SUFFOLK CITY COUNCIL MEETING

OF MAY 6, 2026

WORK SESSION

Begins at 4:00 P.M.

REGULAR SESSION

Begins at 6:00 P.M.

SUFFOLK CITY COUNCIL
WORK SESSION
May 6, 2026
4:00 p.m.
City Council Chamber

1. 2026 General Assembly Legislative Update

2. Report on Data Centers and Potential Land Use Regulations

3. *Disposition and Acquisition of Property

4. *Appointments

* Proposed Items for Closed Session

AGENDA: **May 6, 2026, Work Session**

ITEM: **2026 General Assembly Legislative Update**

Mindy Carlin, with Access Point Public Affairs, LLC., will provide City Council with an overview of recent legislation from the 2026 General Assembly Session.

AGENDA: May 6, 2026, Work Session

ITEM: Report on Data Centers and Potential Land Use Regulations

The Suffolk Planning and Community Development Department will provide a report on Data Centers on a proposed land use and provide an overview of Data Center supplemental use regulations for discussion with the City Council.

SUFFOLK CITY COUNCIL AGENDA
May 6, 2026
6:00 p.m.
City Council Chamber

1. **Call to Order**

2. **Nonsectarian Invocation**

3. **Approval of the Minutes**

4. **Special Presentations**

   A. A proclamation in recognition of “National Police Week”

   B. A proclamation in recognition of “National Drinking Water 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 Library of Virginia Circuit Court Records Preservation Program for the Clerk of the Circuit Court

8. **Consent Agenda -** An ordinance to accept and appropriate funds from the Federal Transit Administration for the City of Suffolk’s public transit service

9. **Public Hearing -** A public hearing to receive public comment on the Proposed Fiscal Year 2026-2027 Citywide effective real estate tax increase due to reassessment of 2.69%

10. **Public Hearing -** A public hearing to receive public comment on the Proposed Fiscal Year 2026-2027 tax decrease on mobile homes personal property

11. **Ordinance -** Adoption of the proposed Operating and Capital Budget for Fiscal Year 2026-2027 and related ordinances

12. **Resolution -** A resolution to adopt Suffolk Transit’s minor Transit Development Plan (TDP) update to their 2020-2029 Transit Strategic Plan (TSP).

13. **Resolution -** A Resolution to adopt the Fiscal Year 2026-2027 Annual Action Plan for the City of Suffolk’s Community Development Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME)

14. **Staff Report -** Suffolk Fire and Rescue’s 2025 Year in Review

15. **Motions**

16. **Non-Agenda Speakers**

17. **New Business**

18. **Announcements and Comments**

19. **Adjournment**

Work Session of the Suffolk City Council was held in the City Council Chamber, 442 West Washington Street, on Wednesday, January 21, 2026, 4:00 p.m.

PRESENT
Council Members -
Michael D. Duman, Mayor, presiding
Lue R. Ward, Jr., Vice Mayor
Leroy Bennett
Shelley Butler Barlow
Timothy J. Johnson
John T. Rector
LeOtis L. Williams
Ebony N. Wright

Erika S. Dawley, City Clerk
William E. Hutchings, Jr., City Attorney
Kevin M. Hughes, Interim City Manager

ABSENT
None

OVERVIEW OF ACTIVE ROADWAY PROJECTS AND IMPROVMENTS

Utilizing the City's Public Works website, Public Works Director Gregg Benton gave a video report about the above referenced item.

Referring to the presentation, Council Member Rector asked about the next scheduled bridge project. Public Works Director Benton advised that the Pittmantown Bridge was just completed, and three more bridges need upgrades to meet the Virginia Department of Transportation standards.

CLOSED MEETING

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

1. Pursuant to Virginia Code Section 2.2-3711(A)(1), the discussion, consideration, or interviews of prospective candidates for appointment and the assignment, appointment, and performance of specific public officers or appointees of the City, specifically the appointments as shown on the attached list for vacancies or term expirations for the Downtown Advisory Committee, Early Childhood Development Commission, Economic Development Authority of the City of Suffolk , Human Services Advisory Board, Local Board of Building Code Appeals, Parks and Recreation Advisory Commission, The Planning Council, Tidewater Youth Services Commission, the Wetlands Board, and the appointment of the City Manager.

DRAFT

Council Member Rector, on a motion seconded by Council Member Butler Barlow, moved that City Council convene in a closed meeting for the above referenced purpose, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

City Council convened in Closed Meeting at 4:12 p.m. The Closed Meeting concluded at 5:25 p.m.

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

Approved: _____
Michael D. Duman, Mayor

DRAFT

Regular Meeting of the Suffolk City Council was held in the City Council Chamber, 442 West Washington Street, on Wednesday, January 21, 2026, at 6:00 p.m.

PRESENT
Council Members -
Michael D. Duman, Mayor, presiding
Lue R. Ward, Jr., Vice Mayor
Leroy Bennett
Shelley Butler Barlow
Timothy J. Johnson
John T. Rector
LeOtis L. Williams
Ebony N. Wright

Erika S. Dawley, City Clerk
William E. Hutchings, Jr., City Attorney
Kevin Hughes, Interim City Manager

ABSENT
None

CALL TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Duman called the meeting to order. Council Member Butler Barlow offered the Invocation and led the Pledge of Allegiance.

FREEDOM OF INFORMATION ACT CERTIFICATION

City Clerk Dawley presented a resolution certifying the Closed Meeting of January 21, 2026, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

Council Member Williams, on a motion seconded by Council Member Butler Barlow, moved to approve the resolution, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

A RESOLUTION OF CERTIFICATION OF THE FIRST CLOSED MEETING OF JANUARY 21, 2026, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED

DRAFT

APPROVAL OF THE MINUTES

Council Member Williams, on a motion seconded by Council Member Bennett, moved to approve the minutes from the October 1, 2025, Work Session and Regular Meeting, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

SPECIAL PRESENTATIONS

There were no items under this portion of the meeting.

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

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

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	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 meeting.

PUBLIC HEARINGS

Public Hearing - An ordinance approving an Amendment to the Devolution Agreement and Quitclaim Deed with the Virginia Department of Transportation for the Transfer of Roadway Maintenance Responsibilities to the City of Suffolk dated June 27, 2006.

Utilizing a PowerPoint presentation, Public Works Director Gregg Benton provided a summary of the background information as printed in the official agenda.

Hearing no speakers, the public hearing was closed.

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

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

DRAFT

AN ORDINANCE APPROVING AN AMENDMENT TO THE DEVOLUTION AGREEMENT AND QUITCLAIM DEED WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION FOR THE TRANSFER OF ROADWAY MAINTENANCE RESPONSIBILITIES TO THE CITY OF SUFFOLK DATED JUNE 27, 2006.

Public Hearing - An ordinance to grant a Conditional Use Permit to establish a live entertainment after 10PM and public assembly uses on property located at 209 North Saratoga Street, Zoning Map 34G18(A), Parcel 49, Account Number 350407000; CUP2025-011

Utilizing a PowerPoint presentation, Planning and Community Development Director Kevin Wyne gave an overview of the background information as printed in the official agenda.

Dwight James, 211 Linden Avenue, representing self, spoke in support of the proposed ordinance, with conditions, as presented.

Domenick Epps, 2245 Wisteria Drive, Snellville, Georgia, representing self, spoke in support of the proposed ordinance, with conditions, as presented.

The following individuals spoke in opposition to the proposed ordinance, with conditions, as presented:

Kerry Holmes, 230 Clay Street, representing self.

David Edgell, 313 Westwood Drive, representing First Baptist Church.

Tom Woodward, 223 North Main Street, representing self.

Kyle Pasquarella, no address given, attorney for Fred Walker, applicant and property owner, spoke in support of the proposed ordinance, with conditions, as presented.

Hearing no additional speakers, the public hearing was closed.

Referring to the presentation, Council Member Wright queried about the surrounding properties. Planning and Community Development Director Wyne reported there is an insurance business to the south, stated he does not know who owns the property to the north, and concluded he does not know if the properties behind the subject property are inhabited.

Referring to the presentation, Council Member Wright solicited additional information about a reported violation in January 2025. Planning and Community Development Director Wyne said the location was issued a notice of violation for operating after permissible hours.

Council Member Wright asked Mr. Holmes about the proximity of his residence on Clay Street to the applicant's property. Mr. Holmes said he is the first house on Clay Street at the intersection with Finney Avenue.

DRAFT

Referring to the presentation, Council Member Butler Barlow inquired whether the applicant would still be allowed to operate within current hours if the Conditional Use Permit under consideration was not approved. Planning and Community Development Director Wyne replied in the affirmative. Mr. Pasquarella advised that the business currently operates until 2:00 a.m., seven days per week. He clarified that the application asks for an extension of two hours for live entertainment beyond the current restriction so that artists can perform.

Vice Mayor Ward called for clarification about the hours the applicant is requesting to be extended. Mr. Pasquarella replied that the applicant is asking for live events until 11:00 p.m. Sunday through Thursday and until midnight on Friday and Saturday.

Vice Mayor Ward asked about the length of time the applicant has been in operation. Mr. Pasquarella replied the applicant has been operating at the location for almost three years.

Vice Mayor Ward solicited information about violations. Mr. Pasquarella said there have been some fire violations but would not discuss them in detail due to pending litigation.

Council Member Williams questioned the applicant's attorney about the location of entertainment. Mr. Pasquarella said all activity will be inside the building.

Council Member Williams inquired about the existence of a picnic table outside in relation to the deli. Mr. Pasquarella said it is used for the deli.

Referring to the presentation, Council Member Williams asked Police Chief James Buie about any reported problems with parking. Chief Buie said he has not heard that parking has been a problematic issue but would research the matter.

Referring to the presentation, Council Member Bennett opined about noise violations. Planning and Community Development Director Wyne said any noise complaints would be addressed by the City's noise ordinance.

Referring to the presentation, Council Member Wright inquired about the potential of a noise decibel monitor being included as a condition. Planning and Community Development Director Wyne advised that noise complaints are already addressed by the noise ordinance.

Council Member Wright asked Police Chief Buie about reported problems with noise. Chief Buie said he has not heard that noise problems have been an issue on North Saratoga.

Vice Mayor Ward requested information about the capacity for parking in the area. Mr. Pasquarella replied 48 cars could be accommodated in the area.

Vice Mayor Ward inquired about the meaning of "live entertainment". Mr. Pasquarella advised that jazz or a DJ is envisioned, one in a quieter atmosphere in order to foster socialization.

Council Member Rector asked if the applicant canvassed the North Saratoga Street area regarding the Conditional Use Permit. Mr. Pasquarella advised he did not speak to the pastor at First Baptist Church, but he went down a few houses from the subject property to speak to property inhabitants.

DRAFT

Council Member Rector, on a motion seconded by Council Member Johnson, moved to deny the ordinance, with conditions, as presented.

Vice Mayor Ward asked whether the Conditional Use Permit could be issued for one year to see how the business operates. City Attorney Hutchings advised that a one-year permit is not permissible by the Unified Development Ordinance. He concluded that a public hearing would be required to revoke an approved Conditional Use Permit.

Council Member Wright, on a substitute motion, moved to amend the proposed ordinance to include a condition to require a noise decibel monitor in the conditions and approve the remainder of the ordinance as presented. The motion failed for lack of a second.

Mayor Duman requested clarification of the motion in relation to the Unified Development Ordinance. Council Member Wright advised she is asking for a noise decibel monitor to be required as a condition.

Mayor Duman asked whether a noise decibel monitor could be required as a condition. City Attorney Hutchings advised that a noise decibel monitor could not be required but could be voluntary. He further explained that a condition setting a specific decibel level could be included.

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

AYES:	Vice Mayor Ward, and Council Members Bennett, Williams and Wright	4
NAYS:	Mayor Duman and Council Members Butler Barlow, Johnson and Rector	4

Council Member Rector, on a motion seconded by Council Member Johnson, moved to deny the ordinance, with conditions, as presented, by the following vote:

AYES:	Mayor Duman and Council Members Butler Barlow, Johnson and Rector	4
NAYS:	Vice Mayor Ward, and Council Members Bennett, Williams and Wright	4

Mayor Duman asked the City Attorney for clarification of the vote. City Attorney Hutchings said that the conditional use permit is denied since there were not five affirmative votes on the motion to approve.

Public Hearing - An ordinance to grant a Conditional Use Permit to establish a solar energy facility on property located on Whaleyville Boulevard, Zoning Map 65, Parcel 12, Account Number 100010000; CUP2025-016

Utilizing a PowerPoint presentation, Planning and Community Development Director Wyne gave an overview of the background information as printed in the official agenda.

Steve Romine, 222 Central Park Avenue, Virginia Beach, Virginia, representing Chaberton Energy Holdings, Inc., applicant, spoke in support of the proposed ordinance, with conditions, as presented.

Avery Clemens, 1436 Minor Ridge Court, Charlottesville, Virginia, representing Chaberton Energy Holdings, Inc., applicant, spoke in support of the proposed ordinance, with conditions, as presented.

Hearing no additional speakers, the public hearing was closed.

Referring to the presentation, Council Member Williams solicited information about community outreach. Mr. Romine reported there were three meetings: an in-person meeting at Liberty Springs Baptist Church, a virtual meeting and a site walk.

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

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A SOLAR ENERGY FACILITY ON PROPERTY LOCATED ON WHALEYVILLE BOULEVARD, ZONING MAP 65, PARCEL 12, ACCOUNT NUMBER 100010000; CUP2025-016

Public Hearing - An ordinance to rezone and amend the official zoning map of the City of Suffolk to change the zoning from A, Agricultural Zoning District, to RLM, Residential Low-Medium Density (Conditional) Zoning District for properties located at 494 Manning Road, Zoning Map 33, Parcels 75 and 75A, Account Numbers 151078000 and 151069000; RZN2024-013 (Conditional) (This item was deferred from the November 19, 2025, City Council Meeting.)

Utilizing a PowerPoint presentation, Planning and Community Development Director Wyne gave an overview of the background information as printed in the official agenda. Transportation Planning Manager Jason Souders provided additional information.

Grady Palmer, 222 Central Park Avenue, Virginia Beach, Virginia, representing Matt Howard, applicant on behalf of Manning Road Development Group, LLC, property owner, spoke in support of the proposed ordinance with modified proffer.

Sam Baraki, no address given, civil engineer on behalf of Matt Howard, applicant on behalf of Manning Road Development Group, LLC, property owner, spoke in support of the proposed ordinance, as presented.

Ben Fitzgerald, 6705 Castlewood Drive, representing self, spoke in support of the proposed ordinance, as presented.

The following individuals spoke in opposition to the proposed ordinance, as presented:

Jenny Willman, 4305 Ainslie Court South, representing self.

Karla Carter, 3003 Autumn Circle, representing self.

Diana Klink, 133 Winterview Drive, representing self.

Jacob Siegel, 123 Springfield Terrace, representing self.

Grady Palmer, 222 Central Park Avenue, Virginia Beach, Virginia, representing Matt Howard, applicant on behalf of Manning Road Development Group, LLC, property owner, spoke in support of the proposed ordinance, as presented.

Elizabeth Self, 1319 Manning Road, representing self, spoke in support of the proposed ordinance, as presented.

Hearing no additional speakers, the public hearing was closed.

Council Member Rector, on a motion seconded by Vice Mayor Ward, moved to approve the ordinance, with conditions, as presented.

Referring to the presentation, Council Member Bennett asked about the number of traffic accidents in the area. Transportation Planning Manager Souders said there were nine accidents over the past five years, and seven of them have been single vehicle accidents.

Referring to the presentation, Council Member Bennett inquired about the legality of the proposed proffers. City Attorney Hutchings advised he could provide legal advice in a closed session.

Referring to the presentation, Council Member Johnson opined about the cost for the specified road widening. Planning and Community Development Director Wyne said the developers estimated the amount.

Referring to the presentation, Council Member Wright sought information about the future of the development if the road cannot be widened. Mr. Grady advised the City will be paid by the security bond that is put up and payable in the event the improvements are not made by the developer.

Referring to the presentation, Council Member Wright reiterated her question about the future of the development if the road cannot be widened. Mr. Grady said if they cannot fulfill the proffers, the project will not proceed.

Council Member Wright asked whether the scenario is feasible. City Attorney Hutchings said if City Council is not ready to approve, then they should table until such time they are ready to take action. He further explained, there is no provision that allows City Council to revisit a rezoning that has been approved if the conditions are not satisfied.

Mayor Duman asked whether they could enter into closed session for legal advice. City Attorney Hutchings advised it is permissible, and a motion would be needed.

City Attorney Hutchings presented a Closed Motion for City Council's consideration:

1. Pursuant to Virginia Code Section 2.2-3711(A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically the proffers related to RZN2024-013.

Council Member Bennett, on a motion seconded by Council Member Wright, moved that City Council convene in a closed meeting for the above referenced purpose, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

City Council convened in Closed Meeting at 8:49 p.m. The Closed Meeting concluded at 9:04 p.m.

City Clerk Dawley presented a resolution certifying the Second Closed Meeting of January 21, 2026, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

Council Member Williams, on a motion seconded by Council Member Butler Barlow, moved to approve the resolution, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

A RESOLUTION OF CERTIFICATION OF THE SECOND CLOSED MEETING OF JANUARY 21, 2026, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED

Referring to the presentation, Mayor Duman asked if the widening of Manning Road would be up to Virginia Department of Transportation Standards. Transportation Planning Manager Souders said the road would be safer than it is currently.

Referring to the presentation, Mayor Duman questioned whether drainage concerns would be addressed. Mr. Baraki said the developer would present a stormwater plan, and staff would have approval authority.

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

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Rector, Williams and Wright	6
NAYS:	Council Members Butler Barlow and Johnson	2

AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK TO CHANGE THE ZONING FROM A, AGRICULTURAL ZONING DISTRICT, TO RLM, RESIDENTIAL LOW-MEDIUM DENSITY (CONDITIONAL) ZONING DISTRICT FOR PROPERTIES LOCATED AT 494 MANNING ROAD, ZONING MAP 33, PARCELS 75 AND 75A, ACCOUNT NUMBERS 151078000 AND 151069000; RZN2024-013 (CONDITIONAL)

ORDINANCE - An ordinance to rezone and amend the official zoning map of the City of Suffolk to change the zoning from RL, Residential Low Density Zoning District, to RLM, Residential Low Medium Density (Conditional) Zoning District for property located off Sweetwood Drive, Zoning Map 25, Parcel 74, Account Number 254000460; RZN2024-003 (Conditional) (This item was deferred from the December 17, 2025, City Council Meeting.)

Utilizing a PowerPoint presentation, Planning and Community Development Director Wyne summarized information printed in the official agenda.

Council Member Rector moved to approve the ordinance, with conditions, as presented. The motion failed for lack of a second.

Referring to the presentation, Council Member Johnson inquired about the park. Grady Palmer said the homeowners' association will own the park with deed restrictions.

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

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK TO CHANGE THE ZONING FROM RL, RESIDENTIAL LOW DENSITY ZONING DISTRICT, TO RLM, RESIDENTIAL LOW MEDIUM DENSITY (CONDITIONAL) ZONING DISTRICT FOR PROPERTY LOCATED OFF SWEETWOOD DRIVE, ZONING MAP 25, PARCEL 74, ACCOUNT NUMBER 254000460; RZN2024-003 (CONDITIONAL)

RESOLUTIONS

There were no items under this portion of the agenda.

STAFF REPORT

There were no items under this portion of the agenda.

MOTIONS - A motion to schedule a City Council Work Session, for Wednesday, February 4, 2026, at 4:00 p.m., unless canceled by the Mayor and the Interim City Manager

Council Member Williams, on a motion seconded by Vice Mayor Ward, moved to schedule a City Council Work Session, for Wednesday, February 4, 2026, at 4:00 p.m., unless canceled by the Mayor and the Interim City Manager, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

NON-AGENDA SPEAKERS

Dwight James, 211 Linden Avenue, representing self, opined about development in the City.

Kelly Hengler, 9345 Eclipse Drive, representing self, opined about First Amendment rights in relations to changes in City Council's Rules of Order and Procedure.

Jason Fawcett, 4235 Sleepy Hold Road, representing self, opined about development, the City's compensation plan, and the status of the City Manager search.

NEW BUSINESS

New Business - An ordinance to amend Article II of Chapter 2 of the Code of the City of Suffolk to amend the Council of the City of Suffolk's Rules of Procedure

City Attorney Hutchings summarized the current item and following item on the agenda.

Referring to the presentation, Mayor Duman asked whether they should vote on the current and following item at the same time. City Attorney Hutchings advised that separate votes for the items are needed.

Mayor Duman opined about amending the registration time for non-agenda speakers and realized the amendment would be germane for the following resolution.

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

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

AN ORDINANCE TO AMEND ARTICLE II OF CHAPTER 2 OF THE CODE OF THE CITY OF SUFFOLK TO AMEND THE COUNCIL OF THE CITY OF SUFFOLK'S RULES OF PROCEDURE

New Business - A resolution to adopt the Council of the City of Suffolk's Rules of Procedure

Council Member Rector, on a motion seconded by Council Member Wright, moved to amend the resolution attachment on page 11 to change the registration deadline under c. 11. from 5:00 p.m. to 5:30 p.m. and approve the remainder as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

A RESOLUTION TO ADOPT THE COUNCIL OF THE CITY OF SUFFOLK'S RULES OF PROCEDURE, AS AMENDED

City Clerk Dawley presented the following nominations for appointment: Wetlands Board - Sidney Hazelwood and the Downtown Advisory Committee (Culinary and Restaurant Representative) - Vance McGhee.

Council Member Johnson, on a motion seconded by Council Member Rector, moved to nominate and appoint the aforementioned individuals to the respective bodies, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

ANNOUNCEMENTS AND COMMENTS

Utilizing a PowerPoint presentation, Communications Assistant Director William Franklin provided a report on the following: Cynthia Cale named Refuse Supervisor; Watson Okai named Assistant Director of Information Technology; grand opening for Golden Luxe Arena; Playdate for Providers event;

DRAFT

Spectrum's Rural Broadband Initiative; opening of the Western Tidewater Shelter; Route 58/Holland Road speed limit update; naming contest for new Suffolk Transit routes; Parks & Recreation's Master Plan community input opportunities; Suffolk Public Libraries' Black History Month activities; availability of the Public Safety Portal; and update of incoming hazardous weather preparations.

Council Member Bennett reported maintenance issues in Cypress Borough.

Council Member Rector opined about the City Manager search.

Council Member Rector opined about the opening of the Western Tidewater Homeless Shelter.

Council Member Williams said he attended the Spectrum Day of Service at Suffolk Christian Fellowship.

Vice Mayor Ward reported he attended Martin Luther King, Jr. Day Citywide event at Oak Grove Baptist Church and Cardinal Center for senior citizens event.

Mayor Duman opined about the Western Tidewater Homeless Shelter and Route 58 project.

Mayor Duman said he attended the Eastern Adult Day Care ribbon cutting, Martin Luther King, Jr. Day Citywide event at Oak Grove Baptist Church and Spectrum Day of Service at Suffolk Christian Fellowship.

Council Member Wright, on a motion seconded by Council Member Williams, moved to adjourn, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams, and Wright	8
NAYS:	None	0

There being no further business to come before City Council, the regular meeting adjourned at 10:11 p.m.

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

Approved: _____
Michael D. Duman, Mayor

DRAFT

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Special Presentation –** A proclamation in recognition of "National Police Week"

The Suffolk Police Department has requested a proclamation in recognition of National Police Week, May 10, 2026, through May 16, 2026, in conjunction with this observance throughout the Commonwealth of Virginia and the United States. Chief James Buie with staff will be present to receive the proclamation.

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Special Presentation –** A proclamation in recognition of "National Drinking Water Week"

The Department of Public Utilities has requested a proclamation in recognition of National Drinking Water Week, May 3, 2026, through May 9, 2026, in conjunction with this observance throughout the United States. Director of Public Utilities Paul Retel and several members of the Department of Public Utilities will be present to receive the proclamation

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

Agenda Speakers

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Consent Agenda** - An ordinance to accept and appropriate funds from the Library of Virginia Circuit Court Records Preservation Program for the Clerk of the Circuit Court

The City has received $21,708 in funds from the Library of Virginia's Circuit Court Records Preservation Program to assist the Clerk of the Circuit Court with the preservation of record books in the Clerk of the Circuit Court's office.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Consolidated Grants Fund budget for Fiscal Year 2025-2026.

BUDGET IMPACT:

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund by $21,708 for the above-noted purpose and does not require local fund support.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Award Letter

ORDINANCE NUMBER_____

AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE LIBRARY OF VIRGINIA CIRCUIT COURT RECORDS PRESERVATION PROGRAM FOR THE CLERK OF THE CIRCUIT COURT

WHEREAS, the City has received funds in the amount of $21,708 from the Library of Virginia's Circuit Court Records Preservation Program for use by the Clerk of the Circuit Court; and,

WHEREAS, the funds received need to be accepted and appropriated to the Consolidated Grants Fund Budget for Fiscal Year 2025-2026 to assist with expenses related to records preservation by the Clerk of the Circuit Court.

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

1. The sum of $21,708 shall be reflected as budgeted in the following accounts in the Fiscal Year 2025-2026 Consolidated Grants Fund Budget:

Revenue		
211-21600-202617_423070.110	LVARecrdsPresrv 27FY-091;06/27	$21,708
Expenditure	LVARecrdsPresrv 27FY-091;06/27	
211-21600-202617_53500.110	Printing and Binding	$21,708

2. The fund amount totaling $21,708 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 26-O-040, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
William E. Hutchings, Jr., City Attorney

LIBRARY OF VIRGINIA

Dennis T. Clark
Librarian of Virginia

Mar. 26, 2026

Grant Agreement Number: 2027FY-091

The Honorable W. Randolph Carter, Jr.
Clerk of the Circuit Court
City of Suffolk
P.O. Box 1604
Suffolk, VA 23434

Dear Mr. Carter,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, Mar. 24th, 2026 to consider 151 applications submitted from 104 localities. $2,250,000 was budgeted for this grant cycle (2027FY), while grant requests totaled over $2,612,000. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved in the full amount of $21,708.00**. The following item(s) have been approved by the Review Board: **Deed Book 50, 1901-1902; Deed Book 56, 1903; Deed Book 60, 1905-1906; Trust Deeds 39, 1897; Trust Deeds 51, 1902.** This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Award Certification form included with this letter. This agreement, along with the original grant application, details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it electronically or by mail **within fifteen days of receipt** to Michelle Washington at the Library of Virginia (Michelle.Washington@lva.virginia.gov). Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project. We will look forward to working with you this year in preparation for the 2028FY grant cycle.

Sincerely,

Gregory E. Crawford

Gregory E. Crawford
State Archivist

Richard L. Francis

Richard L Francis
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *fax*

CCRP GRANTS PROGRAM AWARD CERTIFICATION FORM

Locality: Suffolk City
Grant #: 2027FY-091
Grant Type: Item Conservation

Date of Award: 3 /24/2026
Amount of Grant Award: $21,708.00
Amount of Grant Request: $21,708.00

By signing this document, I agree to the three statements below, as well as the decision of the CCRP Grants Review Board:

Signature of Circuit Court Clerk

W. Randolph Carter, Jr. Clerk
Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:

I agree to comply with all policies and procedures required by the Code of Virginia, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:

I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

Kofile

December 16, 2025

Hon. Randolph Carter Jr.
Suffolk Clerk of the Circuit Court
P.O. Box 1604
Suffolk, VA 23439 - 1604

Dear Hon. Randolph Carter Jr.,

Please find enclosed the proposal for the conservation/treatment of five City of Suffolk volumes.

The preservation techniques employed at Kofile Technologies, Inc. (Kofile) are of the utmost quality and professionalism as evidenced by a Library of Congress FEDLINK *Preservation Services for Library and Archival Collections* awarded in 2013. The craftsmanship applied in all projects entrusted to Kofile, large or small, is held to the highest standards. Upper management attend continuing education conferences and hold professional memberships with the American Institute for the Conservation of Historic and Artistic Works (AIC). Kofile is an institutional member of the AIC and is enlisted in its Book and Paper Group and subscribes to the AIC Code of Ethics and Standards of Practice.

All work for the Library of Virginia (LVA) Grants will be performed at our division in Greensboro, NC. Like all Kofile locations, we employ experienced labor and trained conservators. In addition, our business relationship provides additional resources and knowledge in conservation work.

Kofile will follow all recommendations made by CCRP in the treatments of each book. If any treatment is not possible, Kofile will contact CCRP to discuss any changes in the treatment plan. Kofile estimates a project timeline of 4 – 6 months.

Kofile will handle the transportation of all books and documents without the use of third party shippers. Representatives from Kofile will pick up the books from each County, and deliver those books back to CCRP for their quality assurance review.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Brian Spearman

Brian Spearman
704/560.2210
brian.spearman@kofile.com

rac

CITY OF SUFFOLK CIRCUIT COURT ITEM CONSERVATION PRICING OVERVIEW						
ITEM NO.	Record Series Title	VOLUME	Date	Preservation	Optional Reformatting*	Line Item Total
1	Nansemond County Trust Deeds	39	1897	$2,984.00	$1,010.00	$3,994.00
2	Nansemond County Trust Deeds	51	1902	$2,722.00	$980.00	$3,702.00
3	Nansemond County Deed Book	50	1901-1902	$5,034.00	$392.00	$5,426.00
4	Nansemond County Deed Book	56	1903	$4,362.00	$406.00	$4,768.00
5	Nansemond County Deed Book	60	1905-1906	$3,459.00	$359.00	$3,818.00
			TOTAL	$18,561.00	$3,147.00	$21,708.00

***Please note that the imaging pricing is only valid in conjunction with the conservation services. Should imaging be required with no conservation services, then imaging pricing is subject to change.**

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Consent Agenda** – An ordinance to accept and appropriate funds from the Federal Transit Administration for the City of Suffolk's public transit service

Attached for City Council's consideration is an ordinance to accept and appropriate $395.91 from the Federal Transit Administration as a pass-through to the Virginia Department of Rail and Public Transportation for the City's public transit service. The funds will be used for travel and training to attend a workshop.

Adoption of the attached ordinance is necessary to accept and appropriate the $395.91 in federal funding to the appropriate line item in the Transit Systems Fund budget for Fiscal Year 2025-2026.

BUDGET IMPACT:

Adoption of the ordinance will increase the revenues and expenditures of the Transit System Fund budget by $395.91 for the above-noted purpose and does not require a local cash match.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Grant Notification

ORDINANCE NUMBER_____

AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE FEDERAL TRANIST ADMINISTRATION FOR THE CITY OF SUFFOLK'S PUBLIC TRANSIT SERVICE

WHEREAS, the City has received funds in the amount of $395.91 from the Federal Transit Administration as a pass-through to the Virginia Department of Rail and Public Transportation in support of the City's public transit service; and,

WHEREAS, the funds will be used for travel and training for the City's public transit service to attend a workshop; and,

WHEREAS, the funds received need to be accepted and appropriated to the Fiscal Year 2025-2026 Transit Systems Fund budget.

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

1. The sum of $395.91 shall be reflected as budgeted in the following accounts in the Fiscal Year 2025-2026 Transit Systems Fund budget:

Revenue		
212_433073.105	FTA-DRPT Federal Transit Funds	$395.91
Expenditure		
212-88000_55500.105	Travel & Training – Federal	$395.91

2. The fund amount totaling $395.91 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 25-O-040, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

Commonwealth of Virginia

EDI Remittance Detail

Total Amount: 395.91 **Deposit Date:** 04/03/2026 **Trace Number** 82908959

Agy No	Amt.	CDS Offset Amount	TOP Offset Amount	Invoice Number	Invoice Date	Cust. Number	Voucher Number	Description
505	395.91	0.00	0.00	177271710382	03/05/2026		2086340	DRPT 5311 - DRPT Procu
Tot 505	**395.91**							

4222528 - DRPT Procurement and Subrecipient Workshop

Grant Details

Funding Opportunity: 17-RTAP Grant Program (Rolling)
Funding Opportunity Due Date:
Program Area: Transit Program
Status: Underway

Project Start Date:
Project End:

Contact Information

Primary Contact Information

Name*: Maria (First Name) Middle Name Ptakowski (Last Name)
Title: Transit Manager
Email*: mptakowski@suffolkva.us
Address*: 800 Carolina Rd

Suffolk (City) Virginia (State/Province) 23434 (Postal Code/Zip)

Phone*: (757) 514-7641 Ext.
Phone
###-###-####
Fax: ###-###-####
Job Category *:

Organization Information

Name*: City of Suffolk
SYIP Agency Name: Suffolk Transit
Organization Type*: Local Government
Tax ID:
Unique Entity Identifier (UEI): The UEI is a required field for any applicant that plans to receive federal funds
Organization Website:
Address*: 441 Market Street

PO Box 1858

Suffolk (City) Virginia (State/Province) 23434- (Postal Code/Zip)

District*: Hampton Roads

Phone*: (757) 751-4000 Ext.
###-###-#####

Fax: (757) 751-7727
###-###-#####

Status Reports

Claims

Contract Amendments

Site Visits

Contract

Encumbrances

Encumbrances

Status	Compliance Date	Description	Due Date	Hold Payment

No Data for Table

Correspondence

Correspondence

Flag	Type	Date Sent	Date Time Sent	To	From	Subject	Message	Attachment	Attachment	Attachment	Attachment	Attachment

No Data for Table

Budget

Total Project Cost

Total Project Cost*: $791.78

Application Certification

I certify that I have the permission of my organization?s Executive Director, Chief Executive Office, Board Chair, or other accountable, authorized individual to submit this application for state funding to the Virginia Department of Rail and Public Transportation.

Further, I certify that our organization is committing the required local match toward this project, and has those funds available now or will have the funds in the future.

This application is complete as of this submission.

I Certify*: Yes

Authorized Individual*: Maria Ptakowski 10/15/2025
First Name Last Name Date

RTAP Application

Project Information

Project Name*: DRPT Procurement and Subrecipient Workshop

Project Description*:

Workshop for 5311 subrecipients and an in-person Procurement training

Project Justification*:

Highly recommended workshop for training purposes as a recipient of 5311 funds.

Amount Requested*: $791.78

RTAP Budget Details

Budget Details

Budget Item	Quantity	Cost per Each	Total Cost
Lodging	4	$115.00	$460.00
Lodging taxes	4	$14.57	$58.28
Meals	2	$51.00	$102.00
Meals	2	$49.00	$98.00
Meals	2	$36.75	$73.50
			$791.78

Closeout

Closeout Tasks

Category	Task	Anticipated Completion Date	Status	Completed Date	Description
No Data for Table					

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Public Hearing -** A public hearing to receive public comment on the Proposed Fiscal Year 2026-2027 Citywide effective real estate tax increase due to reassessment of 2.69%

In accordance with State Code Section 58.1-3321, relative to the annual reassessment of real property, the City Council is required to hold a public hearing to receive public comment regarding the proposed Citywide effective property tax increase which exceeds 1% due to reassessment for the fiscal year 2026-2027. 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 2.69% Citywide. The current tax levy at a rate of $1.07 per $100 of assessed value is proposed to decrease to $1.06 per $100 of assessed value for the Fiscal Year 2026-2027. The public hearing has been properly advertised.

RECOMMENDATION:

Conduct the public hearing. The ordinance to effectuate the real estate rate for Fiscal Year 2026-2027 is included on tonight's agenda for adoption.

ATTACHMENT:

Public Hearing Notice

NOTICE OF
PROPOSED REAL PROPERTY TAX INCREASE

The City Council of the City of Suffolk will conduct a public hearing on Wednesday, May 6, 2026, at 6:00 p.m., on the Proposed Real Property Tax Increase for fiscal year 2026-2027, which commences on July 1, 2026, and ends on June 30, 2027. The public hearing will be conducted in the Council Chambers, City Hall, 442 West 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 2.69 percent Citywide.
2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be $1.043 per $100 of assessed value. This rate will be known as the "lowered tax rate."
3. Effective Rate Increase: The City of Suffolk proposes to adopt a tax rate of $1.06 per $100 of assessed value Citywide for Real Property Tax. The difference between the lowered tax rate and the proposed rate would be $.017 per $100 or 1.65 percent. This difference will be known as the "effective tax rate increase."

   Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.
4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget for the City of Suffolk will exceed last year's budget by 1 percent.

A public hearing on the proposed real property tax increase will be held on Wednesday, May 6, 2026, beginning at 6:00 p.m. in the Council Chambers, City Hall, 442 W. Washington Street, Suffolk, Virginia.

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

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Public Hearing -** A public hearing to receive public comment on the Proposed Fiscal Year 2026-2027 tax decrease on mobile homes personal property

A public hearing is required to receive public comment on the proposed FY2026-2027 tax decrease on mobile homes personal property. The proposed FY 2026-2027 Operating and Capital Budget provides for a $.01 real estate tax decrease which has a corresponding impact on mobile home personal property which is taxed at the same rate as real estate. The current tax levy on mobile homes personal property is proposed to decrease $.01 from $1.07 to $1.06 per $100 of assessed value for FY2026-2027. Due to an error in the original Public Hearing Notice, a second public hearing is necessary. The public hearing has been properly advertised.

RECOMMENDATION:

Conduct the public hearing. The ordinance to effectuate the personal property tax rates for Fiscal Year 2026-2027 is included on tonight's agenda for adoption.

ATTACHMENT:

Public Hearing Notice

CITY OF SUFFOLK
PUBLIC HEARING ON PROPOSED PERSONAL PROPERTY TAX DECREASE ON MOBILE HOMES

The City Council of the City of Suffolk will conduct a public hearing on the Proposed Personal Property Tax decrease on mobile homes. The public hearing will be held at 6:00 p.m., Wednesday, May 6, 2026, and will be conducted in Council Chamber, City Hall, 442 West Washington Street, Suffolk, Virginia. Any citizen of the City shall have the right to share his/her views on the proposed decrease to personal property tax levies on mobile homes.

The City of Suffolk proposes to decrease the personal property tax levy on mobile homes by $.01 for the tax year beginning January 1, 2026. The tax levy on mobile homes, as classified by Virginia Code Section 58.1-3506 (A) is proposed at a basic rate of $1.06 per $100 of assessed value; at $1.30 per $100 of assessed value in the Route 17 Taxing District, and at $1.165 per $100 of assessed value in the Downtown Business Overlay Taxing district.

A public hearing on the decrease will be held on Wednesday, May 6, 2026, beginning at 6:00 p.m. in the Council Chambers at 442 W. Washington Street, Suffolk Virginia.

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

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Ordinances -** Adoption of the proposed Operating and Capital Budget for Fiscal Year 2026-2027 and related ordinances

In accordance with State Code Section 15.2-2506, the City Council held a public hearing on Wednesday, April 15, 2026, to receive public comment regarding the proposed operating and capital budget and related ordinances. Also, in accordance with State Code Section 58.1-3321, the City Council will hold a public hearing on Wednesday, May 6, 2026, to receive public comment on the proposed citywide effective real estate tax increase due to reassessment.

The attached ordinances have been prepared reflecting the City Manager's Proposed Fiscal Year 2026-2027 Operating and Capital Budget.

RECOMMENDATION:

The ordinances to effectuate the Fiscal Year 2026-2027 Operating and Capital Budget are presented for adoption.

ATTACHMENTS:

Budget Related Ordinances:

- An Ordinance approving the City Budget and appropriating funds for expenditures contemplated during the Fiscal Year beginning July 1, 2026 and ending June 30, 2027, and regulating the payment of money out of the City Treasury
- An Ordinance levying real property taxes for the Tax Year beginning July 1, 2026, and ending June 30, 2027, following the April 15, 2026 and May 6, 2026 Public Hearings adopting a 2.69% increase in the Citywide Assessment
- An Ordinance to levy taxes on all tangible personal property not either exempt from taxation or otherwise taxed for the 2026 and 2027 tax years
- An Ordinance adopting a fee schedule for the City of Suffolk
- An Ordinance approving new positions, pay grades, pay grade changes and job descriptions regarding the FY 2026-2027 Operating and Capital Budget and the City's Compensation and Classification Plan as amended
- An Ordinance to provide for a cost of living adjustment of 3% to all full-time and regular part-time City employees, Grant Employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees
- An Ordinance to provide a market adjustment of 1% to all full-time and regular part-time City employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees
- An Ordinance to appropriate funds from the Cemetery Fund Restricted Fund Balance for the Holly Lawn Cemetery Improvements project
- An Ordinance amending Chapter 82, Section 82-517 of the Code of the City of Suffolk concerning Transient Occupancy Tax
- An Ordinance to amend Section 82-1038.1 of the Code of the City of Suffolk

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING THE CITY BUDGET AND APPROPRIATING FUNDS FOR EXPENDITURES CONTEMPLATED DURING THE FISCAL YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027, 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 2026-2027, dated April 1, 2026, and submitted by the City Manager, is approved as the City Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

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, 2026, and ending June 30, 2027, in the following fund amounts totaling $955,754,768 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		2026-2027
General Fund	$	356,749,004
Capital Projects Fund		87,481,191
Aviation Facilities Fund		1,172,737
Transit System Fund		3,583,528
Downtown Business Overlay District		267,203
Law Library Fund		66,942
Route 17 Special Taxing District		2,816,532
Road Maintenance Fund		38,142,299
Debt Service Fund		36,591,144
Utility Fund		86,364,884
Stormwater Fund		10,989,864
Refuse Services Fund		14,817,752
Grants Fund		800,000
Fleet Management Fund		16,932,019
Information Technology Fund		22,459,891
Risk Management Fund		28,399,544
School Fund		248,120,235
Total Funds Budget	**$**	**955,754,768**

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, 2026. If either the City Manager or the 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, 2027, and no interest rate on any of the Notes shall exceed 7%. The City Representative is hereby authorized and directed to execute an appropriate negotiable Note or Notes and the Clerk of the City Council (the "Clerk") to affix the seal of the City thereto, and such City Representative is authorized and directed to deliver the Note or Notes to the purchaser thereof. The City Representative, and such officers and agents of the City as the City Representative may designate, are hereby authorized and directed to take such further action as they deem necessary regarding the issuance and sale of the Note or Notes and all actions taken by such officers and agents in connection with the issuance and sale of the Note or Notes, are ratified and confirmed. In accordance with Section 15.2-2601 of the Virginia Code, the City Council elects to issue the Notes pursuant to the provisions of the Public Finance Act of 1991, Chapter 26, Title 15.2 of the Virginia Code.

Section 6: The amounts appropriated by this ordinance shall be expended for the purpose of operating the City government and the public free school system during the 2026-2027 Fiscal Year; and, with the exception of the items the payment of which is fixed by law, shall be expended in such proportions as may be authorized by the City Manager from time to time; provided, however, that the funds appropriated for the support, maintenance, and operation of the public free schools of the City shall be subject to the exclusive control of the School Board of the City, and the School Board may transfer, in its discretion, funds from one category to another, so long as no such transfer results in an expenditure of an amount in excess of the total amount appropriated.

Section 7: All outstanding encumbrances, by contract or fully executed purchase order, as of June 30, 2026, 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, 2026, to the extent that they have not been expended or lawfully obligated or encumbered, shall lapse upon the effective date of this ordinance.

Any unexpended balances on June 30, 2026 in the designated General Fund Four for Life-EMS Support, Fire Programs Fund Expense, Police E-Ticketing Fee, Police Asset Forfeiture, Police Property Seizure, Police DARE, Community Safety, Commonwealth Attorney Asset Forfeiture State, Economic Development Investment Program, and Employee Vending Proceeds Accounts shall be carried forward and be available for expenditures in the succeeding fiscal year.

Any unexpended balances for State, Federal, and matching funds for projects appropriated in the Transit Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances for State, Federal, and matching funds for projects appropriated in the Aviation Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances for capital projects appropriated in the Capital Projects Fund on June 30, 2026 shall be carried forward and be available for expenditures in the succeeding fiscal year.

Any unexpended balances for capital projects appropriated in the Information Technology Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances for capital projects appropriated in the Stormwater Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances for capital projects appropriated in the Public Utilities Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances appropriated in the Consolidated Grants Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding fiscal year unless the time period for allowable grant expenses ends on or prior to June 30, 2026.

Section 8: The payment and settlement of any claim of any kind against the City during the 2026-2027 Fiscal Year, and final judgements, with interest and costs, obtained against the City during the 2025-2026 Fiscal Year, shall be paid upon the certification of the City Attorney and the order of the City Manager from funds appropriated to the Risk Management Fund; or from the funds appropriated for the expenditures of the Fund involved in the subject matter of the claim or judgment as the City Manager shall find necessary.

Section 9: Except as otherwise specifically required by law or approved by City Council by resolution: (1) Any salary or wage expenditure, and any expenditure of any kind or description having the effect of a salary or wage payment, shall be made only for service as described in Chapter 66 of the Code of the City of Suffolk in a position the description of which is identified in the City Pay and Compensation Plan or which has received prior approval of City Council; (2) Any other expenditure shall be calculated to result in total expenditures within the plan stated in a specific City Budget account, except that transfers of unexpended and unencumbered balances or portions thereof, initiated by a department director and approved by the City Manager, are permitted between accounts.

Section 10: The City Manager is authorized and directed to do all lawful things necessary to implement and administer the City Budget for Fiscal Year 2026-2027.

Section 11: All ordinances and resolutions, or parts thereof, including but not limited to those dealing with salaries and wages, in conflict with the provisions of this ordinance, to the extent of such conflict are repealed.

Section 12: This ordinance shall be in effect on and after July 1, 2026, and it shall not be published.

READ AND PASSED:_____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE LEVYING REAL PROPERTY TAXES FOR THE TAX YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027, FOLLOWING THE APRIL 15, 2026 AND MAY 6, 2026 PUBLIC HEARINGS ADOPTING A 2.69% INCREASE IN THE CITYWIDE ASSESSMENT

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

Section 1: (a) A tax for the 2026-2027 Tax Year is levied and the rate fixed at $1.06 per $100 of assessed valuation of all taxable real property in the City. In accordance with State Code Section 58.1-3321 relative to the annual reassessment of real property and State Code Section 58.1-3007 relative to local tax levy, public hearings regarding the proposed real property tax increase of 1% or more due to reassessment for fiscal year 2026-2027 were held on April 15, 2026, and on May 6, 2026.

(b) A special service district tax, in addition to those taxes levied in paragraph (a) herein, for the 2026-2027 Tax Year, is levied and the additional rate set at $0.24 per $100 of assessed valuation of taxable real property in the Route 17 Special Taxing District.

(c) A special service district tax, in addition to those taxes levied in paragraph (a) herein, for the 2026-2027 Tax Year, is levied and the additional rate set at $0.105 per $100 of assessed valuation of taxable real property in the Downtown Business Overlay Taxing District.

Section 2: The total tax levy rates of $1.30 per $100 of assessed valuation in the Route 17 Special Taxing District, $1.165 per $100 of assessed valuation in the Downtown Business Overlay Taxing District and $1.06 per $100 of assessed valuation on the City Wide District shall be accounted for as follows:

	City Wide Rate per $100	Route 17 Taxing District Rate per $100	Downtown Business Overlay Taxing District Rate per $100
General Fund	$1.06	$1.06	$1.06
Taxing District-Operations and Debt	$0.00	$0.24	$0.105
Total	$1.06	$1.30	$1.165

Section 3: This ordinance shall be effective for the 2026-2027 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:

_____
William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE TO LEVY TAXES ON ALL TANGIBLE PERSONAL PROPERTY NOT EITHER EXEMPT FROM TAXATION OR OTHERWISE TAXED FOR THE 2026 AND 2027 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, 2026, and January 1, 2027, is fixed at $4.25 per $100 of assessed value on all tangible personal property as classified in Virginia Code Sections 58.1-3503, 58.1-3505, and subsections 6, 8, 11, 13, 14, 15, 16, 17, 19, 20, 22, 23, 24, 26, 27, 31, 32, 33, 34, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, and 48 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, 2026, and January 1, 2027, is fixed at $3.15 per $100 of assessed value on all machinery and tools as classified in Virginia Code Section 58.1-3507, subsections 7, 9, 21, and 25 of Virginia Code Section 58.1-3506(A), Virginia Code Sections 58.1-3508, 58.1-3508.1, 58.1-3508.2, 58.1-3508.3, 58.1-3508.4, 58.1-3508.5, and 58.1-3508.6, unless otherwise exempt from taxation or otherwise taxed.

Section 3: A tax levy for the tax years beginning January 1, 2026, and January 1, 2027, 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, 36, and 47.

Section 4: A tax levy for the tax years beginning January 1, 2026, and January 1, 2027, 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, 2026, and January 1, 2027, is fixed at a basic rate of $1.06 per $100 of assessed value; at $1.30 per $100 of assessed value in the Route 17 Taxing District; and at $1.165 per $100 of assessed value in the Downtown Business Overlay Taxing District on all mobile homes, as classified by Virginia Code Section 58.1-3506 (A) 10.

Section 6: Certain farm animals, certain grains, agricultural products, farm machinery, farm implements and equipment as classified by Virginia Code Section 58.1-3505 A.1 through A.7, A.9, and A.10 shall be exempt from personal property taxation as provided for by Virginia Code Section 58.1-3505 (B).

Section 7: That State Code references in Sections 1 – 6 of this ordinance shall be taken to refer to the equivalent provisions in any 2026 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 2026 and 2027 tax years and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF SUFFOLK

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

Section 1: That the Fee Schedule for the City of Suffolk, as attached hereto and incorporated herein by reference, is hereby approved, as provided in City Code Sections 2-587(a), 6-111(b), 6-238, 6-302(a), 6-338, 6-392(a), 10-37(c), 10-41(b), 10-66, 10-73, 10-152, 10-183, 10-259, 10-261(b), 18-58(a), 18-137, 18-192(a), 18-248, 30-53(b), 30-55(b), 30-83(e)(7)and(f), 30-85(b), 30-86(a), 30-87(a)(3),(h)(2),and(i)(6)(b)and(l), 30-88(a)and(d), 30-90(a),(c)and(d)(1)and(2),(f),(g),(h)and(j), 30-93(b), 30-94(c)(1), 30-95(a)(1), 30-96(d), 31-111, Appendix B(B-1(b)) of the Unified Development Ordinance, 34-36, 34-322(b), 34-362(a), 34-365, 35-32, 38-144(a)(2), 46-1(b)(1), 54-121(d), 54-123(b), 62-33(b), 62-111(e), 62-112(d), 62-113(a), 62-166, 74-36, 74-111, 74-288, 74-296, 74-332, 82-36(b), 82-72(a),(c)and(d), 82-481(d), 82-482(d), 82-681(a)and(b), 82-741, 82-742, 82-743, 82-828, 86-205(b), 86-235(b), 86-312, 86-355, 86-362, 86-462, 90-75(a), 90-102(a)(2)and(b), 90-103, 90-128(a),(b)and(c), 90-129, 90-131(2), 90-135, 90-164, 90-212(d)(2)(a)and(d)(4)(b), 90-214(a), 90-258, 90-349(1)and(2), 90-356(a),(b)and(c), 90-357, 90-426, 90-451, 90-520(h), 94-64, 94-98, and 94-130.

Section 2: This ordinance shall be effective on and after July 1, 2026 and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
William E. Hutchings, Jr., City Attorney

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
AIRPORT		
Multi Engine T-Hanger (monthly)*	339.00	339.00
Single Engine T-Hanger (monthly)*	269.00	269.00
New Single Engine T-Hanger (monthly)* G-Row	N/A	299.00
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	35.00
Monthly Multi Engine Tie Down*	25.00	35.00
Jet Starter Service (per hour)	25.00	25.00
Service After Normal Business Hours (call in)*	100.00	100.00
Airport Use Fees	250.00/Day	250.00/Day
Outside Storage Fee	$2,500.00/mo.	$2,500.00/mo.
Mark-up on Fuel Sales **	Average for all prices 35% (projected)	Average for all prices 35% (projected)
Tow Tug	35.00	35.00
** Prices consistent with neighboring airports.*		
*** Fluctuates based on market conditions*		
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
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	20.00	20.00
Blood Test/DNA	15.00	15.00
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	$50/day/juror	$50/day/juror
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Transfer/entry fee-Real Estate - Deeds of Partition	1.75	1.75
Document Reproduction Costs	0.50	0.50
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		
Garnishment Processing Fees	$10.00 one time fee per summons	$10.00 one time fee per summons
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%
FIRE & RESCUE		
On-Site Inspection		
Hazardous Materials Response	Responsible Party Billed	Responsible Party Billed
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 per tank	50.00 per tank
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 per tank	100.00 per tank
Inspection and Operational Permit Fees		
Site Plan Engineering Plan Review	500.00	500.00
Above/below ground hazmat storage tank installation ≥ 2,001 gallons capacity or hazmat storage/dispensing systems	200.00 per tank	200.00 per tank
Reports		
Incident or Computer Generated Reports-Residents	No Charge	No Charge
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	25.00 per year	25.00 per year

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
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)	425.00	425.00
Advanced Life Support Level I (ALS I)	675.00	675.00
Advanced Life Support Level II (ALS II)	825.00	825.00
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
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 Program and Plan	Cost for reproducing	Cost for reproducing
Annual Comprehensive 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
Courthouse Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
GEOGRAPHIC INFORMATION SYSTEM		
Printed Map Products		
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
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)	0.00 (Limit 50 sheets per person per day.)	0.00 (Limit 50 sheets per person per day.)
Printer and Photocopier-Color (per sheet)	0.00 (Limit 50 sheets per person per day.)	0.00 (Limit 50 sheets per person per day.)
Printer (3D)-(per-gram)	0.20	0.20
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	5.00	5.00
Lost Tape or CD	Cost of Replacement Tape or CD	Cost of Replacement Tape or CD
Law Library	4.00	4.00
PARKS AND RECREATION		
Athletic Registration Fees		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	200.00	200.00
Adult Softball League	350.00	350.00

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Adult Basketball League (per team)	320.00	320.00
Youth Basketball (per participant) Novice ~~Junior~~ Major Early Registration *	60.00	60.00
~~Lil' Dribblers~~ Tiny Ballers Early Registration*	40.00	40.00
Youth Cheerleading Early Registration *	60.00	60.00
Tiny Pom-Poms Early Registration*	N/A	40.00
Youth Soccer (per participant) Novice-Junior Early Registration *	60.00	60.00
Tiny Kickz Early Registration *	40.00	40.00
Youth Basketball (per participant) Novice ~~Junior~~ Major*	75.00	75.00
~~Lil' Dribblers~~ Tiny Ballers*	55.00	55.00
Youth Cheerleading *	75.00	75.00
Tiny Pom-Poms*	N/A	55.00
Youth Soccer (per participant) Novice-Junior *	75.00	75.00
Tiny Kickz*	55.00	55.00
*Parents/Guardians that serve as coach for a youth sports programs will qualify to have one child's registration fee waived.		
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	N/A
Event Space (includes stage and shelter 3)	N/A	525.00
Constant's Wharf Park and Marina		
Full Site/Full Day Rental (plus applicable fee), includes mobile stage	N/A	525.00
Compass Rose/Boardwalk (Weddings Only) Per Hour	150.00	150.00
Marina Slips		
Daily Rate		
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		
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
Lake Kennedy Park Shelter	75.00	75.00
Cypress Park		
Pool Pass Resident (all ages)	N/A	0.00
Pool Pass Non-Resident (Adults - 18 & up)	N/A	10.00
Pool Pass Non-Resident (Youth - 0 to 17)	N/A	5.00
Pool Shelter	75.00	75.00
Pool Rental Deposit	150.00	150.00
Pool rental, (two hours)	100.00	100.00
Downtown Festival Park Rental		
Special Event Rental (plus application fee), includes mobile stage	225.00	525.00
Recreation Center Membership		
Membership Fees		
Youth (7-17 years) - Per Year	5.00	5.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
Visitor Pass-Youth & Teen	1.00	1.00
Visitor Pass-Adult	5.00	5.00
Visitor Pass-Senior	1.00	1.00
Replacement Card	1.00	1.00
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 (Youth & Teens-8 -17 Yrs Old) - Per Month	7.00	7.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Recreation Center Rentals		
Rental hours as follows:		
~~All Centers~~ Free Standing Sites: Bennett's Creek, East Suffolk & Milteer; Monday - Friday; 6pm to 8pm		
Free-Standing Sites: Bennett's Creek, East Suffolk & Curtis Milteer; Saturdays- 1pm to 9pm		
Joint Use Sites: Booker T. Washington, Creekside, Kings Fork, Mack Benn, Northern Shores, Oakland; Monday-Friday; 6pm to 9pm		
Joint Use Sites: Booker T. Washington, Creekside, Kings Fork, Mack Benn, Northern Shores, Oakland; Monday-Friday; 9am to 10pm		
Application Processing Fee: Non Refundable	25.00	25.00
Gymnasium: (minimum 4 hour rental for Free-Standing Sites)		
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
Community Room		
Resident hourly rental rate (minimum 2 hour rental)	50.00 per hour	50.00 per hour
Non-resident hourly rental rate (minimum 2 hour rental)	70.00 per hour	70.00 per hour
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental for free-standing sites)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (minimum 2 hour rental for free-standing sites)	35.00 per hour	35.00 per hour

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
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
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	45.00
Late Departure Fees for Special Event Permits	N/A	25.00 per 15 minutes
Planters Club		
Rental Period: 8:00 a.m. to Midnight		
Deposit	150.00	N/A
Application Processing Fee	25.00	N/A
Setup Fees	50.00 per hour (2 hour min/4 hour max)	N/A
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	125.00 per hour/ Res.	N/A
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	200.00 per hour/ Non Res.	N/A
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	225.00 per hour/ Res.	N/A
Non-resident hourly rental rate (minimum 4 hour rental) Fri - Sun	300.00 per hour/ Non Res.	N/A
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	N/A
Sleepy Hole Park		
Picnic Shelter #1-7 Full Day	75.00	75.00
Picnic Shelter #8 Full Day	125.00	125.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Picnic Pack	25.00	25.00
Canoe/Kayak Annual Storage Fee	100.00	100.00
Custodial Fees (all rental facilities)	16.00 per hour	16.00 per hour
Security Services (Suffolk Police Officers)	$45 per hour for officer, $50 per hour for supervisor	$55 per hour for officer, $60 per hour for supervisor
Fee Based Activities	As noted in Program Guide	As noted in Program Guide
Maintenance		
Equipment		
Mobile Bleachers - Per Day	200.00	200.00
Stage - Portable	300.00/day	300.00/day
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Ground Maintenance		
Grave Space - Single Lot	800.00	1,000.00
Grave Opening		
~~over 10 years of age~~ - Weekdays	850.00	1,000.00
~~over 10 years of age~~ - Weekends/Holiday	1,050.00	1,500.00
over 10 years of age - Sunday/Holiday	1,050.00	N/A
age 1-10 - weekdays	260.00	N/A
age 1-10 - Saturday	680.00	N/A
age 1-10 - Sunday/Holiday	860.00	N/A
infant under 1 - weekdays	140.00	500.00
infant under 1 - ~~Saturday~~ Weekends/Holiday	560.00	1,000.00
infant under 1 - Sunday/Holiday	800.00	N/A
Cremation (urn burial)	400.00	N/A
Scatter Garden - Scattering of Ashes	100.00	100.00
Scatter Garden - Memorial /Plaque Engraving	225.00	300.00
Funeral after 4:00 pm in addition to above cost	100.00	500.00
Mausoleum Site Purchase 12' x 24'	22,000.00	22,000.00
Mausoleum Site Purchase - Additional Square Feet	100.00 per square foot	100.00 per square foot
Parks and Recreation Sponsored Event Fees		
Food Vendor (per 10' x 20' space)	50.00	50.00
Merchant Vendor (per 10' x 10' space)	50.00	50.00
Inaugural events offer a Buy One, Get One vendor space to be used at select returning events.		
**** Please see Suffolk Parks & Recreation Program Guide for other events and rates at suffolkparksandrec.com***		
PLANNING AND COMMUNITY DEVELOPMENT		
PLANNING		
Rezoning Requests		
Standard/Conventional Rezoning Request	840.00 plus 42.00 acre	840.00 plus 42.00 acre
Conditional Rezoning Requests	1,050 plus 42.00 acre	1,050 plus 42.00 acre
Amendment to Previously Approved Conditional Rezoning	1,050 plus 45.00 acre	1,050 plus 45.00 acre
Conditional Use Permits		
Conditional Use Permits Request	840.00 plus 21.00 acre	840.00 plus 21.00 acre
Amendment to Previously Approved Conditional Use Permit	840.00 plus 21.00 acre	840.00 plus 21.00 acre
Previously Approved Conditional Use Permit Time Extension	450.00	450.00
Application Resubmittal Fees for Rezoning and Conditional Use Permits (consisting of 50 acres or more in size or 50,000 square feet in size)	$500 (3rd Submittal and beyond)	$500 (3rd Submittal and beyond)
Rezoning and Conditional Use Permit Deferral Fees After a Public Hearing has been scheduled (consisting of 50 acres or more in size or 50,000 square feet in size)	$500 (2nd applicant deferral request and beyond)	$500 (2nd applicant deferral request and beyond)
Subdivision Plat Review		
Preliminary Subdivision Plat	$100.00 per lot, $500.00 minimum	$100.00 per lot, $500.00 minimum
Amendment to Previously Approved Preliminary Subdivision Plat	52.50 with 315.00 minimum	52.50 with 315.00 minimum
Minor Subdivision Plat	315.00	315.00
Final Major Subdivision Plat	$75.00 per lot with a $500.00 minimum	$75.00 per lot with a $500.00 minimum
Family Transfer Subdivision Plat	350.00	350.00
Subdivision Determination	350.00	350.00
Subdivision Variance Requests	840.00	840.00
Resubmission for Preliminary Subdivision or Final Major Subdivision	350.00	350.00
Engineering Plan Review		
Engineering Plan Review	$75.00 per lot with 500.00 minimum	$75.00 per lot with 500.00 minimum

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Resubmission/Revision for Engineering Plan Review	350.00	350.00
Amendment to Previously Approved Engineering Plan	500.00	500.00
Site Plan Review		
Site Plan Review	630.00 plus 63.00 per acre	630.00 plus 63.00 per acre
Resubmission/Revision for Site Plan Review	315.00	315.00
Amendment to Previously Approved Site Plan	500.00	500.00
Site Plan Waiver Request	350.00	350.00
Chesapeake Bay Preservation Area Review		
Resource Protection Area/Buffer Area Encroachment Review (Administrative Review)	52.50	52.50
Resource Protection Area/Buffer Exception Request (Planning Commission Review)	262.50	262.50
Resource Protection Area/Buffer Area Modification Request	52.50	52.50
Resource Protection Area/Buffer Area Restoration Plan Review	52.50	52.50
Resource Protection Area/Buffer Determination Review	52.50	52.50
Retroactive Resource Protection Area/Buffer Area Restoration Plan Review	150.00	150.00
Wetland Permit Request		
Wetland Board Review	262.50	262.50
Wetlands Board After the Fact	315.00	315.00
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
Historic and Cultural District Review		
Certificate of Appropriateness Request (Administrative Review)	36.75	36.75
After the Fact Certificate of Appropriateness Request (Administrative Review)	73.50	73.50
Certificate of Appropriateness Request (HLC Review)	157.50	157.50
After the Fact Certificate of Appropriateness Request (HLC Review)	262.50	262.50
Comprehensive Plan Amendment	150.00	150.00
Comprehensive Plan Consistency Review	262.50	262.50
Right-of-Way Street Abandonment and Vacation	350.00	350.00
Right-of-Way Encroachment Request	105.00	105.00
Street Name Change Request	341.25	341.25
Borrow Pit Fees (Semi-Annual)	105.00 plus 0.24 per cubic yard of material removed	105.00 plus 0.24 per cubic yard of material removed
Printing Services		
Sheet Size (11-inch x 17-inch or smaller) Black & White	0.25 per sheet	0.25 per sheet
Sheet Size (11-inch x 17-inch or smaller) Color	0.50 per sheet	0.50 per sheet
Sheet Size (Larger than 11-inch x 17-inch)	10.00 per sheet	10.00 per sheet
Public Hearing Unreturned Sign Fee	90.00 per sign	90.00 per sign
COMMUNITY DEVELOPMENT		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	56.00	56.00
Correction/Amending Permit Fee	56.00	56.00
Extension of Permits	83.00	83.00
Cost per page scanned	5.00	5.00
Technology Fee (Per Permit)	15.00	Moved to Administrative Cost
Technology Fee for all new permits	N/A	5.00 for building, trade, & zoning permits
Penalty for Working Without Permits (on each permit where work has been done)	276.00	276.00
Amusement Ride Inspection		
~~Kiddie Ride~~ Small Mechanical ride or inflatable	16.00	55.00
Major Ride Circular, trampoline, flat rides less than 20' in height	26.00	75.00
Spectacular Ride	27.00	100.00
Concession Go Kart per Track	300.00	300.00
Coaster that exceeds 30ft in height	200.00	200.00
Coaster that exceeds 60ft in height	400.00	400.00
Zip Line each line	150.00	150.00
Inspections completed by third party	75% of regular fee	75% of regular fee
Board of Building Code Appeal	276.00	276.00
Building Fees Note: Minimum fee of $56.00		
Residential New Construction and Alterations	.09/sq.ft.	.09/sq.ft.
Commercial New Construction and Alterations	.10/sq.ft.	.10/sq.ft.
Correction /Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Extra Inspection Trips (each)	56.00	56.00
Certificate of Occupancy		
Residential	56.00	56.00
Commercial	110.00	110.00
Extension of Residential, Commercial and Temp C.O.	56.00	56.00
Temporary	110.00	110.00
Rental	56.00	56.00
Two or More Units (per unit)	34.00	34.00
Reinspection	56.00	56.00
Commercial Building Clearance	110.00	110.00
Demolition		
One to Two Family Dwellings	61.00	61.00
Any Residential Accessory Structure	56.00	56.00
All Other Structures		
0 - 60,000 square feet	110.00	110.00
over 60,000	$27/15,000 sq.ft.	$27/15,000 sq.ft.
Electrical Permits Note: Minimum fee of $56.00		
Electrical Permits (new service, temporary service & service changes) Note: Circuits included in fees for residential)		
1 -100 amps		
Single Phase Fee	56.00	56.00
Three Phase Fee	56.00	56.00
101-150 amps		
Single Phase Fee	56.00	56.00
Three Phase Fee	78.00	78.00
151 - 200 amps		
Single Phase Fee	83.00	83.00
Three Phase Fee	116.00	116.00
201 - 300 amps		

CITY OF SUFFOLK
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Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Single Phase Fee	110.00	110.00
Three Phase Fee	154.00	154.00
301 - 400 amps		
Single Phase Fee	166.00	166.00
Three Phase Fee	232.00	232.00
401 - 500 amps		
Single Phase Fee	221.00	221.00
Three Phase Fee	309.00	309.00
501 - 600 amps		
Single Phase Fee	276.00	276.00
Three Phase Fee	386.00	386.00
Over 600 amps		
Single Phase Fee	331.00 plus 56.00 per each additional 100 amps over 600	331.00 plus 56.00 per each additional 100 amps over 600
Single Phase Fee (change)	198.00	198.00
Three Phase Fee	463.00 plus 56.00 per each additional 100 amps over 600	463.00 plus 56.00 per each additional 100 amps over 600
Circuit charges - for all Commercial (new/addition/repairs) and Residential (additions/repairs)		
0 - 20 amps (per circuit)	5.00	5.00
21 - 40	6.00	6.00
41 - 60	8.00	8.00
61 - 150	17.00	17.00
over 150 amps	22.00	22.00
Residential Power Release Inspection	56.00	56.00
Commercial Power Release Inspection	66.00	66.00
Pool Grounding	61.00	61.00
Low Voltage (less than 50v) installation if permit required	59.00	59.00
Repair Wiring, Apparatus, Fixtures	56.00	56.00
Elevator Compliance Card	56.00	56.00
Fire Prevention Permit Note: Minimum fee of $56.00		
Fire Prevention Permit	59.00 plus .005 of value	59.00 plus .005 of value
Building Fire Protection Plan Review	75.00	75.00
Fire Alarm and Fire Suppression		
$0 - 5,000	56.00	56.00
5,001 - 6,000	59.00	59.00
Above 6,000	$56 plus $9.00 per $1,000	$56 plus $9.00 per $1,000
Mechanical and Gas Permits Note: Minimum fee of $56.00		
Mechanical Permit Fees		
Chiller, Cooling Tower, Tank	$36.00 each	N/A
AC Equipment, Boiler, Furnace Gas Pack, Forced Air, Misc. Heater, Gas Piping	$19.00 each	N/A
Air Handler	$9.00 each	N/A
Duct Work, Misc. Fan, Range Hood	$7.00 each	N/A
Elevator Installation		
$0-5,000	56.00	N/A
5,001-6,000	61.00	N/A
Above 6,000	56.00 plus $6.00 per $1,000 value	N/A
LPG Tanks and Associated Piping		
0 - 2,000 gallons	56.00	N/A
over 2,000	56.00 plus $4.00/10,000 gallons	N/A
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	56.00	N/A
over 50,000	56.00 plus $4.00/10,000 gallons	N/A
Fuel Piping Outlet Each	56.00	N/A
All mechanical - new and replacement equipment	N/A	56.00 plus 6.00 per 1,000 value
Plan Review Fees		
All Structures - Residential		
0 - 2,499 square feet	83.00	83.00
2,500 - 5,000	110.00	110.00
5,000 - 10,000	138.00	138.00
10,001 - 30,000	193.00	193.00
30,001 - 50,000	276.00	276.00
50,001 - 100,000	331.00	331.00
Above 100,000	386.00	386.00
All Structures - Commercial		
0 - 2,499 square feet	87.00	87.00
2,500 - 5,000	116.00	116.00
5,000 - 10,000	145.00	145.00
10,001 - 30,000	203.00	203.00
30,001 - 50,000	290.00	290.00
50,001 - 100,000	348.00	348.00
Above 100,000	405.00	405.00
Plumbing Permits Note: Minimum fee of $56.00		
Each Fixture, Floor Drain, or Trap	8.00	8.00
Each Sewer (sanitary and storm)	8.00	8.00
Each Sewer Replaced or Repaired	39.00	39.00
Each Manhole	8.00	8.00
Each Roof Drain	8.00	8.00
Each Area Drain	8.00	8.00
Each Water Heater	8.00	8.00
Each Water Line (New Residential)	8.00	8.00
Each Water Line (Existing Residential)	39.00	39.00
Each Water Line (Commercial)	110.00	110.00
Each Sewer Line (Commercial)	110.00	110.00
Backflow Preventer	8.00	8.00
Private Piers, Greenhouses, and Retaining Walls exceeding 3 feet in height		
$1 - 2,200	56.00	56.00
over 2,200	$56 plus 0.2% of value	$56 plus 0.2% of value
Miscellaneous Fees		
Mobile Homes	56.00	56.00
Modular Classroom Units	61.00	61.00

CITY OF SUFFOLK
FEE SCHEDULE
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Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Tents	56.00	56.00
Chimneys	56.00	56.00
Free Standing Fireplaces/Wood Stoves	56.00	56.00
Stationary Fireplaces	56.00	56.00
Sign Fees Note: Minimum fee of $56.00		
1 - 40 sq. ft.	56.00	56.00
41 - 80 sq. ft.	61.00	61.00
over 80 sq. ft.	71.00	71.00
Swimming Pools		
$1 - 2,200	56.00	56.00
over 2,200	$56 plus 0.2% of value	$56 plus 0.2% of value
Tower, Antennas and Like Structures		
$0 - 4999 value	107.00	107.00
5,000 - 19,999	428.00	428.00
20,000 - 99,999	1,227.00	1,227.00
over 100,000	$1,227plus $4 per $1,000	$1,227plus $4 per $1,000
Small Cell Tower		
Value of $0-$4,999	102.00	See Tower, Antenna and Like Structures Values
$5,000-$19,999	408.00	See Tower, Antenna and Like Structures Values
$20,000-$99,999	1169.00	See Tower, Antenna and Like Structures Values
Over $100,000	1,169.00 plus 4.00 per 1,000	See Tower, Antenna and Like Structures Values
Zoning Fees		
Minimum	39.00	49.00
State Levy	2.00%	2.00%
Commercial Business Clearance	110.00	110.00
Board of Building Code Appeal	276.00	276.00
Zoning Permits (includes Farm Affidavits)	39.00	49.00
Home Occupation Permits (zoning review)	39.00	49.00
Health Department Evaluation		
New Construction	110.00	110.00
Updates	56.00	56.00
Board of Zoning Appeals	551.00	551.00
Administrative Variance Request	66.00	66.00
Chesapeake Bay Special Exception Request		
Reviewed by Zoning Administrator	56.00	56.00
If Forwarded to Board of Zoning Appeals	331.00	331.00
Written Determination by Zoning Administrator	100.00	100.00
Junkyard Compliance Inspection (yearly)	105.00	105.00
Removal of Weeds, Excessive Vegetation Growth, Trash and Debris:		
Trash/Debris/Grass/Weeds/Other Substances	100.00	100.00
Grass/Weeds/Other Growth (Vacant Developed or Undeveloped Property)	75.00	75.00
Temporary Use Permit	39.00	49.00
Temporary Signs	39.00	49.00
Refunds		
Building and Trade Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Administrative Fee	N/A	30.00
** All refunds subject to $30.00 processing Fee-no refunds will be issued for amounts less than $30.00*		
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
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company ***Initial*** Registration	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring co. for calling in on suspended /unregistered alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	10.00	10.00
Accident Report	10.00	10.00
Incident Report	10.00	10.00
Fingerprinting	$10 for first card, and $5 for additional cards	$10 for first card, and $5 for additional cards
Photographs	7.00 or cost whatever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
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/$55 per hour plus 15% service fee, minimum 2 hours. Supervisor/$60 per hour plus 15% service fee, minimum 2 hours. Any request with less than 24 hour notice, $80 per hour plus 15% service fee.	Police Officer/$55 per hour plus 15% service fee, minimum 2 hours. Supervisor/$60 per hour plus 15% service fee, minimum 2 hours. Any request with less than 24 hour notice, $80 per hour plus 15% service fee.
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Dog License Fee - Duplicate	1.00	1.00
Lifetime Dog License Fee - Spayed or Neutered (Animal Shelter)	50.00	50.00
Dangerous Dog Registration Certificate	150.00	150.00
Dangerous Dog Registration Certificate Renewal	85.00	85.00
Kennel License	$50 per block of 10 dogs	$50 per block of 10 dogs
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Recording	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 Recording	15.00	15.00
PUBLIC UTILITIES		
Bacteriological Tests (each)	40.00	40.00
Delinquency Fees		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with $0.50 minimum	1.5 % per month with $0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
Water Conservation Reconnection Fees		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00
Water Rate per 100 cubic feet	11.40	12.29
WTWA Wholesale Water Rate (per 100 cubic feet)	5.86	6.20
WTWA Fixed Capacity Charge (per month)	175,550.00	173,235.00
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)	57.00	61.45
Meter Service Charge (per month)		
5/8 and 3/4 inch meter	16.75 (Billed at $0.55 per day per billing cycle)	17.75 (Billed at $0.584 per day per billing cycle)
1 inch meter	39.65 (Billed at $1.30 per day per billing cycle)	42.15 (Billed at $1.386 per day per billing cycle)
1½ inch meter	77.75 (Billed at $2.56 per day per billing cycle)	82.75 (Billed at $2.721 per day per billing cycle)
2 inch meter	123.50 (Billed at $4.06 per day per billing cycle)	131.50 (Billed at $4.323 per day per billing cycle)
3 inch meter	230.25 (Billed at $7.57 per day per billing cycle)	245.25 (Billed at $8.063 per day per billing cycle)
4 inch meter	382.75 (Billed at $12.58 per day per billing cycle)	407.75 (Billed at $13.405 per day per billing cycle)
6 inch meter	764.00 (Billed at $25.12 per day per billing cycle)	814.00 (Billed at $26.762 per day per billing cycle)
8 inch meter	1,221.50 (Billed at $40.16 per day per billing cycle)	1,301.50 (Billed at $42.789 per day per billing cycle)
10 inch meter	1,755.25 (Billed at $57.71 per day per billing cycle)	1,870.25 (Billed at $61.488 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
When depth of trench excavation is greater than six feet, a charge equal to actual cost of City Contractor installation	Actual Cost of Installation	Actual Cost of Installation
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

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
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 Rental Charge (excludes water usage charge)	$1,500 Deposit	$1,500 Deposit
Fire Hydrant Flow Test Fee/Water Model Evaluation	400.00	400.00
Sewer Collection (per 100 cubic feet)	7.88	7.97
Sewer Usage Non Metered (per month 5 ccf)	39.40	39.85
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%
When depth of trench excavation is greater than six feet, a charge equal to actual cost of City contractor installation	Actual Cost of Installation	Actual Cost of Installation
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
Mobile 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
Engineering Review		
Site Plans Review	$1,500 Base Fee plus $1.50/ for every foot of public water & sewer mains beyond the initial 250 and does not include pump station review fee	$1,500 Base Fee plus $1.50/ for every foot of public water & sewer mains beyond the initial 250 and does not include pump station review fee
Site Plans Waiver Review with Public Utilities	N/A	$1,000/Submittal
Engineering Plans Review	$2,500 Base Fee plus $.15/ for every foot of public water & sewer mains plus pump station review fee	$2,500 Base Fee plus $.15/ 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
Engineering Construction Inspection		
Sanitary Sewer Facilities	$1.50/LF for every foot of public sewer installed	$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities	$1.50/LF for every foot of public sewer installed	$1.50/LF for every foot of public sewer installed
Site Plan with Public Utilities	$1,500 plus $1.50 for every foot of public water or sewer mains installed	$1,500 plus $1.50 for every foot of public water or sewer mains installed
Inspection Fee for Overtime Work at Developers Request	At Cost	At Cost
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	$20,000 per location	$20,000 per location
Inspection Services	$70/hr.	$70/hr.
Golf Cart Study Fee	$1,600/application	$1,600/application
Golf Cart Signs (per location)	$250 per location	$250 per location
No Wake Zone Study Fee	550.00	550.00
No Wake Zone Posting	At Cost	At Cost
Right-of-Way Encroachment Permit	125.00	125.00
Shared Mobility Device		
System Application Fee	>10 Devices $200 10>50 Devices $1,500 50< Devices $5,000	>10 Devices $200 10>50 Devices $1,500 50< Devices $5,000
Impact Fee	Defined by Permit	Defined by Permit
Stormwater and Public Works Engineering		
Storm Water Utility Fee	7.50/mo./ERU	7.50/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

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Inspection Fee for Site Plans/E&S Only Plans	$400/acre;$1,400 minimum not to exceed $12,000	$400/acre;$1,400 minimum not to exceed $20,000
Inspection Fee for Overtime Work at Development Request	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 >5.0-10.0 acres + $952 >10.0-50.0 acres + $1,260 >50.00-100.00 acres + $1,708 >100.00 acres + $2,688 Plan Amendments = $350	$1000 + $1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + $756 >5.0-10.0 acres + $952 >10.0-50.0 acres + $1,260 >50.00-100.00 acres + $1,708 >100.00 acres + $2,688 Plan Amendments = $350
Coverage of General Permit for Discharges of Stormwater from Construction Activities (Department Portion) 9VAC25-875-1400	N/A	Fee shall be paid pursuant to the Department Portion of Virginia Administrative Code 9VAC25-875-1400
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 9VAC25-875-1410
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 9VAC25-875-1420
Minor Subdivision Plan Review Fee	150.00	150.00
Major Subdivision Maintenance Agreement Review Fee	$750 per plat	$750 per plat
Single Family E&S Site Plan Review	290.00	290.00
Stormwater Maintenance Agreement Review Fee	150.00	150.00
Storm Sandbags (Suffolk Residents Only)	3.00	3.00
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
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	75.00	75.00
Refuse and Recycling Service	30.00/mo./unit	30.00/mo./unit
Bulk Refuse Service		
1-12 CY bulk collection - before 12 free collections are used	No Charge	No Charge
13-24 CY bulk collection - before 12 free collections are used	100.00	100.00
1-12 CY bulk collection - after 12 free collections	N/A	47.50
13-24 CY bulk collection - after 12 free collections	N/A	100.00
Evictions	170.00	170.00
Bulk Refuse Service - Roll Off		
Weekdays	200.00	200.00
Weekends	250.00	250.00
TRANSIT		
Fares-Regular Bus Service (Not Paratransit)		
Adult - One way (No Transfer)	1.50	1.50
Adult - All day (Unlimited Transfer)	3.00	3.00
Adult - Monthly Pass	57.50	57.50
Student (6-18 yrs.) - One way (No Transfer)	1.00	1.00
Student (6-18 yrs.) - All day (Unlimited Transfer)	2.00	2.00
Student (6-18 yrs.) - Monthly Pass	37.50	37.50
Disabled and/or Senior (55+ yrs.) - One way (No Transfer)	0.75	0.75
Disabled and/or Senior (55+ yrs.) - All day (Unlimited Transfer)	1.50	1.50
Disabled and/or Senior (55+ yrs.) - Monthly Pass	27.50	27.50
Fare - Paratransit - One way (Qualified individuals only)	3.00	3.00

CITY OF SUFFOLK
FEE SCHEDULE
FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
TOURISM		
Conference Room (9 am to 5 pm)		
Non-Profit (first two hours)	25.00	N/A
Additional Hours	5.00/hour	N/A
For-Profit (first two hours)	75.00	N/A
Additional Hours	15.00/hour	N/A
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	75.00/season	75.00/season
Expanded Booth	125.00/season	125.00/season
Exterior (Uncovered) Space	45.00/season	45.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
Season-long Tent Space (10 x 10) - vendor must supply own tent	40.00/season	40.00/season
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 Cemetery Stroll		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
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	40.00	40.00
Bennett's Creek Kayak Tours	40.00	40.00
Seaboard Station Railroad Museum		
Guided Museum Tour (12 and older)	2.00/per person	2.00/per person
Guided Museum Tour-Group Rate	1.00/per person	1.00/per person
Family Membership-Unlimited Visits (up to 4 people)	40.00/year	40.00/year
Seaboard Station Birthday Party Rental Package (basic)		
Deposit (non-refundable)	25.00	25.00
Payment Due Day of Party	100.00	100.00
Seaboard Station Birthday Party Rental Package (premier)		
Deposit (non-refundable)	50.00	50.00
Payment Due Day of Party	250.00	250.00
Seaboard Station Railroad Museum After Hours Reception Rental		
Non-profit (first two hours)	75.00	N/A
Additional Hours	25.00/hour	N/A
For-profit (first two hours)	150.00	N/A
Additional Hours	50.00/hour	N/A
Seaboard Station Railroad Museum After Hours Meeting Rental		
Non-profit (first two hours)	25.00	N/A
Additional Hours	5.00/hr.	N/A
For-profit (first two hours)	50.00	N/A
Additional Hours	15.00/hour	N/A
Fee Based Activities Not Described	Cost	Cost
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%

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING NEW POSITIONS, PAY GRADES, PAY GRADE CHANGES AND JOB DESCRIPTIONS REGARDING THE FY 2026-2027 OPERATING AND CAPITAL BUDGET AND THE CITY'S COMPENSATION AND CLASSIFICATION 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 and Classification 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 2026-2027 Operating and Capital Budget and the City's Compensation and Classification 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 2026-2027 Operating and Capital Budget and the City's Compensation and Classification Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that the job descriptions for new positions and revisions of existing positions of Assistant Property Maintenance Official, Grade 213; Chief Judicial Staff Attorney, Grade 221; Development Financial Manager, Grade 219; Environmental Technician, Grade 209; Family Services Specialist, Grade 210; Fleet Maintenance Coordinator, Grade 209; Governmental Efficiency Officer, Grade 223; IT Service Support Manager, Grade 219; Lifeguard I, Grade 202; Lifeguard II, Grade 204; Maintenance Supervisor, Grade 214; Mosquito Control Biology Technician, Grade 206; Organizational Development Consultant, Grade 219; Public Safety Telecommunication Supervisor, Grade 215; Radio Communications Manager, Grade 215; Traffic Operations Manager, Grade 217; Workforce Development Assistant, Grade 204; Zoning Inspector I, Grade 209; and Zoning Inspector II, Grade 210; which are attached as part of this Ordinance, be and are hereby approved as part of the FY 2026-2027 Compensation and Classification Plan.

BE IT FURTHER ORDAINED THAT this Ordinance shall be effective on July 1, 2026, contingent upon the corresponding jobs for the job descriptions being approved in the FY 2026-2027 Operating and Capital Budget.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

City of Suffolk
Assistant Housing/Property Maintenance Official (Proposed)

Class Spec Code	TBD010	**Established Date**	04/21/2026
Last Revised Date	04/23/2026	**Effective**	04/23/2026
Salary Range	$28.91 - $45.47 Hourly $60,125.00 - $94,576.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Administrative Support Workers	**Occupational Group**	Administrative Support
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under limited supervision, performs supervisory administrative and technical work supervising the enforcement of State and local building codes applicable to residential housing during Housing/Property Maintenance Official's absence. Work involves planning and supervising subordinate Inspectors and participating in housing inspections, implementing and enforcing the Rental Occupancy Program for code compliance, and responding to inquiries and complaints from the general public. Employee is also responsible for performing inspections and enforcing codes pertaining to upkeep of grounds around residential housing and vacant lots, initiating legal action in cases of code violations, and for maintaining various records associated with building inspection cases. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in frequent contact with property owners, developers, contractors and the general public. Reports to the Housing/Property Maintenance Official.

To perform this job successfully, an individual must be able to perform

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

Essential Job Functions

- Performs the duties of the Housing/Property Maintenance Official during his/her absence, which includes supervising and managing the daily functions of the Property Maintenance Division.
- Assists other staff by researching specific provisions of codes, ordinances, and related City policies.
- Addresses complaints, communicates abatement action, and provides required follow up.
- Enters inspection data, results, and reports into an automated database, prepares violation notification and corrective direction.
- Communicates with other city departments to coordinate and exchange work, information and develops solutions to interdepartmental development issues.
- Issues permits for sponsored home certification in the absence of the Housing/Property Maintenance Official.
- Trains new and existing inspectors on code violations (State and City Ordinances); assists in the interpretation of codes.
- Provides training to new and existing staff on damage assessment and equipment.
- Attends meetings related to Historical District and provides reports in Housing/Property Maintenance Official's absence. Provides input based on expertise and observations, as appropriate
- Operates and maintains a city vehicle and all other issued equipment.
- Manages inspection schedule and maintains inspection reports.
- Testifies in court, as required.
- Follows established industry safety guidelines and practices and utilizes necessary safety equipment.
- Attends training to earn and maintain continuous education and certification requirements as required by the Virginia Department of Housing and Community Development and the Department of Code Administration.

- Maintains a current knowledge of City and department policies, procedures and guidelines.
- Assist the Housing/Property Maintenance Official with advertisement and court notification of complex demolition cases which include sending final notifications, checking current ownership via clerk records, an making sure all notices have been properly posted on site
- Responds to emergency calls after-hours as needed.

Required Qualifications

- Requires a high school diploma or equivalent and Certification as an International Code Council of Virginia (ICC/VA) Property Maintenance Inspector.
- Requires the Commonwealth of Virginia Property Maintenance Official Certificate and at least five (5) years of responsible experience as a Property Maintenance Inspector, or related field, or any equivalent combination of experience.
- Certification in Federal Emergency Management Agency Independent Study (FEMA IS) 100, 200, 700, 800 required within one (1) year of hire. Requires a valid driver's license.
- ICC CLA (Code Official Safety Certification)

Knowledge, Skills & Abilities

- Knowledge of modern housing construction practices, materials, and equipment and of the various stages of construction when violations and defects should be observed and corrected.
- Knowledge of the regulations and provisions of the International Property Maintenance Code.
- Knowledge of local and State housing codes and laws, including rules and regulations of the Rental Occupancy Program.
- Knowledge of Section 8 and Public Housing Quality Standards as set forth by the U.S. Department of Housing and Urban Development.
- Knowledge of engineering principles as applied to the design and construction of a broad range of building structures and facilities.
- Knowledge of the current literature, trends and developments in the field of housing inspection and code enforcement.
- Knowledge of the geographic layout of the City. Has general knowledge of the principles of organization and administration.
- Ability to read and interpret plans and specifications accurately and make comparisons with construction in progress.
- Ability to express ideas effectively orally and in writing.

- Ability to exercise considerable tact, courtesy and firmness in frequent contact with property owners, developers, contractors, and the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read a variety of reports, correspondents and forms, etc. Requires the ability to prepare correspondence and reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instruction furnished in written, oral, diagrammatic, or schedule form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret housing codes, mechanical and electrical terminology and language used within the department.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to utilize basic systems of algebra and geometry. Must be able to use practical applications of fractions, percentages, and ratio and proportion.
- Ability to inspect items for proper length, width and shape.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machinery including a computer, calculator, copier, etc., and an automobile. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of 10 to 15 pounds. Requires the ability to coordinate hands and eyes rapidly and accurately; to operate motor vehicles. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to talk and/or hear. 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).

FLSA Status

Non-Exempt

City of Suffolk
Chief Judicial Staff Attorney (Proposed)

Class Spec Code	TBD001	**Established Date**	03/18/2026
Last Revised Date	04/06/2026	**Effective**	04/06/2026
Salary Range	$43.13 - $67.85 Hourly $89,719.00 - $141,128.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Professionals	**Occupational Group**	Professionals
FLSA	Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under very limited supervision, performs high-level supervisory and professional legal services work by overseeing and coordinating all operations for the Judges of Suffolk Circuit Court. Work involves scheduling assignments/assigning work to office employees, conducting annual performance evaluations for the Chief Judge's final approval, assisting the Judges in disseminating information to employees and organizational stakeholders, and overseeing all training activities. Work requires identifying any and all operational problems and taking corrective action. Work includes, drafting and monitoring the office budget and making recommendations to the Judges.

The professional legal work includes the reviewing of civil and criminal motions, advising whether matters are properly served and noticed, conducting legal research, and drafting legal memoranda, prospective civil orders and legal opinions for the Court. The Chief Judicial Staff Attorney will work within broad policy and organization guidelines established by the Circuit Court Judges. The employee's function is necessary to ensure that the Circuit Court serves the public in an effective and efficient manner. Employee must also exercise tact, courtesy, and discretion in frequent contact with attorneys, public officials and

employees, and the general public. Reports to the Chief Circuit Court Judge.

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

Essential Job Functions

Serves as the Chief Judicial Staff Attorney for the four (4) Circuit Court Judges.

Manages and directs the overall administrative, financial, budgetary, accounting, and internal human resource operations of the Suffolk Circuit Court Judges following the established goals, objectives and policies. Helps create those policies.

Plans, assigns, supervises, and participates in all work conducted for the Circuit Court Judges.

Supervises all personnel, appraises performance in annual reviews subject to final approval by the Chief Circuit Court Judge.

Participates in the hiring process of all new employees.

Oversees that each employee is cross-trained, so no job is without a backup person.

Oversees, manages, and maintains files and leave records for all employees including following the guidelines of the Family Medical Leave of Absence (FMLA) when relevant.

Supervises, directs and manages the administrative, financial, budgetary, accounting, and human resource support functions while maintaining high standards of accuracy, exercising independent judgment, discretion, tact, confidentiality and courtesy in assisting all organizational stakeholders and fellow employees.

Manages Workforce Management (WFM) timecards, makes recommendations for personnel leave requests.

Maintains employee career files.

Serves as designated and responsible contact person for employees when a work-related injury or illness is concerned. Handles documentation & follows procedure required by the Risk Manager for the City of Suffolk.

Manages budget line items, conducts analysis of budget matters.

Advises the Circuit Court Judges regarding short-term and long-term office planning.

Responsible for legal research and analysis of legal issues for the weekly motions docket of the judges; including: 1) checking each motion for compliance with procedural legal requirements; 2) calling non-compliant lawyers/legal staff, to enable them to bring their motions into compliance before motions day; 3) providing the judges with statutes and rules, for their review, on simple legal issues; 4) writing bench briefs involving legal research and analysis on complex legal issues; 5) assisting with and attending motions arguments in court, and 6) drafting opinion letters for the judges as requested.

Reviews a variety of Orders, Petitions and Motions, submitted daily to the Judges, to ensure that they comply with statutory and other legal requirements, and responds to the parties and their counsel regarding such Orders. Examples of cases requiring such Orders are City tax sales, Church petitions for appointment of trustees and acquisition or disposition of real property, Adoptions, Orders pertaining to support, custody, visitation, and disposition of marital property, Rules to Show Cause and enforcement of prior Orders, Final divorce decrees, Name changes, Appointments of Guardians ad litem, and Garnishments.

Performs legal research and analysis of legal issues for habeas corpus petitions, including writing bench briefs, and drafting legal opinions regarding the same.

Operates a variety of office equipment such as computer, calculator, printers, fax machine, etc.

Uses a variety of general office supplies and a variety of computer software such as Microsoft Word/Excel/PowerPoint/Access.

Uses legal research search engines such as LexisNexis.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Prepares and/or reviews proposed responses to correspondence received by the Judges and the Clerk of the Court from prisoners and/or their counsel,

including requests for sentence reconsideration, requests for approval of in forma pauperis status, requests for documents, complaints, and other miscellaneous requests.

Ability to prepare civil support guidelines for Pendente Lite hearings.

Coordinates communication and logistics between the Suffolk Circuit Court Judges and other judges/stakeholders for Committee and/or Panel assignments in which the Suffolk Circuit Court has been designated to by the Virginia Supreme Court's Chief Justice.

Performs other related duties as required.

Required Qualifications

Juris Doctorate degree from an accredited law school.

License to practice law in the Commonwealth of Virginia and in good standing with the Virginia State Bar.

3 – 5 years in the practice of law with at least 2 years experience as a Judicial Staff Attorney; or any combination of training and experience which provides the required skills, knowledge and abilities.

Requires a valid driver's license.

Knowledge, Skills & Abilities

Knowledge of Virginia criminal law and procedure.

Knowledge of Virginia civil law and procedure.

Knowledge of the Rules of the Supreme Court of Virginia.

Knowledge of the rules of evidence and professional responsibility.

Ability to interpret and apply laws and court decisions, and to use legal source material in technical research.

Ability to express ideas effectively, orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Ability to read a variety of reports, letters, and memos, contracts, deeds, ordinances, resolutions, legal briefs, etc.

Requires the ability to prepare correspondence, reports, legal briefs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Requires proficiency in Microsoft Word, Excel and Outlook.

Proficiency in the use of legal research tools such as LexisNexis.

Requires the ability to speak before groups of people with poise, voice control and confidence.

Requires the ability to collect data and forecast financial needs for drafting the annual budget.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; and to deal with a variety of abstract and concrete variables.

Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; understand and apply the theories of algebra, geometry, trigonometry, descriptive statistics, and statistical inference.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate tools such as pens, pencils, and a variety of automated office machines, including a personal computer, copier, telephone, facsimile machine, etc. Must be able to exert a negligible amount of force

frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency. 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).

FLSA Status

Exempt

City of Suffolk
Development Financial Manager (Proposed)

Class Spec Code	TBD002	**Established Date**	03/18/2026
Last Revised Date	04/06/2026	**Effective**	04/06/2026
Salary Range	$39.13 - $61.54 Hourly $81,380.00 - $128,010.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Administrative Support Workers	**Occupational Group**	Administrative Support
FLSA	Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under limited supervision, the Development Financial Manager is responsible for developing and executing integrated communications, grants, and business development strategies that support the Department of Economic Development's mission to attract, retain, and expand business and investment within the City of Suffolk. The position leads the department's external messaging, marketing, and storytelling; identifies, pursues, and manages grant and funding opportunities; and supports business development initiatives with a particular emphasis on downtown revitalization, innovation, and place-based economic growth. The Development Financial Manager collaborates closely with the City's Finance, Budget, Planning, Housing, Tourism, Public Works, and other departments to ensure that grants, communications, and business development efforts are aligned with broader municipal priorities, financial forecasts, and capital improvement plans.

This position requires strong expertise in **grant writing, grant management, strategic communications, stakeholder engagement, municipal compliance, and financial analysis** to effectively communicate and steward the value and impact of economic development initiatives to internal and external audiences. Position reports to the Director of Economic Development.

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

Essential Job Functions

- **Grants & Funding Knowledge**
  - Understands the full grant lifecycle: opportunity identification, application, award, implementation, reporting, and closeout.
  - Familiar with federal, state, regional, and philanthropic funding programs relevant to municipalities and economic development.
  - Able to interpret Notices of Funding Opportunity (NOFOs), RFPs, and guidance, and translate the concepts into clear requirements for City staff.
- **Financial & Budget Management**
  - Prepares and manages grant and project budgets, including allowable/allocable costs and local match.
  - Monitors expenditures, drawdowns, and reimbursements in coordination with Finance and Budget.
  - Supports internal controls and audit readiness for grant-funded projects.
- **Compliance & Risk Management**
  - Ensures adherence to federal, state, and local regulations, including applicable sections of 2 CFR 200 and municipal policies.
  - Maintains thorough documentation and records to support monitoring, audit, and public transparency.
  - Identifies risks (e.g., underperformance, late reports, ineligible costs) and recommends corrective actions.
- **Project & Performance Management**
  - Develops realistic timelines and work plans for grant pursuits and funded projects.

- Helps define and track performance measures, outputs, and outcomes for grants and economic development initiatives.
- Coordinates across departments to keep responsibilities, deadlines, and deliverables clear.

- **Communication & Collaboration**
  - Communicates complex grant and financial requirements in clear, accessible language.
  - Facilitate meetings and cross-functional work sessions with internal and external partners.
  - Builds and sustains relationships with funders, regional entities, community organizations, and business stakeholders.
- **Strategic & Analytical Thinking**
  - Aligns grant pursuits and communications with City Council priorities, strategic plans, and capital improvement plans.
  - Use data, needs assessments, and community indicators to shape competitive proposals and compelling narratives.
  - Evaluates funding opportunities for strategic fit instead of pursuing grants that do not advance City goals.
- **Writing & Presentation**
  - Crafts persuasive, technically accurate grant narratives and supporting documentation.
  - Develops clear, outcome-focused reports and presentations for City leadership, boards, and community partners.
  - Tailors messages for different audiences (technical, elected officials, public).
- **Systems, Tools & Process Improvement**
  - Uses or helps implement grant management and tracking systems for deadlines, awards, and reporting.
  - Comfort with spreadsheets, shared drives, dashboards, and basic data visualization.
  - Continuously improves workflows for approvals, signatures, and cross-department coordination.
- **Ethics, Equity & Public Service**
  - Demonstrates integrity, transparency, and stewardship of public funds.

- Applies an equity lens to funding decisions, considering impacts on different neighborhoods and populations.
- Reflects a strong public service mindset in interactions with residents, businesses, and partners.

- **Strategic Communications & Marketing**
  - Develop and implement a comprehensive marketing and communication strategy for Economic Development that aligns with the City's brand, strategic plan, and economic growth priorities.
  - Create and manage an integrated communications calendar across all mediums, including social media, websites, e-newsletters, print collateral, and earned media.
  - Craft clear, compelling narratives, talking points, press releases, success stories, and presentations that highlight Suffolk's business climate, key projects, and downtown revitalization efforts.
  - Coordinate the design and production of marketing materials and campaign assets to support business attraction, retention, expansion, and redevelopment initiatives.
  - Monitor and report on marketing performance metrics (engagement, reach, conversions, leads generated) and adjust strategies based on data-driven insights.
- **Grants Strategy, Development & Management**
  - Identify, research, and prioritize grant opportunities from federal, state, regional, and philanthropic sources that support economic development, downtown revitalization, workforce development, infrastructure, innovation districts, and related initiatives.
  - Lead and coordinate the development of competitive grant applications, including narrative development, performance measures, budgets, match requirements, and alignment with citywide financial and strategic goals.
  - Collaborate with the Director of Economic Development and other departments to ensure accurate financial projections, cost-benefit analyses, and return-on-investment (ROI) modeling are incorporated into grant proposals.
  - Manage the grants lifecycle for Economic Development, including compliance, reporting, reimbursements, and performance tracking for

awarded grants.

- Develop internal tools, templates, and grant management systems to streamline grant development, monitoring, and documentation processes.

- **Business Development & Downtown Revitalization**
  - Support business attraction, retention, and expansion efforts by identifying and cultivating prospects, responding to inquiries, and assisting with proposals and presentations.
  - Work closely with downtown stakeholders, merchants, property owners, non-profits, and community organizations to design and promote programs, events, and initiatives that drive foot traffic, investment, and innovation in key commercial corridors.
  - Assist in the development and marketing of incentive programs, façade improvement initiatives, small business support tools, and place-making projects that enhance Suffolk's competitiveness and vibrancy.
  - Use market research, demographic data, and fundamental financial analysis to help evaluate potential projects, identify opportunities, and communicate economic outcomes.
- **Financial & Data Analysis for Communications and Grants**
  - Utilize financial forecasting tools, dashboards, and analytical methods to estimate projected job creation, tax revenue, private investment, and broader economic impact for projects and grants.
  - Translate complex financial and economic data into clear, accessible visuals and narratives for City Council, the Economic Development Authority (EDA), community partners, and the public.
  - Track and report on the financial and programmatic performance of grants, marketing campaigns, and business development initiatives to support transparency and accountability.
- **Stakeholder Engagement & Partnership Development**
  - Engage and build relationships with businesses, developers, entrepreneurial support organizations, downtown associations, chambers, higher education institutions, and non-profit partners to support collaborative economic development efforts.

- Represent the Department of Economic Development at community meetings, regional forums, and events, effectively communicating departmental priorities and opportunities.
- Coordinate with internal departments (Planning, Housing, Public Works, Tourism, Library, Parks & Recreation, etc.) to align communications, grants, and business development initiatives with broader City objectives.

- **Departmental Support & Special Projects**
  - Assist the Director of Economic Development in preparing strategic communications, speeches, presentations, and briefing materials for City leadership and key stakeholders.
  - Lead or support special projects related to innovation, redevelopment, and strategic planning as assigned.
  - Provide guidance and training to department staff on effective communications, grant development practices, and the use of marketing tools, platforms, and grant management systems.

Required Qualifications

Bachelor's degree in Marketing, Communications, Public Administration, Urban Planning, Business Administration, Economics, or a closely related field. Three to five (3–5) years of progressively responsible experience in economic development, downtown revitalization, grants management, strategic communications, or a related field.

Demonstrated experience writing and successfully securing grants for public agencies, non-profits, or economic development initiatives. Experience developing and executing multi-channel marketing and communications strategies, including social media and traditional media. Experience interpreting, using, and communicating financial and economic data, including basic forecasting or ROI analysis, in support of policy, grant, or project decisions.

Preferred:
Experience working in a local government, regional economic development, or public-private partnership environment.

Familiarity with economic development tools and concepts such as business improvement districts, redevelopment areas, incentive programs, and public-private partnership models.

Experience with customer relationship management (CRM) systems, marketing automation tools, data visualization platforms, grant management systems, and/or GIS-based market analysis.

Knowledge, Skills & Abilities

- Knowledge of principles and practices of economic development, business retention/expansion, and downtown revitalization.
- Knowledge of grant funding sources, grant-writing best practices, compliance, and reporting requirements across the grant lifecycle.
- Knowledge of strategic communications, branding, digital and print marketing, and media relations.
- Knowledge of basic public finance concepts, including cost-benefit analysis, ROI modeling, multi-source funding structures, and municipal budgeting.
- Federal, state, and local regulatory frameworks related to municipal grants, including basic familiarity with 2 CFR 200 and audit requirements.
- Skilled in writing clear, persuasive, and technically accurate grant proposals, marketing copy, and communication materials.
- Skilled in creating and implementing integrated marketing strategies across social media, web, print, and events.
- Skilled in using financial forecasting tools, spreadsheets, grant management/databases, and data visualization platforms to analyze and present economic outcomes.
- Skilled in managing multiple projects, deadlines, and stakeholders in a fast-paced municipal environment.
- Skilled in facilitating cross-departmental collaboration and communicating technical requirements to non-technical audiences.
- Ability to translate complex financial, legal, and economic concepts into accessible language for City leadership, partners, and the public.
- Ability to build and maintain effective working relationships with internal departments, elected officials, businesses, non-profit organizations, funders, and community members.
- Ability to think strategically and creatively about place-based economic development, downtown revitalization, business growth, and grant alignment with City priorities.
- Ability to exercise initiative, sound judgment, confidentiality, and professionalism in all interactions.

- Ability to uphold high standards of integrity, transparency, and equity in the stewardship of public funds and grant resources.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machines, which include a computer, calculator, copier, facsimile machine, etc. Must be able to exert up to 5-10 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. 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 telephone.

FLSA Status

Exempt

City of Suffolk
Environmental Technician (Proposed)

Class Spec Code	TBD003	**Established Date**	03/18/2026
Last Revised Date	04/06/2026	**Effective**	04/06/2026
Salary Range	$23.78 - $37.41 Hourly $49,466.00 - $77,808.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Administrative Support Workers	**Occupational Group**	Administrative Support
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under general supervision, performs advanced paraprofessional engineering work. Assists the Public Works Department in implementing the City's Stormwater Management Program, maintaining compliance with laws and regulations, and enforcing local ordinances. Conducts field inspections and investigations in support of the City of Suffolk MS4 Permit. Employee must exercise initiative and independent judgment in ensuring that necessary work and accompanying paperwork is performed in a timely manner. Employee must also exercise tact and courtesy in frequent contact with developers, contractors, and the general public. Reports to the Environmental Specialist.

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

written out in this job description.

Essential Job Functions

- Conducts field inspections of stormwater management facilities, or BMPs, and develops inspection reports.
- Conducts illicit discharge investigations and corresponds with other departments to resolve issues.
- Conducts stormwater outfall screenings and prepares associated screening reports.
- Conducts field testing.
- Assists with stormwater outreach events, including presentations at schools and community events.
- Serves as staff representative on committees.
- Investigates complaints from the general public pertaining to departmental services or programs, or refers to appropriate official.
- Provides support to emergency clean-up contractors during business hours.
- Assists the general public and consultants with locating file information, maps, etc. Assists in creating and maintaining department filing system and maintains accurate and current records for private site and engineering plans, including electronic files. Assists consulting/private engineers, land developers, and the general public in obtaining information regarding existing or proposed water, sewer, and stormwater and roadway facilities within the City of Suffolk.
- Assists in maintaining a log of department's fixed assets (i.e. stormwater infrastructure and stormwater management facilities).
- Assists departmental staff in preparing public presentations to the City Council and community organizations.
- Reviews and inspects stormwater infrastructure.
- Conducts property research.
- Conducts field sampling and monitoring of stormwater runoff and analyzes data.
- Conducts surveying and sounding measurements of stormwater ponds.
- Assists with water sampling via boat on the Nansemond River and analyzes monitoring data.
- May provide detailed monitoring reports and assists the Public Works Engineering Division staff.
- May review plans for the location of stormwater features.
- May assist with Erosion and Stormwater management inspections.
- May answer any questions that may arise from assisting Engineers, Planners and Land Developers pertaining to departmental policy, procedures and

location of available water and sewer facilities.
- May assist in locating physical water and sewer structures and verifies as-builts using GPS technology.
- May be required to prepare and provide expert sworn testimony in courtroom or hearings.
- Performs other related duties as required.

Required Qualifications

Bachelor's Degree with major course work in science, or a related field, and at least 2 years of experience in science, water and sewer
utilities, surveying or a related field; or any equivalent combination of training and experience which provide the required skills, knowledge and abilities.
Requires a valid driver's license.

In addition, for the Department of Public Works, a DEQ Erosion and Stormwater Inspector Certification, to be acquired within 12 months of hire.

A Virginia Boater's License may also be required

Knowledge, Skills & Abilities

- Knowledge of the principles and practices of civil engineering as applied to design and construction of stormwater facilities.
- Knowledge of municipal engineering objectives, purposes, methods and practices.
- Knowledge of land and engineering survey systems, methods and techniques. Knowledge of federal, State and local laws, regulations and codes governing municipal public works and utilities construction and design, including stormwater regulations.
- Knowledge of State and local laws, ordinances and codes pertaining to new construction and stormwater. 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.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.
- Ability to read a variety of reports, letters and memos, site plans, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak with poise, voice control and confidence.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form;

and to deal with several abstract and concrete variables.
- 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 and legal terminology.
- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and trigonometry.
- Ability to inspect items for proper length, width and shape.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Ability to read and interpret construction plans, blueprints and engineering specifications, and GIS mapping and databases.
- Ability to prepare technical reports.
- Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.
- Ability to exercise considerable tact and courtesy in frequent contact with the public.
- Ability to establish and maintain effective relationships as necessitated by work assignments.

Performance Evaluation Criteria

Quality of Work
Quantity of Work
Dependability
Attendance
Initiative and Enthusiasm
Judgment
Cooperation
Relationships
Coordination of Work
Safety

Physical Requirements

Must be physically able to operate a variety of engineering machinery and tools including a level, transit, GPS field equipment, and office machinery including computers. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 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. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. In addition to the physical requirements listed above, incumbents in the Public Works Department may be required to walk long distances over potentially uneven terrain in a variety of weather conditions while carrying and/or using various equipment (survey rod, probe, shovel, metal detector, etc.) to locate, uncover and evaluate infrastructure in the field. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and engineering tools. Requires the ability to handle a variety of items such as office equipment and engineering tools. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to talk and hear. Requires the ability to differentiate between colors and shades of color. 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 telephone.

FLSA Status

Non-Exempt

City of Suffolk
Family Services Specialist (Proposed)

Class Spec Code	8728	**Established Date**	06/30/2016
Last Revised Date	03/18/2026	**Effective**	04/23/2026
Salary Range	$51,939.00 - $81,700.00 Annually	**Bargaining Unit**	GEN
EEO	IPED	**Occupational Group**	Professionals
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	11		

Job Summary

Under general supervision, facilitates, coordinates, and provides counseling and case management in multiple social work service programs administered by the Social Services Department including protective services for adults and children as well as foster care. Tasks include screening clients and explaining multiple social work service programs, determining and pursuing necessary action to meet client needs, counseling clients, and providing or assisting in obtaining access to necessary human services assistance. Maintains various records and case files. Prepares required reports. Reports to the Family Services Supervisor.

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

Essential Job Functions

- Interviews applicants, explaining scope of multiple benefit programs and determining eligibility for assistance. Secures and verifies financial, social and employment data from applicant. Assists applicant in completing required forms, as necessary.
- Evaluates information received from applicants for consistency, accuracy and completeness.
- Identifies needs of clients. Explains available programs, rights and responsibilities. Refers clients to other Social Services programs and ancillary agencies, including child support enforcement officials, as appropriate.
- Explores other possible sources of income for applicants.
- Completes mathematical computations. Determines amount and type of assistance clients may be eligible or ineligible to receive.
- Maintains contact with clients, visiting clients' homes as necessary. Receives inquiries and provides information based on detailed knowledge of multiple benefit programs, or refers inquiries to appropriate personnel.
- Composes and types correspondence and forms. Assumes responsibility for correctness of spelling, punctuation, format and grammar.
- Plans and organizes caseload, establishing priorities and scheduling appointments.
- Utilizes numerous computer-driven data entry and file maintenance programs to retrieve files and other information required to determine eligibility for assistance. Performs various data entry duties.
- Researches files and records to obtain data for inclusion in periodic review of clients' eligibility status and/or re-evaluation of applications through appeals process.
- Identifies instances of fraud. Makes appropriate referrals and contacts.
- Maintains data from various sources. Performs research for completion of periodic reports. Organizes data for analysis.
- Maintains a variety of confidential records and files.
- Participates in coverage of emergency/disaster related incidents up to and including sheltering of individuals and families.
- Remains on-call for emergency after hour duties.
- Performs other related duties as required.

Employee must be willing to work disaster related assignments, including emergency shelter duty, in the event of a natural disaster or emergency.

Required Qualifications

Minimum of a Bachelor's degree in a Human Services field or minimum of a Bachelor's degree in any field with a minimum of two years of appropriate and related experience in a Human Services area (Section 22VAC40-670-20 of the Administrative Code of Virginia). Experience (typically 1-2 years) in assigned program area and completion of required training programs or equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possession of a BSW or MSW degree and a Commonwealth of Virginia Social Worker license are desirable. Requires a valid driver's license.

Knowledge, Skills & Abilities

- Knowledge of local, State and federal laws, ordinances, rules and regulations governing multiple benefit programs, as applicable.
- Knowledge of the policies, procedures, rules and regulations of multiple benefit programs as administered through the State and Social Services programs.
- Knowledge of the forms, documents and manuals associated with multiple benefit programs.
- Knowledge of other programs administered through the Social Services Department, and through community human services agencies or volunteer groups.
- Knowledge of the social and economic factors in the community.
- Knowledge of the principles, methods, and techniques of public administration.
- 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.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to read a variety of reports, informational and technical 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.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

- 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.
- Ability to inspect items for proper length, width, and shape, visually with job-related equipment.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.
- Ability to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to compile technical information from a variety of sources and prepare clear and concise reports.
- Ability to exercise considerable initiative and independent judgment in analyzing and applying standards to a variety of situations.
- Ability to communicate effectively in oral and written form.
- Ability to explain rules, regulations and policies of multiple benefit programs in terms understood by applicants and the general public.
- Ability to exercise considerable tact, courtesy and discretion in contact with program applicants and clients, and the general public.
- Ability to exercise considerable discretion in handling confidential files.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machines which include computers, calculators, copiers, facsimile machines, etc. Must be able to exert up to 10 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. Requires the ability to read a variety of correspondence, reports, records, forms, statistical summaries, etc. 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, medical and insurance terminology. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to talk and/or hear. May require the ability to differentiate colors and shades of color. 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 telephone.

FLSA Status

Non-Exempt

City of Suffolk

Fleet Maintenance Coordinator (Proposed)

Class Spec Code	TBD004	**Established Date**	03/18/2026
Last Revised Date	04/06/2026	**Effective**	04/06/2026
Salary Range	$23.78 - $37.41 Hourly $49,466.00 - $77,808.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Administrative Support Workers	**Occupational Group**	Administrative Support
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

The Fleet Maintenance Coordinator is responsible for overseeing and supporting outsourced maintenance and repair activities for the City's vehicle and equipment fleet. This position manages vehicle accident claims, and oversees outsourced work to ensure timely, cost-effective, and high-quality service. The Coordinator serves as a primary liaison between Fleet Management, vendors, other city departments, Risk Management and insurance representatives to maintain safe and reliable fleet operations while ensuring compliance with applicable codes, standards, and regulations. Work performed in both office and shop environments. Occasional exposure to noise, fumes, and outdoor conditions during inspections or vendor visits. May be required to work extended hours during emergencies or peak workload periods. Position reports to the Fleet and Equipment Services Manager.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically

spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Manage and track all vehicle accidents, including coordination with insurance, risk management, and repair vendors to ensure timely claim processing and vehicle restoration.
- Obtain repair estimates, authorize work, and monitor progress for outsourced repairs.
- Develop and maintain relationships with vendors to ensure quality repairs and maintenance are performed.
- Coordinate vehicle repairs and logistics with outside vendors to minimize cost and downtime.
- Communicate with operations staff to ensure necessary fleet availability is maintained to meet departmental needs.
- Coordinate and participate in the delivery and pick-up of vehicles for preventive maintenance and repairs.
- Review and approve vendor invoices for accuracy and compliance with contract terms.
- Prepare and maintain detailed service records, accident documentation, and cost reports in the fleet management system.
- Prepare and maintain various records, logs, and reports related to fleet operations, maintenance, and expenses.
- Monitor fleet performance and maintenance trends to identify recurring issues and recommend improvements.
- Ensure compliance with all safety, environmental, and regulatory requirements related to fleet maintenance and repair.
- Assist with vehicle replacements, up fitting coordination, and surplus disposition as needed.
- Support procurement efforts for parts, supplies, and contracted maintenance services, including writing requisitions for sole source and emergency procurement.
- Provide reports and data analysis related to downtime, maintenance costs, and accident frequency.
- Ensure compliance with current maintenance and service contracts.
- Maintain a master record of current and expired contracts.
- Performs other duties and special projects as required.

Required Qualifications

High school diploma or GED required; Associate's Degree in Automotive Technology, Business, or related field preferred. Minimum of three (1) years of experience in service writing, vehicle maintenance administration, or a related field. Experience managing vehicle accidents and outsourced repair work preferred.

Licenses and Certifications:

- Valid driver's license required.
- ASE certification(s) preferred, specifically ASE B6 (Damage Analysis and Estimating) and ASE C1 (Automotive Service Consultant).
- CDL preferred but not required.

Knowledge, Skills & Abilities

- Knowledge of vehicle and equipment maintenance practices and repair procedures.
- Good understanding of vehicle mechanical systems.
- Understanding of accident reporting, insurance claim processes, and risk management coordination.
- Knowledge of or ability to learn, fleet telematics systems and fleet information systems.
- Ability to learn applicable computer application skills.
- Proficiency in Microsoft Office, specifically Excel spreadsheets, for developing databases, tracking costs, and creating reports.
- Ability to read and comprehend federal, state, and city codes and compliance requirements.
- Ability to interact and work effectively with a wide range of individuals, including staff at all levels and external partners.
- Ability to react positively to frequent changes in duties and work volume.
- Ability to communicate clearly.
- Ability to logically organize details and support multiple projects through successful completion.
- Strong analytical, research, and organizational skills.
- Detail-oriented, professional, and able to manage time effectively in a dynamic environment.
- Must possess strong written and verbal communication skills.
- Must be highly organized and self-motivated.
- Self-confidence, emotional stability, good judgment, and tolerance for high stress.
- Ability to receive and maintain professional certifications, as required.

- Proficiency in fleet management software (such as FASTER) and data entry.
- Knowledge of purchasing and contract management principles preferred.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of tools and equipment used in building maintenance and repair. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds frequently, and/or a negligible amount of force constantly to move objects. Work typically requires standing, walking, climbing, bending, and reaching. Must have sufficient visual acuity, manual dexterity, and coordination to perform required tasks. Must be able to communicate effectively and adapt to performing under stress or emergency conditions. 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 telephone.

FLSA Status

Non-Exempt

City of Suffolk
Government Efficiency Officer (Proposed)

Class Spec Code	TBD009	**Established Date**	04/16/2026
Last Revised Date	04/23/2026	**Effective**	04/23/2026
Salary Range	$47.56 - $74.80 Hourly $98,915.00 - $155,591.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Executive/Senior Level Officials and Managers	**Occupational Group**	Administrative Support
FLSA	Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under limited supervision, the Government Efficiency Officer plans, directs, and conducts financial, compliance, operational, and performance audits of City departments, programs, and activities. The position evaluates internal controls, financial reporting, and operational processes to ensure accountability, transparency, efficiency, and compliance with applicable laws, regulations, and policies. In addition to identifying risks and inefficiencies, the Government Efficiency Officer leads and supports the development, implementation, and monitoring of corrective actions and process improvements. This role partners with executive leadership and departments to translate audit findings into practical, sustainable operational changes that improve service delivery, reduce cost, strengthen compliance, and enhance organizational performance. The position serves as a key leader in financial and payroll system implementations, process modernization, and organization-wide efficiency initiatives, ensuring that operational and technical solutions align with City policies and performance objectives.

The Government Efficiency Officer provides independent and objective analysis while also serving as a change agent, ensuring that identified issues are effectively resolved and improvements are institutionalized across the organization. Work requires significant professional judgment, discretion, and independence in evaluating complex financial and operational issues, conducting investigations, implementing solutions, and communicating findings and recommendations. This position reports to the Deputy City Manager.

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

Essential Job Functions

- Develops, implements, and administers a comprehensive internal audit program, including financial, compliance, operational, performance, and attestation engagements.
- Develops a risk-based annual audit plan to evaluate City departments, programs, and functions.
- Conducts audits of payroll processes and systems to ensure accuracy, compliance with applicable laws, policies, and collective bargaining agreements, and effectiveness of internal controls.
- Evaluates Citywide administrative and operational processes to assess consistency, efficiency, compliance, and effectiveness across departments and functions.
- Provides leadership and oversight for financial, payroll, and enterprise system implementations and enhancements, including planning, requirements development, configuration review, testing, and post-implementation evaluation to ensure alignment with City policies, internal controls, and operational efficiency goals.
- Leads and supports financial and payroll system modernization efforts, including evaluating system functionality, identifying process gaps, and recommending and implementing system and workflow improvements to increase efficiency, accuracy, and compliance.
- Provides audit-related analysis and support on matters that may impact collective bargaining agreements, including reviewing financial,

operational, and compliance considerations associated with labor-related processes and decisions.

- Evaluates the reliability and integrity of financial and operational information and the systems used to identify, measure, classify, and report such information.
- Reviews accounting systems, internal control environments, and administrative procedures to ensure effectiveness, efficiency, and compliance.
- Assesses the safeguarding of assets and verifies their existence, as appropriate.
- Conducts economy and efficiency audits to determine whether resources are acquired, protected, and used effectively and economically.
- Performs program audits to evaluate whether programs and services are achieving intended results and operating as planned.
- Designs and conducts operational and financial efficiency studies, including workload analysis, staffing models, cost-benefit evaluations, and process benchmarking, and leads the implementation of resulting recommendations.
- Identifies operational risks, inefficiencies, and opportunities for improvement and develops and implements practical, data-driven solutions to enhance performance and accountability.
- Leads cross-functional efforts to design, implement, and sustain solutions that address audit findings, operational inefficiencies, and compliance gaps.
- Partners with departments to redesign workflows, streamline processes, and improve service delivery outcomes.
- Develops and manages implementation plans, including timelines, milestones, and performance metrics, to ensure successful execution of recommendations.
- Provides hands-on support to departments during implementation, including change management, process adoption, and training support.
- Identifies opportunities for automation, system optimization, and technology-driven efficiencies.
- Leads or supports major system implementations and process transformation initiatives, ensuring successful integration with existing operations and achievement of intended efficiency and performance outcomes.
- Establishes and tracks key performance indicators (KPIs) to measure the impact of audits and implemented improvements, including cost savings, process efficiency, and compliance outcomes.

- Directs and conducts investigations related to fraud, waste, abuse, and other irregularities, including evaluating the nature and extent of potential misconduct.
- Develops investigative strategies, gathers and analyzes evidence, and coordinates activities with management, legal counsel, law enforcement, and other agencies, as appropriate.
- Provides advisory and consulting services to management and actively supports execution of operational, compliance, and control improvements.
- Prepares and presents audit reports, findings, recommendations, and implementation progress updates to executive leadership and, as appropriate, governing bodies.
- Leads, monitors, and reports on the implementation and sustainability of audit recommendations and corrective actions, ensuring intended outcomes are achieved.
- Coordinates with external auditors and other oversight entities and assists with the annual financial audit process.
- Serves as a liaison with City departments and external agencies on audit, operational improvement, system implementation, and investigative matters.
- Supervises staff by assigning work, reviewing work products, evaluating performance, and supporting professional development.
- Manages audit activities, office operations, budget, and contracts for audit-related services and performs related work as required.
- Performs other related duties as required.

Required Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, or closely related field; supplemented by 6 years previous experience and/or training that includes progressively responsible governmental accounting, financial management, general accounting, financial analysis, budget development, financial reporting, accounting controls, public procurement, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Knowledge, Skills & Abilities

- Knowledge of the principles, practices, and standards of governmental auditing, including financial, compliance, operational, and performance audits.

- Knowledge of internal control frameworks, risk assessment methodologies, and governance practices.
- Knowledge of applicable federal and state laws, regulations, and professional standards governing public sector auditing and accountability.
- Knowledge of municipal government operations, including budgeting, accounting, procurement, payroll processes, and Citywide administrative functions.
- Knowledge of financial systems, enterprise applications, and payroll systems, including internal controls and implementation considerations.
- Knowledge of fraud detection techniques, investigative procedures, and indicators of fraud, waste, and abuse.
- Knowledge of collective bargaining agreements and labor-related policies sufficient to evaluate compliance, financial impact, and operational considerations within audit activities.
- Skill in analyzing complex financial, operational, and compliance issues and developing sound recommendations.
- Skill in conducting audits and investigations in accordance with professional standards.
- Skill in evaluating internal controls, identifying risks, and assessing program effectiveness and efficiency.
- Skill in preparing clear, concise audit reports and presentations.
- Skill in supervising staff and reviewing work products to ensure quality and consistency.
- Skill in communicating effectively, both orally and in writing, with leadership, staff, and stakeholders.
- Ability to interpret and apply laws, regulations, policies, procedures, and auditing standards.
- Ability to evaluate complex data, identify risks, and determine appropriate courses of action.
- Ability to exercise independent judgment while maintaining objectivity, confidentiality, and professional integrity.
- Ability to communicate findings and recommendations clearly to executive leadership and governing bodies.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to lead staff, manage multiple projects, and oversee audit operations.

Performance Evaluation Criteria

- Quality of Work

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

Physical Requirements

Must be physically able to operate a variety of office machines, tools and equipment, such as a computer, printer, copy machine, fax machine, calculator, or telephone. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of 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). Requires the ability to coordinate hands and eyes in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination. May require the ability to differentiate colors and shades of color. 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. 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).

FLSA Status

Exempt

City of Suffolk
Radio Communications Manager (Proposed)

Class Spec Code	7760	**Established Date**	06/30/2016
Last Revised Date	03/19/2026	**Effective**	04/06/2026
Salary Range	$66,289.00 - $104,271.00 Annually	**Bargaining Unit**	GEN
EEO	IPED	**Occupational Group**	Technicians
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	3		

Job Summary

Performs difficult professional and administrative work in planning, organizing and directing the City's radio communications networks, activities and services. Work involves sound engineering development, implementation and operation of digital microwave, radio, two-way radio, public safety radio communications systems and commercial communications circuits. Manages program budget. Reports directly to the Assistant Director of Information Technology.

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

Essential Job Functions

- Manages day-to-day operation and maintenance of microwave radio and two-way radio communications services and activities.
- Plans introduction of new systems and training of affected employees.
- Supervises professional and technical personnel.

- Performs strategic and tactical planning for city microwave radio and two-way radio needs.
- Provides technical and professional consultation on microwave radio and two-way radio matters to City management staff.
- Represents the City and its installation before the Federal Communication Commission and regional telecommunications planning groups; obtains regional, federal and state grants for funding projects.
- Maintains currency in reference to FCC rules and regulations and their development, and assure compliance.
- Performs strategic planning for communications facilities in support of the City's Capital Improvement Plan (CIP).
- Manages tower site leases and revenue reports.
- Performs other related duties as required.

Required Qualifications

Graduation from high school, supplemented by vocational course work in computers, electronics, or a related field, and 3 years of experience in communications engineering work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Requires a valid driver's license.

Valid FCC General Radio Telephone Operator License or equivalent required.

Knowledge, Skills & Abilities

- Knowledge of the principles and practices of communications engineering, repair and maintenance.
- Knowledge of the materials and parts used in the repair of communications systems and equipment.
- Knowledge of the various testing devices, machines and hand tools used in communications repair work.
- Knowledge of the cost of materials and parts used in the repair of communications and related equipment.
- Knowledge of the principles of supervision, organization and administration.
- Knowledge of the City's budget code system.
- Knowledge of the current literature, trends and developments in the fields of communications engineering, maintenance and repair.
- Ability to use popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to understand and follow oral and written instructions.

- Ability to communicate effectively orally and in writing.
- Ability to exercise tact, courtesy and firmness in frequent contact with vendors.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants, as well as receiving information and assignments from supervisor.
- Ability to read maintenance reports, down time reports budgets, computer and systems manuals, and other related reports and records.
- Ability to prepare work orders, schedules and maintenance reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to use and interpret electronics and communications engineering terminology.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to determine time and weight; and to utilize basic systems of algebra and trigonometry.
- Ability to inspect items for proper length, width and shape.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work

- Safety
- Planning
- Organizing
- Staffing
- Leading

Physical Requirements

Must be physically able to operate a communications analyzer, microwave analyzer, Centracom console, computer, etc. Must be able to exert up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to coordinate hands and eyes rapidly and accurately in using soldering, communications, and computer equipment and machinery. Requires the ability to handle a variety of items, technician's tools, mechanics hand tools, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress. 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).

FLSA Status

Non-Exempt

City of Suffolk
Traffic Operations Manager (Proposed)

Class Spec Code	TBD008	**Established Date**	03/30/2026
		Effective	03/30/2026
Salary Range	$35.14 - $55.27 Hourly $73,083.00 - $114,957.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Executive/Senior Level Officials and Managers	**Occupational Group**	Service Maintenance
FLSA	Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under limited supervision, performs supervisory and administrative work directing, planning and managing operation of the City's Traffic Operations Center and transportation operations throughout the City using all available transportation management systems, equipment and staff.

Work involves operating and maintaining the City's Traffic Operations Center, including equipment, systems and staff. May manage or assist with projects to maintain, upgrade or expand existing systems and new installations. Works closely with the Traffic Signal Systems Superintendent and Traffic Engineering Division Manager to coordinate and prioritize improvements, maintenance and repairs to the traffic signal and ITS systems. Provides guidance and direction to subordinate staff; works closely with Traffic Engineering staff and other operations divisions. Works with staff and consultants to develop/update and implement traffic signal timing plans. Reports to the Traffic Engineering Division Manager.

To perform this job successfully, an individual must be able to perform the

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

Essential Job Functions

- Supervises department employees 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.
- Supervises, directs, and evaluates assigned staff; processes employee concerns and problems.
- Develops and implements operational policies, goals and objects that align with federal, state and City requirements.
- Directs, coordinates, schedules, organizes, and assigns priorities and work.
- Counsels, disciplines, and conducts evaluations.
- Provides technical expertise.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment; ensures safety of employees and other individuals.
- Initiates actions necessary to correct deviations or violations.
- Provides technical services through the design and construction of traffic signal and ITS systems improvements.
- Provides construction costs as well as time and material costs for force account projects.
- Prepares and manages project budgets and schedules.
- Manages equipment and materials inventory.
- Procures equipment and materials.

- Provides technical review and assistance with the development of traffic signal plans and projects.
- Maintains equipment maintenance schedules; arranges for repairs as needed; ensures equipment meets given codes and guidelines.
- Reviews construction plans.
- Conducts site visits to review street conditions and associated infrastructure; develops maintenance plans.
- Reviews and submits employee payroll information; maintains employee leave records; prepares related documents and reports.
- Receives and/or reviews various records and reports including performance evaluations, equipment procurement, materials procurement, payroll information, leave records, budget, and typed letters.
- Prepares and/or processes various records and reports including leave requests, disciplinary reports, incident reports, equipment maintenance reports, requisitions, and employee evaluations.
- Refers to equipment manuals, MSDS forms, Traffic Manual (MUTCD), electronic equipment schematics, City employee handbook, City Administrative Regulations, training handbooks, etc.
- Strong familiarity with and understanding of the Manual on Uniform Traffic Control Devices (MUTCD), Virginia Work Area Protection Manual (VWAPM), and all Virginia Department of Transportation standards and guidance related to traffic signal system design and operation.
- Participates in the development and implementation of operations plans for emergency and inclement weather events.
- Manages capital projects and purchases related to the development, expansion and maintenance of the City's Traffic Operations Center.
- Uses a variety of computer software such as Microsoft Word, Microsoft Excel, City data systems, SYNCHRO, etc.
- Reads and interprets engineering plans and construction drawings.
- Interacts and communicates with various groups and individuals including Public Works staff, subordinates, Police, Fire, Emergency Services, motorists, and the general public.
- Participates on regional traffic operations committees.
- Performs other related duties as required.

Required Qualifications

Bachelor's degree in Civil Engineering, Transportation Planning, Construction Management, or a related field supplemented by 5 to 10 years of progressively responsible experience in traffic operations, with at least 3-5 years supervisory experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Must possess VDOT or ATSSA Intermediate Work Zone certification. International Municipal Signal Association (IMSA) certifications for Traffic Signal Technician, Traffic Signal Construction Technician, Traffic Signal Inspector, Transportation Center System Specialist, Roadway Lighting and Fiber Optics desirable.

Professional Engineer (PE) license desirable.
Must possess at the time of application and maintain a valid Driver's License.

Knowledge, Skills & Abilities

- Knowledge of federal, state and local methods, procedures, and policies as they pertain to the performance of duties of the Traffic Operations Manager.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the terminology used within the department and industry.
- Knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.
- Knowledge of how to react calmly and quickly in emergency situations.
- Knowledge of and skill in the use of computers and other graphics production equipment.
- Knowledge of the occupational hazards and safety precautions of the industry.
- Knowledge of the methods, materials, tools, and equipment used in traffic operations system maintenance and installation.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information.

- Ability to provide instruction, leadership, and supervision to assigned staff.
- Ability to offer training and assistance to co-workers and employees of other departments as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency. Has the mathematical ability to handle required calculations.
- Ability to read and understand work orders, equipment manuals, and other materials pertaining to the responsibilities of the job.
- Ability to prepare and maintain records with accuracy and in a timely manner.
- Ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and giving instructions to staff.
- Requires ability to read a variety of policy and procedure manuals, equipment manuals, work orders, etc.; to prepare reports, records, forms, etc., with proper format using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to speak with and before others with poise, voice control and confidence.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.
- Ability to learn and understand principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.
- Ability to comprehend and interpret received information.
- Ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach workers.
- Ability to communicate effectively and efficiently with co-workers and the public.

- Ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, and to determine time.
- Ability to use practical applications of fractions, percentages, ratio, proportion, and statistics.
- Ability to inspect items for proper length, width and shape; to design contrasting combinations of colors and forms; and visually read various information.

Performance Evaluation Criteria

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

Physical Requirements

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 60 pounds) and occasionally heavier objects and materials (up to 80 pounds). Requires the ability to coordinate hands and eyes using specialized machinery; and to operate motor vehicles. Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination. Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree. Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

FLSA Status

Exempt

City of Suffolk
Workforce Development Assistant (Proposed)

Class Spec Code	8774	**Established Date**	11/07/2022
Last Revised Date	03/19/2026	**Effective**	04/23/2026
Salary Range	$38,690.00 - $60,857.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Administrative Support Workers	**Occupational Group**	Administrative Support
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

The Workforce Development Assistant will execute operational and administrative tasks associated with program management, including but not limited to, participant recruitment and registration, training delivery coordination, data entry and information and file management, and supplies ordering and inventory control. The ideal candidate is a self-motivated, highly-organized, and detail-oriented professional that thinks ahead, works well as part of a fast-paced team, and possesses strong technology and computer skills. This non-supervisory position reports to the Workforce Center Coordinator.

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

Essential Job Functions

- Assist with facilitating the Open Enrollment process to identify and recruit qualified candidates for training, education, and employment
- Provide excellent customer engagement- service to colleagues, clients, job seekers, employers, stakeholders and the general public
- Prepare e-mail communications and track responses and data on spreadsheet(s)
- Coordinate and assist with executing Information Sessions as part of the participant recruitment process or agency referral process
- Coordinate and assist with scheduling applicants for on-site interviews; manage interview and special event's calendar and compile candidate documents and other materials for participants etc.
- Identify and reserve suitable conference and training rooms for events and training classrooms for course delivery and special events
- Create pre-screening assessment links in online system for inclusion in e-mail communications
- Compile participant program binders, training handouts, and other materials and collateral
- Coordinate and assist with executing orientation, graduation, workshops, and other special events
- Coordinate and arrange partner supportive services related to participant's career plans and career pathways or other self-sufficiency needs
- Maintain inventory control system to manage supplies and materials
- Maintain accurate listing of external and internal Recruitment Partners and stakeholders
- Monitor and respond to general inquiries submitted to the Suffolk Workforce Development Center (SWDC) e-mail mailbox
- Update and maintain program documents and electronic files
- Collect and enter data into applicable online systems with a high degree of accuracy and timeliness
- Catalogue and track workforce program outcomes
- Create and disseminate status and ad hoc reports
- Provide program administration support to SWDC coordinator and staff, as needed
- Performs related duties as required
- Direct or related experience in performing administrative and clerical tasks aligned to program operations or program assistant functions
- Strong interest in supporting and coordinating workforce development programs
- Strong experience utilizing technology to document information and create reports, i.e. online software, databases, and/or learning management

systems
- Experience working with or serving diverse populations
- Proficiency utilizing Microsoft Word, Excel and PowerPoint

Required Qualifications

Education and Experience - High school diploma supplemented with post secondary coursework in subjects such as social work, human services, gerontology, or one of the social or behavioral sciences, business or related field, and relevant work experience in public administrative support work OR any equivalent combination of training and experience which provides the required knowledge, skills and abilities

- Relevant workforce development, job training, or career services experience
- Experience delivering soft skills and/or career readiness training to diverse job seekers

Knowledge, Skills & Abilities

- Excellent attention to detail and commitment to producing quality work in a timely manner
- Strong collaboration, time management, and organization skills
- Willingness to take direction and follow instructions
- Ability to prioritize work and handle multiple priorities simultaneously
- Ability to adapt to changing priorities and exhibit flexibility in a fast-paced environment
- Excellent interpersonal and soft skills
- Good oral and written communication skills
- Resourceful and self-starter; ability to work under limited supervision
- Strong knowledge of, or interest in, the field of workforce development
- Digital proficiency in utilizing online applications and software
- Ability and willingness to travel locally for meetings, program trainings, and events
- Ability and willingness to work evenings and weekends, as needed

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Dependence
- Attendance

- Initiative
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated o?ce machines which include computers, calculators, copiers, facsimile machines, photograph identi? cation machines, laminating machines, etc. Must be able to exert up to 10 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. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated o?ce equipment. Requires the ability to handle a variety of items, o?ce equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Does not require the ability to di?erentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress. 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).

FLSA Status

Non- Exempt

City of Suffolk
Zoning Inspector I (Proposed)

Class Spec Code	8051	**Established Date**	06/30/2016
Last Revised Date	03/19/2026	**Effective**	04/06/2026
Salary Range	$49,466.00 - $77,808.00 Annually	**Bargaining Unit**	GEN
EEO	IPED	**Occupational Group**	Technicians
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	3		

Job Summary

Under general supervision, performs administrative and technical work in the enforcement of the City ordinances, and other related codes concerning zoning matters. Work involves conducting inspections, performing research to determine property ownership and responding to inquiries and complaints from the general public on zoning matters. Employee is also responsible for maintaining various records associated with inspection cases. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in frequent contact with property owners, developers, contractors and the general public. Reports to the Zoning Administration and Enforcement Manager.

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

Essential Job Functions

- Enforces the Zoning Code, by surveying, inspecting and investigating complaints and reviewing permit request for zoning and occupancy requirements.
- Maintains administrative duties by preparing notices of code violations, forms and letters advising owners and tenants of violations and time requirements, preparing and maintaining inspection and related reports, ascertaining and verifying the correction of violations, and explaining the requirements of zoning standards and ordinances to property owners, building contractors and other interested parties.
- Keeps daily log of inspection results and enters results into Tidemark PC system and mobile based computer.
- Prepares certified mail for postage and delivery to post office.
- Performs related duties by conducting inspections, collecting and preparing evidence for court, scheduling hearing dates, issuing summons, attending pre-court hearings, acting as court monitor, testifying in court, documenting and reporting the results of hearings, and attending training.
- Performs public services by representing the department at civic league meetings, interdepartmental meetings and other forums to promote and explain objectives, referring issues to appropriate divisions, departments or agencies.
- Receives and reviews complaints concerning allegations of zoning violations and performs inspections, as necessary.
- Maintains City vehicles.
- Purges and stores weekly, monthly, and annual data as related to zoning matters.
- Secures office supplies from distributors and vendors.
- Performs other related duties as required.

Required Qualifications

Completion of high school or equivalent supplemented by college-level course work in planning or public administration, building construction, civil engineering or architecture and 1 to 3 years of experience in the planning and zoning field; or any equivalent combination of education, training and experience which provides the required skills, knowledge and abilities.

Requires Certification from the International Code Council (ICC) as a certified zoning inspector within 18 months of the date of hire. Requires a valid driver's license.

Knowledge, Skills & Abilities

- Knowledge of planning, zoning and code enforcement practices.
- Knowledge of the regulations and provisions of state and local zoning enabling legislation and provisions.
- Knowledge of engineering principles as applied to the design and construction of a broad range of building structures and facilities.
- Knowledge of the current literature, trends and developments in the field of zoning inspection and code enforcement.
- Knowledge of the geographic layout of the City.
- Knowledge of the principles of organization and administration.
- Ability to read and interpret codes, ordinances, plans and specifications.
- Ability to express ideas effectively orally and in writing.
- Ability to exercise considerable tact, courtesy and firmness in frequent contact with property owners, developers, contractors, and the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read a variety of reports, correspondents and forms, etc. Ability to prepare correspondence and reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instruction furnished in written, oral, diagrammatic, or schedule form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to use and interpret housing codes, mechanical and electrical terminology and language used within the department.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to utilize basic systems of algebra and geometry.
- Ability to use practical applications of fractions, percentages, and ratio and proportion.
- Ability to inspect items for proper length, width and shape.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machinery including a computer, calculator, copier, etc., and an automobile. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of 10 to 15 pounds. Requires the ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment; to operate motor vehicles. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress. 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).

FLSA Status

Non-Exempt

City of Suffolk
Zoning Inspector II (Proposed)

Class Spec Code	8052	**Established Date**	06/30/2016
Last Revised Date	03/19/2026	**Effective**	04/23/2026
Salary Range	$51,939.00 - $81,700.00 Annually	**Bargaining Unit**	GEN
EEO	IPED	**Occupational Group**	Technicians
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	3		

Job Summary

Under general supervision, performs administrative and technical work in the enforcement of the City ordinances, and other related codes concerning zoning matters. Work involves conducting inspections, performing research to determine property ownership and responding to inquiries and complaints from the general public on zoning matters. Employee is also responsible for maintaining various records associated with inspection cases. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in frequent contact with property owners, developers, contractors and the general public. This classification is differentiated from Zoning Inspector I by the number of certifications and the amount of relevant experience an employee possesses. Reports to the Zoning Administration and Enforcement Manager.

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

Essential Job Functions

- Performs administrative and technical work in the enforcement of the Zoning Ordinance, City ordinances, and other related codes concerning zoning matters.
- Conducts inspections, performs research to determine property ownership and responds to inquiries and complaints from the general public on zoning matters.
- Assists Zoning Inspectors in day to day operations.
- Enforces the Zoning Code, by surveying, inspecting and investigating complaints and reviewing permit requests for zoning, occupancy requirements, business licenses, home occupations and site plans for new commercial construction.
- Performs administrative duties by preparing notices of code violations, forms and letters advising owners and tenants of violations and time requirements, preparing and maintaining inspection and related reports, ascertaining and verifying the correction of violations, and explaining the requirements of zoning standards and ordinances to property owners, building contractors and other interested parties.
- Keeps daily log of inspection results and enters results into Tidemark PC system and mobile based computer. Prepares certified mail for postage and delivery to post office.
- Performs related duties by conducting inspections, collecting and preparing evidence for court, scheduling hearing dates, issuing summons, attending pre-court hearings, acting as court monitor, testifying in court, documenting and reporting the results of hearings.
- Represents the department at civic league meetings, interdepartmental meetings and other forums to promote and explain objectives, referring issues to appropriate divisions, departments or agencies.
- Attends training sessions for continued education and statewide and/or local ordinance changes.
- Performs other related duties as required.

Required Qualifications

Completion of High School or equivalent supplemented by college-level course work in planning or public administration, building construction, civil engineering or architecture and 3 to 5 years of relevant experience in the planning, zoning or inspection field; or any equivalent combination of education, training and experience which provide the required skills, knowledge and abilities. Requires a valid driver's license.

Must possess certifications from the International Code Council (ICC) as a Certified Zoning Inspector and the Virginia Association of Zoning Officials (VAZO) as a Certified Zoning Officer (CZO).

Knowledge, Skills & Abilities

- Knowledge of planning, zoning and code enforcement practices.
- Knowledge of the regulations and provisions of state and local zoning enabling legislation and provisions.
- Knowledge of engineering principles as applied to the design and construction of a broad range of building structures and facilities.
- Knowledge of the current literature, trends and developments in the field of zoning inspection and code enforcement.
- Knowledge of the geographic layout of the City.
- Knowledge of the principles of organization and administration.
- Ability to read and interpret codes, ordinances, plans and specifications.
- Ability to express ideas effectively orally and in writing.
- Ability to exercise considerable tact, courtesy and firmness in frequent contact with property owners, developers, contractors, and the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read a variety of reports, correspondents and forms, etc. Ability to prepare correspondence and reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instruction furnished in written, oral, diagrammatic, or schedule form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to use and interpret housing codes, mechanical and electrical terminology and language used within the department.

- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to utilize basic systems of algebra and geometry.
- Ability to use practical applications of fractions, percentages, and ratio and proportion.
- Ability to inspect items for proper length, width and shape.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machinery including a computer, calculator, copier, etc., and an automobile. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of 10 to 15 pounds. Requires the ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment; to operate motor vehicles. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress. 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).

FLSA Status

Non-Exempt

City of Suffolk
IT Service Support Manager (Proposed)

Class Spec Code	TBD008	**Established Date**	03/19/2026
Last Revised Date	03/20/2026	**Effective**	04/06/2026
Salary Range	$39.13 - $61.54 Hourly $81,380.00 - $128,010.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Administrative Support Workers	**Occupational Group**	Administrative Support
FLSA	Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under general supervision, performs supervisory and administrative work of an Information Technology (IT) Service Support section. Work involves managing the performance of Level 1 and Level 2 services & support to staff and ensuring that service levels are achieved. The Service Support Manager will ensure that staff provides high-value interactions to meet or exceed expectations in regards to performance, meeting defined metrics/benchmarks, and that standards and processes are followed to provide effective customer service and meet the requirements of the City. The Service Support Manager is responsible for the overall management and day-to-day operation of the Technology Service Desk, software and hardware procurement, vendor management and compliance management. Employee must also exercise tact and courtesy in frequent contact with department's customers and the general public. Reports to the Assistant Director of Information Technology.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be

described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Oversees all requests, incidents and problems.
- Manages and coordinates urgent and complicated support issues. Acts as escalation point for all helpdesk requests and incidents.
- Develops and matures phone/ticket escalation processes to ensure free flowing escalation and information within the organization.
- Determines root cause of issues and communicates appropriately to internal and external customers
- Monitors all service requests to assure that all incidents and changes are being handled in a timely manner and with high quality customer service.
- Oversees the development, implementation, and maintenance of appropriate documentation and support programs for end-users.
- Develops and maintains knowledge base, FAQ's, tutorials, help guides, and other educational and training materials provided to end users.
- Performs administrative responsibilities for IT procurement, and ensures customer procurement requests for computing hardware, software, or mobile devices are handled efficiently and within SLA's.
- Manages the process for the communication of outage/emergency activities to the organization.
- Manages vendor relationships as it depends on daily operational needs.
- Performs purchase order review and approval/budgeting responsibility.
- Reviews survey feedback to improve services, tools and support experience.
- Keeps confidential all applicant, client, and verification and company proprietary information.
- 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 Service Support Section.
- Monitors and evaluates service support staff performance; coordinates training and development.

- Recommends, develops, and implements new work processes as necessary to increase effectiveness and efficiencies in deliver of customer service.
- Maintains, reviews, and recommends adequate internal control procedures.
- Operates a vehicle and a variety of equipment such as personal computer, fax machine, copier, etc.
- Uses computer supplies and office productivity software such as Microsoft Word, Microsoft Excel, Kronos time keeping, etc. based on departmental requirements
- May assist the Department Assistant Director or Director in the development of departmental policies.
- Performs other related duties as required.

Required Qualifications

Bachelor's Degree in Information Technology or related field with 3 to 5 years of experience in Enterprise Programs, Service Desk and /or Call Center with a Tiered environment, with at least three years of experience managing, mentoring and supervising technical support teams in a public or private environment and demonstrated excellent written and verbal communication skills; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Requires a valid driver's license.

Knowledge, Skills & Abilities

- Knowledge of the methods, policies, and procedures of a City Department as they pertain to the performance of duties of the Service Support Manager.
- Knowledge of the policies and procedures, organization and function of the IT department.
- Knowledge of support service and IT support desk policies, and procedures.
- Knowledge of the principles of supervision, organization, and administration.
- Knowledge and experience in using KACE SMA.
- Knowledge and experience in using and administering BeyondTrust remote desktop tool.
- Skilled in the use of a variety of help desk software and/or ticketing systems.
- Ability to direct, supervise, and coordinate the work of subordinate employees.
- Ability to perform mathematical computations with speed and accuracy.

- Ability to exercise independent judgment and initiative in completing assigned tasks.
- Ability to prepare financial and other related reports.
- Ability to interpret policy and procedural guidelines and to resolve problems and questions.
- Ability to communicate effectively in oral and written form.
- Ability to exercise tact, courtesy and firmness in frequent contact with customers and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.
- Ability to read a variety of reports, records, invoices, etc.; to prepare reports, correspondence, purchase orders, accounting reports, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to speak with poise, voice control and confidence.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to communicate effectively and efficiently in Standard English.
- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra.
- Ability to inspect items for proper length, width and shape.
- Possess at least 2-3 yrs experience in administering Microsoft Intune, Office 365, Microsoft Entra ID and Active Directory.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment

- Cooperation
- Relationships
- Coordination of Work
- Safety
- Planning
- Organizing
- Staffing
- Leading
- Controlling
- Delegating
- Decision Making
- Creativity
- Human Relations
- Policy Implementation
- Policy Formulation

Physical Requirements

Must be physically able to operate a variety of automated office machines including computers, 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. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress. 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).

FLSA Status

Exempt

City of Suffolk
Lifeguard I (Proposed)

Class Spec Code	5124	**Established Date**	06/30/2020
Last Revised Date	03/19/2026	**Effective**	04/23/2026
Salary Range	$35,092.00 - $55,200.00 Annually	**Bargaining Unit**	GEN
EEO	IPED	**Occupational Group**	Skilled Craft
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	1		

Job Summary

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

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

Essential Job Functions

- Observes swimmers in order to provide a safe swimming environment.
- Maintain communications with supervisors, employees, other departments, vendors, the public, and outside agencies.
- Cleans and maintains the facility, as needed.

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

Required Qualifications

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

Knowledge, Skills & Abilities

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

Physical Requirements

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

FLSA Status

Non-exempt

City of Suffolk
Lifeguard II (Proposed)

Class Spec Code	5126	**Established Date**	06/30/2020
Last Revised Date	03/18/2026	**Effective**	04/06/2026
Salary Range	$38,690.00 - $60,857.00 Annually	**Bargaining Unit**	GEN
EEO	IPED	**Occupational Group**	Skilled Craft
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	1		

Job Summary

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

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

Essential Job Functions

- Observes swimmers in order to provide a safe swimming environment.
- Maintain communications with supervisors, employees, other departments, vendors, the public, and outside agencies.

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

Required Qualifications

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

Knowledge, Skills & Abilities

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

Physical Requirements

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

and visual and mental acuity are necessary. 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 telephone.

FLSA Status

Non-exempt

City of Suffolk
Maintenance Supervisor (Proposed)

Class Spec Code	TBD005	**Established Date**	03/18/2026
Last Revised Date	04/06/2026	**Effective**	04/06/2026
Salary Range	$30.35 - $47.74 Hourly $63,131.00 - $99,305.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Administrative Support Workers	**Occupational Group**	Administrative Support
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under general supervision, performs supervisory and technical work in the operation of the City's building maintenance program. Work involves performing difficult and complex maintenance and repair work on a wide variety of City facilities and systems, and supervising the activities of subordinate Maintenance Technicians and trades personnel. The employee is also responsible for scheduling and assigning maintenance and repair work for City buildings, maintaining inventories of parts and supplies, and keeping accurate records of maintenance performed. The employee must exercise considerable initiative and independent judgment to ensure the safety, functionality, and operability of City facilities. Reports to the Assistant Director of Capital Programs and Buildings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Employees may be required to perform duties not specifically spelled out in this job description, but which may be reasonably considered incidental to the position.

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

Essential Job Functions

- Assists the Assistant Director of Capital Programs and Buildings in administering building maintenance policies and implementing facility management regulations.
- Oversees daily building maintenance operations across City facilities. Ensures appropriate customer service and represents the department as the primary customer service representative for maintenance-related needs.
- Supervises, trains, and evaluates subordinate staff; writes performance evaluations, issues disciplinary actions, handles employee complaints and grievances, and recommends hiring, termination, and promotion actions.
- Plans, coordinates, and supervises maintenance, repair, and modification work for City buildings, systems, and equipment.
- Prioritizes maintenance requests, schedules work assignments, and ensures adherence to preventive maintenance programs and safety standards.
- Reviews maintenance logs, work orders, and service requests; inspects work for quality and completeness.
- Provides technical guidance and hands-on assistance to Maintenance Technicians on complex or unusual repair issues. Inspects facilities, systems, and equipment to ensure proper operation, safety, and compliance with regulations.
- Coordinates the identification and procurement of materials, supplies, and parts needed for repairs.
- Communicates with contractors and vendors regarding quotes, service needs, and materials procurement.
- Ensures adherence to OSHA and City safety regulations.
- Maintains records and files on all maintenance and repair work performed; enters job requisitions into computerized maintenance systems.
- Attends meetings, planning sessions, and discussions regarding building projects, maintenance priorities, and operational improvements.
- Implements work activities in accordance with established schedules and

priorities.
- Maintains a calendar for meetings, training, deadlines, and departmental events. Performs related building maintenance and repair work as required, including minor electrical, plumbing, HVAC, and carpentry tasks.

Required Qualifications

Graduation from high school supplemented by coursework in building systems maintenance or construction trades, and 6 to 9 years of experience in facility maintenance or construction, preferably in a supervisory capacity; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Special Requirements:

- Possession of a valid driver's license issued by the Commonwealth of Virginia.
- Possession of or ability to obtain appropriate trade certifications (e.g., H\JAC , electrical, plumbing) as required.

Knowledge, Skills & Abilities

- Thorough knowledge of building systems, including electrical, plumbing, HVAC, carpentry, and structural maintenance.
- Knowledge of preventive maintenance practices, safety procedures, and building codes.
- Knowledge of materials, tools, and equipment used in general facility maintenance and repair.
- Knowledge of occupational hazards and appropriate safety precautions.
- Skill in the use of hand and power tools and building maintenance equipment. Ability to supervise the work of subordinates and instruct employees in proper work techniques.
- Ability to plan and schedule maintenance activities and carry out assignments independently.
- Ability to interpret technical manuals, blueprints, and schematics.
- Ability to maintain accurate records, prepare reports, and communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, contractors, and other City departments.
- Ability to apply independent judgment and technical expertise to solve practical maintenance problems.
- Ability to perform manual labor associated with maintenance and repair work.

Performance Evaluation Criteria

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

Physical Requirements

Must be physically able to operate a variety of tools and equipment used in building maintenance and repair. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds frequently, and/or a negligible amount of force constantly to move objects. Work typically requires standing, walking, climbing, bending, and reaching. Must have sufficient visual acuity, manual dexterity, and coordination to perform required tasks. Must be able to communicate effectively and adapt to performing under stress or emergency conditions. 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 telephone.

FLSA Status

Non-Exempt

City of Suffolk
Mosquito Control Biology Technician (Proposed)

Class Spec Code	TBD006	**Established Date**	03/18/2026
Last Revised Date	04/06/2026	**Effective**	04/06/2026
Salary Range	$20.51 - $32.26 Hourly $42,653.00 - $67,093.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Technicians	**Occupational Group**	Technicians
FLSA	Non-Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under general supervision, assists the Mosquito Control Biologists with the professional performance of services relating to trapping, gathering, and analyzing living organisms and the environment as related to mosquito control. Reports to the Mosquito Control Superintendent.

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

Essential Job Functions

- Assists with the general setting and placement of mosquito surveillance traps and the collection of mosquito samples; identifies mosquito catches to species, mosquito primary vectors are trapped and gathered into pools

that are tested using an in-house testing assay; mosquito pools identified as positive for arboviral diseases are then sent for confirmation to the necessary laboratories. Data is recorded, reported, and presented to the Superintendent.
- Participates in the cleaning and maintenance of trapping equipment during and after the mosquito season: April to October. Reports malfunctions and issues with equipment in a timely manner
- Assists with the inventory to help with the ordering of laboratory supplies and equipment
- Assists with special projects with practical concern to mosquito control for the purpose of evaluating and improving techniques of control.
- Participates with field surveys of mosquito breeding and potential breeding sources.
- Participates in the collection of surveillance information; provides this data to the biologists and superintendent.
- Assists with outreach educational events during the mosquito control season and off-season.
- May assist and/or directly participate with the Mosquito Control Technician and Seasonal Mosquito Control Technicians in all the above tasks.
- Performs related work as required.

Required Qualifications

Graduation from high school or GED or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license.

Must acquire and maintain a Virginia Registered Pesticide Technician Certification within 2 months of hiring date.

Knowledge, Skills & Abilities

- Knowledge of the policies, procedures, and activities of the City and of the Public Works Department practices as they pertain to the performance of duties relating to the position.
- Knowledge of practices, procedures, methods, and techniques relating to vector control, mosquito spraying programs, and the safe and effective application of larvicides and insecticides for mosquito control.
- Knowledge of the principles associated with mosquito biology and medical entomology.
- Knowledge of the terminology, principles, and methods utilized within the department.

- Ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Ability to effectively communicate and interact with subordinates, supervisors, members of the general public, and all other groups involved in the activities of the department.
- Ability to assemble information and make written reports and documents in a concise, clear and effective manner.
- Ability to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.
- Ability to read, understand, and interpret financial, biological, chemical, and computer documentation, reports, and related materials.
- Ability to effectively express ideas orally and in writing. Is able to exercise tact and courtesy in frequent contact with City employees, City officials, professionals, and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.
- Ability to read a variety of informational and legal documents, City and state codes, law books, etc.
- Requires the ability to prepare correspondence, memorandum, opinions, contracts, notices, petitions, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others.
- Ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.
- 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 and municipal terminology.
- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
- Ability to inspect items for proper length, width and shape.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with

(persons acting under stress) (emergency situations).

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Light to medium work that involves walking, standing, and sitting at a microscope or computer. Job also involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 40 pounds) exerting between 20 and 50 pounds of force on a regular and recurring basis. Requires the ability to coordinate hands and eyes in using job related equipment and in operating motor vehicles, small forceps, dissecting stereo microscopes, computers for data entry and setting up mosquito surveillance traps. Requires the ability to handle a variety of items, job related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination. May require the ability to differentiate colors and shades of color. Requires the ability to talk and/or hear. 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 telephone.

FLSA Status

Non-Exempt

City of Suffolk
Organizational Development Consultant (proposed)

Class Spec Code	TBD	**Established Date**	03/06/2026
Last Revised Date	03/06/2026	**Effective**	04/06/2026
Salary Range	$39.13 - $61.54 Hourly $81,380.00 - $128,010.00 Annually	**Bargaining Unit**	GEN
EEO	EEO4-Professionals	**Occupational Group**	Professionals
FLSA	Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under limited supervision, the Organizational Development Consultant assesses organizational and workforce needs and develops strategies, programs, and initiatives that strengthen leadership effectiveness, employee engagement, and organizational culture across the City. The position serves as an internal consultant to department directors, managers, and supervisors on leadership development, organizational effectiveness, communication practices, and performance improvement.

This role supports City leadership through organizational development initiatives including leadership development programs, training facilitation, leadership coaching, change management strategies, and team effectiveness initiatives. The Organizational Development Consultant partners with departments to identify organizational challenges, develop practical solutions, and implement initiatives that improve collaboration, communication, and organizational performance.

The position also coordinates the City's Representation and Accessibility Program (RAP) and administers Citywide workforce engagement and recognition initiatives that support a positive and productive workplace culture.

Work requires significant professional judgment, discretion, and independence when advising leadership and facilitating discussions related to workplace performance, team dynamics, and organizational effectiveness.

This position works closely with department leadership to identify organizational challenges and implement initiatives that improve leadership effectiveness, employee engagement, and overall organizational performance across the City. Position reports to the Training Manager.

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

Essential Job Functions

Organizational Development and Leadership Support

• Serves as an internal consultant to City leadership on organizational development strategies that improve workforce performance, engagement, and collaboration.
• Assesses departmental and organizational needs and recommends leadership development, team effectiveness, and organizational improvement strategies.
• Leads organizational development initiatives including change management efforts, team development activities, and culture improvement initiatives.
• Designs, develops, and delivers leadership development and professional learning programs for supervisors, managers, and emerging leaders.
• Develops curriculum and facilitates instructor-led and workshop-style training sessions for supervisors, managers, and employees on topics such as leadership development, communication, performance management, workplace effectiveness, and professional skills.
• Facilitates discussions with work groups and leadership teams to address communication challenges, organizational alignment, and workplace effectiveness.
• Provides one-on-one coaching to supervisors and managers to strengthen leadership effectiveness, communication practices, and employee engagement.

• Advises leaders on strategies related to employee engagement, workplace culture, conflict resolution, and performance management practices.

Workforce Engagement and Culture Initiatives

• Develops and coordinates workforce engagement initiatives that strengthen employee connection, communication, and organizational culture.
• Designs and administers programs that support employee engagement, organizational pride, and workforce morale.
• Evaluates engagement initiatives and recommends improvements based on employee feedback, participation trends, and organizational needs.
• Collaborates with departments to promote activities and initiatives that strengthen collaboration and employee involvement across the organization.

Reward and Recognition Program

• Develops and administers the City's employee reward and recognition program to acknowledge employee achievements, service milestones, and organizational contributions.
• Coordinates recognition activities, events, and communication efforts that highlight employee accomplishments and reinforce organizational values.
• Evaluates program effectiveness and recommends improvements based on participation trends, employee feedback, and best practices in employee recognition.

Consultation, Facilitation, and Mediation

• Advises department leadership on organizational challenges and facilitates structured discussions and problem-solving sessions to improve team effectiveness, communication practices, and workplace relationships.
• Facilitates discussions among supervisors, employees, and teams to address workplace communication issues, team dynamics, and performance concerns.
• Provides facilitation and mediation support during difficult conversations involving performance issues, communication breakdowns, or workplace conflict.
• Supports leaders in strengthening communication practices and leadership effectiveness through structured facilitation and coaching.

Representation and Accessibility Program (RAP)

• Coordinates the City's Representation and Accessibility Program (RAP) and supports initiatives that promote an inclusive and accessible workplace environment.

• Facilitates RAP meetings, establishes work plans, and monitors program initiatives and outcomes.
• Develops programming and activities that support accessibility awareness, engagement, and collaboration across the organization.

Required Qualifications

Bachelor's degree in human resources, public administration, business administration, organizational leadership, or a related field; and five years of professional experience in human resources, training and development, leadership development, or organizational development; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Experience supporting leadership development, organizational effectiveness initiatives, or employee engagement programs is preferred.

Requires a valid driver's license.

Knowledge, Skills & Abilities

Knowledge of organizational development principles, leadership development practices, and employee engagement strategies.

Knowledge of public administration principles and municipal government operations.

Knowledge of adult learning principles and effective facilitation techniques.

Knowledge of organizational change management practices and team development strategies.

Skill in facilitating discussions, workshops, and meetings involving diverse groups of employees and leadership.

Skill in analyzing organizational needs and recommending practical solutions that improve workforce effectiveness.

Skill in communicating clearly and effectively both orally and in writing.

Skill in collecting, analyzing, and presenting organizational data and workforce metrics.

Ability to establish effective working relationships with employees, supervisors, department leadership, and external partners.

Ability to exercise sound judgment and maintain confidentiality when addressing sensitive workplace matters.

Ability to analyze complex organizational issues, gather relevant information, and develop effective recommendations.

Performance Evaluation Criteria

Quality of Work
Quantity of Work
Dependability
Attendance
Initiative and Enthusiasm
Judgment
Cooperation
Relationships
Coordination of Work
Safety

Physical Requirements

Work is primarily performed in an office environment and requires the operation of standard office equipment including computers, telephones, and related technology. The position may require occasional standing, walking, and travel to City facilities for meetings, training sessions, and organizational development activities. 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 telephone.

FLSA Status

Exempt

City of Suffolk
Public Safety Telecommunication Supervisor (Proposed)

Class Spec Code	TBD007	**Established Date**	03/18/2026
Last Revised Date	04/06/2026	**Effective**	04/23/2026
Salary Range	$31.87 - $50.13 Hourly $66,289.00 - $104,271.00 Annually	**Bargaining Unit**	GEN
EEO	EEO1-Administrative Support Workers	**Occupational Group**	Administrative Support
FLSA	Exempt	**Benefit Code**	GEN
Physical Class	2		

Job Summary

Under general supervision, assists in the management of the daily operations of the Public Safety Answering Point. This position oversees the implantation of policies, procedures, governmentally regulated mandates and ensures the proper training and certification of all dispatchers. This position also supervises the work of a team of lead communication operators. Position reports to Police Lieutenant.

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

Essential Job Functions

- Assists in the management of the daily activities of communication lead operators, as well as indirectly oversees the work of all communication operators. Administers staff development and training, performance management, employee relations, prioritizing and assigning work and related activities; Works closely with the Grant Administrator, CALEA Accreditation Manger to obtain grants necessary to purchase new equipment or pay for training and to maintain Accreditation status of the Emergency Communications Center. Coordinates with Information Technology for the installation and support of network hardware and software
- Assists with preparing and monitoring the operating budget of the section; prepares detailed and complex reports, briefings, presentations and publications in support of the section's functions.
- Performs statistical and quality analysis; assists with the development of programs to analyze and evaluate operations and to create strategies for optimum efficiency and effectiveness
- Assists in the coordination the City's False Alarm Reduction Program.
- Remains current on developments in the field of Emergency Communications as it pertains to new regulations and 911 technological advances. Acts as the PSAP Manager in the absence of the PSAP Manager. Performs other related duties as required.

Required Qualifications

Graduation from high school and 10 years of increasingly responsible experience in Emergency Communications, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possession of a valid driver's license.

CALEA and APCO Training required. Must be a certified Emergency Communications Operator in the Commonwealth of Virginia through the Department of Criminal Justice Services.

Must have or the ability to obtain a Full VCIN Certification and Emergency Medical Dispatch Certification. IT experience related to Emergency Communications preferred.

Knowledge, Skills & Abilities

- Knowledge of Standard English grammar, punctuation and usage, and of 9-1-1 record keeping and reporting methods.

- Knowledge of federal, State and local laws and policies concerning municipal police operations.
- Knowledge of current CALEA requirements;
- Ability to prepare clear and concise reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to oversee and manage a team of employees performing similar work.
- Ability to meet strict project deadlines.
- Ability to exercise independent judgment and initiative in completing assigned tasks.
- Ability to establish and maintain effective working relationships with City employees, City officials, and the general public.
- Ability to establish and maintain effective relationships as necessitated by work assignments.
- Ability to effectively communicate program/project information.
- Ability to develop and maintain policies/procedures and recordkeeping systems; Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving/receiving instruction, assignments and/or directions from superiors.
- Ability to make rational decisions through sound logic and deductive processes. Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- 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

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

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

FLSA Status

Exempt

ORDINANCE NUMBER _____

AN ORDINANCE TO PROVIDE FOR A COST OF LIVING ADJUSTMENT OF 3% TO ALL FULL-TIME AND REGULAR PART-TIME CITY EMPLOYEES, GRANT EMPLOYEES, THE REGISTRAR AND THEIR EMPLOYEES, CONSTITUTIONAL OFFICERS AND THEIR EMPLOYEES, AND CITY COUNCIL APPOINTEES

WHEREAS, the City Council has determined that a 3% cost of living adjustment be provided to all full-time and regular part-time City employees, grant employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that all full-time and regular part-time City employees, grant employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees shall receive a 3% cost of living adjustment.

BE IT FURTHER ORDAINED that the 3% cost of living adjustment shall be effective with the first paycheck in July 2026.

BE IT FURTHER ORDAINED that the ordinance shall be effective on July 1, 2026, and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE TO PROVIDE FOR A MARKET ADJUSTMENT OF 1% TO ALL FULL-TIME AND REGULAR PART-TIME CITY EMPLOYEES, THE REGISTRAR AND THEIR EMPLOYEES, CONSTITUTIONAL OFFICERS AND THEIR EMPLOYEES, AND CITY COUNCIL APPOINTEES

WHEREAS, the City Council has determined that a 1% market adjustment be provided to all full-time and regular part-time City employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that all full-time and regular part-time City employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees shall receive a 1% market adjustment.

BE IT FURTHER ORDAINED that the 1% market adjustment shall be effective with the first paycheck in July 2026.

BE IT FURTHER ORDAINED that the ordinance shall be effective on July 1, 2026, and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER_____

AN ORDINANCE TO APPROPRIATE FUNDS FROM THE CEMETERY FUND RESTRICTED FUND BALANCE FOR THE HOLLY LAWN CEMETERY IMPROVEMENTS PROJECT

WHEREAS, the adopted FY 2027-2036 Capital Improvements Program and Plan provides for the Holly Lawn Cemetery Improvements project; and,

WHEREAS, the purpose of the Holly Lawn Cemetery Improvements project in FY 2026-2027 is to replace existing storm drains and construct new roads to open the final section of the cemetery; and,

WHEREAS, funds are available in the Cemetery Fund Restricted Fund Balance in the amount of $105,000 to assist with the Holly Lawn Cemetery Improvements project as specified in the adopted FY 2027-2036 Capital Improvements Program and Plan.

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

1. The sum of $105,000 be, and is hereby, appropriated as follows in the Cemetery Fund:

Revenue:		
721_461010	Fund Balance Surplus – Unassigned	$105,000
Expenditure:		
721-93000_50000.310	Transfer to Capital Projects Fund Budget	$105,000

2. The sum of $105,000 shall be reflected as budgeted in the following accounts in the Fiscal Year 2026-2027 Capital Projects Fund Budget:

Revenue:		
310-71100-3111_441050.721	Transfer from Cemetery Fund	$105,000
Expenditure:		
310-71100-3111_53850.721	Holly Lawn Cemetery Improvements Project	$105,000

3. The fund amount totaling $105,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 26-O-____. The City Manager be, and hereby is authorized and directed to do all things necessary to effectuate this action.

4. This ordinance shall be effective July 1, 2026, and shall not be published.

READ AND PASSED:_____

TESTE:_____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

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)~~ two dollars ($2.00) 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 January 1, 2027, and thereafter and shall not be published.

READ AND PASSED:_____

TESTE:_____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND SECTION 82-1038.1 OF THE CODE OF THE CITY OF SUFFOLK

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that Section 82-1038.1 of the Code of the City of Suffolk, Virginia, 1998, entitled "License and tax required" is hereby amended to read as follows:

Sec. 82-1038.1– License and tax required.

(b) Every person who engages in the business of an itinerant merchant shall pay a license tax in conformity with the following schedule:

(3) A license tax of ~~$500.00~~ $200.00 may be imposed on the sponsor of a community event (as described in subsection 82-1036(c)), if such sponsor chooses to purchase an umbrella license for such event in lieu of individual itinerant merchant licenses otherwise required for each merchant participating in the community event.

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

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

_____
William E. Hutchings, Jr., City Attorney

AGENDA: May 6, 2026 Regular Session

ITEM: **Resolution** – A resolution adopting Suffolk Transit's minor Transit Development Plan Update to the 2020-2029 Transit Strategic Plan

Attached for City Council's consideration is a resolution to adopt the minor update to the Suffolk Transit Development Plan covering FY2027 to FY2031. This plan will be used to inform changes to Suffolk Transit's system, as well as guide budget and funding decisions through FY2031.

The plan will inform Suffolk Transit's capital and operational budget needs through FY2031. The plan outlines planned costs such as vehicle acquisition, passenger amenity expenses, and facility construction and design expenses. The plan also projects estimated changes to fare revenue and operating expenses needed to implement plan recommendations.

BUDGET IMPACT:

Plan recommendations do not obligate the City of Suffolk to provide additional funding to Suffolk Transit.

RECOMMENDATION:

Adopt the attached resolution.

ATTACHMENT:

Resolution
Exhibit A – Proposed System Map

RESOLUTION NUMBER _____

A RESOLUTION ADOPTING SUFFOLK TRANSIT'S MINOR TRANSIT DEVELOPMENT PLAN UPDATE TO THE 2020-2029 TRANSIT STRATEGIC PLAN

WHEREAS, the Virginia Department of Rail and Public Transportation requires a minor update to Suffolk Transit's Transit Development Plan (TSP) every 5 years; and,

WHEREAS, a minor update to the TSP is due; and,

WHEREAS, the minor update includes a proposed system map attached hereto as Exhibit A; and,

WHEREAS, the City Council of the City of Suffolk considers it in the public interest to have a comprehensive public transit system that meets the needs of residents.

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

1. The City Council of the City of Suffolk hereby adopts the Transit Development Plan Update FY2027 – FY2031, prepared by Kimley-Horn.

BE IT FUTHER RESOLVED that this resolution shall be in effect upon adoption and shall not be published.

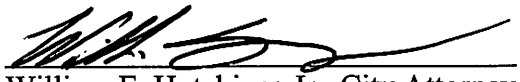
READ AND ADOPTED

_____

TESTE:

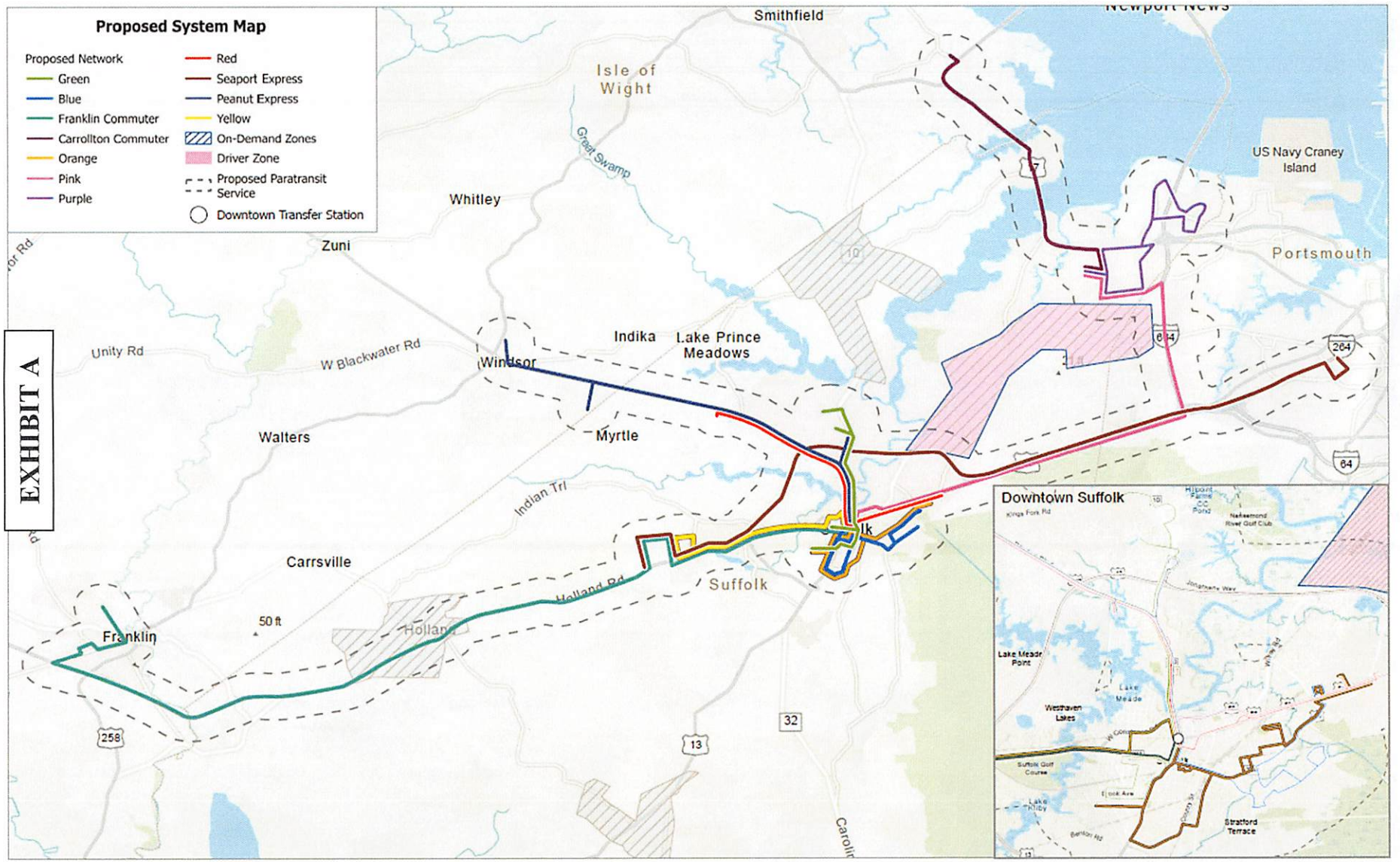
_____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings Jr., City Attorney

EXHIBIT A


Proposed System Map
Proposed Network
Green
Blue
Franklin Commuter
Carrollton Commuter
Orange
Pink
Purple
Red
Seaport Express
Peanut Express
Yellow
On-Demand Zones
Driver Zone
Proposed Paratransit Service
Downtown Transfer Station
Smithfield
Isle of Wight
Great Swamp
Whitley
Zuni
Unity Rd
W Blackwater Rd
Windsor
Indika
Lake Prince Meadows
Myrtle
Walters
Indian Trl
Carrsville
Holland Rd
Suffolk
Franklin
50 ft
258
13
32
US Navy Craney Island
Portsmouth
264
64
Downtown Suffolk
Lake Meade Point
Westhaven Lakes
Stratford Terrace

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Resolution** - A Resolution to adopt the *Fiscal Year 2026-2027 Annual Action Plan* for the City of Suffolk's Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME)

As a recipient of funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk is required to prepare and submit an Annual Action Plan outlining proposed expenditures for Community Development Block Grant (CDBG) funds and HOME Investment Partnership (HOME) for the 2026-2027 Fiscal Year. Mirroring the proposed Fiscal Year 2026-2027 budget, the *Fiscal Year 2026-2027 Annual Action Plan* will serve as a strategic planning document pertaining to the community development and housing needs of the low to moderate income families and individuals residing in the City of Suffolk and the geographically contiguous member jurisdictions that make up the Western Tidewater Home Consortium (WTHC), which include the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. The City of Suffolk serves as the Lead Agency for the WTHC and is responsible for the administration of the CDBG and HOME program funds. This Action Plan specifies how the City and WTHC will utilize the CDBG and HOME Grant funds received in support of the 2026-2027 program year.

The *Fiscal Year 2026-2027 Annual Action Plan* proposes to allocate $515,935.00 in CDBG funds and $389,723.63 in HOME funds in support of certain activities designed to primarily benefit low to moderate income persons. A summary of the proposed CDBG and HOME program allocations is attached for your reference.

BUDGET IMPACT:

Subsequent to the adoption of the *Fiscal Year 2026-2027 Annual Action Plan* and in concert with the preparation and adoption of the Fiscal Year 2026-2027 Operating and Capital Budget, staff will bring forward for City Council's consideration a separate ordinance to accept and appropriate CDBG and HOME funds. This Resolution is based on the final Fiscal Year 2026- 2027 CDBG and HOME allocations received from the U.S. Department of Housing and Urban Development (HUD).

Funds will be incorporated into the adopted Fiscal Year 2026-2027 Operating and Capital Budgets. The required 25% match for the HOME grant will be achieved through in-kind contributing provided by the HOME grant recipients.

RECOMMENDATION:

Adoption of the resolution is recommended

ATTACHMENTS:

Summary of Proposed CDBG and HOME Projected Allocation of Funds
Resolution

Summary

City of Suffolk and Western Tidewater HOME Consortium FY 2026-2027 Annual Action Plan Community Development Projects

CDBG Program:

- Program Administration: $103,187.00
- Hillpoint Trace Project: $150,000.00
- Western Tidewater Free Clinic: $20,000.00
- ForKids, Inc.: $15,000.00
- Genieve Shelter: $15,000.00
- Boys & Girls Club Southeast VA: $10,000.00
- Children's Harbor: $17,000.00
- Suffolk Homeowner Occupied Rehabilitation: $185,748.00

Total CDBG Allocation: $515,935.00

HOME Partnership Program:

- Lead Agency Administration (Suffolk): $22,972.36
- Community Housing Development Organization (CHDO): $77,944.72
- Southampton County: $72,201.63
- Isle of Wight County: $72,201.64
- City of Franklin: $72,201.64
- City of Suffolk: $72,201.64

Total HOME Allocation: $389,723.63

RESOLUTION NUMBER_____

A RESOLUTION TO ADOPT THE *FISCAL YEAR 2026-2027 ANNUAL ACTION PLAN* FOR THE CITY OF SUFFOLK'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) AND THE WESTERN TIDEWATER HOME CONSORTIUM HOME INVESTMENT PARTNERSHIP GRANT PROGRAM (HOME)

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

WHEREAS, a public hearing was held on April 15, 2026, and the proposed *Fiscal Year 2026-2027 Annual Action Plan* and for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium were made available for public review and comment 30 days prior to adoption; and,

WHEREAS, while CDBG funds are specific to the City of Suffolk, HOME funds are administered to the geographically contiguous cities and counties that make up the Western Tidewater HOME Consortium (WTHC), which include 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", *Fiscal Year 2026-2027 Annual Action Plan* for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program is attached hereto and is hereby incorporated as a part of this resolution.

2. The *Fiscal Year 2026-2027 Annual Action Plan* for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program is hereby adopted.

3. This resolution shall be effective upon adoption and shall not be published.

READ AND ADOPTED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

AGENDA: **May 6, 2026, Regular Session**

ITEM: **Staff Report** - Suffolk Fire & Rescue's 2025 Year in Review

Fire Chief, Michael J. Barakey, will provide an overview to City Council on Suffolk Fire & Rescue's 2025 Year in Review presentation.

Motions

Non-Agenda Speakers

New Business

Announcements and Comments