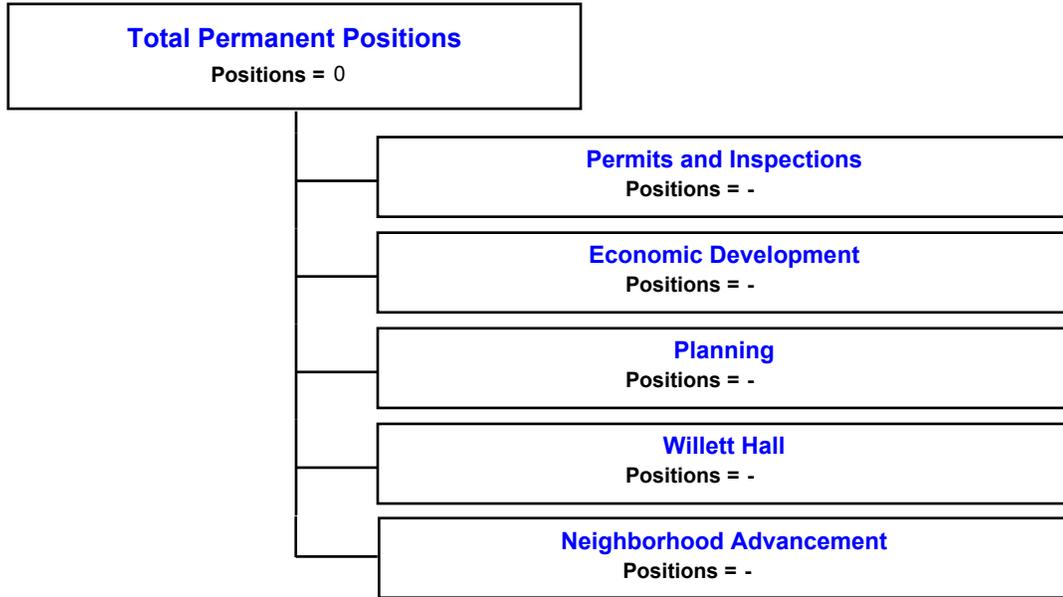


Community and Economic Development
Business Center Index

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Community and Economic Development
Business Center Organizational Chart



**City of Portsmouth
Fiscal Year 2017 Preliminary 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. The Department of Neighborhood Advancement has been consolidated within the department of Permits and Inspections, Planning and Marketing.

Business Units	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
Community Planning and Development Program	-	1,769,172	1,769,172	1,790,538
Economic Development	834,017	824,233	824,233	714,019
Neighborhood Advancement	1,952,522	1,928,174	1,928,174	-
New Port Community Development Authority	278,451	1,019,903	1,019,903	1,019,903
Permits and Inspections	643,159	670,837	670,837	2,277,504
Planning	1,296,010	1,529,368	1,529,368	1,629,127
Willett Hall	272,582	354,409	354,409	417,156
Total Budget	5,276,740	8,096,096	8,096,096	7,848,247

Funding Sources	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
100 General Fund	4,725,708	4,952,612	4,952,612	4,620,650
435 Willett Hall Fund	272,582	354,409	354,409	417,156
630 New Port Community Development Authority	278,451	1,019,903	1,019,903	1,019,903
910 Community Development	-	1,769,172	1,769,172	1,790,538
Total Funding	5,276,740	8,096,096	8,096,096	7,848,247

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. The Department of Permits & Inspections enforces the Virginia Uniform Statewide Building Code (USBC) as it relates to the construction, alterations, renovation, or the change of use of buildings. Services provided are permit application review, plan review, permit issuance, inspections, and issuance of certificates of occupancy. The Virginia Uniform Statewide Building Code mandates ALL services performed by the Department of Permits and Inspections. It is this Department's mission to ensure that a structure is sound and reasonably safe from structural failure, accidental fire, and natural hazards. The Department performs the following functions in accordance with the associated Uniform Statewide Building Code Sections:

- Receives applications and determines permit applicant qualifications- Section 108, USBC.
- Reviews construction documents- Section 109 USBC.
- Issues permits- Section 110, USBC.
- Performs inspections for compliance with USBC standards and local ordinances- Section 113, USBC.
- Enforces Federal, State, and local floodplain regulations per Chapter 14.1, Code of Portsmouth
- Issuance of Stop Work Orders-Section 114, USBC.
- Issuance of Notices of Violation-Section 115, USBC.
- Issuance of Certificates of Occupancy- Section 116, USBC, as well as other related activity as set forth in the Code of Virginia.

The department of Neighborhood Advancement has been consolidated in the departments of Permits and Inspections, Planning and Marketing.

Expenditure Categories	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
Salaries	346,176	376,349	376,349	1,154,987
Benefits	134,188	145,167	145,167	387,967
Other Operating Expenses	23,231	30,930	30,930	321,605
Internal Service Charges	139,564	118,391	118,391	412,945
Net Budget	643,159	670,837	670,837	2,277,504
Total Budget	643,159	670,837	670,837	2,277,504
Funding Sources	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
100 General Fund	643,159	670,837	670,837	2,277,504
Total Funding	643,159	670,837	670,837	2,277,504

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 2012:

FY 2012: 4,454
 FY2013: 4,752
 FY2014: 5,073
 FY2015: 4,487

Community and Economic Development Permits and Inspections

FY 2016 as of Dec. 1: 1,862

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 for which a fee was charged by fiscal year, since FY 2012:

FY 2012: 465

FY 2013: 403

FY 2014: 523

FY 2015: 430

FY 2016 as of Dec. 1: 260

Inspections*

The Building Department is required by state law to perform inspections 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 2012:

FY 2012: 10,482

FY2013: 9,693

FY2014: 9,283

FY2015: 10,069

FY 2016 as of Dec. 1: 3,978

Building Department Revenue since FY 2012*

FY 2012: \$624,049

FY 2013: \$580,077

FY 2014: \$656,164

FY 2015: \$518,955

FY 2016 as of Dec. 1: \$267,869

Value of Construction since FY 2012*

FY 2012: \$70,124,559

FY 2013: \$44,726,245

FY 2014: \$88,896,978

FY 2015: \$86,162,830

FY 2016 as of Dec. 1: \$28,641,400

*Some figures have been corrected since last years report.

Department of Neighborhood Advancement in calendar year 2015 made a total of 59,191 inspections/contacts. These included: 6,787 notices for weed violations, 1,932 notices for debris violations, 1,833 notices for inoperative motor vehicle violations, 4,212 notices for property maintenance violations, 1,946 rental inspections and 1,648 waste management inspections.

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 service of Economic Development and its overarching goal is to initiate private-sector investment to generate tax revenue. This is accomplished through business attraction, business retention, business expansion, and entrepreneurship.

The Department has identified Strategic Growth Areas where economic development opportunities and potential exist. The Department has identified six targeted markets/industries which create the framework for its work. All activities to include existing business outreach, workshop, marketing and advertising, trade show attendance, and staff training are evaluated and implemented based on how closely they align with the Strategic Growth Areas and targeted markets/industries.

The Department staffs the EDA and PPIC.

The Department serves as the administrator for the City's two state designated Enterprise Zones.

Expenditure Categories	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
Salaries	372,286	359,807	359,807	300,482
Benefits	103,593	98,446	98,446	87,721
Other Operating Expenses	263,213	308,039	308,039	278,500
Internal Service Charges	94,924	57,941	57,941	47,316
Net Budget	834,017	824,233	824,233	714,019
Total Budget	834,017	824,233	824,233	714,019

Funding Sources	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
100 General Fund	834,017	824,233	824,233	714,019
Total Funding	834,017	824,233	824,233	714,019

Strategic Goals

As noted by the vision principles listed within the parenthesis, each of the Department's strategic goals correspond to one or more of Council's current Vision Principles.

- 1) Evaluate each Strategic Growth Area, beginning with Downtown, to determine market feasibility. (A Robust Economy, Quality of Life, Neighborhood and Sense of Community)
- 2) Implement marketing plan to expand and attract targeted markets/industries. (A Robust Economy, Leading Maritime Center, and Quality of Life)
- 3) Market, sell and facilitate development of EDA and PPIC-owned property and administer EDA's Local Incentive Program. (A Robust Economy)
- 4) Promote benefits of and administer state-designated Enterprise Zones. (A Robust Economy)

Outcomes and Accomplishments

Accomplishments to date in FY16:

- 1) Facilitated \$160 million of private investment in the City.
- 2) Established Strategic Growth Areas.
- 3) Evaluated and updated targeted markets/industries.

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)

Expenditure Categories	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
Salaries	668,918	673,434	673,434	729,147
Benefits	186,429	191,449	191,449	206,958
Other Operating Expenses	323,245	546,626	546,626	570,000
Internal Service Charges	117,418	117,859	117,859	123,022
Net Budget	1,296,010	1,529,368	1,529,368	1,629,127
Total Budget	1,296,010	1,529,368	1,529,368	1,629,127
Funding Sources	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
100 General Fund	1,296,010	1,529,368	1,529,368	1,629,127
Total Funding	1,296,010	1,529,368	1,529,368	1,629,127

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

- Developed Policy and Amendments to Ordinances for Food Trucks.
- Completed a Portsmouth demographic study prepared by Weldon Cooper Center for Public Service.
- Completed Sea Level Rise assessment, including a citizen survey of 2,000 homes, for comprehensive plan study work with VMASC.
- VMASC completed building City's first transportation model micro-simulation.
- Received the Bronze Awards for 2014-2018 as a Bicycle Friendly Community and Walk Friendly Community from the League of American Bicyclists and Pedestrian and Bicycle Information Center (PBIC) respectively.
- Processed and approved plans for new retail and industrial developments, including, but not limited to: Aldi's, Maryview MRI addition, Wendy's, Taco Bell, Autozone, 7-Eleven(s), PER, and Interchange Group Inc. (formerly Smithfield Foods).
- Processed and reviewed proposed revisions to Victory Village Master Plan and Design Guidelines.
- Updated Zoning Ordinance for multi-family developments (Use Permits) and adjustments in administrative provisions.
- Developed honorary street name change policy at request of Planning Commission.

CDBG and Home Funds

- Assisted the Endpendence Center with counseling over 100 disabled persons with independent living services.
- Purchased and installed play equipment at Hodges Manor Elementary, Victory Elementary, and City Park.

Community and Economic Development Planning

- Purchased laundry equipment for Chesapeake Service Systems to support their jobs program for developmentally disabled persons.
- Completed rehab and sale of 3 houses, demolished 12 vacant and blighted structures, and assisted 90 households with tenant based rental assistance.
- Finished construction of a multi-purpose field at Brighton Elementary.
- Offered services to about 3,000 children through programs administered by the Dept. of Parks & Recreation.
- Funded various building improvements at the 1801 Portsmouth Boulevard Sport Complex.

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.

Expenditure Categories	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
Salaries	114,214	151,895	151,895	151,695
Benefits	23,984	27,880	27,880	26,067
Other Operating Expenses	123,561	165,866	165,866	231,894
Internal Service Charges	10,822	8,768	8,768	7,500
Net Budget	272,582	354,409	354,409	417,156
Total Budget	272,582	354,409	354,409	417,156

Funding Sources	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
435 Willett Hall Fund	272,582	354,409	354,409	417,156
Total Funding	272,582	354,409	354,409	417,156

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.

Expenditure Categories	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
Other Operating Expenses	-	1,769,172	1,769,172	1,790,538
Net Budget	-	1,769,172	1,769,172	1,790,538
Total Budget	-	1,769,172	1,769,172	1,790,538
Funding Sources	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
910 Community Development	-	1,769,172	1,769,172	1,790,538
Total Funding	-	1,769,172	1,769,172	1,790,538

**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.

Expenditure Categories	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
Other Operating Expenses	278,451	1,019,903	1,019,903	1,019,903
Net Budget	278,451	1,019,903	1,019,903	1,019,903
Total Budget	278,451	1,019,903	1,019,903	1,019,903
Funding Sources	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
630 New Port Community Development Authority	278,451	1,019,903	1,019,903	1,019,903
Total Funding	278,451	1,019,903	1,019,903	1,019,903

**City of Portsmouth
Fiscal Year 2017 Preliminary Budget**

**Community and Economic Development
Neighborhood Advancement**

Business Unit Mission Statement

- Consolidated the former Department of Neighborhood Advancement with Permits and Inspections to properly align the zoning administration with the City's zoning ordinance.
- Reunification of permits and inspection is now in compliance with State of Virginia's Building Codes and the City Code's Chapter 7, 17, and 23.
- Increase efficiency and productivity in customer service.
- Consolidation of the Flood Plain Management with the Building Official.
- Realigned the administrative functions of the Planning Commission and the Board of Zoning Appeals under the City Planning

Expenditure Categories	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
Salaries	997,303	1,015,966	1,015,966	-
Benefits	345,286	341,504	341,504	-
Other Operating Expenses	290,125	296,393	296,393	-
Internal Service Charges	319,809	274,311	274,311	-
Net Budget	1,952,522	1,928,174	1,928,174	-
Total Budget	1,952,522	1,928,174	1,928,174	-
Funding Sources	FY 2015 Actual	FY 2016 Adopted	FY 2016 Amended	FY 2017 Preliminary
100 General Fund	1,952,522	1,928,174	1,928,174	-
Total Funding	1,952,522	1,928,174	1,928,174	-