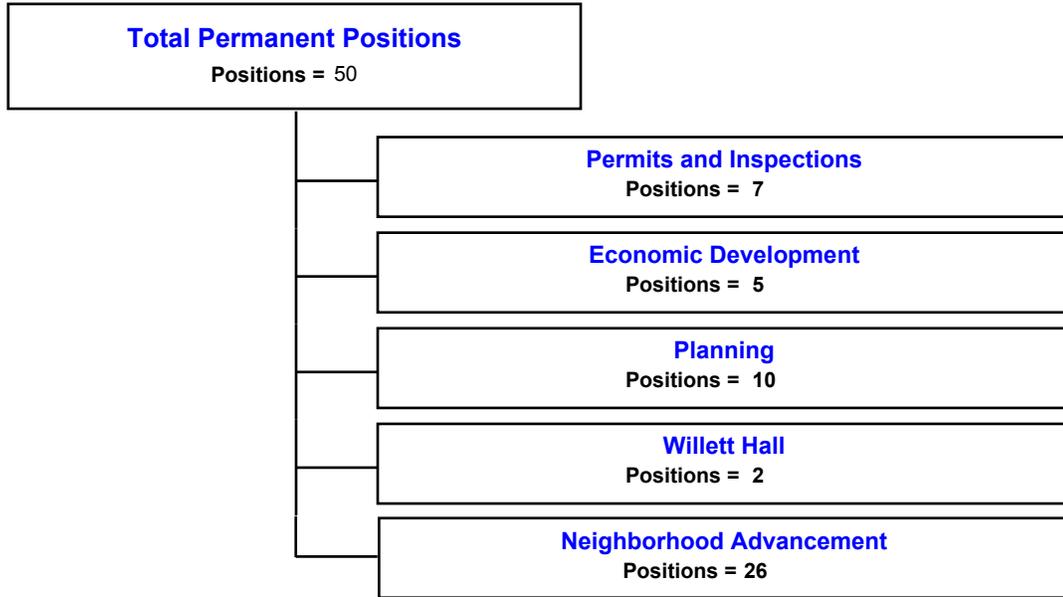


**Community and Economic Development**  
**Business Center Index**

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**Community and Economic Development**  
**Business Center Organizational Chart**



**City of Portsmouth  
Fiscal Year 2016 Adopted Budget**

**Community and Economic Development**

**Description of Services Provided**

This business center includes the departments of Economic Development, Permits and Inspections, and City Planning which address the City's overall development, marketing, and planning needs. Services provided include the enforcement of the Commonwealth of Virginia's Building codes and assigned local regulations, coordination of new programs to promote new business development and the maintenance of existing businesses, and the provision of support for programs and activities related to the physical development and use of land in the City. Also included in this section is Willett Hall, Community Development Block Grant, and HOME Partnership Programs.

<b>Business Units</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Community Planning and Development Program	-	1,827,707	1,827,707	1,769,172
Economic Development	896,011	945,050	945,050	824,233
Neighborhood Advancement	1,391,609	2,185,110	2,185,110	1,928,174
New Port Community Development Authority	215,058	1,019,903	1,019,903	1,019,903
Permits and Inspections	1,130,411	641,458	641,458	670,837
Planning	1,400,489	1,560,743	1,560,743	1,529,368
Willett Hall	252,343	319,555	319,555	354,409
<b>Total Budget</b>	<b>5,285,921</b>	<b>8,499,526</b>	<b>8,499,526</b>	<b>8,096,096</b>

<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
100 General Fund	4,818,520	5,332,361	5,332,361	4,952,612
435 Willett Hall Fund	252,343	319,555	319,555	354,409
630 New Port Community Development Authority	215,058	1,019,903	1,019,903	1,019,903
910 Community Development	-	1,827,707	1,827,707	1,769,172
<b>Total Funding</b>	<b>5,285,921</b>	<b>8,499,526</b>	<b>8,499,526</b>	<b>8,096,096</b>

## Community and Economic Development Permits and Inspections

### Business Unit Mission Statement

Our mission is to administer and enforce the Virginia Uniform Statewide Building Code and its related laws and ordinances as mandated by state and local regulations. The Department will endeavor to provide services in a professional, courteous, and timely manner, as well as provide efficient response to citizen concerns and requests for information.

Our business is to enforce the code in a fair and equitable manner while providing for consumer protection, public safety, sustainable new construction, and preservation of the city's neighborhoods and historic character. Through fair and equitable enforcement of the code, adhering to our core values of honesty, integrity, and competency, we will transform our neighborhoods and make Portsmouth the "City of Choice" in which to live, work, visit, and invest.

### Description of Services Provided

The Department of Permits and Inspections enforces the Virginia Uniform Statewide Building Code (USBC) as it relates to the construction, alteration, renovation, or the change of use of buildings. It is this division's job to ensure that a structure is sound and reasonably safe from structural failure, accidental fire, and other hazards. The Department determines permit applicant qualifications, reviews construction documents, issues permits, and performs inspections for compliance with USBC standards and local ordinances, as well as other related activity, as set forth in the Code of Virginia.

Expenditure Categories	FY 2014 Actual	FY 2015 Adopted	FY 2015 Amended	FY 2016 Adopted
Salaries	395,575	290,789	290,789	376,349
Benefits	175,386	180,523	180,523	145,167
Other Operating Expenses	141,364	30,930	30,930	30,930
Internal Service Charges	418,086	139,216	139,216	118,391
<b>Net Budget</b>	<b>1,130,411</b>	<b>641,458</b>	<b>641,458</b>	<b>670,837</b>
<b>Total Budget</b>	<b>1,130,411</b>	<b>641,458</b>	<b>641,458</b>	<b>670,837</b>

Funding Sources	FY 2014 Actual	FY 2015 Adopted	FY 2015 Amended	FY 2016 Adopted
100 General Fund	1,130,411	641,458	641,458	670,837
<b>Total Funding</b>	<b>1,130,411</b>	<b>641,458</b>	<b>641,458</b>	<b>670,837</b>

### Outcomes and Accomplishments

#### Permits

The Building Department is required by state law to issue permits and maintain records of projects in accordance with the Uniform Statewide Building Code. Here is the number of permits issued since FY 2009:

FY 2009: 5,567  
 FY 2010: 5,993  
 FY 2011: 5,509  
 FY 2012: 4,454  
 FY2013: 4,576  
 FY2014: 4,909  
 FY2015: 1,838 as of Nov. 30, 2014

#### Plan Reviews

The Building Department is required by state law to review plans and construction documents on projects in accordance with the Uniform Statewide Building Code. Here is the number of plans reviewed by fiscal year since FY 2009:

FY 2009: 499  
 FY 2010: 478  
 FY 2011: 367  
 FY 2012: 465  
 FY 2013: 403  
 FY 2014: 523  
 FY 2015: 196 as of Nov. 30, 2014

#### Inspections

## Community and Economic Development Permits and Inspections

The Building Department is required by state law to perform inspection of new construction projects, alterations, and additions for compliance and in accordance with the Uniform Statewide Building Code. Here is the number of Inspections performed by fiscal year since FY 2009:

FY 2009: 13,580  
FY 2010: 12,489  
FY 2011: 10,998  
FY 2012: 10,482  
FY2013: 9,139  
FY2014: 9,277  
FY2015: 5,092 as of Nov. 30, 2014

### Permit Fee Revenue

FY 2009: \$492,261  
FY 2010: \$748,977  
FY 2011: \$775,554  
FY 2012: \$624,464  
FY 2013: \$502,471  
FY 2014: \$575,483  
FY 2015: \$197,464 as of Nov. 30, 2014

### Value of Construction

FY 2009: \$89,222,524  
FY 2010: \$60,710,767  
FY 2011: \$64,695,918  
FY 2012: \$39,710,481  
FY 2013: \$44,726,245  
FY 2014: \$81,797,846  
FY 2015: \$25,105,130 as of Nov. 30, 2014

## Community and Economic Development Economic Development

### Business Unit Mission Statement

To foster an environment that creates a superior quality of life for Portsmouth's corporate citizens and residents by being receptive and responsive to the changing landscape of the local community and global economy.

### Description of Services Provided

The Department of Economic Development focuses on three (3) economic development principles: business attraction, business retention, and business expansion.

\* Business attraction is defined as the strategies to entice companies to relocate or set up new operations in Portsmouth. This is done through market and product development. Market development involves recruiting organizations that will enhance the economy through demand for products and services. Product development is the maintenance of real property investments.

\* Business retention is defined as a systematic effort to keep local companies content with their presence in Portsmouth, which includes helping companies cope with changes in the economy and internal company issues.

\* Business expansion is defined as policies and programs that nurture business growth and investment. Business expansion includes efforts to assist existing companies with investing in new capital projects, adding new jobs, and/or increasing their competitiveness in the wider marketplace.

Expenditure Categories	FY 2014 Actual	FY 2015 Adopted	FY 2015 Amended	FY 2016 Adopted
Salaries	396,177	376,168	376,168	359,807
Benefits	108,745	111,882	111,882	98,446
Other Operating Expenses	335,492	362,000	362,000	308,039
Internal Service Charges	55,597	95,000	95,000	57,941
<b>Net Budget</b>	<b>896,011</b>	<b>945,050</b>	<b>945,050</b>	<b>824,233</b>
<b>Total Budget</b>	<b>896,011</b>	<b>945,050</b>	<b>945,050</b>	<b>824,233</b>

Funding Sources	FY 2014 Actual	FY 2015 Adopted	FY 2015 Amended	FY 2016 Adopted
100 General Fund	896,011	945,050	945,050	824,233
<b>Total Funding</b>	<b>896,011</b>	<b>945,050</b>	<b>945,050</b>	<b>824,233</b>

### Strategic Goals

- 1) Develop Victory Village
- 2) Develop the former Holiday Inn Site
- 3) Develop and implement an initiative to attract minority, specifically African American, companies to Portsmouth.
- 4) Expand existing business program by adding a more strategic approach to companies visited and follow up conducted.

### Outcomes and Accomplishments

- 1) Hired new director and aligned existing staff's job titles/descriptions to accurately reflect work performed and to create platform for staff development and advancement.
- 2) Completed the development of and facilitated the opening of Midtown Marketplace, a \$30+ million private retail development. Kroger opened in October 2014 and the inline shops, anchored by T.J.Maxx, will open in Spring 2015.
- 3) Furthered the sale and private development of two (2) EDA-owned parcels in Downtown; the former Desk Inc site and the Effingham/Lincoln site. Upon closing, the Desk Inc site will be developed as Harbor Vista, a first class apartment community with 134 units. The Effingham/Lincoln site will be developed for national retailers Dollar General and 7-Eleven.

## **Community and Economic Development Planning**

### **Business Unit Mission Statement**

The Department of Planning's Mission is to engage City of Portsmouth residents to envision and plan a highly desirable and livable city, and to then implement and maintain that vision and plan through the wise use of land, resources and regulatory requirements thereby ensuring a high quality of life.

### **Description of Services Provided**

The Department of Planning makes recommendations and develops implementing policies and programs that assist in the administration of the City's land use, development, and environmental ordinances. The department provides seven (6) core services to Portsmouth residents. These include: Comprehensive Planning, Current Planning, Transportation Planning, Environmental Planning, Historic Preservation as well as Community Planning and Development (CDBG and HOME Programs)

<b>Expenditure Categories</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Salaries	595,945	600,270	600,270	673,434
Benefits	182,488	192,555	192,555	191,449
Other Operating Expenses	512,777	650,500	650,500	546,626
Internal Service Charges	109,280	117,418	117,418	117,859
<b>Net Budget</b>	<b>1,400,489</b>	<b>1,560,743</b>	<b>1,560,743</b>	<b>1,529,368</b>
<b>Total Budget</b>	<b>1,400,489</b>	<b>1,560,743</b>	<b>1,560,743</b>	<b>1,529,368</b>
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
100 General Fund	1,400,489	1,560,743	1,560,743	1,529,368
<b>Total Funding</b>	<b>1,400,489</b>	<b>1,560,743</b>	<b>1,560,743</b>	<b>1,529,368</b>

### **Strategic Goals**

On-going strategic initiatives, in conjunction with other City Departments include the following:

- Maintain and update the City comprehensive planning program including transportation, special land planning projects, environmental, and historic preservation
- Modify and improve regulatory programs to enhance efficiency, improve development quality, and implement adopted planning and development goals and initiatives
- Support and enhance the City's cycling and pedestrian facilities
- Update environmental planning program including Sea Level Rise analysis flood plain management program and Chesapeake Bay Preservation
- Manage Community Planning programs such as Community Development Block Grant and HOME programs to support low and moderate income citizens.

### **Outcomes and Accomplishments**

Completed rehab of Park Place family shelter, opened for occupancy in April.

- Completed rehab of 5 owner-occupied units including 3 for elderly owners and 2 emergency rehabs.
- Processed and approved plans for Breeden Company to construct Harbor Vista (formerly Crawford Street Apartments) containing 134 apartment units across from City Hall.
- Processed and approved plans for 253 apartment units on three sites in the Downtown and Uptown area for the Whitmore Company.
- Processed and approved plans for new retail developments including, but not limited to Royal Farms, Wawa, 7-Eleven, Dunkin Donuts, Dollar General, and CVS Pharmacy.
- Initiated Sea Level Rise assessment for upcoming comprehensive plan study working with VMASC on a report "Assessing Individual Adaption Strategies" and "Mapping Population Vulnerability"
- Worked with VMASC to develop the City's first transportation model

## Community and Economic Development Planning

- In conjunction with consulting firm HDR, completed the Uptown Traffic Study analyzing changes to traffic and potential land use patterns impacted by the new MLK connector and second Midtown Tunnel projects
- Worked with the City's Historic Preservation Commission and Waller Todd and Sadler to prepare a slate roof analysis related to replacement and repair issues in the City's designated historic districts
- Initiated detailed review and amendments of the City's subdivision and zoning ordinances including the D2-Form Based Code Uptown and the downtown Smartcode
- As part of our Summer Intern's tasks developed a detailed analysis of downtown residential densities as part of the Smartcode zoning review project

## Community and Economic Development Willett Hall

### Business Unit Mission Statement

To enhance the quality of life for residents by providing quality arts and entertainment to the local community.

### Description of Services Provided

Willett Hall is a 1,924 seat auditorium that provides entertainment of all varieties for the enjoyment of the community at large. The staff is involved in ticket sales, promotion, event planning and coordination. This includes outside promotions or rentals and city produced events. Staff works closely with promoters, technical personnel, advisors, vendors, and concessionaires. The events serve to enhance the quality of life for Portsmouth residents and offer many performances that cater to a wide array of audiences.

Willett Hall also serves as the host venue to many nonprofit cultural arts organizations including Portsmouth Community Concerts.

<u>Expenditure Categories</u>	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted</u>	<u>FY 2015 Amended</u>	<u>FY 2016 Adopted</u>
Salaries	98,432	150,213	150,213	151,895
Benefits	20,123	27,230	27,230	27,880
Other Operating Expenses	122,330	131,290	131,290	165,866
Internal Service Charges	11,458	10,822	10,822	8,768
<b>Net Budget</b>	<b>252,343</b>	<b>319,555</b>	<b>319,555</b>	<b>354,409</b>
<b>Total Budget</b>	<b>252,343</b>	<b>319,555</b>	<b>319,555</b>	<b>354,409</b>
<u>Funding Sources</u>	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted</u>	<u>FY 2015 Amended</u>	<u>FY 2016 Adopted</u>
435 Willett Hall Fund	252,343	319,555	319,555	354,409
<b>Total Funding</b>	<b>252,343</b>	<b>319,555</b>	<b>319,555</b>	<b>354,409</b>

### Strategic Goals

- \* To attract quality entertainment that reaches a broad spectrum of entertainment interests.
- \* To operate the venue in such a manner that revenues exceed expenditures.
- \* To increase ticket sales in order to provide revenue to the city through admission taxes earned on ticket sales.

### Outcomes and Accomplishments

- \* Willett Hall has successfully served as a venue for entertainment in the Hampton Roads community.

## Community and Economic Development Community Planning and Development Program

### Business Unit Mission Statement

To provide approved City activities through the provision of funds per the Department of Housing and Urban Development (HUD).

### Description of Services Provided

- \* Community Development Block Grant (CDBG): A federal grant program designed to provide eligible metropolitan cities and urban counties (called "entitlement communities") with annual direct grants that can be used to revitalize neighborhoods, expand affordable housing and economic opportunities and/or improve community facilities and services, principally to benefit low and moderate income citizens.
- \* HOME Investment Partnership Program (HOME): A federal grant program designed to provide funds to local governments and states for new construction, rehabilitation, acquisition of standard housing, assistance to homebuyers and tenant based rental assistance.
- \* Emergency Shelter Grants (ESG): A federal grant program designed to help improve the quality of existing homeless emergency shelters, to make available additional shelters to meet the cost of operating shelters, to provide essential social services to homeless individuals and to help prevent homelessness.

<b>Expenditure Categories</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Other Operating Expenses	-	1,827,707	1,827,707	1,769,172
<b>Net Budget</b>	-	<b>1,827,707</b>	<b>1,827,707</b>	<b>1,769,172</b>
<b>Total Budget</b>	-	<b>1,827,707</b>	<b>1,827,707</b>	<b>1,769,172</b>
<b>Funding Sources</b>				
910 Community Development	-	1,827,707	1,827,707	1,769,172
<b>Total Funding</b>	-	<b>1,827,707</b>	<b>1,827,707</b>	<b>1,769,172</b>

**Community and Economic Development  
New Port Community Development Authority**

**Business Unit Mission Statement**

The New Port Community Development Authority (CDA) is a nonprofit political subdivision of the Commonwealth of Virginia within the boundaries of the City of Portsmouth. The New Port CDA was established by ordinance in 2005 for the purpose of providing public infrastructure improvements through special assessments on taxable properties within the CDA District. Financing of construction projects is not debt or other obligation of the City and does not constitute a pledge of faith and credit of the City, but is paid from special assessments levied by the CDA.

**Description of Services Provided**

Construction of improvements within the Community Development Authority (CDA) District includes sidewalks, fire hydrants, street and pedestrian lighting, landscaping, signage, water, and sewer services. These services support residential and commercial growth to serve the citizens of the City, support a wide range of housing options, promote economic development and redevelopment, and generate additional and diverse tax revenues for the City.

<b>Expenditure Categories</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Other Operating Expenses	215,058	1,019,903	1,019,903	1,019,903
<b>Net Budget</b>	<b>215,058</b>	<b>1,019,903</b>	<b>1,019,903</b>	<b>1,019,903</b>
<b>Total Budget</b>	<b>215,058</b>	<b>1,019,903</b>	<b>1,019,903</b>	<b>1,019,903</b>
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
630 New Port Community Development Authority	215,058	1,019,903	1,019,903	1,019,903
<b>Total Funding</b>	<b>215,058</b>	<b>1,019,903</b>	<b>1,019,903</b>	<b>1,019,903</b>

## Community and Economic Development Neighborhood Advancement

### Business Unit Mission Statement

Dedicated to the improvement and quality of our neighborhoods, the Department of Neighborhood Advancement brings together all people whose mission is the advancement of our neighborhoods. Our Mission will be realized by:

- \* Engaging all citizens including the civic and religious leaders and the faith-based community.
- \* Coordinating staff including, Inspections, Police, Fire, Engineering, Public utilities, Public Works and Parks, Recreation and Leisure Services for all issues that impact each neighborhood.
- \* Recognizing that each neighborhood is unique.

### Description of Services Provided

The Department of Neighborhood Advancement encompasses the activities of the City Ombudsman, Floodplain Management, Environmental/Zoning, Nuisance Abatement, Property Maintenance and Rental Inspections. The department is charged with assisting and enhancing citizen involvement. To accomplish this, we coordinate all of the City's resources that are related to advancing the success of our neighborhoods and advancing the very fabric of the community. The City Ombudsman is responsible for receiving and correcting concerns of citizens within the City. This includes concerns for every department within the city, all utility companies, state agencies and railroads, that operate within the city limits. The Floodplain Management division is charged with enforcing the Federal State and Local regulations dealing with flood reduction, including public awareness and education. The Environmental/Zoning and Rental Inspections Division enforces Part III of the USBC, referred to as the Virginia Maintenance Code, as well as pertinent local ordinances dealing with nuisances, junk and debris, abandoned vehicles, and high weeds and grass as set forth in the Code of Virginia. This division performs inspections of all existing properties, owner-occupied or rental, to ensure that they meet the minimum code requirements and standards for premises and structures, including but not limited to ventilation, space, heating, sanitation, protection from the elements, safety from fire, and other hazards to protect the health, safety and welfare of our citizens. Inspectors also perform Zoning investigations to make certain that the provisions of the Zoning Ordinance are adhered with and the required Zoning Certificates are issued. Through this program the division provides oversight of the City's Historic Districts and Downtown Design Districts, citing owners who perform exterior alterations without proper approval and/or building permits. For the coming year, staff will be using information and data obtained from the "Report Card" initiative and the 101010 Report.

Expenditure Categories	FY 2014 Actual	FY 2015 Adopted	FY 2015 Amended	FY 2016 Adopted
Salaries	846,845	1,073,960	1,073,960	1,015,966
Benefits	266,564	362,972	362,972	341,504
Other Operating Expenses	278,056	428,393	428,393	296,393
Internal Service Charges	144	319,785	319,785	274,311
<b>Net Budget</b>	<b>1,391,609</b>	<b>2,185,110</b>	<b>2,185,110</b>	<b>1,928,174</b>
<b>Total Budget</b>	<b>1,391,609</b>	<b>2,185,110</b>	<b>2,185,110</b>	<b>1,928,174</b>

Funding Sources	FY 2014 Actual	FY 2015 Adopted	FY 2015 Amended	FY 2016 Adopted
100 General Fund	1,391,609	2,185,110	2,185,110	1,928,174
<b>Total Funding</b>	<b>1,391,609</b>	<b>2,185,110</b>	<b>2,185,110</b>	<b>1,928,174</b>

### Strategic Goals

For the coming year, staff will be using information and data obtained from the "Report Card" initiative and the 101010 Report. Staff of DNA will continue to work collaboratively with the Police, Fire, Permits and Inspections, Planning and the City Assessor to review and update areas where problem (hot spots) areas exist

### Outcomes and Accomplishments

During the period August 2013 to August 2014 staff made a total of 49,056 inspections. These inspections resulted in:

- \* 11,889 notices for weed and debris violations
- \* 1,718 notices for inoperative motor vehicle violations
- \* 5,330 notices for property maintenance violations
- \* 2,132 rental inspections generating \$50,100.00 Rental inspection fees
- \* 466 waste management inspections
- \* 269 units condemned and 13 structures demolished