

**SUFFOLK CITY COUNCIL AGENDA
SPECIAL MEETING
March 31, 2020
1:00 p.m.
City Council Chamber**

1. **Call to Order**
2. **Resolution** – A resolution to confirm the Declaration of Local Emergency
3. **Ordinance** – An ordinance to amend and re-ordain the adopted FY2019-2020 Fee Schedule for the City of Suffolk, Virginia to remove the E-Check convenience fee and the charge card convenience fees
4. **Ordinance** – An emergency ordinance to effectuate temporary changes in certain deadlines and to modify public meeting and public hearing practices and procedures to address continuity of operations associated with pandemic disaster
5. **Update** – The City Council will have an electronic or regular meeting on the regularly scheduled City Council meeting date of April 15, 2020, at 7:00 p.m., unless cancelled. The decision of the type of meeting will be governed by the state of the local emergency or any federal or state order. Notice of the meeting will be provided to the public as soon as practical. Instructions on how citizens may participate in scheduled public hearings for electronic meetings will be provided in the public notice of the electronic meeting
6. **Adjournment**

AGENDA: March 31, 2020, Special Meeting

ITEM: Resolution - A resolution to confirm the Declaration of Local Emergency

RECOMMENDATION:

- Adopt the attached Resolution

ATTACHMENT

- Resolution

**A RESOLUTION DECLARING AND RESCINDING A
LOCAL EMERGENCY**

WHEREAS, the Governor identified the potential spread of COVID-19 and the anticipated effects of the communicable disease as a disaster as described in Section 44-146.16 of the Code of Virginia; and

WHEREAS, the Governor declared a state of emergency on March 12, 2020; and

NOW, THEREFORE, BE IT RESOLVED that COVID-19 poses a serious threat to the health of the residents of the City of Suffolk, Virginia and that a State of Local Emergency is declared, effective March 13, 2020 for all territory within the legal boundaries of the City of Suffolk, Virginia; and,

BE IT FURTHER RESOLVED that during the existence of said emergency, the powers, functions, and duties of the Director of Emergency Management for the City of Suffolk and other local officers and employees having emergency responsibilities shall be those prescribed by the City of Suffolk, Virginia's Emergency Operation Plan and all applicable State and Federal law; and

BE IT FURTHER RESOLVED that this resolution, whereby a state of local emergency was declared and rescinded, is effective upon its passage

READ AND ADOPTED:

RESCINDED:

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland City Attorney

I hereby declare a local emergency pursuant to this resolution.



Director of Emergency Management

This declaration of a State of Local Emergency was ratified by the Council for the City of Suffolk on _____, 2020.

TESTE: _____
Erika S. Dawley, City Clerk

Rescinded

Director of Emergency Management Date

The following ordinances were enacted by the Director of Emergency Management during the declared state of local emergency, and are ratified as part of this resolution.

AGENDA: March 31, 2020, Special Meeting

ITEM: Ordinance – An ordinance to amend and re-ordain the adopted FY2019-2020 Fee Schedule for the City of Suffolk, Virginia to remove the E-Check convenience fee and the charge card convenience fees

RECOMMENDATION:

- Adopt the attached Ordinance

ATTACHMENTS

- Ordinance
- Fee Schedule

ORDINANCE NUMBER

**AN ORDINANCE TO AMEND AND RE-ORDAIN THE ADOPTED
FY2019-2020 FEE SCHEDULE FOR THE CITY OF SUFFOLK,
VIRGINIA TO REMOVE THE E-CHECK CONVENIENCE FEE AND
THE CHARGE CARD CONVENIENCE FEES**

WHEREAS, the Governor of the Commonwealth of Virginia and the City Manager for the City of Suffolk, Virginia have declared a state of emergency in response to the continued spread of the novel coronavirus or COVID19; and,

WHEREAS, health officials advise social distancing is in the best interest of public health.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that citizens may remit payment to the City without incurring E-Check and Charge Card Convenience fees.

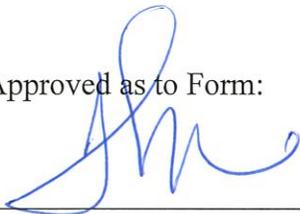
BE IT FURTHER ORDAINED that the Fee Schedule for the City of Suffolk, as adopted by Ordinance Number 19-O-036, is hereby amended and re-ordained to read as attached.

READ AND PASSED:

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
AIRPORT		
Multi Engine T-Hanger (monthly)*	319.00	319.00
Single Engine T-Hanger (monthly)*	249.00	249.00
Large T-Hanger Storage Room (monthly)*	95.00	95.00
Small T-Hanger Storage Room (monthly)*	75.00	75.00
Overnight T-Hanger	35.00	35.00
Overnight Tie Down (waived with fuel fill up)	10.00	10.00
Monthly Single Engine Tie Down*	25.00	25.00
Monthly Multi Engine Tie Down*	25.00	25.00
Jet Starter Service (per hour)	25.00	25.00
Service After Normal Business Hours (call in)*	100.00	100.00
Airport Use Fees	250.00/Day	250.00/Day
Outside Storage Fee	N/A	\$2,500.00/mo.
Mark-up on Fuel Sales **	Average for all prices 35% (projected)	Average for all prices 35% (projected)
Tow Tug	35.00	35.00
<i>* Prices consistent with neighboring airports.</i>		
<i>** This amount fluctuates depending on our competition</i>		
ASSESSOR		
Copies (KB System)	.25 black & white; .45 color per copy	.25 black & white; .45 color per copy
Custom query, tape, CD-ROM (material plus programmers time) (per minute)	Cost	Cost
Land Use Revalidation Fee	50.00	50.00
Land Use Application	50.00	50.00
Land Use Application Late Fee	100.00	100.00
Rehabilitated Structure Application Fee	50.00	50.00
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	15.00	15.00
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	\$30/day/juror	\$30/day/juror
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Transfer/entry fee-Real Estate - Deeds of Partition	1.75	1.75
Document Reproduction Costs	N/A	0.50
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	100.00	100.00
FINANCE		
Child Support Processing Fees	\$5.00/per Child Support Order (per pay)	\$5.00/per Child Support Order (per pay)
Spousal Support Order Fees	\$5.00/per Support Order (per pay)	\$5.00/per Support Order (per pay)
Garnishment Processing Fees	\$10.00 one time fee per summons	\$10.00 one time fee per summons
Payroll Paycard Replacement Fee	\$3.50 per card for replacement	\$3.50 per card for replacement
Payroll History Report/Check Reprint Processing Fees	\$5.00 per request	\$5.00 per request
W-2 Re-issuance Processing Fees	\$5.00 per request	\$5.00 per request
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
FIRE & RESCUE		
Fire Prevention Bureau		
Plan Review		
Fire sprinkler system new < 10 w/calcs, or alterations < 10 existing sprinkler heads not located in the most remote area involving new hydraulic calculations	50.00	50.00
5 foot stub-out for fire protection systems submitted separately from complete fire sprinkler or fire main	50.00	50.00
Fire alarm system alterations where the submittal does not require battery calculations, or the removal of any or all components of non-required system	50.00	50.00
Kitchen hood fire suppression systems installation / alteration	50.00	50.00
Fire sprinkler system new installation 11-20 w/calcs, alterations of 11-20 existing sprinkler heads not located in the most remote area involving new hydraulic calculations or	100.00	100.00
FM 200 clean agent system installation or alteration	100.00	100.00
Fire alarm new installations or alterations that involve ≤ 5 devices, that require battery calculations	100.00	100.00
Spray paint booth installation / alteration	100.00	100.00
Fire sprinkler systems installation or alteration that involve ≥ 21 sprinkler heads	200.00	200.00
Fire alarm systems new installations or alterations ≥ 6 devices, that require battery calculations	200.00	200.00
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
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
Permits		
Fireworks Permit	150.00	150.00
Tent Permit	50.00	50.00
Above/below ground hazmat storage tanks installation ≤ 499 gallons capacity	50.00 (each additional tank 25.00)	50.00 (each additional tank 25.00)
Private hydrant/water line	75.00	75.00
Above/below ground hazmat storage tanks installation 500-2000 gallons capacity, removal of tanks or fill in place any capacity or storage/dispensing system	100.00	100.00
Above/below ground hazmat storage tank installation ≥ 2,001 gallons capacity or hazmat storage/dispensing systems	200.00	200.00
Reports		
Incident or Computer Generated Reports-Residents	No Charge	No Charge
Incident or Computer Generated Reports-Commercial	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	75.00	75.00
Alarm Registration		
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
Command Unit	30.00 per hour	30.00 per hour
Brush Truck	30.00 per hour	30.00 per hour
Tanker	75.00 per hour	75.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Rescue	125.00 per hour	125.00 per hour
Rehab	50.00 per hour, plus supplies used	50.00 per hour, plus supplies used
Emergency Communication Unit	75.00 per hour	75.00 per hour

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
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
Officers (Captains and Lieutenants)	35.00 per hour/per person	35.00 per hour/per person
Command Chiefs	45.00 per hour/per person	45.00 per hour/per person
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
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
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
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	5.00	5.00
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 Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	5.00	5.00
Lost Tape or CD	Cost of Replacement Tape or CD	Cost of Replacement Tape or CD

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
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
Tiny Kickz	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
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
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
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	20.00	20.00
25-34 Feet	30.00	30.00
35-44 Feet	40.00	40.00
45-54 Feet	50.00	50.00
Monthly Rate without Electricity		
0-24 Feet	100.00	100.00
25-34 Feet	120.00	120.00
35-44 Feet	140.00	140.00
45-54 Feet	160.00	160.00
Lake Kennedy Park Shelter	75.00	75.00
Cypress Park Shelter	75.00	75.00
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
Recreation Centers		
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-Youth & Teen	N/A	2.00
Visitor Pass-Adult	5.00	5.00
Visitor Pass-Senior	N/A	1.00
Replacement Card	3.00	
Fitness Room (must have membership ID) - Per Month		
Fitness Room (Seniors) - Per Month	5.00	5.00
Fitness Room (Adults -18 & up) - Per Month	10.00	10.00
Fitness Room (Teens-16 & 17 Yrs Old) - Per Month	7.00	7.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Recreation Center Rentals		
Rental hours as follows:		
All Centers: - Monday - Friday; 6pm to 8pm		
East Suffolk & Whaleyville; Saturdays- 1pm to 9pm		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Gymnasium: Must be out by 8p (minimum 4 hour rental)		
Non-commercial Events		
Hourly Rate	65.00/hr	65.00/hr
Non resident rate	81.25/hr	81.25/hr
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr	75.00/hr
Non resident rate	93.75/hr	93.75/hr
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
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		
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe
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
Application Processing Fee	25.00	25.00
Setup Fees	50.00 per hour (2 hour min/4 hour max)	50.00 per hour (2 hour min/4 hour max)
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	125.00 per hour/ Res.	125.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	200.00 per hour/ Non Res.	200.00 per hour/ Non Res.
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	225.00 per hour/ Res.	225.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4 hour rental) Fri - Sun	300.00 per hour/ Non Res.	300.00 per hour/ Non Res.
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Suffolk Art Gallery		
Deposit	150.00	150.00
Late fee per 15 mins. for not vacating on time	25.00 per 15 minutes	25.00 per 15 minutes
Non-Commercial events		
Hourly Rate	25.00/hr	25.00/hr
Commercial events		
Hourly Rate	35.00/hr	35.00/hr
Sleepy Hole Park		
Picnic Shelter #1-8 & 10-12 Full Day	75.00	75.00
Picnic Shelter #9 Full Day	125.00	125.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Picnic Pack	25.00	25.00
Whaleyville Annex		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental) Includes Kitchen and use of Ice Machine	50.00 per hour/Res	50.00 per hour/Res
Non-resident hourly rental rate (minimum 4-hour rental)	62.50/hour/Non Res	62.50/hour/Non Res
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Custodial Fees (all rental facilities)	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
Stage - Portable	500.00/per day	
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Risers - 4' x 8'	50.00 ea. per day (up to 6)	0.00
Steps	25.00 per day	0.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
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
<i>* Please see Suffolk Parks & Recreation Connection brochure on the City's website for other events and rates at the following link: http://www.suffolkva.us/parks/</i>		
PLANNING AND COMMUNITY DEVELOPMENT		
<i>PLANNING</i>		
Rezoning Requests	800.00 plus 40.00 acre	840.00 plus 42.00 acre
Conditional Rezoning Requests	1,000 plus 40.00 acre	1,050 plus 42.00 acre
Conditional Use Permits	800.00 plus 20.00 acre	840.00 plus 21.00 acre
Comprehensive Plan Amendment	1,000.00	1,050.00
Comprehensive Plan Consistency Review	250.00	262.50
Subdivision Variance Requests	500.00	525.00
Wetlands Board	250.00	262.50
Wetlands Board After the Fact	300.00	315.00
Chesapeake Bay Preservation Area Special Exception Request (Administrative)	50.00	52.50
Chesapeake Bay Preservation Area Special Exception Request (Planning Commission)	250.00	262.50
Historic and Cultural Review - Additions	150.00	157.50
Historic and Cultural Review - New Construction	150.00	157.50
Historic and Cultural Review - Administration	35.00	36.75
Historic and Cultural Review - After the Fact	250.00	262.50
Historic and Cultural Review - Administration After the Fact*	70.00	73.50
Borrow Pit Fees	100.00	105.00
Per cubic yard removed semi-annually	0.23	0.24
Street Name Change Request	325.00	341.25
Street Abandonment	100.00	105.00
Encroachment Permits	100.00	105.00
Minor Subdivision	300.00	315.00
Family Transfer	300.00	315.00
Preliminary Plat Fee (per lot)	50.00 with 300.00 minimum	52.50 with 315.00 minimum
Final Plat Fee (per lot)	30.00 with 200.00 minimum	31.50 with 210.00 minimum
Subdivision Engineering Plan Review	40.00 per lot with 200.00 minimum	42.00 per lot with 210.00 minimum
Subdivision Engineering Plan Review Revisions	150.00	157.50
Subdivision Determination**	90.00	94.50
Site Plan Review (excludes 1 & 2 family dwelling)	600.00	630.00
plus per acre	60.00	63.00
Site Plan Review - additional revisions (per submittal)	150.00	157.50
Site Plan Waiver Request	50.00	52.50
Maps (each) Printed Map Products	5.00	5.25
Maps-Specialized Map Production Services	50.00 Hour	52.50 Hour
Aerial Photographs		
1" = 1000'	0.25	0.26
1" = 1600" Base map set	50.00	52.50
Unified Development Ordinance	Cost	Cost
Comprehensive Plan	60.00	63.00
Geodetic Control Network Book	25.00	26.25
Geodetic Control Network Book - Supplement	10.00	10.50
Wetland Mitigation Fee In-Lieu***	1% over market rate to purchase credits in an approved tidal wetlands bank	1% over market rate to purchase credits in an approved tidal wetlands bank
COMMUNITY DEVELOPMENT		
Minimum	53.00	56.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	53.00	56.00
Correction/Amending Permit Fee	50.00	53.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	263.00	276.00
50,001 - 100,000	525.00	551.00
100,001 - 150,000	1,050.00	1,103.00
150,001 - 250,000	2,100.00	2,205.00
250,001 - 750,000	4,200.00	4,410.00
over 750,000	5,250.00	5,513.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Electrical Permits (new service, temporary service & service changes)		
Minimum	53.00	56.00
State Levy	2.00%	2.00%
1 - 99 amps		
Single Phase Fee (new)	53.00	56.00
Single Phase Fee (change)	53.00	56.00
Three Phase Fee (new)	53.00	56.00
Three Phase Fee (change)	53.00	56.00
100-149		
Single Phase Fee (new)	53.00	56.00
Single Phase Fee (change)	53.00	56.00
Three Phase Fee (new)	74.00	78.00
Three Phase Fee (change)	53.00	56.00
150 - 199 amps		
Single Phase Fee (new)	79.00	83.00
Single Phase Fee (change)	53.00	56.00
Three Phase Fee (new)	110.00	116.00
Three Phase Fee (change)	63.00	66.00
200 - 299 amps		
Single Phase Fee (new)	105.00	110.00
Single Phase Fee (change)	63.00	66.00
Three Phase Fee (new)	147.00	154.00
Three Phase Fee (change)	84.00	88.00
300 - 399 amps		
Single Phase Fee (new)	158.00	166.00
Single Phase Fee (change)	95.00	100.00
Three Phase Fee (new)	221.00	232.00
Three Phase Fee (change)	126.00	132.00
400 - 499 amps		
Single Phase Fee (new)	210.00	221.00
Single Phase Fee (change)	126.00	132.00
Three Phase Fee (new)	294.00	309.00
Three Phase Fee (change)	168.00	176.00
500 - 599 amps		
Single Phase Fee (new)	263.00	276.00
Single Phase Fee (change)	158.00	166.00
Three Phase Fee (new)	368.00	386.00
Three Phase Fee (change)	210.00	221.00
600 - 699 amps		
Single Phase Fee (new)	315.00	331.00
Single Phase Fee (change)	189.00	198.00
Three Phase Fee (new)	441.00	463.00
Three Phase Fee (change)	252.00	265.00
700 - 799 amps		
Single Phase Fee (new)	368.00	386.00
Single Phase Fee (change)	221.00	232.00
Three Phase Fee (new)	515.00	541.00
Three Phase Fee (change)	295.00	310.00
800 - 899 amps		
Single Phase Fee (new)	420.00	441.00
Single Phase Fee (change)	252.00	265.00
Three Phase Fee (new)	588.00	617.00
Three Phase Fee (change)	336.00	353.00
900 - 999 amps		
Single Phase Fee (new)	473.00	497.00
Single Phase Fee (change)	284.00	298.00
Three Phase Fee (new)	662.00	695.00
Three Phase Fee (change)	378.00	397.00
1,000 - 1,099 amps		
Single Phase Fee (new)	525.00	551.00
Single Phase Fee (change)	315.00	331.00
Three Phase Fee (new)	735.00	772.00
Three Phase Fee (change)	420.00	441.00
1,100 - 1,199 amps		
Single Phase Fee (new)	578.00	607.00
Single Phase Fee (change)	347.00	364.00
Three Phase Fee (new)	777.00	816.00
Three Phase Fee (change)	441.00	463.00
1200 amps		
Single Phase Fee (new)	630.00	662.00
Single Phase Fee (change)	378.00	397.00
Three Phase Fee (new)	819.00	860.00
Three Phase Fee (change)	462.00	485.00
Over 1,200 amps		
Single Phase Fee (new)	630.00 plus 26 per 50 amps after	662.00 plus 26 per 50 amps after
Single Phase Fee (change)	378.00 plus 16 per 50 amps after	397.00 plus 16 per 50 amps after
Three Phase Fee (new)	819.00 plus 21 per 50 amps after	860.00 plus 21 per 50 amps after
Three Phase Fee (change)	462.00 plus 11 per 50 amps after	485.00 plus 11 per 50 amps after

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Electrical Permits (additions and repairs)		
0 - 30 amps (per circuit)	4.00	5.00
31 - 60	5.00	6.00
61 - 100	7.00	8.00
101 - 200	16.00	17.00
over 200 amps	21.00	22.00
Pool Grounding	58.00	61.00
Repair Wiring, Apparatus, Fixtures	53.00	56.00
Plumbing Permits		
Minimum	53.00	56.00
State Levy	2.00%	2.00%
Each Fixture, Floor Drain, or Trap	7.00	8.00
Each Sewer (sanitary and storm)	7.00	8.00
Each Sewer Replaced or Repaired	37.00	39.00
Each Manhole	7.00	8.00
Each Roof Drain	7.00	8.00
Each Area Drain	7.00	8.00
Each Water Heater	7.00	8.00
Each Water Line (New Residential)	7.00	8.00
Each Water Line (Existing Residential)	37.00	39.00
Each Water Line (Commercial)	105.00	110.00
Each Sewer Line (Commercial)	105.00	110.00
Backflow Preventer	7.00	8.00
Mechanical and Gas Permits		
Minimum	53.00	56.00
State Levy	2.00%	2.00%
Mechanical Permit Fees		
Chiller, Cooling Tower, Tank	\$34.00 each	\$36.00 each
AC Equipment, Boiler, Furnace Gas Pack, Forced Air, Misc. Heater, Gas Piping	\$17.00 each	\$19.00 each
Air Handler	\$9.00 each	\$9.00 each
Duct Work, Misc Fan, Range Hood	\$7.00 each	\$7.00 each
Elevator Installation		
\$0-5,000	N/A	56.00
5,001-6,000	N/A	61.00
Above 6,000	N/A	56.00 plus \$6.00 per \$1,000 value
Fire Alarm and Fire Suppression		
\$0 - 5,000	51.00	56.00
5,001 - 6,000	56.00	59.00
Above 6,000	\$9.00 per \$1,000	\$56 plus \$9.00 per \$1,000
LPG Tanks and Associated Piping		
0 - 2,000 gallons	53.00	56.00
over 2,000	53.00 plus \$4.00/10,000 gallons	56.00 plus \$4.00/10,000 gallons
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	53.00	56.00
over 50,000	53.00 plus \$6.00/25,000 gallons	56.00 plus \$4.00/10,000 gallons
Fuel Piping Outlet Each	53.00	56.00
Plan Review		
All Structures - Residential		
0 - 2,499 square feet	79.00	83.00
2,500 - 5,000	105.00	110.00
5,000 - 10,000	131.00	138.00
10,001 - 30,000	184.00	193.00
30,001 - 50,000	263.00	276.00
50,001 - 100,000	315.00	331.00
Above 100,000	368.00	386.00
All Structures - Commercial		
0 - 2,499 square feet	83.00	87.00
2,500 - 5,000	110.00	116.00
5,000 - 10,000	138.00	145.00
10,001 - 30,000	193.00	203.00
30,001 - 50,000	276.00	290.00
50,001 - 100,000	331.00	348.00
Above 100,000	386.00	405.00
Moving		
Out of City to In City	551.00	579.00
In City to Out of City	289.00	303.00
Within City	289.00	303.00
Through City	105.00	110.00
Accessory Structures		
0 - 100 square feet	53.00	56.00
101 - 300	53.00	56.00
301 - 600	68.00	71.00
Demolition		
One to Two Family Residences	58.00	61.00
Any Residential Accessory Structure	53.00	56.00
All Other Buildings		
0 - 60,000 square feet	105.00	110.00
over 60,000	\$26/15,000 sq.ft.	\$27/15,000 sqft

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Sign Fees		
In Addition to Minimum Permit Fee		
1 - 40	53.00	56.00
41 - 80	58.00	61.00
over 80	68.00	71.00
Elevator Compliance Card	53.00	56.00
Amusement Ride Inspection		
Kiddie Ride	16.00	16.00
Major Ride	26.00	26.00
Spectacular Ride	27.00	27.00
Cross Connection Inspection	53.00	56.00
Private Piers, Greenhouses, and Walls		
\$1 - 2,200	53.00	56.00
over 2,200	\$53 plus .2% of value	\$56 plus 0.2% of value
Miscellaneous Fees		
Mobile Homes	53.00	56.00
Modular Classroom Units	58.00	61.00
Tents	53.00	56.00
Chimneys	53.00	56.00
Free Standing Fireplaces/Wood Stoves	53.00	56.00
Stationary Fireplaces	53.00	56.00
Temporary Power Release Inspection	63.00	66.00
Temporary Use Permit Fee	37.00	39.00
Swimming Pools		
\$1 - 2,200	53.00	56.00
over 2,200	\$53 plus .2% of value	\$56 plus 0.2% of value
Certificate of Occupancy		
Residential	53.00	56.00
Commercial	105.00	110.00
Extension of Residential, Commercial and Temp C.O.	53.00	56.00
Temporary	105.00	110.00
Rental	53.00	56.00
Two or More Units (per unit)	32.00	34.00
Reinspection	53.00	56.00
Business License Inspection	105.00	110.00
Board of Building Code Appeal	263.00	276.00
Extension of Permits	79.00	83.00
Tower, Antennas and Like Structures		
\$0 - 4999 value	102.00	107.00
5,000 - 19,999	408.00	428.00
20,000 - 99,999	1,169.00	1,227.00
over 100,000	\$1,169 plus \$4 per \$1,000	\$1,227 plus \$4 per \$1,000
Building Fees		
Residential New Construction	.08/sq.ft.	.09/sq.ft.
Commercial New Construction	.08/sq.ft.	.10/sq.ft.
Additional/Alteration/Repair (Commercial & Residential) based on value of construction		
\$0.00-\$5,000	\$0.012	\$0.013
\$5,001-\$20,000	\$0.008	\$0.009
\$20,001 and above	\$0.006	\$0.007
Zoning Permits (includes Farm Affidavits)	37.00	39.00
Home Occupation Permits (zoning review)	37.00	39.00
Health Department Evaluation		
New Construction	105.00	110.00
Updates	53.00	56.00
Board of Zoning Appeals	525.00	551.00
Administrative Variance Request	63.00	66.00
Chesapeake Bay Special Exception Request		
Reviewed by Zoning Administrator	53.00	56.00
If Forwarded to Board of Zoning Appeals	315.00	331.00
Written Determination by Zoning Administrator	95.00	100.00
Special Entertainment Permit	\$50.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.	\$56.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.
Junkyard Compliance Inspection (yearly)	100.00	105.00
Unified Development Ordinance	Cost	Cost
Temporary Signs	37.00	39.00
Building Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Electrical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Mechanical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Gas Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Plumbing Permits		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<i>* All refunds subject to \$15.00 processing Fee-no refunds will be issued for amounts less than \$15.00</i>		
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
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company <i>Initial</i> Registration*	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk*	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring co. for calling in on suspended/unregistered alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	10.00	10.00
Accident Report	10.00	10.00
Incident Report	10.00	10.00
Fingerprinting	\$10 for first card, and \$5 for additional cards	\$10 for first card, and \$5 for additional cards
Photographs	7.00 or cost whatever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	15.00	15.00
Concealed Weapon Permit	35.00	35.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed
Security Services	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Dog License Fee - Duplicate	1.00	1.00
Lifetime Dog License Fee - Spayed or Neutered (Animal Shelter)	50.00	50.00
Dangerous Dog Registration Certificate	150.00	150.00
Dangerous Dog Registration Certificate Renewal	85.00	85.00
Kennel License	\$50 per block of 10 dogs	\$50 per block of 10 dogs

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Tape/CD	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.50	0.50
Black & White Copy	0.25	0.25
Photographs on CD	15.00	15.00
Video Tape	15.00	15.00
PUBLIC UTILITIES		
Bacteriological Tests (each)	35.00	35.00
Delinquency Fees		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with \$0.50 minimum	1.5 % per month with \$0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
Water Conservation Reconnection Fees		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00
Water Rate per 100 cubic feet	9.71	9.71
WTWA Wholesale Water Rate (per 100 cubic feet)	4.76	4.84
WTWA Fixed Capacity Charge (per month)	197,983.00	199,026.00
WTWA Meter Service Charge (per month)	200.00	200.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (per month - 5 ccf)	48.55	48.55
Meter Service Charge (per month)		
5/8 and 3/4 inch meter	10.00 (Billed at \$0.329 per day per billing cycle)	11.25 (Billed at \$0.370 per day per billing cycle)
1 inch meter	25.00 (Billed at \$0.822 per day per billing cycle)	28.15 (Billed at \$0.925 per day per billing cycle)
1½ inch meter	50.00 (Billed at \$1.644 per day per billing cycle)	56.25 (Billed at \$1.850 per day per billing cycle)
2 inch meter	80.00 (Billed at \$2.630 per day per billing cycle)	90.00 (Billed at \$2.959 per day per billing cycle)
3 inch meter	150.00 (Billed at \$4.932 per day per billing cycle)	168.75 (Billed at \$5.548 per day per billing cycle)
4 inch meter	250.00 (Billed at \$8.219 per day per billing cycle)	286.25 (Billed at \$9.411 per day per billing cycle)
6 inch meter	500.00 (Billed at \$16.438 per day per billing cycle)	562.50 (Billed at \$18.493 per day per billing cycle)
8 inch meter	800.00 (Billed at \$26.301 per day per billing cycle)	900.00 (Billed at \$29.589 per day per billing cycle)
10 inch meter	1,150.00 (Billed at \$37.808 per day per billing cycle)	1,293.75 (Billed at \$42.534 per day per billing cycle)
Water Connection Charge (installed by city)		
5/8 inch & 3/4 inch meter	2,000.00	2,000.00
1 inch meter	2,300.00	2,300.00
1½ inch meter	2,600.00	2,600.00
2 inch meter	3,000.00	3,000.00
When the size is above those listed a charge equal to actual cost of installation plus 25%	Actual cost x 1.25	Actual cost x 1.25
Water Connection Charge (installed by developer)	50.00	50.00
Water Availability Charge (residential)		
Single Family	5,520.00	5,520.00
Attached Multi Family (Building with 2 to 4 units) (cost per unit)	4,970.00	4,970.00
Attached Multi Family (Building with 5 to 16 units) (cost per unit)	4,420.00	4,420.00
Attached Multi Family (Building with 17 to 24 units) (cost per unit)	3,865.00	3,865.00
Attached Multi Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobile Home Park (cost per unit)	3,900.00	3,900.00
Water Availability Charge (commercial)		
5/8 and 3/4 inch meter	5,520.00	5,520.00
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
Installment Payments		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Deposit	300.00	300.00
Fire Hydrant Flow Test Fee/Water Model Evaluation	400.00	400.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Sewer Collection (per 100 cubic feet)	7.27	7.27
Sewer Usage Not Metered (per month 5 ccf)	36.35	36.35
Sewer Connection Charge (installed by city)		
4 inch lateral size	1,800.00	1,800.00
6 inch lateral size	3,000.00	3,000.00
Greater than 6 inch	actual cost of installation plus 25%	actual cost of installation plus 25%
Sewer Connection Charge (installed by developer)	50.00	50.00
Sewer Availability Charge (residential)		
Single Family	6,000.00	6,000.00
Attached Multi Family (Building with 2 to 4 units), (cost per unit)	5,400.00	5,400.00
Attached Multi Family (Building with 5 to 16 units), (cost per unit)	4,800.00	4,800.00
Attached Multi Family (Building with 17-24 units), (cost per unit)	4,200.00	4,200.00
Attached Multi Family (Building 25+ units), (cost per unit)	3,600.00	3,600.00
Mobil Home Park (cost per unit)	3,900.00	3,900.00
Sewer Availability Charge (commercial)		
5/8 and 3/4 inch meter	6,000.00	6,000.00
1 inch meter	14,800.00	14,800.00
1½ inch meter	29,500.00	29,500.00
2 inch meter	47,100.00	47,100.00
3 inch meter	88,100.00	88,100.00
4 inch meter	146,800.00	146,800.00
6 inch meter	293,400.00	293,400.00
8 inch meter	469,300.00	469,300.00
10 inch meter	674,600.00	674,600.00
Manual of Cross Connection Policies	20.00	20.00
Plan sheet copies 24" x 36" (per sheet)	2.00	2.00
Copies (black and white) (each)	0.20	0.20
Copies (color) (each)	0.35*	0.35*
Engineering Review		
Site Plans Review	\$1,500 Base Fee plus \$1.50/ft for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee	\$1,500 Base Fee plus \$1.50/ft for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee
Engineering Plans Review	\$2,500 Base Fee plus \$.15/ft for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$.15/ft for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$500/Submittal	\$500/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$2,000 per station	\$2,000 per station
Single Family Grinder Pump Review/Inspection	300.00	300.00
Engineering Construction Inspection		
Sanitary Sewer Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Site Plan with Public Utilities	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed
Inspection Fee for Overtime Work at Developers Request	N/A	At Cost
Environmental Incentive - Water		
5/8 and 3/4 inch meter	3,250.00	3,250.00
1 inch meter	8,125.00	8,125.00
1½ inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 and 3/4 inch meter	1,750.00	1,750.00
1 inch meter	4,375.00	4,375.00
1½ inch meter	8,750.00	8,750.00
2 inch meter	14,000.00	14,000.00
3 inch meter	26,250.00	26,250.00
4 inch meter	43,750.00	43,750.00
PUBLIC WORKS		
Traffic Engineering Inspection and Plan Review		
Site Plan:	\$1,000/application	\$1,000/application
Engineering Plans:	\$1,500/application	\$1,500/application
Major Final Subdivision Plats:	\$100/plat	\$100/plat
Traffic Engineering Study Fee	\$100/hr	\$100/hr
Traffic Signal Inspection Fee	\$18,000 per location	\$18,000 per location
Inspection Services	\$70/hr	\$70/hr
Golf Cart Study Fee	\$1,600/application	\$1,600/application
Golf Cart Signs (per location)	\$250 per location	\$250 per location
Right-of-Way Encroachment Permit	125.00	125.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Stormwater and Public Works Engineering		
Storm Water Utility Fee	6.00/mo/ERU	6.00/mo/ERU
Inspection Fee for Engineering Plans	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum
Inspection Fee for Site Plans/E&S Only Plans	\$400/acre;\$1,400 minimum not to exceed \$8,000	\$400/acre;\$1,400 minimum not to exceed \$8,000
Inspection Fee for Overtime Work at Development Request	N/A	At Cost
Stormwater/E &S plan review		
Site Plan Review Fee	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance -\$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendment = \$350	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance -\$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendment = \$350
Engineering Plan Review Fee	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 10.0 acres + \$952 acres + \$1,260 100.00 acres + \$1,708 acres + \$2,688 Plan Amendments = \$350	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 10.0 acres + \$952 acres + \$1,260 100.00 acres + \$1,708 acres + \$2,688 Plan Amendments = \$350
Modification or Transfer of General Permit/Registration Statement for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825
Annual Maintenance fees for General or Individual Permits for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830
Minor Subdivision Plan Review Fee	150.00	150.00
Major Subdivision Maintenance Agreement Review Fee	\$750 per plat	\$750 per plat
Single Family E&S Site Plan Review	290.00	290.00
Stormwater Maintenance Agreement Review Fee	150.00	150.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre
Permits		
Right of Way Permit	125.00	125.00
plus asphalt (per cubic foot)	Cost	Cost
plus concrete (per cubic foot)	Cost	Cost
Driveway Apron (per square foot)	2.50	2.50
Street Name Signs (private - black and yellow)	600.00	600.00
Street Name Signs (public - green and white)	600.00	600.00
Permits (continued)		
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00
General Engineering Review	at cost	at cost
In-depth Engineering Review	at cost	at cost
Maps - Printed Map Products		
GIS Tax Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Other Map Product (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Generalized City Base Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Maps - Specialized Map Services		
Special Map Production Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Specialized Data Analysis Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Refuse Collection		
Automated Refuse Container	70.00	70.00
*Refuse and Recycling Service	19.50/mo/unit	21.30/mo/unit
Bulk Refuse Service		
1-8 CY bulk collection -after 12 free collections	47.50	N/A
9-16 CY bulk collection	120.00	N/A
1-12 CY bulk collection - before 12 free collections are used	N/A	No Charge
13-24 CY bulk collection - before 12 free collections are used	N/A	47.50
1-12 CY bulk collection - after 12 free collections	N/A	47.50
13-24 CY bulk collection - after 12 free collections	N/A	105.00
Evictions	170.00	170.00
Bulk Refuse Service - Roll Off		
Weekdays	120.00	120.00
Weekends	170.00	170.00
* Does not include commercial refuse collection		

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
TRANSIT		
Faires-Regular Bus Service (Not Paratransit)		
Adult - One way (No Transfer)	1.50	1.50
Adult - All day (Unlimited Transfer)	3.00	3.00
Adult - Monthly Pass	57.50	57.50
Student (6-18 yrs) - One way (No Transfer)	1.00	1.00
Student (6-18 yrs) - All day (Unlimited Transfer)	2.00	2.00
Student (6-18 yrs) - Monthly Pass	37.50	37.50
Disabled and/or Senior (55+ yrs) - One way (No Transfer)	0.75	0.75
Disabled and/or Senior (55+ yrs) - All day (Unlimited Transfer)	1.50	1.50
Disabled and/or Senior (55+ yrs) - Monthly Pass	27.50	27.50
Fare - Paratransit - One way (Qualified individuals only)	3.00	3.00
TOURISM		
Conference Room (9 am to 5 pm)		
Non-Profit (first two hours)	25.00	25.00
Additional Hours	5.00/hour	5.00/hour
For-Profit (first two hours)	75.00	75.00
Additional Hours	15.00/hour	15.00/hour
Multipurpose Room (6 pm to midnight)		
Deposit (non-refundable)	150.00	150.00
Non-Profit Event	50.00/hour	50.00/hour
For-Profit Event	80.00/hour	80.00/hour
Visitor Center Pavilion		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour
Farmer's Market Booth Rental (Pavilion)		
Standard Booth	60.00/season	60.00/season
Expanded Booth	100.00/season	100.00/season
Exterior (Uncovered) Space	40.00/season	40.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
Interpreted Bus Tour Historic District		
Adult	8.00	8.00
Senior (60+) and Child (3 to 12), Military	6.00	6.00
Interpreted Bus Tour Great Dismal Swamp		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Cedar Hill Cementary Stroll		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
Interpreted Canoe Tour	40.00	40.00
Ghost Walk		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Nature Walks		
Adult	7.00	7.00
Senior (60+); Child (9-12); Military	5.00	5.00
Nansemond River Kayak Tours	40.00	40.00
Lone Star Lakes Kayak Tours	N/A	40.00
Bennett's Creek Kayak Tours	N/A	40.00
Seaboard Station Railroad Museum		
Guided Museum Tour (12 and older)	2.00/per person	2.00/per person
Guided Museum Tour-Group Rate	1.00/per person	1.00/per person
Family Membership-Unlimted Visits (up to 4 people)	40.00/year	40.00/year
Seaboard Station Birthday Party Rental Package (basic)		
Deposit (non-refundable)	25.00	25.00
Payment Due Day of Party	100.00	100.00
Seaboard Station Birthday Party Rental Package (premier)		
Deposit (non-refundable)	50.00	50.00
Payment Due Day of Party	250.00	250.00
Seaboard Station Railroad Museum After Hours Reception Rental		
Non-profit (first two hours)	75.00	75.00
Additional Hours	25.00/hour	25.00/hour
For-profit (first two hours)	150.00	150.00
Additional Hours	50.00/hour	50.00/hour
Seaboard Station Railroad Museum After Hours Meeting Rental		
Non-profit (first two hours)	25.00	25.00
Additional Hours	5.00/hr	5.00/hr
For-profit (first two hours)	50.00	50.00
Additional Hours	15.00/hour	15.00/hour
Fee Based Activities Not Described	Cost	Cost
Visitor Center Display Case - Limit of 4	\$100/quarter when available	\$100/quarter when available

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2019-2020

Fees	Fiscal Year 2018-2019	Fiscal Year 2019-2020
TREASURER		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Distress Collection Fee	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Withholding Registration Fee	25.00	25.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Attorney or Collection Agency Fees	20%	20%
Service Fee for Out-of-City processing (per Defendant)	28.00	28.00
For each additional warrant served	12.00	12.00
Roll Back Tax Interest	10%	10%
Charge Card Convenience Fees		
Visa Debit Cards Only	4.15	4.15
Visa Debit Cards; Mastercard Debit or Credit and AMEX		
\$0.01 to \$144.00	4.15	4.15
\$144.01 and higher	2.89% of payment amount	2.89% of payment amount
Sturgis		
Charge Card Convenience Fees	2.5% of payment amount plus .30 transaction fee	2.5% of payment amount plus .30 transaction fee
E-Check Convenience Fee	\$1.50 per transaction	\$1.50 per transaction

AGENDA: March 31, 2020, Special Meeting

ITEM: Ordinance – An emergency ordinance to effectuate temporary changes in certain deadlines and to modify public meeting and public hearing practices and procedures to address continuity of operations associated with pandemic disaster

RECOMMENDATION:

- Adopt the attached Ordinance

ATTACHMENT

- Ordinance

ORDINANCE NUMBER

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order (2020) declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and,

WHEREAS, Executive Order (2020) acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and,

WHEREAS, Executive Order (2020) ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and,

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and,

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and,

WHEREAS, on March 31, 2020, the governing body of the Suffolk City Council confirmed the declaration of local emergency made by the local director of emergency management on March 13, 2020; and,

WHEREAS, the Suffolk City Council finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat”; and,

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and,

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and,

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Suffolk City Council may convene solely by electronic means “to address the emergency;” and,

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and,

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and,

WHEREAS, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and,

WHEREAS, the Virginia Freedom of Information Advisory Council rendered an opinion on March 23, 2020, regarding local governing bodies conducting meetings for the continuity of government in efforts to avoid irreparable harm to the government ; and,

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

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

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for City Council of Suffolk, hereinafter referred to as “Council.”
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency procedures are adopted to ensure the continuity of government during this emergency and disaster:
 - a. Any meeting or activities which require the physical presence of members of the Council may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and,
 - b. Prior to holding any such electronic meeting, the City of Suffolk shall provide public notice of at least three (3) days in advance of the electronic meeting identifying how the public may participate or otherwise offer comments; and,
 - c. Any such electronic meeting of the Council shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance

with this Ordinance; identify Council members physically and/or electronically present; identify the person(s) responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and,

d. Any such electronic meeting of the Council shall be open to electronic participation in accordance with State Law by the public and closed to in-person participation by the public; and,

e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through electronic means, be it by telephone, email, first class postal mailing, city drop-off box or like technology that will allow the most receipt of reasonably effective public input. Such means of public input will be announced in all notices of public hearings when electronic meetings will occur during the course of the electronic meeting. All such public comments will be provided to members of the Council at or before the electronic meeting and made part of the record for such meeting; and,

f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Council may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a City of Suffolk, its officers and employees of its organization shall be suspended during this emergency and disaster, however, the City of Suffolk, Council, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of the Council may be postponed to a date certain provided that public notice is given so that the public is aware of how and when to present their views.

IT IS FURTHER ORDAINED, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of sixty (60) days, unless amended, rescinded or readopted by the Suffolk City Council in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Suffolk City Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

Nothing in this Emergency Ordinance shall prohibit the Council from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its passage.

READ AND PASSED:

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

Helivi L. Holland, City Attorney

AGENDA: March 31, 2020, Special Meeting

ITEM: UPDATE – The City Council will have an electronic or a regular meeting on the regularly scheduled City Council meeting date of April 15, 2020, at 7:00 p.m., unless cancelled. The decision of the type of meeting will be governed by the state of the local emergency or any federal or state order. Notice of the meeting will be provided to the public as soon as practical. Instructions on how citizens may participate in scheduled public hearings for electronic meetings will be provided in the public notice of the electronic meeting