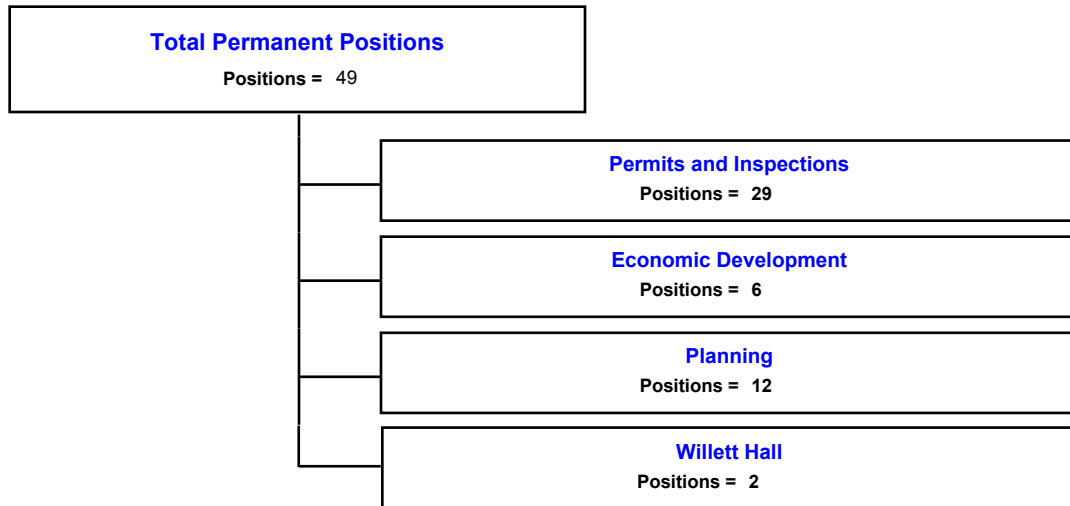


Community and Economic Development

Business Center Index

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Community and Economic Development
Business Center Organizational Chart



**City of Portsmouth
Fiscal Year 2014 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.

Business Units	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Community Planning and Development Program	-	1,958,877	1,958,877	1,432,498
Economic Development	701,960	923,623	923,623	885,291
New Port Community Development Authority	1,242,976	1,022,642	1,022,642	1,019,903
Permits and Inspections	2,307,488	2,505,798	2,505,798	2,399,958
Planning	1,491,845	1,691,367	1,819,267	1,618,615
Willett Hall	224,040	386,866	386,866	309,678
Total Budget	5,968,308	8,489,173	8,617,073	7,665,943
Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	4,501,292	5,120,788	5,248,688	4,903,864
435 Willett Hall Fund	224,040	386,866	386,866	309,678
630 New Port Community Development Authority	1,242,976	1,022,642	1,022,642	1,019,903
910 Community Development	-	1,958,877	1,958,877	1,432,498
Total Funding	5,968,308	8,489,173	8,617,073	7,665,943

**City of Portsmouth
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**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 & Inspections encompasses the divisions of Building, Environmental/Zoning, and Rental Inspections. The Building Inspections Division 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 responsibility to ensure that a structure is sound and reasonably safe from structural failure, accidental fire, and other hazards. The Building Inspections Division 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 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 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, structures, ventilation, space, heating, sanitation, protection from the elements, inoperable motor vehicles, weeds and debris, safety from fire, and other hazards to protect the health, safety and welfare of our citizens. Inspectors also perform zoning investigations. 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. This division also enforces the sign ordinance. Properties that have been illegally converted also come under the purview of this division for notification of violations of the City's zoning code.

Expenditure Categories	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Salaries	919,414	1,171,361	871,361	1,100,477
Allowances	-	11,997	11,997	-
Benefits	368,350	491,580	491,580	446,156
Other Operating Expenses	619,220	417,100	717,100	435,439
Internal Service Charges	400,504	413,760	413,760	417,886
Net Budget	2,307,488	2,505,798	2,505,798	2,399,958
Total Budget	2,307,488	2,505,798	2,505,798	2,399,958
Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	2,307,488	2,505,798	2,505,798	2,399,958
Total Funding	2,307,488	2,505,798	2,505,798	2,399,958

Strategic Goals

* Continue to enhance the functions of the zoning component, in addition to the enhancement of the efficiency of the building permit process.

Outcomes and Accomplishments

*Issued 4,454 building, electrical, mechanical and plumbing permits. This generated revenues of approximately \$554 thousand and represents \$70 million aggregate in construction value.

*The department completed 465 building, electrical, mechanical and plumbing plan reviews and 10,482 building, electrical, mechanical and plumbing inspections.

*The Environmental/Zoning Inspections Division conducted 62,745 initial inspections. It closed 18,599 cases all in an effort to preserve neighborhoods.

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

**Community and Economic Development
Economic Development**

Business Unit Mission Statement

To foster an environment that creates a superior quality of life for its 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 has created a strategic plan that strives to build upon and continue the success by focusing attention on three key activities: Business development, product development and market development

- * Business development is defined as programs that nurture business growth and investment. This is the core of economic development activities, which include business attraction, retention and expansion, and startup and emerging businesses.
- * Market development involves activities that focus on recruiting individuals who will enhance the economy and enlarge the market area in which they could receive products and services.
- * Product development includes investments that are maintained, upgraded or developed by labor and capital to improve the community. This may include downtown areas, gateways, business parks, or speculative buildings.

Expenditure Categories	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Salaries	323,903	379,392	379,392	361,325
Benefits	93,570	116,746	116,746	106,169
Other Operating Expenses	229,644	362,000	362,000	362,000
Internal Service Charges	54,843	65,485	65,485	55,797
Net Budget	701,960	923,623	923,623	885,291
Total Budget	701,960	923,623	923,623	885,291

Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	701,960	923,623	923,623	885,291
Total Funding	701,960	923,623	923,623	885,291

Strategic Goals

- * Midtown Retail Redevelopment - The primary focus is developing the sites currently owned by EDA, Greater Portsmouth Development Corporation, and Portsmouth Redevelopment & Housing Authority.
- * Other goals will be to identify land that can be acquired to facilitate commercial developments similar to those that have taken place in Port Centre Commerce Park. This area has accommodated the expansion of businesses in an area that is rich with incentives related to the zone designations. Additional space for commercial developments are essential to the growth and expansion of small to mid-size companies in the City.

Outcomes and Accomplishments

- * Staff has enhanced partnerships with its primary economic development partners: VEDP, VDBA, VDHCD, HREDA, VPA and the consulting and brokerage communities. Building on these partnerships will continue.
- * Target industries were developed and numerous marketing outreach initiatives and missions took place focused on these.
- * A media campaign has been implemented focusing on highlighting the City's accomplishments over the past decade. This effort continues with the initiation of a billboard campaign and commercial television campaign aimed at residential consumers.

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

**Community and Economic Development
Planning**

Business Unit Mission Statement

The Department of Planning's mission is to perform and provide support for programs and activities related to the physical development and use of the land in the City. These activities include, but are not limited to, the development of the City's Comprehensive Plan and the continual implementation of that plan, as well as reviewing and permitting land uses such as rezoning and use permits.

Description of Services Provided

The Department of Planning makes recommendations and implementing policies and programs that assist in the administration of the City's land use, development, and environmental ordinances.

The department provides seven (7) core services to Portsmouth residents. These include: Current Planning, Zoning Administration and Enforcement, Transportation Planning, Environmental Planning and Enforcement, Historic Preservation, Community Planning and Development Programs. Long Range, or Comprehensive Planning, is also provided.

Expenditure Categories	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Salaries	706,962	696,416	696,416	644,756
Benefits	225,696	230,124	230,124	214,217
Other Operating Expenses	453,676	650,500	778,400	650,500
Internal Service Charges	105,511	114,327	114,327	109,142
Net Budget	1,491,845	1,691,367	1,819,267	1,618,615
Total Budget	1,491,845	1,691,367	1,819,267	1,618,615

Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
100 General Fund	1,491,845	1,691,367	1,819,267	1,618,615
Total Funding	1,491,845	1,691,367	1,819,267	1,618,615

Strategic Goals

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

- * Maintain the stability of viable land use patterns.
- * Pursue revitalization/redevelopment initiatives to reverse obsolescence and reduce land use conflicts
- * Continue planning for on-going Special FOCUS area initiatives
- * Promote mixed-use, pedestrian-friendly land use patterns
- * "Raise the bar" on development quality
- * Seek opportunities to convert tax exempt lands to productive uses that strengthen the City's tax base
- * Continuously assess historic district regulations (boundaries, standards, procedures, potential additional designations)
- * Investigate opportunities to relocate community facilities to less valuable location to support high value private development

Outcomes and Accomplishments

- * Implementation of activities outlined in the 2010 Floodplain Management Plan
- * Assisted 18 households in the Cradock and Truxtun neighborhoods with rehab as part of the World Changers program expending about \$64,700 of Community Development Block Grant (CDBG) funds.
- * Completed rehab of 4 owner occupied units through the Home Care Housing Rehab program for the elderly and disabled with an expenditure of about \$170,600 of HOME funds. An additional 4 units are being rehabbed.
- * Assisted 19 low income households with becoming home owners with about \$202,200 of HOME funds used for down payment and closing assistance.
- * Provided rental assistance, security deposits, and utility payments to 79 low-income households Citywide preventing them from becoming homeless with about \$242,400 of HOME funds.
- * Supported development of 31 public housing units at Seaboard Square by expending about \$320,000 of CDBG funds for construction of infrastructure.
- * 11 signalized intersections received pedestrian crossing signals, new ADA ramps, and striped crosswalks

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

**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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Salaries	100,037	145,312	145,312	147,901
Benefits	17,499	26,684	26,684	20,303
Other Operating Expenses	97,554	205,016	205,016	130,016
Internal Service Charges	8,949	9,854	9,854	11,458
Net Budget	224,040	386,866	386,866	309,678
Total Budget	224,040	386,866	386,866	309,678
Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
435 Willett Hall Fund	224,040	386,866	386,866	309,678
Total Funding	224,040	386,866	386,866	309,678

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.
- * Doubled the number of shows from the previous year.
- * Hired 19 new part-time ushers.

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

**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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Other Operating Expenses	-	1,958,877	1,958,877	1,432,498
Net Budget	-	1,958,877	1,958,877	1,432,498
Total Budget	-	1,958,877	1,958,877	1,432,498
Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
910 Community Development	-	1,958,877	1,958,877	1,432,498
Total Funding	-	1,958,877	1,958,877	1,432,498

**City of Portsmouth
Fiscal Year 2014 Adopted Budget**

**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 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
Other Operating Expenses	1,242,976	1,022,642	1,022,642	1,019,903
Net Budget	1,242,976	1,022,642	1,022,642	1,019,903
Total Budget	1,242,976	1,022,642	1,022,642	1,019,903
Funding Sources	FY 2012 Actual	FY 2013 Adopted	FY 2013 Amended	FY 2014 Adopted
630 New Port Community Development Authority	1,242,976	1,022,642	1,022,642	1,019,903
Total Funding	1,242,976	1,022,642	1,022,642	1,019,903