting list, of which the majority is extremely low or low income.

Public Housing

The Suffolk Redevelopment and Housing Authority currently operate four hundred and sixty-six (466) of public housing. The public housing units are located in five separate public housing communities: Chorey Park, Hoffler, Colander Bishop Meadows, Cypress Manor, and Parker Riddick. Each of the public housing communities is located in or around the downtown urban core of Suffolk and remain in good physical condition.

As previously established, the City of Suffolk Redevelopment and Housing Authority owns and operates four hundred and forty six (446) units of public housing throughout the locality. According to recent reporting, the current estimated need for public housing is concentrated among those persons and families with an income that is thirty percent (30%) of the area median or below. Currently there are a total of 1,118 persons in need of public housing who are considered extremely low income by the Department of Housing and Urban Development[2]. The second largest population of persons in need of public housing is categorized as low income with a combined median income between 30% and 60% of the area median. According to recent reporting from the Suffolk Redevelopment and Housing Authority there are approximately two hundred and forty (240) persons in need of public housing. Collectively, the City of Suffolk Housing Authority estimates the current need for public housing as 1,358 persons with an income sixty percent (60%) of the area median or below.

The City of Franklin is the only other locality in the Suffolk Consortium that has public housing units or Housing Choice Voucher Program housing units. The City of Franklin operates a total of four (4) public housing developments with a total of 225 units. Franklin Redevelopment and Housing Authority has approximately 185 residents on the waiting list. Additionally, the agency has become a Rental Assistance Development (RAD).

Homeless Facilities

The City of Suffolk and Western Tidewater region have two homeless facilities, ForKids, Inc. and the Genieve Shelter for Victims of Domestic Violence. Both facilities are operated in the City of Suffolk, but equally serve the other consortium localities. Total, both shelters offer a total sixty four (64) units of emergency shelter. Both facilities are working to develop transitional and permanent housing opportunities during 2006 and beyond.

Special Needs Housing - Housing for Persons with Disabilities (including HIV / AIDS)

The City of Suffolk and Suffolk Consortium jurisdiction provides housing opportunities for persons with disabilities in a variety of forms ranging from assisted private supportive housing and care to public housing designed specifically for the elderly and persons with disabilities.

Specific Housing Objectives

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

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

Specific programs and projects designed to specifically implement these referenced activities have been enumerated upon in an earlier portion of this document.

For the purpose of performance measurement the City of Suffolk will identify certain specific objectives and implement appropriate programs and their associated activities in order to achieve them. Each specific objective will quantify the numbers of persons or units to be assisted as well as identify foreseeable appropriate funding sources. Each objective will be conducive to the established goal of fostering affordable housing and the provision of homeownership opportunities for first time homebuyers, including minority homebuyers. To lend a sense of structure to the process the City of Suffolk will categorize each respective objective and corresponding activities as:

- *Immediate* – or an objective where specific activities will be implemented over the course of one year and results will be measured accordingly,
- *Short-term* – or an objective where specific activities will be implemented on a one-time basis or possible renewable basis and done so for a period of one to three years and measured accordingly,
- *Strategic* – or objective where specific activities will be implemented over the course of the next three to five years and measured accordingly.

Any activity associated with the implementation of short-term or strategic objectives will be specifically enumerated upon in future Annual Action Planning.

The following will serve as the specific and measurable objectives to be implemented over the course of the next five years. Each objective is assigned an appropriate designation as immediate, short-term or strategic and identifies specific funding sources and amounts (when applicable). The specific housing objectives identified by the City of Suffolk – Department of Planning and Community Development are as follows:

- *Housing Rehabilitation and Reconstruction* – this objective is strategic and therefore will be implemented using specific activities over the course of the next five years. The City of Suffolk, along with the Western Tidewater HOME Consortium will utilize future Home Investment Program funding (from FY 2015/2016 – FY 2019/2020) to rehabilitate or reconstruct the homes of low- to moderate income families. Specific activities will be enumerated in future Annual Action Planning.
- *Direct Homebuyer Assistance* – this objective is strategic and therefore will be implemented using specific activities over the course of the next five years. The City of Suffolk, along with the Western Tidewater HOME Consortium will utilize HOME funding from FY 2015/2016 – FY 2019/2020 to provide direct homebuyer assistance to extremely low, low, and moderate income persons and families. Specific activities will be enumerated in future Annual Action Planning.

- *Provision of New Affordable Housing* – this objective is short-term and therefore will be implemented using specific activities over the course of the next three years. The City of Suffolk will continue to utilize CDBG funding, both directly and through a Section 108 Loan previously secured, to implement the Fairgrounds Revitalization Plan. The end result will revitalize the Fairgrounds Community and produce infrastructural improvements and installments yielding the production of a new mixed income residential neighborhood. Specific activities will be enumerated in future Annual Action Planning.
- *Removal of Blighted Housing Units* – this objective is strategic and therefore will be implemented using specific activities over the course of the next five years. The City of Suffolk will utilize the services of the Department of Planning and Community Development to demolish blighted units of housing over the next five years. Specific activities will be enumerated in future Annual Action Planning.
- *Streamline Housing Waiting Procedures* – this objective is immediate and therefore will be implemented using specific actions over the course of the next fiscal year. The City of Suffolk will utilize the Suffolk Redevelopment and Housing Authority to streamline the housing waiting list process for all federally funded programs. Specific activities will yield consistently purged program waiting lists and ultimately ensure more efficient program administration. Specific activities will be enumerated in future Annual Action Planning.

Needs of Public Housing

The Suffolk Redevelopment and Housing Authority (SRHA) owns and operates 466 public housing units. These units are located within five (5) public housing communities that are in close proximity to the core city (see Map 4 in the Appendix). The SRHA has no plans at this time to construct additional public housing units nor does not expect to remove any units from its inventory over the next few years for any reason. The public housing communities and their respective number of units are indicated in Table 5.

Table 5
Public Housing Communities

Community Name	Number of Units	Type
Chorey Park	100	Elderly/disabled
Hoffler	80	Family
Colander Bishop Meadows	80	Family
Cypress Manor	110	Family
Parker Riddick	96	Family
Total	**466**	

Source: Suffolk Redevelopment and Housing Authority

Discussion with the Executive Director of Suffolk Redevelopment and Housing Authority (SRHA) indicated that the public most housing units are in good physical condition. Two factors are principally responsible for this finding. First the SRHA ongoing maintenance program ensures that all public housing units remain in good repair by addressing maintenance issues in a timely manner. An effective maintenance program is further assisted by the low relative age of the public housing units. All 466 public housing units have been constructed since 1978; and most since 1986.

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Public Housing Needs

The Suffolk Redevelopment and Housing Authority estimates there are approximately 481 persons awaiting placement in public housing and 3779 on the Housing Choice Voucher Program waiting list. As previously established, the City of Suffolk Redevelopment and Housing Authority owns and operates four hundred and forty six (446) units of public housing throughout the locality. According to recent reporting, the current estimated need for public housing is concentrated among those persons and families with an income that is thirty percent (30%) of the area median or below. Currently there are a total of 1,118 persons in need of public housing who are considered extremely low income by the Department of Housing and Urban Development[3]. The second largest population of persons in need of public housing is categorized as low income with a combined median income between 30% and 60% of the area median. According to recent reporting from the Suffolk Redevelopment and Housing Authority there are approximately two hundred and forty (240) persons in need of public housing. Collectively, the City of Suffolk Housing Authority estimates the current need for public housing as 1,358 persons with an income sixty percent (60%) of the area median or below.

Public Housing Strategy

The Suffolk Redevelopment and Housing Authority will continue to own and operate four hundred and forty six (446) units of public housing over the course of the next five years. Public housing units are made available to all persons who meet federal eligibility requirements; or those persons considered extremely low to low income.

The Suffolk Redevelopment and Housing Authority operates with five (5) Strategic Goals that are reviewed on an annual basis and updated as needed. The Strategic Goals for Suffolk Redevelopment and Housing Authority are as follows:

I. Affordable housing of sufficient quality and quantity to meet the needs of the citizens of Suffolk will be developed and maintained in order to provide decent, safe, and sanitary housing in an attractive and healthy community of communities;
II. SRHA will foster family self-sufficiency through public housing and the Housing Choice Voucher Program to the ultimate goal of homeownership.

[3] Completed Consolidated Plan Needs Analysis – SRHA provided in Appendix

III. Strategic relationships with city planners and other city staff will be developed, enhanced and maintained to allow SRHA to define, assess and address the development and rehabilitation needs of the City of Suffolk.
IV. The SRHA Bond Program will be marketed and positioned as a viable vehicle to encourage the development of new housing stock based on community needs.
V. SRHA will continually seek funding from private, state and federal government programs in order to enable SRHA to consistently and regularly plan, expand or manage the quantity and quality of redevelopment, affordable housing, and family self sufficiency initiatives in the City of Suffolk.

The Suffolk Redevelopment and Housing Authority is heavily reliant upon funding from State and Federal sources such as the United States Department of Housing and Urban Development. The overall mission of the Housing Authority will remain to develop and operate affordable housing that will provide decent, safe, and sanitary homes and a suitable living environment for low and moderate income families in Suffolk. Further, SRHA will participate in the redevelopment and neighborhoods in Suffolk, both residential and commercial, so as to enhance living and working conditions in the City of Suffolk. The Housing Authority works consistently with the initiatives of the City of Suffolk – Department of Planning and Community Development and therefore has concentrated the majority of its funding in the downtown urban area of Suffolk. Accordingly, the Housing Authority will continue to promote minority homeownership opportunities through life skills training, residential services, and ultimately an increase in human capital.

In addition to publicly owned housing units, the Suffolk Redevelopment and Housing Authority also administers the Housing Choice Voucher (formerly known as Section 8) Program. As elaborated upon earlier, the City currently has an inventory of six hundred and sixty four (664) Housing Choice Voucher housing units. The Housing Authority maintains all waiting lists and therefore is tasked with the maintenance of eligibility criteria for each perspective tenant. Accordingly, regular purging of the current waiting list yields a total of approximately six hundred and thirty nine (639) eligible persons awaiting placement in Housing Choice Voucher housing. Over the next five years, the Suffolk Redevelopment and Housing Authority will work to continue to maintain waiting lists to ensure efficient placement of potential persons in respective housing units. The Suffolk Redevelopment and Housing Authority along with the City of Suffolk will work to continue to preserve the structural and physical integrity of each unit of public housing and unit of Housing Choice Voucher housing.

The Housing Authority is responsible for 466 public housing units, which are mostly located in the City core. Public Housing units are made available to all persons who meet federal eligibility requirements; the units are available to all extremely low income, very low income and low-income category households (elderly, disabled, single member, small and large family) as well *(See Map #5 in the Appendix).*

The Housing Authority administers the three elements of the City's Housing Choice Voucher Program: vouchers, certificates, and moderate rehabilitation. The voucher and certificate programs are designed to offset the amount of rent-burden experienced by those households that are extremely low, very low and low income. In 1995, the Housing Authority provided housing assistance to about 677 households under the Housing Choice voucher and certificate programs; in 1996, there were more than 2,000 names on the Housing Authority waiting list for housing. Rehabilitation assistance programs available in Suffolk include weatherization improvements, the Virginia Water Project, Moderate Rehabilitation, and the Indoor Plumbing and Rehabilitation Program.

Like most public housing entities, the strategy used by the Suffolk Redevelopment and Housing Authority focuses on maintaining excellence, providing a positive living environment, and encouraging qualified residents to pursue homeownership opportunities through the Housing Authority or the private real estate market. Ideally, some public housing residents will reside in public housing units on a time-limited basis and then transition to the HOME first time buyers program where they will own their own home and begin building home equity and personal wealth through homeownership.

The Suffolk Redevelopment and Housing Authority (SRHA), which operates almost entirely on state and federal funding, administers the City's public housing program (federal). Traditionally, the Suffolk Redevelopment and Housing Authority has not received Community Development Block Grant (CDBG) funding for housing projects because those funds have normally been "earmarked" for infrastructure projects to expand water and sewer lines in low and moderate income neighborhoods. However, the SRHA received $150,000 in CDBG funds in 1999 for its Citywide Emergency Repair Program. This program offers up to $5,000 in grant funds to owner-occupied housing units with incomes at or below 80% MFI for the purpose of removing or correcting health and safety hazards and to improve the units living environment. This program will continue to be funded with CDBG funds.

Public Housing Strategy

The Suffolk Redevelopment and Housing Authority and Franklin Redevelopment and Housing Authority will continue to own and operate a total of six hundred seventy one (671) units of public housing over the course of the next five years. Public housing units are made available to all persons who meet federal eligibility requirements; or those persons considered extremely low to low income. Between 2015 – 2020 the City of Suffolk Redevelopment and Housing Authority and Franklin Redevelopment and Housing Authority will work to ensure full utilization of all public housing units by limiting the number of vacant units to no more than ten. The Suffolk Redevelopment and Housing will continue to purge waiting lists on a consistent basis to ensure accurate and up to date information for each potential resident. This action would ensure the maintenance of a waiting list composed solely of eligible persons and families and therefore decrease the amount of administrative time necessary to fill vacancies.

The SRHA and FRHA are heavily reliant upon funding from State and Federal sources such as the United States Department of Housing and Urban Development. The overall mission of both the Housing Authorities is to provide a positive living environment for all persons while encouraging and aiding within the development of the necessary human capital to facilitate homeownership. The SRHA and FRHA work consistently with the initiatives of the City of Suffolk – Department of Planning and Community Development and therefore have concentrated the majority of its funding in the downtown urban area of Suffolk. Accordingly, the Housing Authority will continue to promote minority homeownership opportunities through life skills training, residential services, and ultimately an increase in human capital.

In addition to publicly owned housing units, the City of Suffolk Redevelopment and Housing Authority also administers the Housing Choice Voucher Housing Program. As elaborated upon earlier, the City currently has an inventory of six hundred and eighty one (681) Housing Choice Voucher housing units. The Housing Authority maintains all waiting lists and therefore is tasked with the maintenance of eligibility criteria for each perspective tenant. Accordingly, regular purging of the current waiting list yields a total of approximately nine hundred and sixty nine (969) eligible persons awaiting placement in Housing Choice Voucher housing. The City of Franklin has a waiting list of approximately 185 persons for Housing Choice Voucher housing. Over the next five years, the City of Suffolk and City of Franklin Redevelopment and Housing Authorities will work to continue to maintain waiting lists to ensure efficient placement of potential persons in respective housing units. The City of Suffolk will also work to continue the preserve the structural and physical integrity of each unit of public housing and unit of Housing Choice Voucher housing.

Barriers to Affordable Housing

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

Regulatory Fees

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

The City of Suffolk is currently working to develop a new affordable housing development in the downtown area, the portion of the City experiencing the lowest homeownership statistics, median income values, and stagnant property assessments. Currently, with its private sector development partnership and the assistance of the Suffolk Redevelopment and Housing Authority, the City is developing a new single family residential neighborhood consisting of approximately 34 units.

Neighborhood Development Policies

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

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

Fair Housing

The City of Suffolk, as a member of the Hampton Roads Community Housing Resource Board (HRCHRB), contracted with Mullin & Lonergan Associates to provide an update to the Hampton Roads Fair Housing Analysis. The City of Suffolk will continue to partner with the HRCHRB to address the list of recommended actions identified in the study. Some of the issues are of a regional nature and will require the cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Suffolk, and Virginia Beach to work collaboratively to eliminate housing discrimination. The list of recommended actions identified and selected to be undertaken in FY2014/2015 to eliminate potential impediments to fair housing choice in the Hampton Roads region is summarized below:

Action Plan

Impediment

The City of Suffolk lacks an over-arching fair housing policy that establishes the foundation for a comprehensive integration policy in Suffolk. With a dissimilarity index of 52.0, the City of Suffolk is a moderately segregated city in the Hampton Roads region. Although the City is implementing many programs and projects in a non-discriminatory manner, acknowledging that fair housing and civil rights enforcement are basic municipal services would foster a greater commitment to integration.

Action to Address Impediment

- The City of Suffolk will continue to participate in the Hampton Roads Community Resource Board, allowing the City to network with other communities and housing providers regarding fair housing concerns and issues. The City of Suffolk has identified fair housing staff in the *Fair Housing Handbook.* To further support outreach, the staff will meet with organizations that are involved with housing in Suffolk. The City of Suffolk will continue to demonstrate its intent to support the Fair Housing Act by issuing a proclamation which designates April as Fair Housing Month.

Outcome - A greater commitment to integration is fostered by acknowledging that fair housing and civil rights enforcement are basic municipal services.

Impediment

Black households have greater difficulty securing mortgage loans than White households.

Action to Address Impediment

Encourage HUD-approved homebuyer counseling providers to continue this invaluable service for lower income and minority households. HUD approval denotes that a counseling agency meets industry standards and federal guidelines. This designation has increasingly become the benchmark for an agency's participation in various other public/private housing programs. Nonprofit counseling agencies that can demonstrate establishment in the community and at least one year experience can apply to HUD to gain approval.

- The City of Suffolk and HRCHRB members will insure that the member websites maintain information connecting to a variety of educational resources, down payment and closing cost programs to help lower income and minority households make homeownership an investment to eliminate the potential impediment or barrier to buying.

- This program year the City of Suffolk, along with the Western Tidewater HOME Consortium allocated $12,500.00 in support of first time homebuyers programs.

- The Suffolk Redevelopment and Housing Authority will continue to offer Homeownership Education and Credit Counseling services for individual seeking homeownership opportunities. These classes offer credit counseling and additional first time homebuyer education to assist in preparing low to moderate income families for homeownership.

Outcome - A coordinated effort to increase the number of homeownership opportunities is implemented.

Impediment

The different policies and procedures established by each of the seven Section 8 Housing Choice Voucher Programs in the region make it very difficult for a voucher holder to port between the cities, thereby restricting fair housing choice.

Action to Address Impediment

Initiate inter-agency collaboration between the seven Section 8 providers. The first step should be to create a uniform set of porting regulations that would permit a voucher holder to move freely across the region. By establishing one Section 8 housing market, the individual provider agencies could greatly expand fair housing choice.

- Inform the group, Agencies Coming Together (ACT), to continue to collaborate in providing housing choice to the voucher holder to eliminate a potential impediment to fair housing in the region.

  The group called ACT, Agencies Coming Together, consists of managers of the Section 8 Program and/or Public Housing from the Housing Authorities in the region. The ACT representatives are Stephanie Wright from Chesapeake, Candace Bowser from Virginia Beach, Pamela Jones-Watford from Norfolk, Laurie Johnson from Norfolk, Gwen Blue from Franklin, Sharon Atkins from Newport News, Sybil Bullock from Suffolk, and Carol Thomas from Portsmouth. Portability can be somewhat complicated but the short answer on how it is handled is if a person is eligible to port to another city (many factors dictate), the Housing Authority (HA) issuing the voucher generally brings the person in, updates their file, issues the voucher, faxes the required paperwork to the HA where the person/family wants to move to and then that HA schedules an appointment for them to come in, sign papers, briefs the family on their rules and issues the voucher and leasing paperwork in that City/County.

  ACT indicated that the potential impediment described in the AI which states that Section 8 voucher holders must navigate seven sets of programmatic rules and regulations in order to port between the cities of Hampton Roads is incorrect. If a resident has a voucher, then they can port without having to reapply to another City. The local public housing authority must coordinate with the locality that the resident is porting to determine if they will 1) administer the voucher and bill the housing authority or 2) absorb the voucher. This step would not preclude the voucher holder from porting to a city of their choice.

Outcome - A coordinated effort to expand fair housing choice in the City of Suffolk and regionally.

Impediment

There is a lack of housing units available to accommodate larger families. The available housing stock across the City does not meet the needs of larger households, which are more common among minority families. Housing choice for families who require three or more bedrooms is limited by the lack of rental units of this size.

Action to Address Impediment

The City faces the challenging task of meeting the different needs of divergent communities with the diverse character of these wide ranging neighborhoods. The Neighborhood Needs Assessment model has been developed as a tool to assist elected officials and local government staff in developing strategies that address neighborhood needs and citywide concerns. It provides insight into the critical individual issues that impact different neighborhoods, while lending itself to the goal of evaluating the City of Suffolk's neighborhoods in terms of long-term sustainability. Initially, the project will be applied as a strategic planning and evaluation support resource to elected officials, primarily measuring the impact of Capital Improvement dollars at the neighborhood-level, and its effect on the overall health of the City of Suffolk's diverse neighborhoods. As a multi-tiered collaborative process, this model will involve statistical analysis, including geographical data mapping, and annual benchmarking of key social, economic and community health indicators. This compilation of vital signs provides a picture of the health or 'quality of life' of individual communities, and the City of Suffolk as a whole.

Outcome - The ability to better identify the needs of Suffolk residents.

Conclusion:

The Action Plan and the recommendations in the Analysis of Impediments to Fair Housing Choice will be reviewed quarterly by HRCHRB members at their regularly scheduled meetings to track progress in each area of the Action Plan. Formal reporting will be done on an annual basis in conjunction with the CAPER.

HOMELESS

Homeless Needs

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

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

Population of Western Tidewater	
Locality	**Population**
Franklin	8,582
Isle of Wight County	35,270
Southampton County	18,570
Suffolk	84,585
Western Tidewater	**147,007**

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

Western Tidewater Homeless Services

There are several city, non-profit, and faith-based organizations in Franklin, Isle of Wight County, Southampton County, and Suffolk that provide services to people seeking prevention assistance so that they can remain in their current housing as well as shelter and re-housing services for those who are homeless.

Emergency Shelter

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

Emergency Housing Services		
Emergency Shelter	**Type of Beds Available**	**Number of Beds**
ForKids, Inc. (formerly Center for New Hope and Beginnings)	Single Women and Women with Children	36
The Genieve Shelter	Families (Women with Children) Single Women	15 (4 Families) 3
Mission of Hope (December – March)	Undesignated (Single Adults and Families)	50

Permanent Housing

The Western Tidewater Community Services Board currently operates 24 units of permanent supportive housing for single adults. Each resident of the Community Services Board housing project must qualify for services from the CSB by having a mental illness or mental retardation diagnosis. Once a homeless person has been designated as eligible for case management services from the CSB, he or she may apply for housing as units become available. Some residents are transitioned into the housing project from Eastern State Hospital per the state discharge policy.

Prevention Services

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

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

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

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

Prevention Services by Jurisdiction	
Jurisdiction	**Agencies Providing Prevention Services**
Franklin	Franklin Department of Social Services Franklin Cooperative Ministries Salvation Army STOP Organization The Improvement Association
Isle of Wight	Isle of Wight Department of Social Services Isle of Wight Christian Outreach Providential Credit Care Management Salvation Army STOP Organization The Improvement Association
Southampton	Southampton Department of Social Services Franklin Cooperative Ministries Salvation Army STOP Organization The Improvement Association
Suffolk	Suffolk Department of Social Services Salvation Army STOP Organization The Planning Council

Healthcare

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

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

Homeless Strategic Plan

Central Intake for Families

Central Intake is an essential part of ending homelessness since it is the first step to accessing prevention and shelter services. The goal of Central Intake is to prevent homelessness and return homeless clients to permanent housing as quickly as possible. Central Intake also minimizes the time that a client spends trying to access services. Central Intake creates one access point to the homeless service system and provides clients with an advocate who works to ensure that clients receive all the services for which they are eligible. Western Tidewater's Central Intake should initially serve families seeking prevention and shelter services. Because more resources are available for families through the existing housing stock and support service system, Central Intake systems have been more successful in serving families. Communities with Central Intake have been able to provide assistance with security deposits and first month's rent through a variety of funding sources. Many communities have combined the following resources to fund their Central Intake systems.

- Comprehensive Services Act (CSA)
- Promoting Safe and Stable Families (PSSF)
- Virginia Initiative for Employment not Welfare (VIEW)
- Family Preservation
- HOME
- Local Human Services Grants
- Foundation Grants

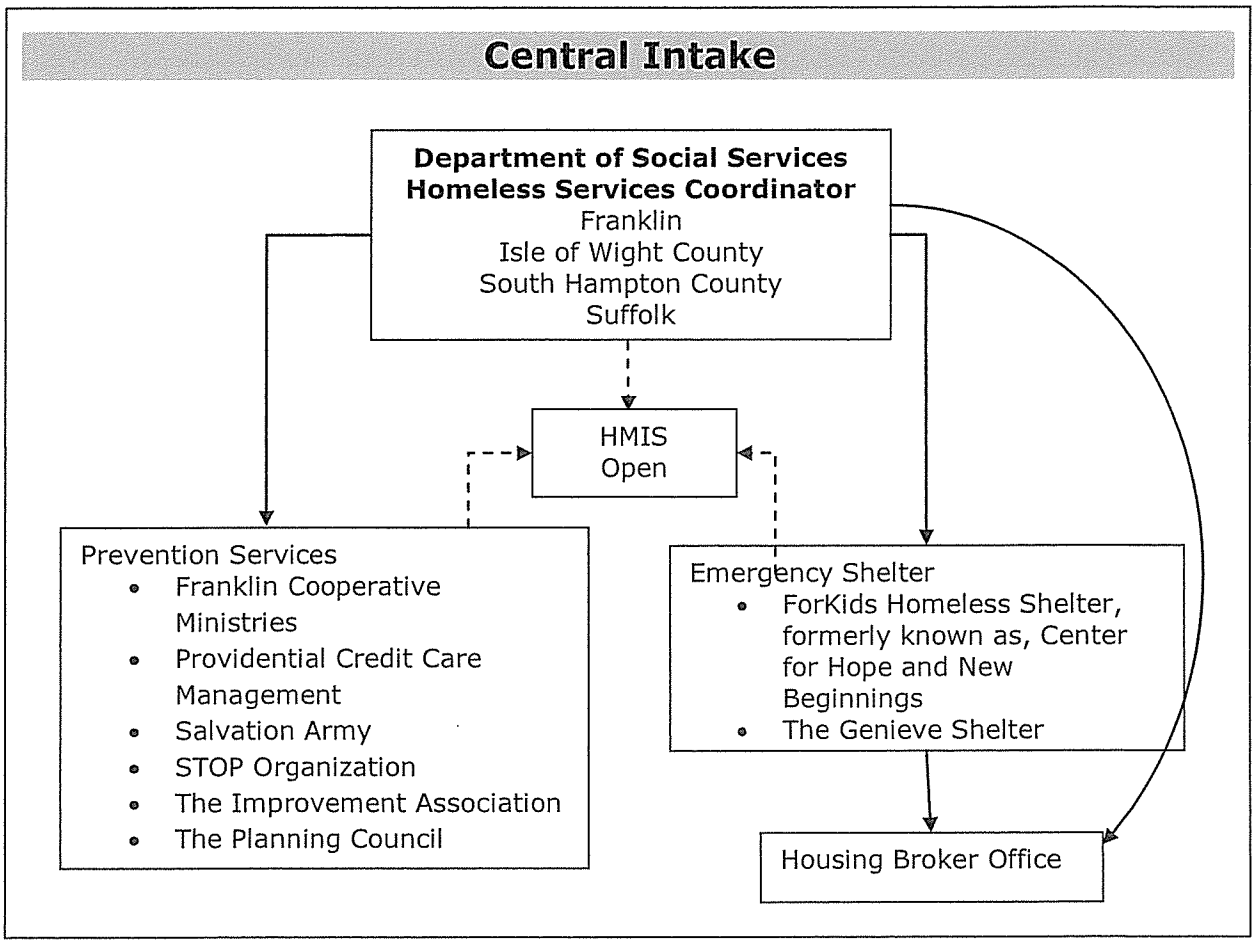
In many localities the Central Intake system operates 24 hours a day, seven days a week to provide links to services for homeless families. Central Intake programs have several options for assisting families experiencing homelessness.

- Central Intake can place families directly into shelter if there are beds available.
- If no beds are available at the shelters Central Intake case managers should work with the family to find family or friends they can stay with until shelter beds are available.
- Some families presenting for services at Central Intake may be able to quickly find permanent housing and only require assistance with rent and follow-up case management to ensure housing stability. These families should be directed to the Housing Broker Office. (See recommendation 5.)

All families accessing Central Intake should fill out one screening form for all homeless prevention and shelter services. Several local Social Services use the Structured Decision Making (SDM) screening tool as well as screening forms that assess a family's housing barriers. Some Central Intake assessment packets also include an income to expenses form which calculates a family's housing budget. Western Tidewater should consider using an intake tool that includes each of these assessments to screen families as they enter Central Intake.

Clients that enter the system through Central Intake are assigned a case manager who is responsible for the family as they navigate the entire service continuum. This is a critical piece for ensuring that no homeless person slips through the service system, and that clients do not have to call every service provider and that providers do not have to continually take calls from clients when they have no capacity. The case manager will work with the family through their placement into permanent housing. The Housing Broker Office will continue to follow the family's progress after they are placed into permanent housing. (See recommendation 5.)

Because there are relatively few families seeking shelter at any one time, operating a 24-hour Central Intake system would be prohibitively expensive. In Western Tidewater, Central Intake should operate during business hours and should be coordinated by the Department of Social Services in each jurisdiction. The Department of Social Services in Franklin, Isle of Wight County, Southampton County and Suffolk should each designate one person as the Homeless Services Coordinator for that jurisdiction. The Homeless Services Coordinator will be the Central Intake contact for homeless families in the jurisdiction and the community should be made aware of the homeless family contact at each Department of Social Services. The four Homeless Services Coordinators, ForKids Homeless Shelter and The Genieve Shelter will meet regularly for system and case review.



Even though Central Intake will operate during business hours procedures should be developed to provide 24-hour access to shelter for a family at imminent risk of sleeping on the street overnight. Protocols should be developed to connect anyone who may encounter families after hours, such as the police, with the family shelters. If the shelter does not have any beds available for the night, the family may be required to sleep on the floor of the shelter until they can be connected with Central Intake services the following business day. In Norfolk, the three family shelters rotate the after-hours on call duty on a monthly basis. The Central Intake hotline number is transferred to the on-call shelter after business hours and shelter staff on duty is responsible for providing information to families who call during the night. Only families at immediate risk of sleeping on the streets that night receive shelter. For the rest of the families, the on-call person records the family's information and sends it to the Department of Human Services the following business day. In Western Tidewater, ForKids Homeless Shelter and The Genieve Shelter should work with the Department of Social Services to develop an on-call procedure and rotation that will provide families at immediate risk with after-hours access to shelter. Once the procedure and rotation are developed, the protocol should be distributed to service partners in Western Tidewater who would encounter families after business hours.

Central Intake will also be the access point for any family seeking prevention services. The Homeless Services Coordinator will also work with families seeking prevention to assist them in navigating the service system. This case manager is critical in ensuring that families are able to successfully maintain stable housing. The Homeless Services Coordinator will be responsible for linking the family to available prevention services as well as additional mainstream resources for which the family is eligible.

To maximize resources and increase program efficiency, agencies providing prevention services in Western Tidewater should coordinate all aspects of prevention services.

- Programs should share eligibility requirements so that a family can be screened by the Homeless Services Coordinator at Social Services and then linked with appropriate programs.
- The Department of Social Services in each jurisdiction and each prevention program should enter client data into a shared Homeless Management Information System (HMIS) to track clients who seek services at multiple agencies. Client level data in HMIS should be shared between agencies to track progress through the service delivery system.

Coordinating prevention services through Central Intake and the Homeless Services Coordinator at the local Department of Social services will ensure accessibility to services throughout Western Tidewater. Currently, families must contact each agency individually and travel throughout Western Tidewater to complete intake forms for each program for which they may qualify. With Central Intake the family will be able to access the services they need in one location. Transportation continues to be a significant issue for families and individuals. Western Tidewater Continuum of Care Council should explore partnering with the faith community and other service organizations to provide transportation services.

Coordinate Faith Community Resources

Local churches in Western Tidewater serve as a resource for those individuals and families who need assistance with rent and utility payments. Families facing eviction call each church and as funds are available, the churches provide assistance to allow the families to stay in their homes. In Franklin, the faith community supports Franklin Cooperative Ministries by giving to the agency, and agency staff then disperse the funds to families and individuals in need. Working through one agency to provide assistance allows the agency to track the assistance that families and individuals have received, since one family could receive assistance from several churches. Tracking the services assists in maximizing resources.

The Western Tidewater Continuum of Care Council should consider working with the faith community to coordinate the resources provided to families and individuals. Where possible, the system developed by Franklin Cooperative Ministries should be replicated.

Mainstream Resources

In order to prevent homelessness, families and individuals need to have access to mainstream resources including Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Temporary Assistance to Needy Families (TANF), Medicaid, Medicare and Food Stamps as well as any other State or local program for which a client may be eligible. The Homeless Services Coordinator and additional Social Services eligibility workers should work with families and individuals to ensure that they are receiving employment services as well as complete a checklist to determine which mainstream resources they are eligible for and track the application process. A sample checklist form is included in the appendix.

Each Department of Social Services should ensure that eligibility workers are aware of all mainstream resources and the application process for each resource. As part the Central Intake assessment the case manager should determine which mainstream resources the client currently has as well as all the additional resources for which they may be eligible. Once the case manager has determined a family's eligibility, they should continue to track the family's application and approval progress. Having these additional resources will assist families and individuals in maintaining their housing.

All eligibility workers at each Department of Social Services and at least one case manager at each homeless shelter and service agency should receive SSI/SSDI Outreach, Access and Recovery (SOAR) training. SSI and SSDI are disability income benefits administered by the Social Security Administration that also provide either Medicaid and/or Medicare health insurance to eligible individuals. While accessing these benefits is a critical step in ending homelessness, the application process can be extremely difficult and challenging. The SOAR strategy provides training and technical assistance in accessing these benefits. Case managers and eligibility workers should attend a training to learn how to help individuals and families access these resources. Trainings are offered state-wide and use the Substance Abuse and Mental Health Services Administration's *Stepping Stones to Recovery* training curriculum. A state-wide *Stepping Stones to Recovery* training took place in Norfolk in August 2007. Since training was recently held in Hampton Roads, it is unknown when the next one will occur. Western Tidewater should prepare to have eligibility workers and case managers attend the next available training.

Through the Central Intake process case managers and eligibility workers from Social Services should gather on a regular basis to monitor the processes for applying for mainstream resources. The system should continue to be monitored to ensure that homeless clients are receiving access to the resources they need to maintain stable housing.

Discharge Policies

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

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

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

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

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

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

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

Housing Broker Office

Western Tidewater should establish a Housing Broker Office to expand the current affordable housing capacity. A Housing Broker Office consists of one or more individuals who work with landlords and property managers to expand low cost housing capacity. The Housing Broker(s) recruit landlords to rent to families with low to moderate barriers to housing, with assurances of case management to the families and support to the landlords.

Currently, Norfolk has a Housing Broker Team, and Chesapeake, Virginia Beach and Portsmouth are in the process of developing Housing Broker Teams to help their clients find housing. A Housing Broker Team is made up of Housing Specialists that connect with landlords to build relationships to expand rental opportunities for families presenting to Department of Social Services. Housing Specialists negotiate with landlords to facilitate the rental process and manage the landlord contingency fund. The landlord contingency fund allows the Housing Specialists to reimburse landlords for repairs to leased property that is damaged by tenants placed in the apartments by the Housing Specialist. Allowable reimbursement costs include damaged walls, floors, doors, pipes and bathroom fixtures or kitchen appliances.

The Housing Broker Office would provide tenant education by accompanying clients to visit properties, assisting as clients conduct move-in inspections and walking clients through the lease as they prepare to sign. This important element of the program focuses on improving tenant behaviors and better prepares the clients for residential stability so they do not return to Social Services in crisis again. As the Housing Broker Team works with the tenant and landlord a relationship with the landlord is established so that the landlord will feel comfortable returning to the Housing Broker Team should any issues arise with the tenant.

Western Tidewater should hire a 0.75 FTE Housing Specialist to begin working in Franklin, Isle of Wight County, Southampton County, and Suffolk to recruit landlords and provide aftercare case management. The Housing Specialist will work closely with Central Intake to find housing for families presenting to Central Intake. Families may require assistance from the Housing Broker Office immediately upon entering Central Intake or when they are ready to exit after a shelter stay.

Aftercare case management is critical to a family's success in permanent housing, since they need to receive support and assistance until they have shown they can maintain a stable housing situation. Continued case management is a critical selling point to the landlords. When a tenant has continued case management there is an active resource for the landlord to call upon should any issues arise.

As part of the aftercare case management the Housing Specialist will also be responsible for coordinating life skills training. Families and individuals need to receive life skills training on how to maintain their housing. This training should include sessions on interacting with a landlord, budgeting so that the family is able to pay rent and utilities on time, as well as instructions on a tenant's responsibilities for maintaining the condition of the housing. Without this critical training families and individuals will continue to be evicted for avoidable situations. While the Housing Specialist will work with homeless families for housing placement, some families receiving only prevention assistance may also need life skills training.

Develop Permanent Supportive Housing

Permanent Supportive Housing is long-term housing and supportive services for homeless persons with disabilities, physical or mental. This type of housing enables this population to live as independently as possible in permanent housing while receiving necessary support services. Research has shown that permanent housing with supportive services is the best long-term solution to "closing the back door" and ending homelessness for individuals and families with disabilities. There are many different best-practice models of permanent supportive housing, and two of those options are scattered site permanent supportive housing and single room occupancy (SRO) housing. Western Tidewater should develop permanent supportive housing and the WTCCC should consider using Continuum of Care funding to develop a scattered site housing project for families or single adults.

Community Development

The City of Suffolk will work to holistically identify and address the community development related needs of our locality. In order to facilitate this initiative the City of Suffolk is highly reliant upon the Community Development Block Grant (CDBG) program and must, therefore, utilize such available funding. Beginning in October, 2004, the City of Suffolk – Department of Planning and Community Development initiated a comprehensive consultation process to assess community development needs. The process has been consistent and inclusive to regional entities of interest, local government departments, community leaders, and most importantly the citizenry. To once again lend structure and legitimacy to the Consolidated Planning process, the Department of Housing and Urban Development requires each entitlement locality to identify the jurisdiction's non-housing related community development needs eligible for CDBG assistance, and incorporate directly into the strategic plan component.

Priority Non-Housing Community Development Needs

The City of Suffolk is in need of multiple community development related activities ranging from rehabilitation of public facilities to economic development related façade improvements. To facilitate the most appropriate method of assessing the non-housing related community development needs, the City of Suffolk – Capital Improvements Program financial records were assessed. To lend structure the "Community Development Needs" table, has been included in this plan to demonstrate community development related needs for the next five years.

The City of Suffolk will utilize Community Development Block Grant (CDBG) funding to conduct a myriad of activities related to public facilities improvements and economic development to enhance the lives of low and moderate income persons and families. Over the course of the next five years the City will utilize funding for such activities as street improvements, general planning and administration, Section 108 Loan repayment, and infrastructural improvement and installment. The majority of all CDBG funding will be allocated in accord with the Fairgrounds Revitalization Plan and its numerous associated activities. However, if new funding sources were to become available the City of Suffolk will expand multiple economic development related projects such as rehabilitation of culturally significant public facilities to foster new economic opportunities. The City of Suffolk will also work to secure additional funding items for pertinent improvements and installation of recreational facilities which would serve the community in a multifaceted capacity.

The City of Suffolk will continue to foster new economic opportunities through the continued support of the Fairgrounds Revitalization Plan. Upon full implementation of the plan, the City of Suffolk will have completed infrastructural installations necessary to facilitate the creation of new affordable housing and expanded economic opportunities in a low income area. The Fairgrounds Revitalization Plan will be dually supported through associated construction costs and Section 108 Loan repayment.

Specific Community Development Objectives

For the purpose of performance measurement the City of Suffolk will identify certain specific objectives and implement appropriate programs and their associated activities in order to accomplish them. Each specific objective will quantify the number of persons or units to be assisted as well as identify foreseeable appropriate funding sources. Each objective will be conducive to the established goal of fostering holistic community revitalization through such activities as the provision of new economic opportunities. To lend a sense of structure to the process the City of Suffolk will categorize each respective objective and corresponding activities as: 1) *immediate* – or an objective where specific activities will be implemented over the course of one year and results will be measured accordingly, 2) *short-term* – or an objective where specific activities will be implemented on a one-time basis or possible renewable basis and done so for a period of one to three years and measured accordingly, 3) *strategic* – or an objective where specific activities will be implemented over the course of the next three to five years and measured accordingly. Any project or activity associated with the implementation of short-term or strategic objectives will be specifically enumerated upon in future Annual Action Planning.

- *Section 108 Loan Repayment* – this objective is strategic and therefore will be implemented using specific activities conducted over the next five years. This objective will be renewable and utilize CDBG funding each year of the Consolidated Plan. The City of Suffolk will utilize Community Development Block Grant funding for the repayment of a Section 108 Loan secured through the Department of Housing and Urban Development during June, 2003. The necessary amount of repayment will be calculated on annual basis using general amortization principles. Specific activities will be enumerated in future Annual Action Planning.
- *Fairgrounds Community Revitalization* – this objective is strategic and therefore will be implemented using specific activities conducted over the course of the next five years. The City of Suffolk will utilize multiple federal funding sources including Community Development Block Grant and Section 108 Loan funding to complete various activities associated with the Fairgrounds Revitalization Plan including property acquisition and relocation and necessary infrastructural installation and improvements. Specific activities will be enumerated in future Annual Action Planning and benefit a low income area.

- *Revitalization of Culturally Significant Facilities* – this objective is strategic and therefore will be implemented using specific activities conducted over the course of the next five years. The City of Suffolk will utilize federal funding sources to facilitate the rehabilitation or reconstruction of culturally significant facilities to foster community revitalization and economic development opportunities. Any specific activity implemented in association with this objective, therefore utilizing CDBG funding, will be enumerated in Annual Action Planning and serve low and moderate income persons or areas.
- *Revitalization of Recreational Facilities* – this objective is strategic and therefore will be implemented using specific activities conducted over the course of next five years. The City of Suffolk will utilize federal funding to rehabilitate, reconstruct, improve, or construct public recreational facilities benefiting low and moderate income persons and families. Any specific activities implemented in association with this objective, utilizing CDBG funding, will be enumerated in Annual Action Planning and serve low and moderate income persons or areas.

Summary of Community Development Objectives (Housing & Non-Housing)

The City of Suffolk will utilize a myriad of federal, state and local funding sources to implement various activities associated with community development. All activities utilizing Community Development Block Grant (CDBG) or Home Investment Partnership Program (HOME) funding will benefit low and moderate income persons or low income areas. Activities benefiting low income areas will be implemented in the downtown urban core of the City of Suffolk, Census Tracts 651, 654 and 655 where the median income is approximately fifty five percent (55%) of the area median. The following is a summation of the priority community development related objectives to be employed over the next five years:

Priority Need Category Housing/Non-Housing Community Development

Housing Rehabilitation / Reconstruction –The Western Tidewater HOME Consortium will rehabilitate or reconstruct housing units for low and moderate income persons or families.

Direct Homebuyer Assistance –The Western Tidewater HOME Consortium will utilize HOME funds to provide direct assistance to first time homebuyers in Suffolk in the Western Tidewater Home Consortium jurisdiction.

Removal of Blighted Housing Units – The City of Suffolk will utilize the Department of Planning and Community Development to identify and blighted housing units over the next five years.

Section 108 Loan Repayment – The City of Suffolk will utilize CDBG funding for the repayment of a $3,845,000 Section 108 Loan secured during 2003. Repayment will be based upon general amortization principles and specifically enumerated in Annual Action Planning.

Fairgrounds Community Revitalization – The City of Suffolk will utilize CDBG funds and Section 108 Loan funds to complete general infrastructural installments necessary to facilitate the provision of creating new affordable housing units. The funding will be used to complete planning activities and installation of infrastructure including streets, water and sewer lines and relocation of utilities underground and install infrastructure to facilitate housing units.

Revitalization of Culturally Significant Facilities – The City of Suffolk will utilize federal, state and local funding to revitalize culturally significant facilities benefiting low and moderate income persons or low income areas through the provision of new economic opportunities.

Revitalization of Recreational Facilities – The City of Suffolk utilize federal, state and local funding to aid within the rehabilitation, construction or expansion of public recreational facilities benefiting approximately low income persons or areas.

Homeless Services – The City of Suffolk will utilize federal, state and local funding to provide assistance to support homeless activities and programs of local homeless agencies.

Public Services – The City of Suffolk will utilize CDBG funds and local funding to provide assistance to support various agencies that provide support to low- to moderate income persons.

Antipoverty Strategy

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

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

e. Suffolk Redevelopment and Housing Authority Housing Choice Voucher Program – provides housing vouchers for eligible persons and families to foster affordable rental housing.

NON-HOMELESS SPECIAL NEEDS

Special Needs Populations

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

Strategy to Address Special Needs Populations

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

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

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

Exhibit B

FY 2015 – 2016
Annual Action Plan

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

Community Development Block Grant
And
HOME Investment Partnership
Programs

Table of Contents

I. 2015 – 2016 ANNUAL ACTION PLAN

Executive Summary	1
Citizen Participation	4
Resources	11
Annual Objectives	13
Description of Activities	15
Geographic Allocation of Investment	16
Annual Affordable Housing Goals	26
Public Housing	28
Homeless and Special Needs	29
Barriers to Affordable Housing	32
Other Actions	34
Program Specific Requirements - CDBG	38
Program Specific Requirements - HOME	40
Other Narratives	46

II. MAPS OF SERVICE AREA

First Program Year Action Plan FY 2015-2016

ACTION PLAN

Executive Summary

The United States Department of Housing and Urban Development (HUD) awards federal grant funding annually to participating jurisdictions and entitlement communities under a variety of programs. The City of Suffolk, through collaboration with partner jurisdictions, receives entitlement funding through two programs administered by HUD:

- HOME Investment Partnerships Act (HOME)
- Community Development Block Grant (CDBG)

This document, known as the Annual Action Plan, serves as an annual implementation plan under the Consolidated Plan, and is required to be submitted annually to HUD as an update to the Consolidated Plan. Additionally, the Action Plan outlines how the City of Suffolk, the Western Tidewater HOME Consortium (City of Suffolk, City of Franklin, Isle of Wight County, Southampton and County), and its various partners intend to utilize CDBG and HOME funds to continue to pursue its mission of rebuilding and stabilizing neighborhoods, promoting economic development and meeting community needs. The City serves as the lead agency in the HOME Program funding partnership – Western Tidewater HOME Consortium – and prepares and submits a required Consolidated Plan every five years on behalf of this partnership. The priorities and objectives established in the Consolidated Plan are consistent with goals and regulatory requirements under each funding source.

The Western Tidewater HOME Consortium has been a participating jurisdiction under the HOME Program since 1995, and has funded numerous affordable housing projects and programs during its 20 years of existence. This year's action plan proposes use for $452,898.00 in CDBG funding and $269,510.00 in HOME funding. Both funding sources will be employed to support the objectives established in the Consolidated Plan. With assistance of federal funding, the City of Suffolk and the Western Tidewater HOME Consortium will undertake certain initiatives and activities that will primarily benefit low-to moderate -income households. These activities are designed to focus on decent housing, suitable living environments and economic opportunity.

The strategy for the City of Suffolk, along with the Western Tidewater HOME Consortium is to continue its focus on addressing revitalization and other housing and community development needs in the Cities of Suffolk and Franklin and Southampton and Isle of Wight Counties within areas that present the greatest concentration of poverty and blight. In FY 2015-2016, the City of Suffolk will concentrate on utilizing CDBG on activities that support affordable housing communities, neighborhood stabilization, and services that address the needs of the homeless and those with urgent needs.

Programmatic Goals

Under the 2020 Consolidated Plan the City of Suffolk and the Western Tidewater HOME Consortium have established funding priorities and objectives that will facilitate in meeting the Consolidated Plan priority goals established by Congress for the Federal grant programs discussed in this document (HOME and CDBG). Figure 1 provides a summary of the goals:

Figure 1 **CONSOLIDATED PLAN PRIORITY GOALS**
GOAL I: DECENT, AFFORDABLE HOUSING: Provide decent, affordable housing for the community's lowest income households, including households with special needs. **GOAL II: SUITABLE LIVING ENVIRONMENT:** Improve the living environment/quality of life in low-income neighborhoods. **GOAL III: EXPANDED ECONOMIC OPPORTUNITY:** Create economic opportunities for residents and businesses in low-income areas of the community.

The subsequent table (Figure 2) provides a summary of the priorities established locally for each program.

Figure 2 **City of Suffolk CDBG and Western Tidewater HOME Consortium Objectives and Outcome Measures FY 2015 - 2016**			
Community Development Objective	**Outcome Measure**	**Specific Outcome Indicator**	**2014-2015 Project(s)**
Promote decent, safe, and affordable housing.	Affordability – decent and affordable housing.	Number of new affordable units. Anticipated outcome: 8 units	WTHC Housing Rehabilitation, Reconstruction and New Construction – CHDO Set Aside (HOME: $40,426.50) Fairgrounds Redevelopment Section 108 Loan Repayment (CDBG: $314,409.65)
Promote decent, safe, and affordable housing for first time homebuyers.	Affordability – decent and affordable housing.	Number of persons assisted. Anticipated outcome: 2 households	WTHC Direct Homebuyer Assistance Program (HOME: $25,000.00)
Sustain decent, safe, and affordable housing.	Sustainability – decent and affordable housing.	Number of sustained affordable units (reconstructed or rehabilitated) Anticipated outcome: 6 units	WTHC Housing Rehabilitation, Reconstruction and New Construction (HOME: $163,657.00) Emergency Home Repair Program (CDBG:$10,000.00) Shelter Operational Support (CDBG: $20,000.00) Western Tidewater Free Clinic (CDBG: $17,908.75)

For program year 2015, HOME fund allocations are equally distributed among the Consortium members, 15% of the allocation will be used for administration and CHDO operating assistance, while 85% will be used for program activities. Based on the Western Tidewater HOME Consortium's performance last year and current housing trends, reductions made in homebuyer activity funds last year were maintained. This year, 91% of the funds allocated to program activities will be used for homeowner rehabilitation. These program activities are discussed in more detail in the Housing section of this Action Plan. CDBG funds are allocated to the City of Suffolk based on a HUD formula, and are determined on an annual basis. This program year, 20% of the grant amount will be retained for CDBG program administration and management oversight, 8% for public service, 3% for neighborhood improvement initiatives and the remaining 69% for Section 108 Loan Payments.

Citizen Participation

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

- the incorporation of meetings at local public housing agencies in order to reach low- and moderate-income residents and public housing residents
- notification of alternative participation measures which could be used by persons with disabilities which included electronic submission of comments and other accommodations, when necessary
- consultation with local Continuum of Care (Western Tidewater Continuum of Care Council) regarding upcoming funding and objectives

The City of Suffolk and the Western Tidewater HOME Consortium conducted a citizen participation process to solicit public input regarding the development of Action Plan for the City of Suffolk and WTHC. The citizen participation process contained three (3) separate components. Specifically these three components were:

1. Prior to the preparation of the draft FY 2015 – 2016 Annual Action Plan a series of four public meetings were held soliciting public input and suggestions on potential activities worthy of funding consideration. These meetings were held at dates and times convenient for the general public in public facilities located throughout the four member jurisdictions making up the Western Tidewater HOME Consortium. The required public notice advertising each of these meetings was published in a local newspaper of general circulation serving the four member communities a minimum of fifteen (15) days in advance of each public meeting (See "Evidence of Public Notice" Section). The public meeting schedule in included in figure 3 below.

2. Following the completion of the proposed FY 2015 – 2016 Annual Action Plan, a 30-day public comment period was established in order to provide the opportunity for the general public to review and comment on the proposed Plans. This 30-day period ran between April 6, 2015 and May 5, 2015. Public notice advertising this 30-day public comment period was published in a local newspaper of general circulation serving the four member communities (See "Evidence of Public Notice" Section).

3. Also, following the completion of the proposed FY 2015 – 2016 Annual Action Plan, on April 15, 2014 the Suffolk City Council held a public hearing prior to the adoption of the FY 2015 – 2016 Annual Action Plan. Public notice advertising this public hearing was published in a local newspaper of general circulation serving the four member communities a minimum of fifteen (15) days in advance of the cited public hearing (See "Evidence of Public Notice" Section). Furthermore, in order to solicit increased public participation in the development of the 2015 – 2016 Annual Action Plan additional public announcements were published in a variety of local newspapers serving the region. These include the Virginian-Pilot, Suffolk News Herald, Tidewater News, and Smithfield Times newspapers.

Figure 3 City of Suffolk/Western Tidewater HOME Consortium 2014-2015 Annual Action Plan Public Hearing Schedule			
Date	**Location**	**Address**	**Time**
April 2, 2015	City of Franklin, Council Chambers	207 West Second Avenue Franklin, VA	4:00 p.m. – 5:00 p.m.
April 3, 2015	Suffolk Redevelopment and Housing Authority	530 East Pinner Street Suffolk, VA	4:00 p.m. - 5:00 p.m.
April 6, 2015	Southampton County, Municipal Center	26022 Administration Center Drive Courtland, VA	4:00 p.m. – 5:00p.m.
April 7, 2015	Isle of Wight Courthouse Complex Robert C. Claud, Sr. Board Room	17130 Monument Circle Isle of Wight	4:00 p.m. – 5:00 p.m.

Finally, various agencies, groups, and organization were included in discussions regarding the process and several organizations submitted applications for funding. These organizations include:

- ForKids, Inc. – Homeless services organization
- The Genieve Shelter – Homeless and domestic violence organization
- Habitat for Humanity – Housing agency
- Suffolk Redevelopment and Housing Authority – Public housing agency
- Western Tidewater Free Clinic – Public health agency
- Virginia Supportive Housing – Private Non-Profit Community Development Corp.
- The Planning Council
- Isle of Wight County Planning Department
- Southampton County Planning Department
- City of Suffolk Planning Department
- City of Franklin Planning Department
- City of Suffolk Parks and Recreation

Participation Objectives

The objectives of the Citizen Participation Plan for the City of Suffolk and the Western Tidewater HOME Consortium are:

1. To conduct all aspects of citizen participation in an open manner, with freedom of access for all interested persons;
2. To encourage all citizens and particularly low, very low, and extremely low income persons and residents of economically impacted neighborhoods to submit their views and proposals regarding the Action Plan;
3. To provide for and encourage citizen participation, with particular emphasis on participation by persons of low, very low, and extremely low income who are residents of economically fragile areas and/or areas in which community development funds are proposed to be used as well as other low, very low, and extremely low income neighborhoods;
4. To provide citizens with reasonable and timely access to local meetings, information, and records relating to the proposed use of funds, as required by regulations, and relating to the actual use of funds under this process;
5. To provide for technical assistance to groups representative of persons of low, very low and extremely low income that request such assistance in developing proposals with the level and the type of assistance to be determined by the grantee.
6. To provide for public hearings to obtain citizen views and to respond to proposals and comments at all stages of the Action Plan submission process, including identifying housing and community development needs, reviewing proposed uses of funds, and reviewing program performance.
7. To provide for a timely written answer to written complaints and grievances, within 15 working days where practicable.

Access to Records

The City of Suffolk, City of Franklin, Isle of Wight County and Southampton County shall provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the use of assistance under programs covered by the Plan. The provision of such information shall be consistent with the requirements of the Virginia Freedom of Information Act.

Publishing the Plan

The following schedule for the Consolidated Plan and the Annual Plan is designed to enable citizens a sufficient opportunity to review the relevant document and provide comments. An announcement regarding the availability of the relevant document for review shall appear in the largest general circulation paper for the Consortium area, the *Virginian-Pilot.* Copies of the proposed Consolidated Plan, Annual Action Plan, and Performance Reports, as applicable, will be made available at the City of Suffolk Department of Planning and Community Development in the Municipal Building, the main administrative office in the Suffolk Redevelopment and Housing Authority, the City of Suffolk's website, the City of Suffolk's Library and Isle of Wight County, Southampton County and the City of Franklin Municipal Centers.

Public Hearings, Notice of Hearing, and Access to Meetings

Methods of Notification

The following methods to notify citizens of the Action Plan submission process will be used: public notices in news releases to area publications, public service announcements on cable TV, flyers to citizen organizations, social action agencies, the City of Suffolk's website, and personal contacts on a community-wide and neighborhood basis. Public notices of citizen participation meetings shall be published in local newspapers serving the Western Tidewater community.

The public shall receive adequate advance notice regarding the hearings conducted for the Consolidated Plan and the Annual Action Plan. The City of Suffolk shall publish meeting notices in the *Virginian-Pilot* at least fourteen (14) days in advance of the public meetings regarding the Annual Action Plan. Announcements regarding the public meetings will also be provided to the Suffolk Redevelopment and Housing Authority for distribution to the management offices of public and assisted housing communities. Citizens shall receive reasonable and timely access to local meetings pertaining to the Consolidated Plan and the Annual Action Plan.

Citizen Comments

During the Action Plan public meetings and comment period there were no citizen comments received.

Substantial Amendments

When a substantial activity change as defined below is being considered under the Consolidated Plan, the City of Suffolk will advertise such change(s) in the *Virginian-Pilot* with a comment period of 30 days. Information regarding substantial amendments and reprogramming of funds will be made available to all affected groups, agencies or organizations within a reasonable amount of time. Each affected party will be allowed to comment on the proposed substantial amendment. The City will consider all comments and views received from the citizens and affected organizations while preparing the substantial amendment. A summary or comments and local reactions shall be attached to the substantial amendment and submitted to the United States Department of Housing and Urban Development.
The City of Suffolk will utilize the following criteria to determine if a substantial amendment is required:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTIVITIES

Community Development Block Grant New Eligible Activity

A. If the cost of a new eligible proposed activity is 5% or less of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager.
B. If the cost of a new eligible proposed activity is 5% - 25% of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager and City Council.
C. If the cost of the new eligible proposed activity is more than 25% of the annual Community Development Block Grant budget, it will be considered a substantial amendment and will be handled under the amendment process.

Community Development Block Grant Activity Modification/Elimination

A. If the modification/elimination of an activity results in a change equal to 5% or less of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager.
B. If the modification/elimination of an activity results in a change equal to 5% -25% of the annual Community Development Block Grant budget, it may be approved at the discretion of the City Manager and City Council.

C. If the modification/elimination of an activity results in a change equal to more than 25% of the annual Community Development Block Grant budget, it will be considered a substantial amendment and will be handled under the amendment process. Exception may be made for any activity being eliminated if it has been in the IDIS system for twenty-four months or greater and has a remaining balance; and done so at the discretion of the City Manager. The City will inform HUD of the activity and the amount of any remaining balances cancelled and the activity receiving the remaining balance.

Community Development Block Grant Budget Transfer Between approved Activities

A. The Department Planning and Community Development and the Finance Department must approve all budget transfers.

HOME GRANT ACTIVITIES

HOME New Eligible Activity

A. If the cost of a new eligible proposed activity is 5% or less of the annual HOME grant budget, it may be approved at the discretion of the City Manager.
B. If the cost of a new eligible proposed activity is 5% - 25% of the annual HOME grant budget, it may be approved at the discretion of the City Manager and City Council.
C. If the cost of the new eligible proposed activity is more than 25% of the annual HOME grant budget, it will be considered a substantial amendment and will be handled under the amendment process.

HOME *Activity Modification/Elimination*

A. If the modification/elimination of an activity results in a change equal to 5% or less of the annual HOME grant budget, it may be approved at the discretion of the City Manager.
B. If the modification/elimination of an activity results in a change equal to 5% - 25% of the annual HOME grant budget, it may be approved at the discretion of the City Manager and City Council.
C. If the modification/elimination of an activity results in a change equal to more than 25% of the annual HOME grant budget, it will be considered a substantial amendment and will be handled under the amendment process. Exception may be made for any activity being eliminated if it has been in the IDIS system for twenty-four months or greater and has a remaining balance; and done so at the discretion of the City Manager. The City will inform HUD of the activity and the amount of any remaining balances cancelled and the activity receiving the remaining balance.

HOME *Budget Transfers Between Approved Projects*

A. The Department of Planning and Community Development, Finance Department and the City Manager must approve all budget transfers.

Resources

Entitlement Resources, CDBG and HOME:

For the 2015 - 2016 program year, HUD will allocate $722,408.00 to the City of Suffolk and the WTHC, including $452,898.00 in CDBG funding and $269,510.00 in HOME Investment Partnership funding for the WTHC. The City of Suffolk and WTHC will allocate CDBG and HOME Investment Partnership funds to a variety of community development and housing activities, including but not limited to, home rehabilitation, new home construction, direct homebuyer assistance, property acquisition, infrastructure improvements, and program planning and administration.

The City of Suffolk and WTHC utilize HOME funds to develop and sustain affordable housing opportunities for low-to-moderate income persons and households. In accordance with HUD regulations, fifteen percent (15%) of the total HOME annual allocation must be set-aside for program activities undertaken by Community Housing Development Organizations (CHDO). In return, CHDOs leverage other financing and resources to own, sponsor and develop affordable housing located throughout the consortium area. Also, as established through the agreement between the consortium members a total of ten percent (10%) of the total HOME annual allocation is set aside for the administrative functions of the WTHC. Of this amount, as the lead administrative agency for the WTHC, the City of Suffolk receives an administrative set aside equal to sixty percent (60%) of the total administrative set aside. The remaining funds are distributed equally between the four member jurisdictions forming the WTHC.

As further described in the *HOME* section of this plan, the distribution of HOME grant funds are shown in figure 4 below:

Figure 4
Distribution of Funds by Member Locality or Agency

Activity	Amount
Total Award:	$269,510.00
Administrative Set Aside (10% of Total Award):	$26,951.00
Lead Agency (60% of Administrative Set Aside)	$16,170.60
Member Locality (40% of Administrative Set Aside)	$10,780.40
CHDO Operating (5% of Total Award):	$13,475.50
Program Activities:	$229,083.50
CHDO Set Aside / Program Reserve (15% of Total Award)	$40,426.50
Member Locality Program and Activities	$188,657.00

In addition to CDBG and HOME funds, the City of Suffolk receives funding from other federal and state programs to assist low-to-moderate income persons and facilitate community development activities. The City of Suffolk leverages its federal entitlement funds to enlist a variety of private and non-federal public resources to provide decent housing, suitable living environments, and expanded economic opportunities for its residents. The following summarizes the major sources of funding that are available to address identified needs for Program Year 2015:

- Public Housing Operating Fund Subsidy - U.S. Department of Housing and Urban Development CY2014 - $1,746,176.00
- Public Housing Capital Fund FFY 2014 - U.S. Department of Housing and Urban Development - $540,000.00
- Prior Year Public Housing Capital Fund FY2013 - U.S. Department of Housing and Urban Development - $283,765.00
- Annual Contribution for Section 8 FY 2014 - U.S. Department of Housing and Urban Development HUD – $5,612,436.00
- Choice Neighborhood Planning Grant - U.S. Department of Housing and Urban Development - $9,488,285
- Child Care and Development Block Grant funding FY 2013/2014 - U.S. Department of Health and Human Services - $919,213
- Social Services Block Grant funding FY 2013/2014 - Virginia Department of Social Services – $1,340,131
- VIEW Program funding FY 2013/2014 - Virginia Department of Social Services – $764,048
- Temporary Assistance to Needy Families Program funding FY 2013/2014 - U.S. Department of Health and Human Services – $1,170,208
- Title XIX Program funding FY 2013/2014 - U.S. Department of Health and Human Services – $102,653,191
- Food and Nutrition Act funding FY 2013/2014 - U.S. Department of Agriculture – $19,146,668
- LIHEAP Fuel Assistance Act funding FY 2013/2014 - U.S. Department of Energy – $1,334,387
- Title IV-E Foster Care Program funding FY 2013/2014 - U.S. Department of Health and Human Services – $998,805

Annual Objectives

The overall goal for this program year is to improve upon the quality of life of low and moderate income persons and families residing in Suffolk and the other member-localities of the Western Tidewater Home Consortium. Specific goals, objectives, and strategies will be implemented to alleviate poverty, increase the stock of safe, decent and affordable housing, reduce homelessness, foster homeownership, eliminate slum and blight, as well as to provide economic opportunities.

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

- Use CDBG funds and HOME funds to rehabilitate, reconstruct or construct four affordable homes;
- Use HOME funds to foster homeownership through direct homebuyer assistance to low- to moderate income first time homebuyers and provide down payment/closing cost assistance to four first-time homebuyers;
- Use CDBG funds to promote affordable, safe neighborhoods by installing and or expanding upon necessary infrastructure to facilitate new affordable homes for low- to moderate income persons or families;
- Improve upon efficiency of all housing programs through the purging of all waiting lists and employ other efforts to streamline overall program performance.

Figure 6 on the following page represents a summary of specific annual objectives as required by the U.S. Department of Housing and Urban Development:

Figure 6 -Table 3A
Summary of Specific Annual Objectives

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome /Objective*
	Rental Housing Objectives					
	Owner Housing Objectives					
	Homeowner Rehabilitation	HOME & CDBG	# of units	4		DH-3
	Homebuyer Assistance	HOME	# of units	2		DH-1
	Homeless Objectives					
	Special Needs Objectives					
	Community Development Objectives					
	Fairgrounds Redevelopment Section 108 Loan Repayment	CDBG				DH-2
	Infrastructure Objectives					
	Public Facilities Objectives					
	Public Services Objectives					
	Western Tidewater Free Clinic	CDBG	# of people served	1200		
	Genieve Shelter	CDBG	# of people served	50		
	ForKids, Inc.	CDBG	#of people served	35		
	Economic Development Objectives					
	Other Objectives					
	CHDO Set-Aside	HOME	# of units	8		DH-2

Outcome/Objective Codes

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Description of Activities

In the 2015-2016 program year, the City of Suffolk and WTHC will utilize CDBG and HOME funds to undertake community development activities and initiatives that improve the quality of life of low-to-moderate income persons and households, as well as promote the provision and sustenance of decent, safe and affordable housing, suitable living environments, and foster economic opportunity.

FY 2015-2016 CDBG funds will be distributed in the following manner:

- Program Administration – $90,579.60 will be used for administrative costs associated with planning and implementing CDBG activities in the 2015-2016 program year.
- CDBG Section 108 Loan Payment – $314,409.65 will be used to repay the Fairgrounds Revitalization Project Section 108 Loan.
- Shelter Operational Support - $20,000.00 will be allocated to support the operational needs of ForKids, Inc. ($10,000.00), and Genieve Shelter ($10,000.00). These local shelters provide emergency shelter for homeless persons in the City of Suffolk and Western Tidewater region.
- Western Tidewater Free Clinic - $17,908.75 will be used to support the Western Tidewater Free Clinic to provide high-quality health care to assist very, very low-to-moderate income persons.
- SRHA Emergency Home Repair Program - $10,000.00 will be allocated to the Suffolk Redevelopment and Housing Authority to make emergency repairs to owner-occupied housing units for low- to moderate -income families.

FY 2015-2016 HOME funds will be distributed in the following manner:

- Program Administration – $26,951.00 will be shared among the Western Tidewater HOME Consortium members to be used for costs associated with program planning and implementation.
  Lead Agency Program Admin. (City of Suffolk) - $16,170.60
  WTHC Member Jurisdictions (Shared Equally) - $10,780.40
- Community Housing Development Organization (CHDO) – $40,426.50 will be used to assist low- to moderate income families through the construction of new housing units. Federal requirements dictate 15% of the total HOME fund allocation be used as CHDO Set-Aside.
- CHDO Operating Costs – $13,475.50 will be used for CHDO operating and administration costs.

- Direct Homebuyer Assistance – $25,000.00 will be used to assist low- to moderate income homebuyers with down payment and closing costs.
  City of Suffolk/SRHA - $12,500.00
  City of Franklin - $0
  Isle of Wight County/STOP - $0
  Southampton County/STOP - $12,500.00
- Rehabilitation and New Construction – $163,657.00 will be shared among the Western Tidewater HOME Consortium members and used to assist low- to moderate income homeowners in the rehabilitation of substandard housing.
  City of Suffolk/SRHA - $34,664.25
  City of Franklin - $47,164.25
  Isle of Wight County/STOP - $47,164.25
  Southampton County/STOP - $34,664.25

Geographic Distribution/Allocation Priorities

The strategy for the Western Tidewater HOME Consortium is to continue its focus on addressing revitalization and other housing and community development needs in the Cities of Suffolk and Franklin and Southampton and Isle of Wight Counties within areas that present the greatest concentration of poverty and blight. In FY 2015-2016, the City of Suffolk will concentrate on utilizing CDBG on activities that support affordable housing communities, neighborhood stabilization, and services that address the needs of the homeless and those with urgent needs. (See appendix for maps of jurisdictions)

Jurisdiction Description- City of Suffolk

The modern-day Suffolk is a collaborative result of the 1974 merger between Nansemond County and the City of Suffolk. Collectively, the now four-hundred and thirty square mile incorporation remains the largest city by size in the Commonwealth of Virginia. Suffolk has experienced a steadily intense level of residential and commercial development.

The City of Suffolk continues to lead the Hampton Roads region in population growth and remains one of the fastest growing communities in the Commonwealth of Virginia. Since 2000, the City's population has increased 28.6% to 84,585 residents. According to estimates provided by the Hampton Roads Planning District Commission, the City's population is projected to double in size by year 2034 to 180,600 residents. As indicated by consistent growth and development, the City of Suffolk is quickly becoming a major component of the thirty fifth (35th) largest metropolitan area in the United States - Hampton Roads[1].

Figure 7 *Population Change in Cities Across Hampton Roads*			
	2000	**2011**	**Percent Change**
Chesapeake	199,184	225,898	13.4%
Virginia Beach	425,257	441,246	3.8%
Norfolk	234,403	243,985	4.1%
Newport News	180,687	181,027	0.2%
Hampton	146,437	137,392	-6.2%
Portsmouth	100,565	96,368	-4.2%
Suffolk	**63,677**	**85,692**	**34.6%**

Source: Weldon Cooper Center for Public Service

According to 2010 Census data, Suffolk has a total housing stock of approximately 33,035 units. From 2006-2010, the City's homeownership rate was 75.1%. Relatively speaking, this figure exceeds the Commonwealth's 68.9% rate. Median residential sales prices have declined 5% over the last year from approximately $250,000 to $236,531. Sales prices are being impacted by foreclosures. Suffolk recorded 332 foreclosures in 2011, a 10% decrease over the previous year. According to the Real Estate Information Network, one out of every three houses sold in Hampton Roads in May 2011 was a foreclosure or sold for less than what the owner owed on the property.

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

Demographical Analysis

For the purpose of illustration, the following is a detailed summation of specific demographic information in the City of Suffolk and the Western Tidewater HOME Consortium jurisdictions. The data was compiled from the Hampton Roads Data Book, Suffolk Statistical Atlas, as well as from the United States Census Bureau.

Race-City of Suffolk

Based upon 2010 Census Data fifty four percent (52%) of the City's population is considered white, while forty-six percent (48%) of the population is non-white. For the most part, the City has seen little deviation from the 2000 census figures in this regard while the city has maintained a high level of both cultural and racial diversity.

Further analysis of the 2010 Census Data will afford the perseverance of high minority concentrations in the Census Tracts 651 (87.7%), 654 (88.3%), 655 (93.9%) and 756.01 (87.4%). Concurrently, Census Tracts 651, 654 and 655 are located in the downtown urban core of the City of Suffolk; the area where most federal grant funds are concentrated. A map detailing the location of each Census Tract is attached for review in the *Appendix*[1]. Overall, the downtown urban core of Suffolk accounts for nearly forty percent (40%) of the City's total minority population.

Income

Median household income is a widely recognized indicator of the relative wealth of a specific geographic area. According to American Community Survey's most recent estimates, the City of Suffolk has a median household income of $66,085 compared to the state median household income of $63,907. The 2010 Census Data demonstrated a marked increase in the City of Suffolk median household income. However, this is considering the aggregate median for the entire locality. *Table 2* is a representation of the Median Household Income by Census Tract for 2010.

[1] Please see Map 2 in the Appendix

Table 2 Median Household Income by Census Tract	
Geographic Location	**Total Households Median Income**
Census Tract #651	$ 31,822
Census Tract #652	$ 55,505
Census Tract #653	$ 33,567
Census Tract #654	$ 28,829
Census Tract #655	$ 30,181
Census Tract #751.1	$ 77,388
Census Tract #751.2	$ 112,805
Census Tract #752.1	$ 91,715
Census Tract #752.2	$ 100,500
Census Tract #752.3	$ 95,106
Census Tract #752.4	$ 49,447
Census Tract #753.1	$ 89,671
Census Tract #753.2	$ 75,938
Census Tract #754.1	$ 52,821
Census Tract #754.2	$ 78,141
Census Tract #754.3	$ 81,262
Census Tract #754.4	$ 71,944
Census Tract #754.5	$ 88,875
Census Tract #755.1	$ 53,355
Census Tract #755.2	$ 81,944
Census Tract #756.1	$ 48,510
Census Tract #756.2	$ 69,000
Census Tract #757.1	$ 48,750
Census Tract #757.2	$ 75,863
Census Tract #757.3	$ 62,904
Census Tract #758.1	$ 70,815
Census Tract #758.2	$ 45,781
Census Tract #758.3	$ 67,273
City of Suffolk	**$ 66,085**
Norfolk-Virginia Beach-Newport News, MSA	**$ 58,991**
State of Virginia	**$ 63,907**

Upon further review of the Census Data it is evident the median household income for the downtown core of the City is approximately $31,099 or roughly forty seven percent (47%) of the city-wide median. The visible trend of a much lower median household income in Census Tracts 651, 652, 654 and 655 has prompted a complex and comprehensive revitalization effort. The Fairgrounds and Orlando revitalization efforts have improved upon community functions such as housing, and will ultimately yield a drastic economic impact on the East Washington Street financial corridor and the overall Downtown Central Business District of Suffolk.

Homeownership

The value of homeownership is a priceless commodity in today's society, and a value championed by the City of Suffolk. Over the course of several years rising property costs have unveiled a new challenge for the residents of our City. Accordingly, the City of Suffolk is now beginning to shift emphasis upon utilizing various funding sources to provide affordable housing and eventual homeownership opportunities.

When considering the aggregate figures the City of Suffolk exceeds the regional and even state-wide homeownership percentages with over seventy three percent (73%) of all occupied housing units being *owner-occupied. Table 3* illustrates homeownership statistics for the City's housing stock; doing so by Census Tract.

Figure 9 illustrates homeownership statistics for the City's housing stock; doing so by Census Tract.

Figure 9 Homeownership by Census Tract					
Geographic Location	Total Occupied Housing Units	Owner Occupied		Renter Occupied	
		Total	Percent	Total	Percent
Census Tract #651	782	293	37.5	489	62.5
Census Tract #652	901	624	69.3	277	30.7
Census Tract #653	1,424	529	37.1	895	62.9
Census Tract #654	1,346	382	28.4	964	71.6
Census Tract #655	833	329	39.5	504	60.5
Census Tract #751.1	2,378	2,002	84.2	376	15.8
Census Tract #751.2	1,636	1,455	88.9	181	11.1
Census Tract #752.1	1,672	1,621	96.9	51	3.1
Census Tract #752.2	420	385	91.7	35	8.3
Census Tract #752.3	1,118	994	88.9	124	11.1
Census Tract #752.4	1,778	858	48.3	920	51.7
Census Tract #753.1	783	735	93.9	48	6.1
Census Tract #753.2	861	716	83.2	145	16.8
Census Tract #754.1	681	437	64.2	244	35.8
Census Tract #754.2	1,347	1,083	80.4	264	19.6
Census Tract #754.3	1,600	1,124	70.3	476	29.8
Census Tract #754.4	418	303	72.5	115	27.5
Census Tract #754.5	780	737	94.5	43	5.5
Census Tract #755.1	1,713	1,115	65.1	598	34.9
Census Tract #755.2	1,440	1,275	88.5	165	11.5
Census Tract #756.1	1,233	962	78.0	271	22.0
Census Tract #756.2	564	510	90.4	54	9.6
Census Tract #757.1	683	450	65.9	233	34.1
Census Tract #757.2	1,233	1,083	87.8	150	12.2
Census Tract #757.3	549	483	88.0	66	12.0
Census Tract #758.1	1,081	879	81.3	202	18.7
Census Tract #758.2	722	608	84.2	114	15.8
Census Tract #758.3	516	401	77.7	115	22.3
City of Suffolk	30,492	22,373	73.4	8,119	26.6
Norfolk-Virginia Beach-Newport News, VA—NC MSA-	610,067	381,813	62.6	228,254	37.4
State of Virginia	2,936,634	2,030,965	69.2	905,669	30.8

Source: United States Census Data – American Fact Finder

However, further analysis will confirm the lowest percentages of homeownership were recorded in Census Tracts 651, 653, 654 and 655 – the downtown urban core. Currently, over eighty-one percent (81%) of the downtown population is minority. The downtown area has approximately 5,286 total occupied housing units. However, out of the total number of occupied housing units only 2,157 are owner-occupied, representing approximately forty-one percent (41%). While the figures are discouraging, the City welcomes the opportunity to increase minority homeownership and the provision of affordable housing.

Foreclosures have a significant impact on home values which in turn impact the City's tax base leaving fewer resources to address the growing needs of the community. In 2007, the housing market crashed leaving many mortgage holders owning more on their homes than their present values. As foreclosures proceed, housing vacancy rates increase placing further decline into the housing market. The City of Suffolk had a 6% residential vacancy rate in 2000; in 2012 the rate was 8%. A study completed by HOME: Housing Opportunities Made Equal found that from 2000 to 2010 residential vacancies in Virginia increased by 30% and 9% of all the housing stock in 2010 was vacant. Although the study found that the total number of foreclosures is declining for the first time since 2007, the foreclosure rate is still 1,000% greater than in 2006.

The Suffolk City Assessor tracks local foreclosures and found that 2010 was the year with the highest rate of foreclosures and the last three years have been fairly consistent, yet very high in comparison to the pre-housing bust of 2007. The City's total housing stock in 2012 was 33,080 units, with 2,578 reported vacant. Foreclosures account for 346 of those units or only 13% of all vacant units in the City.

In light of these trends, the City of Suffolk is even more committed to programs that enhance the population's ability to purchase and maintain ownership of property in the City while concentrating the majority of its Federal funds on the revitalization of troubled areas.

Jurisdiction Description- City of Franklin, Isle of Wight and Southampton Counties

Figure 10
Population Change in Cities Across Western Tidewater

	2000	2010	Percent Change
Isle of Wight	29,728	35,270	18.6%
Franklin	8,346	8,582	2.8%
Southampton	17,482	18,570	6.2%
Suffolk	63,677	84,585	32.8%

City of Franklin

Franklin was incorporated as a Town in March of 1876. The first official census of 1880 indicated that there were 447 inhabitants within its limits. In 1900, the population had increased to 1,143; in 1910, 2,271; in 1920, 2.363; in 1930, 2,930; in 1940, 3,466; and in 1950, 4,670. On January 1, 1960, the boundaries increased from 1.02 square miles to 3.92 square miles due to annexation. The Town became a City on December 22, 1961. Subsequent annexations in 1986 & 1996 increased the population and land area of the City. The population today is approximately 8,582 and the land area is 8.75 square miles.

Franklin's racial mix has varied since 2000. The population still remains predominantly black and white; however the black population slightly increased from 52% in 2000 to 57% in 2010 while the white population decreased from 46% to 39%. Additionally, the other race category, which includes but not limited to the Asian, Native American, & Latin American population, comprises only 4% of the population. The City of Franklin is comprised of two census tracts, 901 and 902. Census tract 902 has a minority concentration of 94.1%.

The City of Franklin has experienced a wave of change in its housing market. According to the City of Franklin's 2010 Comprehensive Plan, "residential development in Franklin, which formerly consisted mainly of single-family houses, has changed direction somewhat in recent years so that, in relation to neighboring communities, a larger proportion of housing in the City consists of multifamily rental units, including a large quantity of public housing and other publicly subsidized units. As a result, the City's homeowner population has not increased proportionally the way it has in a number of other area communities. In addition, the quality and maintenance standards of both owner-occupied and rental housing vary considerably from neighborhood to neighborhood in the City. Failure or inability of owners to properly maintain both owner occupied and rental properties has resulted in a considerable quantity of substandard residential units in the city, particularly in the area south of the CSX Railroad Line." Figure 11 shows data regarding inadequate living conditions in the City of Franklin. (Source: City of Franklin 2010 Comprehensive Plan)

Figure 11 Inadequate Living Conditions, City of Franklin						
	1990		2000		Change	
	# Units	% Units	# Units	% Units	# Units	% Units
1.01 or More Persons/Room	74	2.5%	41	1.2%	-33	-44.6%
Lacking Complete Kitchen Facilities	50	1.6%	9	0.3%	-41	-88%
30% of More of Income for Rent	556	40%	668	42.7%	112	20.1%

Source: U.S. Census Bureau

Isle of Wight County

Isle of Wight County experienced only moderate population growth between 1960 and 1980; from 17,200 people in 1960 to 21,603 people in 1980. This reflected an average rate of growth of about 1.28 percent per year. By 1990, the County population grew to 25,053 representing an increase of some 3,450 residents from the 1980 population. Between 1980 and 1990, the population of the County grew an average of 1.6 percent annually. As of the 2010 census, the population of Isle of Wight County was 35,270; an increase of 18.6% over the 2000 census. The population density is approximately 112 persons per square mile. The racial makeup of the County, according to the 2010 census, was 71.8% White, 24.7% Black or African American, 0.35% Native American, 0.8% Asian, 0.04% Pacific Islander, 0.54% from other races, and 1.8% from two or more races. 1.9% of the population was Hispanic or Latino of any race.

Isle of Wight's projected 2000 to 2030 growth rate of nearly forty percent would make it the fourth fastest growing locality in Hampton Roads behind James City County, York County and the City of Suffolk. Virginia Beach will remain the most populated community in 2030 with a projected population of 477,000.
Due to the County's strategic location, Isle of Wight County can expect growth pressure from both the Southern Hampton Roads and Peninsula areas of Hampton Roads. One area of the County where the greatest development pressures can be expected is the northeast portion of the County due to its location adjacent to Newport News via the James River Bridge and the City of Suffolk via Routes 17 and 10/32 corridors. Development pressures can also be expected in the central portion of the County east of the Town of Windsor due to growth extending from the City of Suffolk along the Route 460 corridor. In 2000, single-family dwellings comprised 77.4 percent of the total Isle of Wight housing stock. Multi-family units and manufactured homes made up 5.7 and 16.9 percent of the housing stock, respectively. Clearly, the predominant form of housing in Isle of Wight is the single-family home. In response to the need for affordable housing and the desire to live in single-family homes, the number of approved manufactured homes increased 29 percent during the period, from 1,468 in 1990 to 1,902 in 2000.
(Source: Isle of Wight 2008 Comprehensive Plan)

Southampton County

Southampton is one of 135 counties and independent cities in Virginia. The County lies in southeast Virginia, on the North Carolina border. It is bound by the Virginia Counties of Sussex and Surry to the north; Isle of Wight County and the Cities of Franklin and Suffolk to the east; Greensville County to the west; and, the North Carolina counties of Hertford and Northampton to the south.

Most localities in the Southampton County region experienced population growth throughout the period from 1970 to 2000. The 2000 Census data indicates that Isle of Wight County had the largest population increase in the region, up 63% since 1970. During the same period, the City of Suffolk also saw significant population growth, with an increase of 41% from 1990 to 2000. In addition, both the City of Franklin and Surry County experienced population growth, with increases of 21% and 16%, respectively. Despite the general growth trend in the surrounding region, Southampton County's population experienced a period of decline that began in the 1980s.

After a slight population growth of .8% in the 1970s, the County's population declined by 6.3% during the 1980s. However, Southampton County population levels largely stabilized during the 1990s, with only a .3% loss for the decade. From 1990 to 2000, population growth in Southampton was concentrated in the northern and western areas while the central and southern areas lost population.

There are approximately 394,000 acres or 600.3 square miles of land in Southampton County. Less than five percent of the County's lands are utilized for residential purposes most residential development is concentrated in towns, village centers, adjacent to the City of Franklin, and as strip development along the County's roads and highways. According to 2010 U.S. Census Data, there are approximately 7,473 households in Southampton County and in 2000, the county's median income was $41,324.

Southampton County is a rural locality with relatively sparse residential development. Concentrations of housing are located around several towns and grouped along highway corridors where access is readily available. Currently, the principal housing type in the County is the single-family detached dwelling unit. However, mobile homes account for a substantial number of the new housing units in the County and may help to accommodate low-income residents and those who may not be able to find suitable housing in nearby urban areas. With abundant undeveloped land and growing development pressures, the County will need to consider where best to locate additional housing units of varying types. With a growing elderly population, the County might also need to consider allowing higher density and mixed-use development, particularly near existing population centers.
(Source: Southampton 2007 Comprehensive Plan)

Annual Affordable Housing Goals

The overall goal for this program year is to improve upon the quality of life of low and moderate income persons and families residing in Suffolk and the other member-localities of the Western Tidewater Home Consortium. Specific goals, objectives, and strategies will be implemented to alleviate poverty, increase the stock of safe, decent and affordable housing, reduce homelessness, foster homeownership, eliminate slum and blight, as well as to provide economic opportunities.

The table shown in Figure 12 below illustrates annual housing completion goals for the Western Tidewater HOME Consortium, as required by HUD.

Figure 12 -Table 3B

ANNUAL AFFORDABLE HOUSING COMPLETION GOALS - WTHC

Grantee Name: Program Year:	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
BENEFICIARY GOALS (Sec. 215 Only)						
Homeless households			☐	☐	☐	☐
Non-homeless households	6		☒	☒	☐	☐
Special needs households			☐	☐	☐	☐
Total Sec. 215 Beneficiaries*	6		☒	☒	☐	☐
RENTAL GOALS (Sec. 215 Only)						
Acquisition of existing units			☐	☐		☐
Production of new units			☐	☐		☐
Rehabilitation of existing units			☐	☐	☐	☐
Rental Assistance			☐	☐		☐
Total Sec. 215 Affordable Rental			☐	☐	☐	☐
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			☐	☐		
Production of new units			☐	☒		
Rehabilitation of existing units	4		☒	☒		
Homebuyer Assistance	2		☐	☒		☐
Total Sec. 215 Affordable Owner	6		☒	☒	☐	☐
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			☐	☐		☐
Production of new units			☐	☒		☐
Rehabilitation of existing units	4		☒	☒	☐	☐
Rental Assistance			☐	☐		☐
Homebuyer Assistance	2		☐	☒		☐
Combined Total Sec. 215 Goals*	6		☒	☒	☐	☐
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
Annual Rental Housing Goal			☐	☐	☐	☐
Annual Owner Housing Goal	6		☒	☒	☐	☐
Total Overall Housing Goal	6		☒	☒	☐	☐

Public Housing

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

The Homeownership Educational Program is designed to help potential homeowners understand what is expected of a homebuyer and to better prepare them to make the choices and decisions related to homeownership. The program is held monthly at the Suffolk Redevelopment and Housing Authority. Using the Virginia Housing Development Authority's (VHDA) model, the program focuses on five essential topics in the home buying process. The topics include: Personal Finance, Credit and Credit Issues, The Role of the Lender, The Role of the Home Inspector and Working with a Realtor. Upon completion of the six hour class session participants spend approximately two hours at home developing a spending plan which is submitted to the instructor. Once the program requirements are met, a Certificate of Completion is issued to the participant. All instructors are trained through the Virginia Housing Development Authority's (VHDA)Train-the-Trainer program. Each participate is also encouraged to participate in the face-to-face counsel session which provides additional insight on homeownership process.

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

Through the efforts of the SRHA, agencies and organizations will collaborate in efforts to produce more productive and vibrant communities. SRHA will utilize the CNI Planning grant three-pronged approach as a guiding tool in developing a transformation of housing, people, and neighborhood. As people are impacted by the CNI transformation process through outreach and targeted programs, employment, mobility, health, education and safety will be enhanced. Residents will be empowered to create change in their personal lives and in turn affect their immediate neighborhood and surrounding communities. The SRHA study performed shows an increase need for more affordable housing;

Demand for subsidized rental housing –
Statistics on rental household trends were compiled with a focus on the housing demand within the rent range of individuals and families currently served by Parker Riddick and Cypress Manor.

Summary of Households by Income Eligible for Affordable Housing Suffolk City Market Area, 1990-2011

	1990	2000	2008	2011
Very Low Income 1/	1,900	2,400	3,200	3,400
50% of AMI Income 2/	1,500	1,500	1,900	2,000
60% of AMI Income 2/	1,160	1,350	1,770	1,880
Total without Overlap	4,160	4,750	6,050	6,330
% of Total Renters	80.6%	86.5%	85.3%	84.4%

1/ Incomes under $17,000;
2/ Incomes of $20,000 to $42,000 with overlap between 50% and 60% of AMI incomes
Source: 1990 and 2000 Census, U.S. Department of Commerce, Bureau of the Census

Based on the market study analysis, there is a current and growing demand for affordable rental housing by residents of Suffolk.

The market data indicates a large demand for quality rent-restricted housing, public, Section 8, and housing financed by Low Income Housing Tax Credits (LIHTC). Additionally, the market data indicates a growth in households by individuals and families with incomes within the low to moderate-income range that would have a demand for quality subsidized housing -- public, Section 8, and housing that meet the low income housing tax credit (LIHTC) range.

Additionally, the Suffolk Redevelopment and Housing Authority does not have the designation of "troubled" with the Department of Housing and Urban Development.

Homeless and Special Needs

*source of contained information in this section – The Planning Council

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

The merged continuum conducts the count across the six (6) jurisdictions covered by the Southeastern Virginia Homeless Coalition (SVHC) including: Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County.

As the result of inclement weather during the time period when the Point in Time Count was originally planned, the Southeastern Virginia Homeless Coalition (SVHC) received a waiver from the Department of Housing and Urban Development (HUD) to reschedule the Point in Time Count from January 31, 2014 to the evening of February 12, 2014 and the day of February 13,2014 across the six (6) jurisdictions covered by the SVHC (Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County).

Those who responded to the survey were asked for their initials and date of birth to develop a unique client identifier to eliminate duplicates. Respondents staying in a shelter were asked whether or not they have been a victim of domestic violence, are HIV-positive, have a mental or physical disability or a substance abuse problem. All respondents were also asked questions to determine whether or not they are veterans or chronically homeless. People are considered chronically homeless if they are a single adult or an adult within a family, have a disability, and have been homeless for more than one year or at least four times in the last three years.

In accordance with the November 2013 HIC/PIT Data Collection Notice released by the Department of Housing and Urban Development (HUD), the SVHC used the following definition of homelessness during the count:

Sheltered - should include all individuals or families who meet the criteria described in paragraph (1)(ii) of the homeless definition in 24 CFR 91.5 of the Homeless Definition Final Rule. This includes individuals and families *"living in a supervised publicly or privately operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals)"* on the night designated for the count.

Unsheltered - should include all individuals or families who meet the criteria described in paragraph (1)(i) of the homeless definition in 24 CFR 91.5 of the Homeless Definition Final Rule. This includes individuals and families *"with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground"* on the night designated for the count.

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

Emergency Shelter and Transitional Housing

The ForKids and the Genieve Shelter will continue to make emergency shelter available to homeless individuals and families with funding support from the City of Suffolk, Suffolk Redevelopment and Housing Authority, and the Federal Emergency Management Agency. The STOP Organization, Suffolk Department of Social Services, and Western Tidewater Community Services Board (WTCSB) will also make funding available to meet emergency shelter and transitional housing needs of homeless individuals and families.

Preventing Homelessness

Virginia Supportive Housing has constructed sixty new permanent housing units with support services for homeless single adults in South Hampton Roads. The development is located in Chesapeake and is part of a regional effort to end homelessness; it is the fourth supportive studio apartment development for homeless single adults in the region. The project contains units for individuals from Chesapeake, Virginia Beach, Norfolk, Portsmouth, Suffolk, Franklin, Isle of Wight County and Southampton County. Eight fully accessible units will be provided for homeless single adults with disabilities.

The Suffolk Department of Social Services will also continue to provide public assistance aid for dependent children, day care support, job search and training assistance, assistance to Supplemental Security Income and Food Stamp recipients, fuel assistance, and general relief and hospitalization support for low-income individuals and families with children. Figure 14 below shows prevention services available by jurisdiction.

Figure 14
Prevention Services by Jurisdiction

Jurisdiction	Agency Providing Prevention Services
Franklin	Franklin Department of Social Services Franklin Cooperative Ministries Salvation Army STOP Organization The Improvement Association
Isle of Wight	Isle of Wight Department of Social Services Isle of Wight Christian Outreach Providential Credit Care Management Salvation Army STOP Organization The Improvement Association

Southampton	Southampton Department of Social Services Franklin Cooperative Ministries Salvation Army STOP Organization The Improvement Association
Suffolk	Suffolk Department of Social Services Salvation Army STOP Organization The Planning Council

Transitioning to Permanent Housing and Independent Living

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

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

Barriers to Affordable Housing

During the 2015-2016 program year, the City of Suffolk will continue to undertake activities that remove barriers to affordable housing. Some of the activities include providing assistance in regard to development fees for affordable housing organizations, homebuyer assistance, administering a tax abatement program, and evaluating impediments to fair housing with the Hampton Roads Community Housing Resources Board (HRCHRB).

Neighborhood Stabilization Program

The City of Suffolk, in partnership with the Suffolk Redevelopment and Housing Authority (SRHA), utilized funds provided under the Neighborhood Stabilization Program and HOME grant for the purchase and rehabilitation of qualifying residential properties that have been foreclosed upon and are currently held under the ownership of a financial lending institution (Real Estate Owned or REO) for the purpose of creating affordable dwelling units for resale to qualifying individuals in the low, moderate and middle income range.

The long-term benefits of the NSP are many including the stabilization of neighborhood housing inventories, provision of affordable housing options to first time homebuyers, and the establishment of an inventory of dedicated affordable housing units within close proximity to job centers. The rehabilitation and continued preservation of the housing stock within those communities targeted under the program will also be ensured.

The Suffolk Redevelopment and Housing Authority

With looming funding reductions and the need to provide more affordable housing opportunities to extremely low and low-to-moderate income families, Long-term housing stability is one of the most challenging aspects to improving affordable housing opportunities. The U.S. Department of Housing and Urban Development (HUD) provides funding to the Suffolk Redevelopment and Housing Authority (SRHA) to administer federal programs in particular, traditional public housing, for which HUD provides operating expenses to support overall operation for public affordable housing. In addition, the SRHA also provides service and implementation of the project base vouchers in different programs under the Section 8 housing law, in which rents are subsidized for privately owned properties as another tool in approaching the affordable housing barriers.

Barriers to affordable housing may include bureaucratic procedures, codes and standards, land use controls, financial barriers, lack of financial resources by housing providers, lack of coordination of resources, and scattered growth which drives up infrastructure and housing costs. In addition, some families and individuals face barriers to limited fair housing choices because of lack of access or lack of affordable housing availability. Because there are a number of variables contributing to housing cost, it is important to recognize that the absence of regulation will not necessarily create housing affordability.
In Suffolk and our surrounding region where production costs and housing demand are both high, a 1900 sq. ft. single family on a small lot may still be out of reach for a working family. A multitude of factors contribute to housing price and availability, thus a variety of programmatic and financing mechanisms will also need to be employed to truly promote affordable housing development.

HUD assisted affordable housing programs provide a lifeline to about five million low-income households that would otherwise be unable to afford livable housing at all. More than half of these households are headed by elderly, disabled people and low-to-moderate income families with more than a third that include children. These families are overwhelmingly "extremely low income," which means they earn less than a third of the median income in the areas where they live.

The SRHA will continue to work with HUD and the private market in minimizing the barriers to affordable housing for households by individuals and families with incomes within the low to moderate-income range that would have a demand for quality subsidized housing – public or private own, Section 8, and housing that

meet the low income housing tax credit (LIHTC) range. New or Improved programs, like the Rental Assistance Demonstration (RAD), HUD 202 Senior Project and others are currently being discussed.

The SRHA encourages continual collaboration efforts with our Local, State, and National communities and governmental agencies to review and discuss all options to providing affordable housing, and choose the best option, or combination of options, which will best serve the needs of residents.

Other Actions

Reducing Lead-based Hazards

In the 2015-2016 program year, the City of Suffolk will continue to be proactive in reducing lead-based hazards. Several local departments and agencies conduct lead-based paint testing and monitoring, as well as perform educational outreach to low-income persons and households including:

- Suffolk Health Department - monitors and investigates referred cases of lead poisoning. Confirmed cases of lead poisoning are referred to the City of Suffolk's Department of Neighborhood Development Services for further investigation and enforcement of housing code prohibitions against lead paint.

- Suffolk Redevelopment and Housing Authority – Inspects vacated rental units prior to occupancy by new tenants to ensure compliance with the City's housing and occupancy codes. Distributes lead-based hazard pamphlets to new Section 8 landlords and make tenants aware of lead-based hazards through their lease agreements.

- Suffolk Department of Social Services - investigates reported cases of lead poisoning.

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

Public Housing Improvements and Resident Initiatives

The Suffolk Redevelopment and Housing Authority (SRHA) will continue implementing PHO Comprehensive Grant and capital funding to modernize and improve its five public housing complexes. As part of the planned improvements, the SRHA will work together with public housing residents to carry out initiatives to eradicate drugs, curb crime and violence, provide recreational opportunities for youth, and counseling and referral services.

Maintaining Affordable Housing

The City of Suffolk will allocate HOME funding in the 2015-2016 program year to rehabilitate and reconstruct owner-occupied housing units to preserve the affordability of the existing housing stock. The City is also committed to assisting for-profit and non-profit developers in meeting local building codes and zoning regulations, including projects funded in part through the Low Income Housing Tax Credit Program. Applications for waiver of development fees and charges will be considered on a case by case basis from organizations such as Habitat Humanity, the Tidewater Buildings Association Scholarship House Program, and other private and non-profit organizations committed to the provision of decent, safe, and affordable housing.

To further address affordable housing, the City will continue evaluating impediments to fair housing in coordination with the Hampton Roads Community Housing Resources Board (HRCHRB). The City will continue working with HRCHRB and other cities throughout the region to address impediments to fair housing.

Reducing Poverty

Many programs and activities are designed to alleviate the stresses of poverty. Far fewer programs, however, are available that actually reduce poverty. Reducing poverty requires increasing income levels of very low and low-income households. Although publicly funded income transfer programs achieve this goal in an academic sense, in reality they do little to reduce poverty. Providing good jobs that pay a livable wage is the best way to reduce poverty.

The City of Suffolk's Department of Economic Development is responsible for attracting and expanding new and existing businesses to grow the local tax base and create new jobs for local residents. A variety of economic development incentives are made available to assist new and existing businesses, including Enterprise Zones, Foreign Trade Zones and HUB Zone. In addition the Department of Economic Development manages the Rehabilitation Tax Credits and Facade Improvement programs Suffolk economic development opportunities have continued to grow throughout 2014. New capital investments from major announcements in the City of Suffolk in 2014 totaled more than $62 million and will lead to the creation of new jobs.

Enhancing Coordination

The City of Suffolk will continue participating in various regional community development organizations to enhance coordination and cooperation between public and private housing and social service agencies. The City of Suffolk and members of the Western Tidewater HOME Consortium serve on the Board of Directors of the HRCHRB, the Hampton Roads Housing Consortium (HRHC), and the WTCSB. These organizations are effective coordinating bodies which serve to interconnect public and private entities through shared missions, goals, and resources.

Transportation

The City of Suffolk recognizes the critical relationship between transportation and land use planning. The Transportation element of the 2035 Comprehensive Plan emphasizes the continued provision of safe, efficient, and integrated transportation services throughout the City as well as accessibility within and to or from planned growth areas. The City of Suffolk also recognizes the importance of developing a balanced, efficient, multi-modal transportation network that minimizes impacts to the environment and reinforces the quality of life that Suffolk's citizens have come to expect. The Transportation element is meant to guide and support future development of the City's corridors, roads, and highways by promoting mobility and opportunity equity for all transportation system users, including low-income, disabled, and other minority populations. During the development of this plan, public input on transportation issues focused principally on traffic problems and mobility options: systemic areas of congestion during high traffic periods; areas of projected high traffic volumes based on existing conditions and anticipated growth patterns; increased rail activity and transportation safety; additional river crossings; and, integration of various alternative transportation modes including public transit, pedestrians, and bicyclists.

The update to the plan is defined by several themes with corresponding policies and actions to follow in an effort to carry out the proposed transportation system improvement recommendations. These primary themes – including Balanced Growth and Responsible Regionalism – not only shape the City of Suffolk's land use and development patterns but also the level of accessibility desired, the context in which different transportation system improvements should be considered, and the necessary integration of the City's transportation system with the surrounding Hampton Roads region. This plan continues to recognize the importance of providing a safe, efficient, and multi-modal transportation system that enhances economic development opportunities and maintains a quality of life citizens have become accustomed to in the City of Suffolk.

As growth areas and their associated densities have been redefined, proposed transportation infrastructure improvements should be updated in anticipation of increased travel demand. The inter-relationship between land use and transportation is a key element in defining the long-range plan for the City's transportation system.

The goal of the updated Transportation element of the plan is to develop an outline of the measures necessary to provide a safe, efficient, multi-modal, and regionally integrated transportation network for the movement of people and goods throughout the City of Suffolk.

PROGRAM SPECIFIC REQUIREMENTS

Community Development Block Grant (CDBG)

FY 2015-2016 CDBG funds will be utilized as follows:

Program Administration ($90,579.60): 20% Administration Cap:
CDBG funds will be used to cover a portion of the salary and benefits for administrative personnel and administrative costs incurred in planning and implementing CDBG activities. This sum represents 20% of the total CDBG allocation.

Section 108 Loan Repayment ($314,409.65); Low to Moderate Income Benefit – Area Benefit:
In June 2003, HUD awarded the City of Suffolk a $3,845,000 Section 108 loan. To date, $3,804,837 of the Section 108 loan has been expended for property acquisition and infrastructure improvements in the Fairgrounds Revitalization area.

Shelter Operational Support ($20,000.00); Low to Moderate Income Benefit - Limited Clientele:
CDBG funds will be allocated to support the operational needs of ForKids ($10,000.00), and Genieve Shelter ($10,000.00). These local shelters provide emergency shelter for homeless persons in the City of Suffolk and Western Tidewater region.

Western Tidewater Free Clinic ($17,908.75); Low to Moderate Income – Limited Clientele:
CDBG funds will be used to support the Western Tidewater Free Clinic to provide high-quality health care to assist very, very low-to-moderate income persons.

SRHA Emergency Home Repair Program ($10,000.00) will be allocated to the Suffolk Redevelopment and Housing Authority to make emergency repairs to owner-occupied housing units for low- to moderate -income families.

Figure 16 City of Suffolk / Western Tidewater HOME Consortium 2015-2016 Annual Action Plan Community Development Projects	
Community Development Project (Funding Source & Amount)	**Activities & Corresponding HUD Objective**
CDBG Program Administration (CDBG - $90,579.60)	CDGB Program Management and Administration.
Section 108 Loan Repayment (CDBG - $314,409.65)	Project activity for the repayment of the Section 108 loan through payments made in August 2015 and February 2016. Objective: Promote decent, safe and affordable housing, promotes economic development and suitable living environments.
Shelter Operations Support (CDBG - $20,000.00)	Project activity to provide operational support to two local homeless shelters, ForKids ($10,000.00) and the Genieve Shelter ($10,000.00). Objective: Sustain decent, safe and affordable housing and promote suitable living environments.
Western Tidewater Free Clinic (CDBG- $17,908.75)	Project activity to provide high-quality health care to assist low-to-moderate income persons. Objective: Sustain decent, safe and affordable housing and promote suitable living environments.
SRHA Emergency Home Repair Program (CDBG - $10,000.00)	Project activity to make emergency repairs to owner-occupied homes. Objective: Sustain decent, safe and affordable housing.

HOME

Western Tidewater HOME Consortium Allocations and Budget

WESTERN TIDEWATER HOME CONSORTIUM
FY 2015-2016 Budget

Total Allocation:	$269,510.00
Administrative Funds Set Aside:	$26,951.00 (10% of allocation)
Lead Agency Administration:	$16,170.60 (60% of admin.)
Sub-Recipient Administration:	$10,780.40 (40% of admin.) ($2,695.10 per member jurisdiction)
CHDO Operating Expenses:	$13,475.50 (5% of allocation)
CHDO Set Aside / Program Activities Reserve:	$40,426.50 (15% of allocation)
Total Program Activity Funds Available:	$229,083.50
Program Activity Allocation per Jurisdiction:	$47,164.25 per jurisdiction

Figure 18
City of Suffolk / Western Tidewater HOME Consortium Activities
2015-2016 Annual Action Plan

Community Development Project (Funding Source & Amount)	Activities & Corresponding HUD Objective
WTHC Lead Agency HOME Program Administration (HOME - $16,170.60)	HOME Program Management and Administration.
CHDO Operating (HOME - $13,475.50)	CHDO Operating and Administration.
CHDO Set Aside / Program Reserve (HOME – $40,426.50)	Project activities include rehabilitation, reconstruction, or new construction of affordable housing units for low-to-moderate income persons and households. Objective: Promote decent, safe & affordable housing. Project will also promote suitable living environments.
WTHC Community Based HOME Program Administration (HOME - $10,780.40)	Project activity provides operational support to each of the four member jurisdictions making up the WTHC. Each individual jurisdiction is allocated ($2,695.10) in support of this activity.

Figure 18 (cont) City of Suffolk / Western Tidewater HOME Consortium Activities 2015-2016 Annual Action Plan	
Community Development Project (Funding Source & Amount)	**Activities & Corresponding HUD Objective**
WTHC Community Based HOME Rehabilitation, Reconstruction and New Construction (HOME - $163,657.00)	Project activities include rehabilitation, reconstruction and new construction of affordable housing units for low and moderate income persons and households within each of the four member jurisdictions making up the WTHC. Each individual jurisdiction requested their funds in this category be allocated as follows: City of Franklin- $ 47,164.25 City of Suffolk- $ 34,664.25 Isle of Wight County- $ 47,164.25 Southampton County- $ 34,664.25 Objective: Sustain decent, safe and affordable housing. Project will also promote suitable living environments.
WTHC Community Based HOME Direct Homebuyer Assistance (HOME - $25,000.00)	Project activities include the provision of grants and/or loans for down payment and closing cost assistance for affordable housing units for low and moderate income persons and households within each of the four member jurisdictions making up the WTHC. Each individual jurisdiction requested their funds in this category be allocated as follows: City of Franklin- $ 0 City of Suffolk- $ 12,500.00 Isle of Wight County- $ 0 Southampton County- $ 12,500.00 Objective: Sustain decent, safe and affordable housing. Project will also promote suitable living environments.

WTHC – HOME Program Recapture Provisions

The WTHC will use Model #2, "Reduction During Affordability Period" as outlined in CPD Notice 12-003. In accordance with the model, the WTHC will reduce the amount of direct HOME subsidy on a pro-rata basis for the time the homebuyer has owned and occupied the housing, measured against the affordability period. The resulting ratio would be used to determine how much of the direct HOME subsidy recaptured. If the Net Proceeds from the sale of the property at its fair market value are insufficient to pay the principal amount of this Note in full, the Consortium shall forgive repayment of the amount of the Note in excess of the Net Proceeds.

To determine the pro rata amount to be recaptured the following formula shall be used:

- Divide the number of years the homebuyer occupied the home by the period of affordability
- Multiply the resulting figure by the total amount of direct HOME subsidy provided to the homebuyer

The HOME Program Note is subject to a "period of affordability". If the original principal amount of the HOME Program Note is less than $15,000.00, the period of affordability shall be five (5) years. If the original principal amount of the Note is $15,000.00 or more, but less than $40,000.00, the period of affordability shall be ten (10) years. Subject to the Borrower's (or his, her or their qualifying heirs or devisees) continuing to reside in the Property for the full "period of affordability", if the period of affordability is five years, the Consortium shall conditionally forgive twenty percent (20%) of the principal balance of the Note on the first anniversary of the date of the Note and shall conditionally forgive an additional twenty percent (20%) of the original principal balance on each succeeding anniversary of the date of the Note until the entire principal balance has been forgiven at the end of five (5) years. Subject to the Borrower's (or his, her or their qualifying heirs or devisees) continuing to reside in the Property for the full "period of affordability", if the period of affordability is ten years, the Authority shall conditionally forgive ten percent (10%) of the principal balance of this Note on the first anniversary of the date of the Note and shall conditionally forgive an additional ten percent (10%) of the original principal balance on each succeeding anniversary of the date of the Note until the entire principal balance has been forgiven at the end of ten (10) years.

Net Proceeds

The term Net Proceeds shall mean the sales price minus (a) the payoff of loans and other amounts having priority over the lien of the deed of trust securing repayment of the HOME Program Note, (b) closing costs and (c) the Homeowners' Investment in the property. If the Net Proceeds from the sale of the property at its fair market value are insufficient to pay the principal amount of this Note in full, the Consortium shall forgive repayment of the amount of the Note in excess of the Net Proceeds.

Direct Subsidy

Direct subsidy includes HOME investment that enabled the homebuyer to purchase the property. This includes down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer and/or the difference between the fair market value of the property and a reduced sales price attributable to HOME development assistance.

Imposing Recapture Provisions

The WTHC will ensure that homebuyers maintain the assisted housing as their principal residence during the period of affordability. As a compliance mechanism ongoing monitoring will help ensure that HOME-assisted homebuyer projects qualify as affordable housing for the duration of the affordability period.

Written Agreements

The WTHC will execute written HOME agreements that reflect the recapture provisions with the homebuyer before the time of sale. The HOME written agreement will be a separate legal document from any loan instruments and will comply with the requirements outlined at §92.504(c)(5) of the HOME rule. The written agreement will be used to impose the recapture requirements in HOME-assisted homebuyer projects.

Foreclosure, Transfer in Lieu of Foreclosure, or Assignment to HUD

In HOME-assisted homebuyer projects, the affordability restrictions imposed by deed restrictions, covenants running with the land, or other similar mechanisms will terminate upon foreclosure, transfer in lieu of foreclosure or assignment of an FHA insure mortgage to HUD. However, the affordability restrictions will be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing. If the ownership of the housing is conveyed pursuant to a foreclosure of other involuntary sale, the WTHC will attempt to recoup any net proceeds that may be available through the foreclosure sale.

Refinancing

Refinancing of senior debt will be limited to circumstances in which the original homebuyer is securing better terms that reduce monthly housing costs, or if sufficient equity exists, to take cash out for immediate property repairs or catastrophic expenses.

Repayment of the Loan

In the event that the loan becomes due the loan shall be settled and satisfied in accordance to the terms and conditions set forth the Deed of Trust and Promissory Note.

Proceeds

Proceeds generated by the recapture of HOME funds by the sub recipient may be retained by the sub recipient for the purpose of funding additional homebuyer activities eligible under these guidelines. A new affordability period will commence with each reuse of HOME proceeds.

Deed of Trust

Any other Deed of Trust or other document designed to insure the long term affordability proposed for use must be submitted to the City of Suffolk.

Manufactured Housing

Purchase or rehabilitation of a manufactured housing unit qualifies as affordable housing only if, at the time of project completion, the unit is:

- Situated on a permanent foundation (except where land is rented);
- Connected to permanent utility hook-ups;
- Located on land that is held in a fee simple title, land trust, or long term ground lease with a term at least equal to that of the appropriate affordability period;
- In compliance with the construction standards established under 24 CFR 3280 if produced after June 15, 1976, it must comply with all applicable state or local codes; and
- In compliance with all requirements of Section 92.254(a) and (b), as applicable. In cases where the owner of a manufactured housing unit does not hold fee simple title to the land on which the unit is located, the owner may be assisted to purchase the land under paragraph (b) of this section.
- Permitted by local ordinance

Limitation on the Use of HOME Funds with FHA Mortgage Insurance

When HOME funds are to be used in connection with housing in which acquisition, new construction, or rehabilitation is financed with a mortgage insured by HUD under Chapter II of this title, then, for rental housing, the period that the project must remain affordable as provided binding commitments meeting the requirement of Section 92.252(a)(5) or, for homeownership, the applicable period specified in the participating jurisdiction's guidelines established under Section 92.254(a)(4)(ii), must be equal to the term of the HUD insured mortgage.

Affirmative Marketing

The City of Suffolk will affirmatively market CDBG and HOME funds, projects, and activities to the entire WTHC area to generate program interest as well as applicants. Public awareness will be achieved through multi-media output including newspapers and internet postings on the City of Suffolk's website, www.city.suffolk.va.us. The following actions are designed to ensure that Fair Housing/Affirmative Action goals and objectives are achieved:

- Efforts will be made to notify underserved populations, special populations and very-low, low, and moderate-income populations.
- Promotional materials and program activities shall be inclusive and will exercise care to avoid methods that exclude eligible populations.
- Where possible, and necessary, promotional material will be translated into other languages to reach eligible applicants for whom English is a second language.
- No one shall be denied assistance based upon race, color, creed, religion, national origin, sex, marital status, age, or disability.

Minority and Women's Business Outreach

The City of Suffolk and the WTHC are committed to providing economic opportunities to minority and women owned businesses wherever possible. For the purposes of HOME program activities the following actions will be taken to address this issue:

- Solicit bids and services from minority owned businesses and woman owned businesses whenever possible.
- To the extent practical, divide project activities into small tasks or services to allow participation of minority owned businesses and woman owned businesses whenever possible.

OTHER NARRATIVES

Section 108 Loan Guarantees

Project Description and Background

The Fairgrounds Redevelopment and Revitalization Initiative is a complex and comprehensive multi-year and multi-phase initiative that represents Suffolk's first significant attempt to redevelop and revitalize a relatively large low to moderate income area. The plan area consists of four distinct and separate sub-areas. Funding sources utilized towards the implementation of this important project include: 1) local general fund dollars; 2) local bond fund dollars; 3) local utility fund dollars; 4) Section 108 loan funds; and 5) CDBG grant funds.

Current work efforts are primarily focused on the redevelopment of blighted and vacant residential and industrial lands into a new residential neighborhood and the revitalization of an existing mixed use central business district. Proposed future activities will address the provision of new housing choices for low and moderate income families in the downtown area through the redevelopment of blighted and vacant residential and industrial lands into a new multi-family neighborhood. Proposed future efforts will also address the potential need for the expansion of existing neighboring industrial uses.

A general description and status of each of the four project sub-areas follows:

Area "A", Redevelopment Area for New Residential Neighborhood and Public Institutional– This area is the principal recipient of the City's current focus and work efforts. This area includes the redevelopment area that is the location of the planned residential neighborhood and associated low-moderate income housing. In addition, the selected site for the new City of Suffolk Health and Human Services building is located within this sub-area.

To date, completed activities include the acquisition of all properties necessary for the development of the new residential neighborhood; the design, engineering and construction of the subject new 36 unit single family neighborhood and associated adjacent infrastructure to include the enhancement and upgrade of public water and sewer facilities; significant improvements and upgrades to the drainage and storm water system; the reconstruction and repaving of new and existing roadways; and comprehensive sidewalk, streetscape, and street lighting improvements and upgrades. In addition, two of the subject new homes have been constructed; one of which has sold and is occupied. Furthermore, a third new home is currently under construction. Also, after careful and thorough consideration the new Health and Human Services building has been constructed and woven into the fabric and character of the Fairgrounds.

Area "B", Future Redevelopment Area for Industrial Expansion - Includes lands immediately to the south of the new residential neighborhood and is intended to accommodate the potential need for future industrial expansion. The provision of an opportunity to accommodate future needs for industrial expansion is an important component to the overall success of the Fairgrounds Redevelopment and Revitalization Initiative.

To date, completed activities include the acquisition of all properties necessary for the redevelopment of this area to accommodate the potential need for future industrial expansion. Though not a focus of current activities, this component of the plan will continue to be funded and undertaken by the City as appropriate and as resources allow.

Area "C", Future Redevelopment Area for New Multi-Family Neighborhood – This sub-area is the target for a proposed new multi-family neighborhood to be developed in the future. The provision of an opportunity to accommodate future needs for the development of a new multi-family neighborhood is an important component to the overall success of the Fairgrounds Redevelopment and Revitalization Initiative.

To date, completed activities include the acquisition of many of the key properties necessary for the redevelopment of this area to accommodate the proposed new multi-family neighborhood. Though not a focus of current activities, this component of the plan will continue to be funded and undertaken by the City as appropriate and as resources allow.

Area "D", Mixed Use Revitalization Area for Residential, Commercial and Public Institutional Uses - Activities within Area "D" were the City's initial focus in the implementation of the Fairgrounds project. In addition to providing public improvements and new housing opportunities for the benefit of low to moderate income individuals and families, another important component of the Fairgrounds Project is to serve as a catalyst for the redevelopment and revitalization of the Fairgrounds area by attracting significant private investment into the community. The success of this strategy is most recently exemplified by the redevelopment of this sub-area with the completion of the redevelopment and adaptive reuse of a previously abandoned warehouse into a mixture of approximately thirty residential condominiums, commercial and office space.

To date, completed improvements include the relocation of overhead utilities underground; the enhancement and upgrade of public water and sewer facilities; significant improvements and upgrades to the drainage and storm water system; the reconstruction and repaving of the existing roadway; and comprehensive sidewalk, streetscape, and street lighting improvements and upgrades. Ongoing improvements and revitalization activities being funded through private sector investment include the adaptive-reuse of existing warehousing and commercial structures within Area "D" for new commercial and residential uses.

East Washington Community – White Marsh Initiative

Suffolk Redevelopment and Housing Authority (SRHA) is a leader and innovator in making Suffolk a great place to live, work and play by assessing and improving the physical and social environment of the City of Suffolk. In January 2012, Secretary Shaun Donovan of the U. S. Department of Housing and Urban Development (HUD) announced the second round of Choice Neighborhood Planning Grants (CNI Planning Grant) to thirteen cities, nationally. SRHA received an award in the amount $255,656. SRHA is utilizing the funding to aid in the development of a comprehensive neighborhood transformation plan that will focus on directing resources to address the Choice Neighborhood Planning Grant's three core components: people, housing, and neighborhoods.

To achieve these core goals, SRHA will develop and implement a comprehensive transformation plan for the East Washington Community – White Marsh Initiative. This transformation plan will become the guiding document for the revitalization of the Parker Riddick and Cypress Manor public housing units while simultaneously directing the transformation of the surrounding neighborhoods in East Suffolk. This process will include all of the module aspects of mixed finance modernization to incorporate the adjoining properties into a new mixed-use and mixed income community for the East Suffolk Community.

In addition, as part of SRHA efforts, agencies and organizations will work together to produce a more productive and vibrant community through this planning process. Residents will be empowered to create change in their personal lives and in turn affect their immediate community and surrounding communities.

Affirmatively Furthering Fair Housing

The City of Suffolk, as a member of the Hampton Roads Community Housing Resource Board (HRCHRB), contracted with Mullin & Lonergan Associates to provide an update to the Hampton Roads Fair Housing Analysis. The City of Suffolk will continue to partner with the HRCHRB to address the list of recommended actions identified in the study. Some of the issues are of a regional nature and will require the cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, Suffolk, and Virginia Beach to work collaboratively to eliminate housing discrimination. The list of recommended actions identified and selected to be undertaken in FY2015/2016 to eliminate potential impediments to fair housing choice in the Hampton Roads region is summarized below:

Action Plan

Impediment

The City of Suffolk lacks an over-arching fair housing policy that establishes the foundation for a comprehensive integration policy in Suffolk. With a dissimilarity index of 52.0, the City of Suffolk is a moderately segregated city in the Hampton Roads region. Although the City is implementing many programs and projects in a non-discriminatory manner, acknowledging that fair housing and civil rights enforcement are basic municipal services would foster a greater commitment to integration.

Action to Address Impediment

- The City of Suffolk will continue to participate in the Hampton Roads Community Resource Board, allowing the City to network with other communities and housing providers regarding fair housing concerns and issues. The City of Suffolk has identified fair housing staff in the *Fair Housing Handbook.* To further support outreach, the staff will meet with organizations that are involved with housing in Suffolk. The City of Suffolk will continue to demonstrate its intent to support the Fair Housing Act by issuing a proclamation which designates April as Fair Housing Month.

Outcome - A greater commitment to integration is fostered by acknowledging that fair housing and civil rights enforcement are basic municipal services.

Impediment

Black households have greater difficulty securing mortgage loans than White households.

Action to Address Impediment

Encourage HUD-approved homebuyer counseling providers to continue this invaluable service for lower income and minority households. HUD approval denotes that a counseling agency meets industry standards and federal guidelines. This designation has increasingly become the benchmark for an agency's participation in various other public/private housing programs. Nonprofit counseling agencies that can demonstrate establishment in the community and at least one year experience can apply to HUD to gain approval.

- The City of Suffolk and HRCHRB members will insure that the member websites maintain information connecting to a variety of educational resources, down payment and closing cost programs to help lower income and minority households make homeownership an investment to eliminate the potential impediment or barrier to buying.

- This program year the City of Suffolk, along with the Western Tidewater HOME Consortium allocated $12,500.00 in support of first time homebuyers programs.

- The Suffolk Redevelopment and Housing Authority will continue to offer Homeownership Education and Credit Counseling services for individual seeking homeownership opportunities. These classes offer credit counseling and additional first time homebuyer education to assist in preparing low to moderate income families for homeownership.

Outcome - A coordinated effort to increase the number of homeownership opportunities is implemented.

Impediment

The different policies and procedures established by each of the seven Section 8 Housing Choice Voucher Programs in the region make it very difficult for a voucher holder to port between the cities, thereby restricting fair housing choice.

Action to Address Impediment

Initiate inter-agency collaboration between the seven Section 8 providers. The first step should be to create a uniform set of porting regulations that would permit a voucher holder to move freely across the region. By establishing one Section 8 housing market, the individual provider agencies could greatly expand fair housing choice.

- Inform the group, Agencies Coming Together (ACT), to continue to collaborate in providing housing choice to the voucher holder to eliminate a potential impediment to fair housing in the region.

The group called ACT, Agencies Coming Together, consists of managers of the Section 8 Program and/or Public Housing from the Housing Authorities in the region. The ACT representatives are Stephanie Wright from Chesapeake, Candace Bowser from Virginia Beach, Pamela Jones-Watford from Norfolk, Laurie Johnson from Norfolk, Gwen Blue from Franklin, Sharon Atkins from Newport News, Sybil Bullock from Suffolk, and Carol Thomas from Portsmouth. Portability can be somewhat complicated but the short answer on how it is handled is if a person is eligible to port to another city (many factors dictate), the Housing Authority (HA) issuing the voucher generally brings the person in, updates their file, issues the voucher, faxes the required paperwork to the HA where the person/family wants to move to and then that HA schedules an appointment for them to come in, sign papers, briefs the family on their rules and issues the voucher and leasing paperwork in that City/County.

ACT indicated that the potential impediment described in the AI which states that Section 8 voucher holders must navigate seven sets of programmatic rules and regulations in order to port between the cities of Hampton Roads is incorrect. If a resident has a voucher, then they can port without having to reapply to another City. The local public housing authority must coordinate with the locality that the resident is porting to determine if they will 1) administer the voucher and bill the housing authority or 2) absorb the voucher. This step would not preclude the voucher holder from porting to a city of their choice.

Outcome - A coordinated effort to expand fair housing choice in the City of Suffolk and regionally.

Impediment

There is a lack of housing units available to accommodate larger families. The available housing stock across the City does not meet the needs of larger households, which are more common among minority families. Housing choice for families who require three or more bedrooms is limited by the lack of rental units of this size.

Action to Address Impediment

The City faces the challenging task of meeting the different needs of divergent communities with the diverse character of these wide ranging neighborhoods. The Neighborhood Needs Assessment model has been developed as a tool to assist elected officials and local government staff in developing strategies that address neighborhood needs and citywide concerns. It provides insight into the critical individual issues that impact different neighborhoods, while lending itself to the goal of evaluating the City of Suffolk's neighborhoods in terms of long-term sustainability. Initially, the project will be applied as a strategic planning and evaluation support resource to elected officials, primarily measuring the impact of Capital Improvement dollars at the neighborhood-level, and its effect on the overall health of the City of Suffolk's diverse neighborhoods. As a multi-tiered collaborative process, this model will involve statistical analysis, including geographical data mapping, and annual benchmarking of key social, economic and community health indicators. This compilation of vital signs provides a picture of the health or 'quality of life' of individual communities, and the City of Suffolk as a whole.

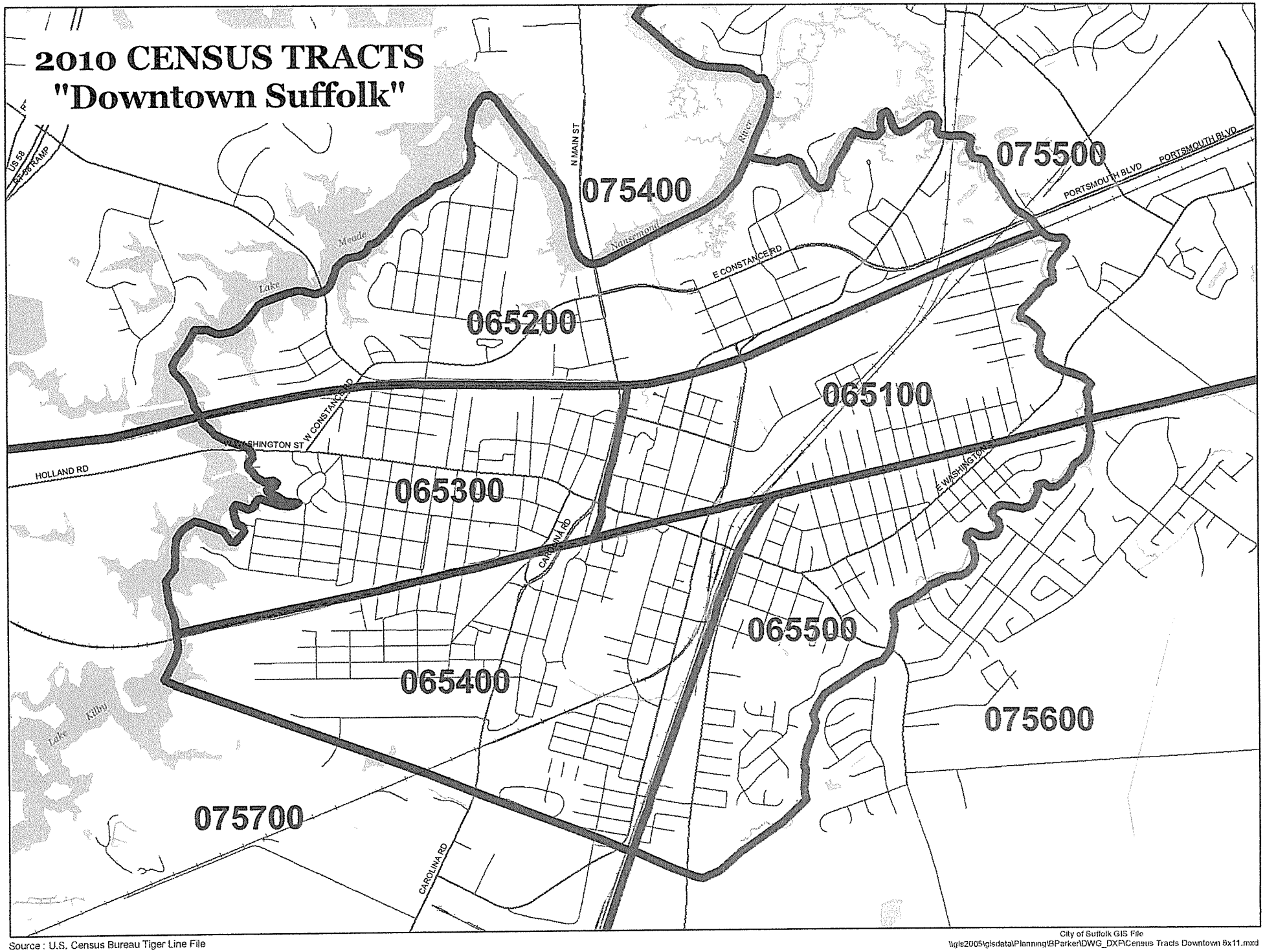
Outcome - The ability to better identify the needs of Suffolk residents.

Conclusion:

The Action Plan and the recommendations in the Analysis of Impediments to Fair Housing Choice will be reviewed quarterly by HRCHRB members at their regularly scheduled meetings to track progress in each area of the Action Plan. Formal reporting will be done on an annual basis in conjunction with the CAPER.

Maps

2010 CENSUS TRACTS
"Downtown Suffolk"



Source : U.S. Census Bureau Tiger Line File

City of Suffolk GIS File
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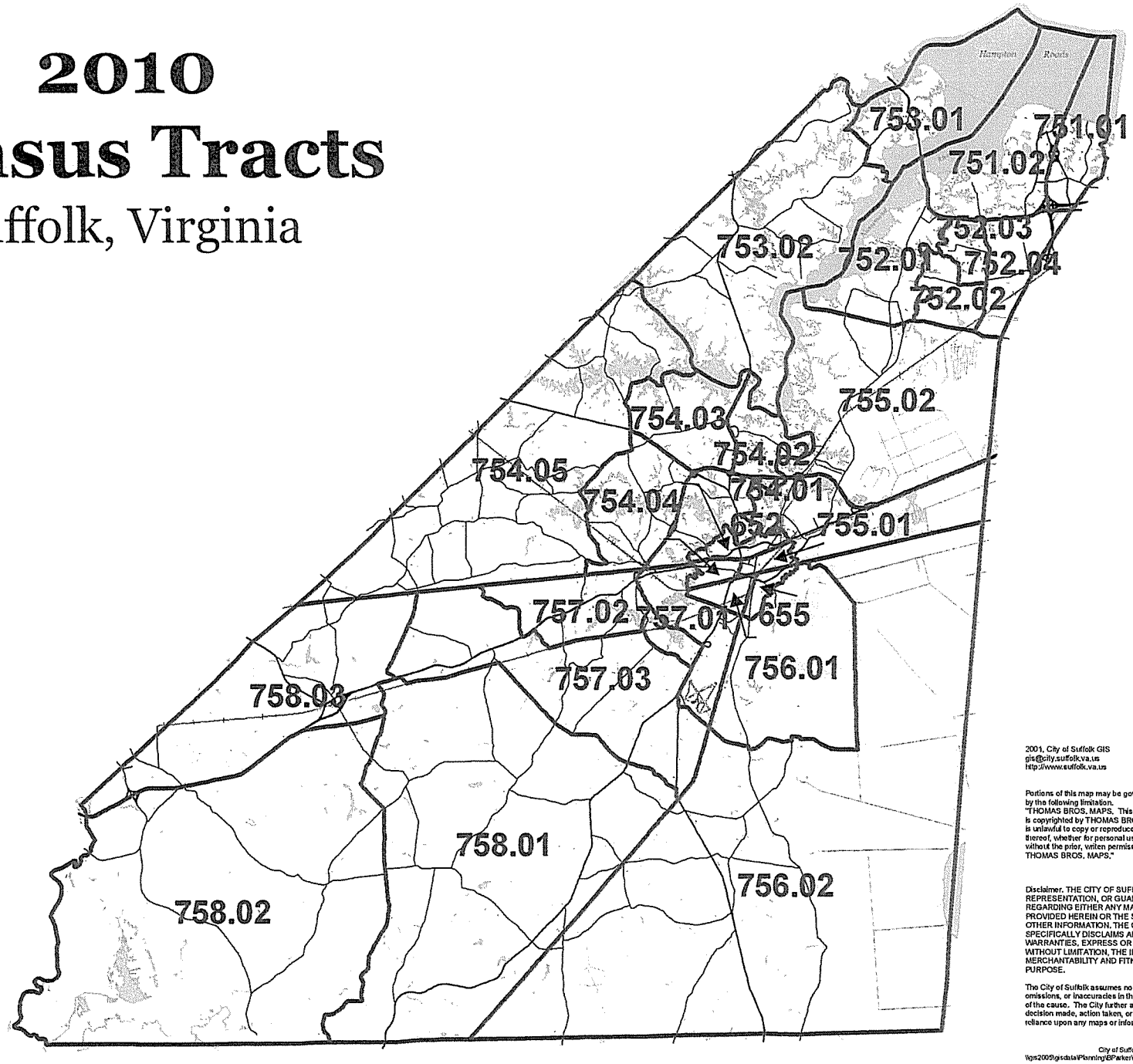
2010
Census Tracts
Suffolk, Virginia



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Suffolk
VIRGINIA
It's a good time to be in Suffolk

Source : U.S. Census Bureau Tiger Line File

2001, City of Suffolk GIS
gis@city.suffolk.va.us
http://www.suffolk.va.us

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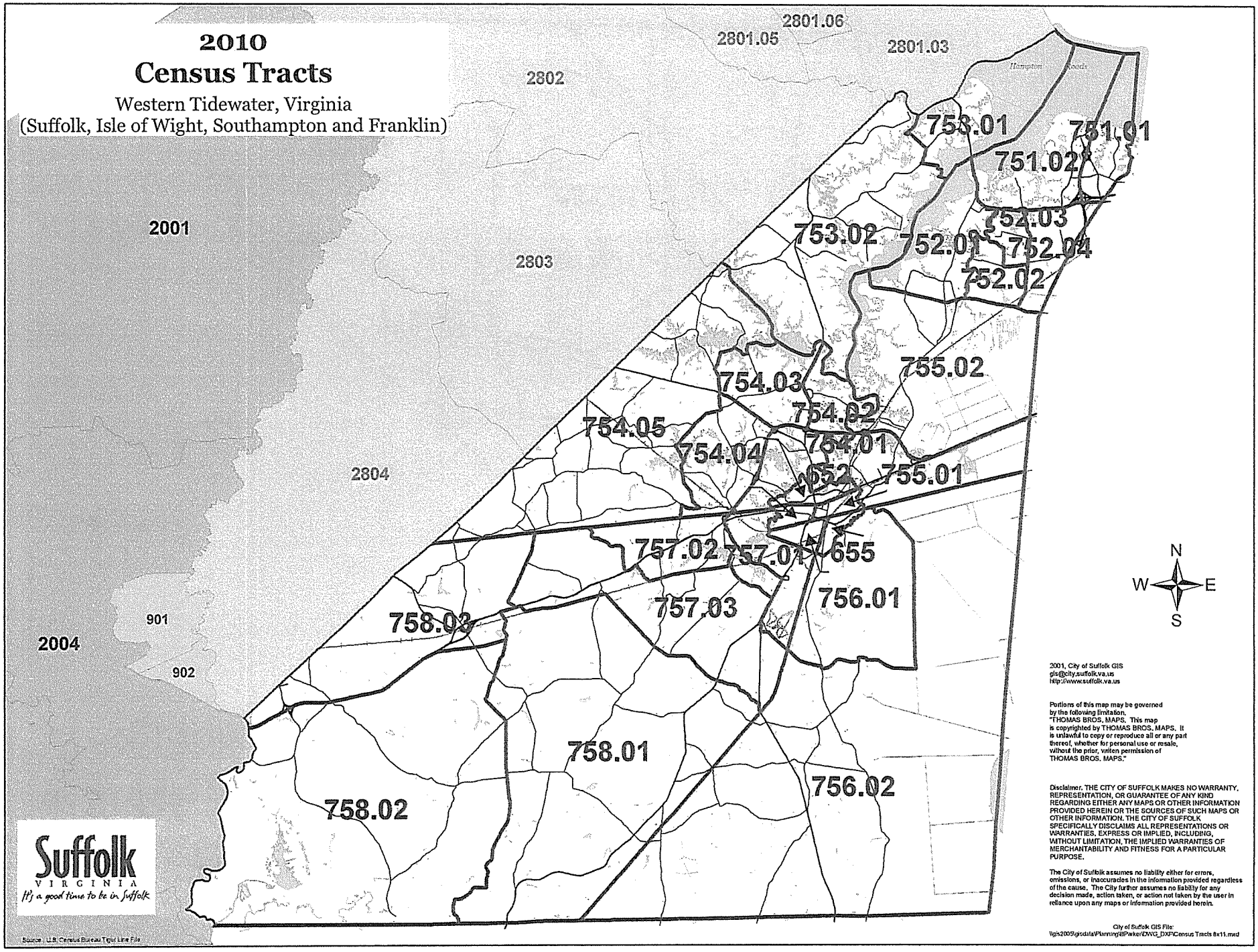
2010
Census Tracts

Western Tidewater, Virginia
(Suffolk, Isle of Wight, Southampton and Franklin)



Source: U.S. Census Bureau Tiger Line File

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Staff Reports

Motion to Schedule a Work Session

Non-Agenda Speakers

New Business

Announcements and Comments